



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

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

AGENDA

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

REGULAR BOARD MEETING

JUNE 21, 2017

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

District Administration Building – Board Room

15160 Jackson Road

Rancho Murieta, CA 95683

Director John Merchant will participate in the closed session by teleconference from Two Jack Lake Campground, Lake Louise Alberta, Canada

Director Lester Clark will participate in the closed session by teleconference from 1627 US Highway 395N, Minden, Nevada, 89423.

BOARD MEMBERS

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

STAFF

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

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

JUNE 21, 2017

REGULAR BOARD MEETING

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

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

AGENDA

- | | ESTIMATED RUNNING TIME |
|---|------------------------|
| 1. CALL TO ORDER - Determination of Quorum – President Pecotich (Roll Call) | 4:00 |
| 2. CONSIDER ADOPTION OF AGENDA (<i>Motion</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.</i> | |
| 3. SPECIAL ANNOUNCEMENTS AND ACTIVITIES
<i>Mario Moreno promoted to Utility Worker II.</i> | |
| 4. CLOSED SESSION
<i>Closed session conference with legal counsel regarding anticipated litigation - significant exposure to litigation involving one potential case concerning barcode access through the North Gate (Government Code section 54956.9(d)(2)).</i> | |
| 5. OPEN SESSION/REPORT ACTION FROM CLOSED SESSION | 5:00 |
| 6. COMMENTS FROM THE PUBLIC
<i>Members of the public may comment on any item of interest within the subject matter jurisdiction of the District and any item specifically agendized. Members of the public wishing to address a specific agendized item are encouraged to offer their public comment during consideration of that item. With certain exceptions, the Board may not discuss or take action on items that are not on the agenda.</i>

<i>If you wish to address the Board at this time or at the time of an agendized item, as a courtesy, please state your name and address. Speakers presenting individual opinions shall have 3 minutes to speak. Speakers presenting opinions of groups or organizations shall have 5 minutes per group.</i> | |
| 7. CONSENT CALENDAR (<i>Motion</i>) (Roll Call Vote) (5 min.) <i>All items in Agenda Item 7 will be approved as one item if they are not excluded from the motion adopting the consent calendar.</i>
A. Approval of Board and Committee Meeting Minutes <ol style="list-style-type: none">1. <i>May 17, 2017 Regular Board Meeting Minutes</i>2. <i>May 31, 2017 Special Board Meeting Minutes</i>3. <i>June 6, 2017 Improvements Committee Meeting Minutes</i>4. <i>June 6, 2017 Finance Committee Meeting Minutes</i> | |

- B. Approval of Bills Paid Listing
8. **STAFF REPORTS** (Receive and File)
- A. General Manager's Report
 - B. Administration/Financial Report
 - C. Security Report
 - D. Water/Wastewater/Drainage Report
9. **CORRESPONDENCE**
10. **CONSIDER ADOPTION OF RESOLUTION R2017-06, IN HONOR OF DARLENE J. THIEL, GENERAL MANAGER** (Discussion/Action) (Motion) **(Roll Call Vote)** (5 min.)
11. **CONSIDER ADOPTION OF RESOLUTION R2017-04, FISCAL YEAR 2017-2018 BUDGET INCLUDING CAPITAL IMPROVEMENT PROJECTS** (Discussion/Action) (Motion) **(Roll Call Vote)** (5 min.)
12. **CONSIDER ADOPTION OF ORDINANCE O2017-01, AN ORDINANCE AMENDING CHAPTER 14 OF THE DISTRICT CODE, RELATING TO WATER SERVICE CHARGES; AMENDING CHAPTER 15 OF THE DISTRICT CODE RELATING TO SEWER SERVICE CHARGES; AMENDING CHAPTER 16A OF THE DISTRICT CODE RELATING TO DRAINAGE SPECIAL TAX; AMENDING CHAPTER 21 OF THE DISTRICT CODE RELATING TO SECURITY SPECIAL TAX; AND AMENDING CHAPTER 31 OF THE DISTRICT CODE RELATING TO SOLID WASTE COLLECTION AND DISPOSAL SERVICE CHARGES** (Discussion/Action) (Motion) **(Roll Call Vote)** (5 min.)
13. **CONSIDER APPROVAL OF CALIFORNIA WASTE RECOVERY SYSTEMS FOURTH AMENDMENT TO THE 2013 CONTRACT** (Discussion/Action) (Motion) **(Roll Call Vote)** (5 min.)
14. **CONSIDER APPROVAL OF ANNUAL AUDIT ENGAGEMENT LETTER** (Discussion/Action) (Motion) (5 min.)
15. **CONSIDER APPROVAL OF PROPOSAL FOR ADMINISTRATION PARKING LOT ASPHALT SEALING AND STRIPING** (Discussion/Action) (Motion) **(Roll Call Vote)** (5 min.)
16. **CONSIDER APPROVAL OF THE PROPOSAL FOR ELECTRONIC DOCUMENT MANAGEMENT SYSTEM** (Discussion/Action) (Motion) **(Roll Call Vote)** (5 min.)
17. **CONSIDER APPROVAL OF PAYMENT OF INVOICE FROM TESCO CONTROLS FOR A SCADA MONITORING SYSTEM** (Discussion/Action) (Motion) **(Roll Call Vote)** (5 min.)

18. **CONSIDER APPROVAL OF THREE PROJECTS BEING ADDED TO THE CAPITAL IMPROVEMENT TECHNICAL MEMORANDUM FOR FEE DEVELOPMENT** (Discussion/Action) (Motion) (Roll Call Vote) (5 min.)
19. **CONSIDER APPROVAL OF DISTRICT APPOINTMENTS** (Discussion/Action) (Motion) (Roll Call Vote) (5 min.)
 - a. Edward R. Crouse as Interim District Treasurer
 - b. Edward R. Crouse as Interim Regional Water Authority Board Member Representative
 - c. Edward R. Crouse as Interim Sacramento Central Groundwater Authority Representative
20. **CONSIDER CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA) 2017 BOARD ELECTIONS REPRESENTATIVE SEAT C** (Discussion/Action) (Motion)
21. **RECEIVE WATER TREATMENT PLANT EXPANSION PROJECT COST OVER-RUN AND REIMBURSEMENT ANALYSIS** (Discussion/Action (5 min.))
22. **RECEIVE QUARTERLY UPDATE ON 2017 BOARD GOALS** (Discussion/Action (5 min.))
23. **RECEIVE PARKS COMMITTEE UPDATE** (Discussion/Action) (15 min.)
24. **CONSIDER CONFERENCE/EDUCATION OPPORTUNITIES** (Discussion/Action) (Motion)
25. **REVIEW DISTRICT MEETING DATES /TIMES FOR JULY 2017**
 - A. Security – July 6, 2017 at 4:00 p.m.
 - B. Communications – July 6, 2017 at 4:30 p.m.
 - C. Improvements – July 11, 2017 at 8:30 a.m.
 - D. Finance – July 11, 2017 at 9:00 a.m.
 - E. Personnel – July 11, 2017 at 9:30 a.m.
 - F. Regular Board Meeting – July 19, 2017 - Open Session at 5:00 p.m.
26. **DIRECTOR COMMENTS/SUGGESTIONS**

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

"In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item and is distributed less than 72 hours prior to a regular meeting, will be made available for public inspection in the District offices during normal business hours. If, however, the document is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting."

Note: This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of this posting is June 16, 2017. Posting locations are: 1) District Office; 2) Rancho Murieta Post Office; 3) Rancho Murieta Association; 4) Murieta Village Association.



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

May 17, 2017

Call to Order and Closed Session 4:30 p.m. / Open Session 5:00 p.m.

1. CALL TO ORDER/ROLL CALL

President Mark Pecotich called the Regular Board Meeting of the Board of Directors of Rancho Murieta Community Services District to order at 4:30 p.m. in the District meeting room, 15160 Jackson Road, Rancho Murieta. Directors present were Mark Pecotich, Morrison Graf, Les Clark, John Merchant, and Gerald Pasek. Also, present were Darlene J. Thiel, General Manager; Paul Wagner, Security Chief; Paul Siebensohn, Director of Field Operations; Eric Thompson, Controller; Suzanne Lindenfeld, District Secretary; and Richard Shanahan, District General Counsel.

2. ADOPT AGENDA

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

3. BOARD ADJOURNED TO CLOSED SESSION AT 4:31 P.M. TO DISCUSS THE FOLLOWING ITEM:

Under Government Code 54957: Public Employee Appointment/Employment of the General Manager.

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

Under Government Code 54957: Public Employee Appointment/Employment of the General Manager.

Nothing to report.

5. SPECIAL ANNOUNCEMENTS AND ACTIVITIES

County Supervisor Sue Frost Town Hall Meeting May 22, 2017 at 6:30 p.m. @ Murieta Village Association Building.

6. COMMENTS FROM THE PUBLIC

None.

7. CONSENT CALENDAR

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

8. STAFF REPORTS

Under Agenda Item 8A, Director Pasek asked what the holdup was on the Security Assessment Report. Darlene J. Thiel stated that after two (2) conference calls, the consultants are re-addressing some areas that they did not have a clear understanding of. The goal is to have the report done by the beginning of June 2017.

Director Merchant asked about the Directors submitting comments regarding the maps being reviewed by the County. Darlene J. Thiel stated that Directors should email their comments to her to include in the District's letter to the County.

President Pecotich commented on the high use of water in April 2017.

Under Agenda Item 8C, President Pecotich asked about the incident map and reporting software, Expediter Technology System. Chief Wagner stated that he is moving forward with getting the program.

Under Agenda Item 8D, Director Clark asked how the new water plant was operating. Paul Siebensohn stated that so far so good.

9. CORRESPONDENCE

No discussion.

10. CONSIDER APPROVAL OF THE ENGINEERING DRAFT CAPITAL IMPROVEMENTS TECHNICAL MEMORANDUM FOR FEE DEVELOPMENT

John Griffin, Coastland Engineering, gave a brief summary of the draft Capital Improvements Technical Memorandum. The Technical Memorandum identifies the proposed projects for Capital Improvement to be used as the basis for the fee calculation. Once approved Coastland Engineering will move forward with developing the Government Code 66000 Compliance Report and update the District Code. The goal is to have the 66000 Compliance Report and updated District Code for the June Finance Committee and then to the June Regular Board Meeting. A question and answer period followed.

Motion/Clark to approve the proposed projects for the Draft Capital Improvements Technical Memorandum to be used as the basis for the respective fee calculations with an additional look at the engineering costs, project by project, to ensure adequate reserve funding. **Second/Pasek. Ayes: Pecotich, Graf, Clark, Merchant, Pasek. Noes: None. Absent: None. Abstain: None.**

11. CONSIDER APPROVAL OF THE ENGINEERING DRAFT WATER SUPPLY AUGMENTATION TECHNICAL MEMORANDUM FOR FEE DEVELOPMENT

John Griffin, Coastland Engineering, gave a brief summary of the draft Water Supply Augmentation Technical Memorandum. The Technical Memorandum identifies the proposed projects for Water Supply Augmentation to be used as the basis for the respective fee calculations. Once approved by the Board, Coastland Engineering will develop the Government Code 66000 Compliance Report and update the District Code. The goal is to have the 66000 Compliance Report and updated District Code for the June Finance Committee and then to the June Regular Board Meeting. A question and answer period followed.

Director Clark stated that the Van Vleck Spray Field project should be a Capital Improvement Project since it relates more to the disposal than recycled water use.

Director Merchant asked what water augmentation means. Darlene J. Thiel stated it is the additional supply, augmenting of, our supply during times of drought.

Motion/Graf to approve the proposed projects for the Draft Water Supply Augmentation Technical Memorandum to be used as the basis for the respective fee calculations. **Second/Pasek. Ayes: Pecotich, Graf, Clark, Merchant, Pasek. Noes: None. Absent: None. Abstain: None.**

12. DISCUSS AND CONSIDER APPOINTMENT OF AN INTERIM GENERAL MANAGER

Motion/Merchant to adopt Resolution R2017-06 a resolution of the Board of Directors of the Rancho Murieta Community Services District appointing Edward R. Crouse as interim general manager. **Second/Clark. Roll Call Vote: Ayes: Pecotich, Graf, Clark, Merchant, Pasek. Noes: None. Absent: None. Abstain: None.**

13. REVIEW OF THE PROPOSED 2017/2018 BUDGET AND CAPITAL PROJECTS AND CONSIDER ADOPTION OF RESOLUTION R2017-04 APPROVING THE PROPOSED BUDGET FOR FISCAL YEAR 2017/2018, INCLUDING CAPITAL PROJECTS

Darlene J. Thiel gave a brief PowerPoint presentation regarding the proposed 2017/2018 budget and Capital Projects. The proposed budget results in a 1.32% increase or \$2.22 per month, on the average monthly bill for a residential metered lot. Adoption of the 2017-2018 budget will occur at the June 21, 2017 Regular Board Meeting.

Motion/Clark to introduce Resolution R2017-04, waive the full reading and continue to the June 21, 2017 Board meeting for adoption. **Second/Pasek. Roll Call Vote: Ayes: Pecotich, Graf, Clark, Merchant, Pasek. Noes: None. Absent: None. Abstain: None.**

14. PUBLIC HEARING TO CONSIDER ADOPTION OF THE PROPOSED SERVICE CHARGE INCREASES AND SPECIAL TAX ADJUSTMENTS

Darlene J. Thiel gave a brief overview of the proposed rate changes. Only one (1) letter objecting to the rate increase was received.

President Pecotich opened the public hearing at 7:03 p.m.

There were no comments.

President Pecotich closed the public hearing at 7:04 p.m.

Motion/Graf to introduce Ordinance O2017-01, an Ordinance of the Rancho Murieta Community Services District, amending Chapter 14 of the District Code relating to Water Service Charges; amending Chapter 15 of the District Code relating to Sewer Service Charges; amending Chapter 16 of the District Code relating to Drainage Service Charges; amending Chapter 16A of the District Code relating to Drainage Special Tax; amending Chapter 21 of the District Code relating to Security Special Tax; and amending Chapter 31 of the District Code relating to Solid Waste Collection and Disposal Service Charges, waive the full reading of the Ordinance and continue to the June 21, 2017 Regular Board Meeting for adoption. **Second/Pasek. Second/Pasek. Roll Call Vote: Ayes: Pecotich, Graf, Clark, Merchant, Pasek. Noes: None. Absent: None. Abstain: None.**

15. CONSIDER APPROVAL OF FUNDS TRANSFER FOR DRAINAGE 2016-2017 BUDGET

Darlene J. Thiel gave a brief summary of the recommendation to approve transfer of funds for the Drainage 2016-2017 Budget. Field Operations staff spent more time in the maintenance and cleaning of drainage channels and culverts during the winter rain season due to the heavy storms and precipitation received in an effort to mitigate any potential storm and flood damage. This effort caused an over-run in the 2016 – 2017 Drainage Budget.

Motion/Graf approve the use of the Drainage Fund balance to cover budget over-run in 2016 – 2017 due to storm related work, in the amount of \$22,962. **Second/Pasek. Roll Call Vote: Ayes: Pecotich, Graf, Clark, Merchant, Pasek. Noes: None. Absent: None. Abstain: None.**

Darlene J. Thiel gave a brief summary of the recommendation to approved transfer of fund for the Drainage 2016-2017 Budget for the purchase of Bactimos for the granular treatment of Midge Flies at Laguna Joaquin. Due to the budget over-run, the 2016 – 2017 budget will not have sufficient under-run at the end of this fiscal year to cover the purchase of additional Bactimos chemical.

Motion/Clark to approve the use of the Drainage Fund balance for the purchase of Bactimos (Granular Midge Fly Treatment) to provide two additional 25% applications to Laguna Joaquin before June 30, 2017, in the

amount of \$7,230. **Second/Graf. Roll Call Vote: Ayes: Pecotich, Graf, Clark, Merchant. Noes: Pasek. Absent: None. Abstain: None.**

16. CONSIDER AND APPROVE PURCHASE OF F-150 TRUCK TO REPLACE VEHICLE #215 FOR OPERATIONS STAFF

Paul Siebensohn gave a brief summary of the recommendation to approve the purchase of a F-150 truck to replace a vehicle. Since the Finance Committee, truck #214's engine blew so this may be replacing truck #214 instead of truck #215.

Motion/Graf to approve the proposal from Harrold Ford for the purchase of a new F-150 Truck to replace vehicle #215/214 for Field Operations, in an amount not to exceed \$23,469.60. Funding to come from Sewer Replacement Reserves, CIP 16-01-2. **Second/Pasek. Roll Call Vote: Ayes: Pecotich, Graf, Clark, Merchant. Noes: Pasek. Absent: None. Abstain: None.**

17. DISCUSS RANCHO MURIETA TRAIL TOUR AND RECEIVE PARKS COMMITTEE UPDATE

President Pecotich gave a brief overview of the minutes from the Murieta Trail tour. The Greens Park is waiting for the grading permit. The Parks Committee discussed having a groundbreaking ceremony.

John Sullivan suggested a community meeting for the residents to provide input on Exhibit E of the Trail maps.

18. CONSIDER CONFERENCE/EDUCATION OPPORTUNITIES

Director Graf stated that he would be attending the CSDA Special District Leadership Academy in July.

Suzanne will be attending the Art of the Message training on August 15, 2017.

19. REVIEW APRIL BOARD/COMMITTEE MEETING DATES/TIMES

Director Merchant stated that he will not be able to attend the June 21, 2017 Board Meeting. Director Clark stated that he may not be able to attend the June 21, 2107 Board Meeting; he is confirming his schedule.

20. DIRECTOR COMMENTS AND SUGGESTIONS

Paul Siebensohn commented on the District doing community outreach regarding flushable and non-flushable items. A notice was also put on the website.

Director Merchant commented on the need to enhance the security at the new water plant.

Director Graf asked if staff has received the most current development drawings. Darlene J. Thiel stated yes, a paper copy and the link for the electronic copy.

Director Clark commented on Rancho Murieta Country Club wanting to transfer ownership of Basin 5. Paul Siebensohn stated that Rancho Murieta Association wants to turn Basin 5 into a park.

President Pecotich commented on the water quality at Basin 5 and use of the fountains that Rancho Murieta Association took out of Laguna Joaquin. Recruitment for a new General Manager has begun. The application cutoff date for this position is June 17, 2017.

21. ADJOURNMENT

Motion/Pasek to adjourn at 7:46 p.m. **Second/Graf. Ayes: Ayes: Pecotich, Graf, Clark, Merchant, Pasek. Noes: None. Absent: None. Abstain: None.**

Respectfully submitted,

Suzanne Lindenfeld
District Secretary

DRAFT

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

May 31, 2017 at 12:00 p.m.



1. CALL TO ORDER/ROLL CALL

President Mark Pecotich called the Special Board Meeting of the Board of Directors of Rancho Murieta Community Services District to order at 12:00 p.m. in the District meeting room, 15160 Jackson Road, Rancho Murieta. Directors present were Mark Pecotich, Morrison Graf, Les Clark, John Merchant, and Gerald Pasek. Also, present were Darlene J. Thiel, General Manager and Suzanne Lindenfeld, District Secretary.

2. ADOPT AGENDA

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

3. COMMENTS FROM THE PUBLIC

No comments.

4. BOARD ADJOURNED TO CLOSED SESSION AT 12:01 P.M. TO DISCUSS THE FOLLOWING ITEM

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

5. BOARD RECONVENED TO OPEN SESSION AT 12:50 P.M. AND REPORTED THE FOLLOWING

Under Government Code 54957: Public Employee Performance Evaluation of the General Manager. Nothing to report.

6. DIRECTOR COMMENTS AND SUGGESTIONS

No comments.

7. ADJOURNMENT

Motion/Graf to adjourn at 12:51 p.m. **Second/Pasek. Ayes: Pecotich, Graf, Clark, Merchant, Pasek. Noes: None. Absent: None. Abstain: None.**

Respectfully submitted,

Suzanne Lindenfeld
District Secretary

MEMORANDUM

Date: June 6, 2017
To: Board of Directors
From: Improvements Committee Staff
Subject: June 6, 2017 Improvements Committee Meeting Minutes

1. CALL TO ORDER

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

2. PUBLIC COMMENT

None.

3. MONTHLY UPDATES

Solar Power Update

Wastewater Treatment Plant Site

Solar City has submitted revised plans back to the county and are waiting for the plans to be reviewed before the project can move forward. Solar City has been given verbal indication that the county has reviewed the plans and has approved the revisions but has not yet received written confirmation.

Water Treatment Plant Site

Boring work and installation of the conduits have been completed. Bockman Woody is currently pouring the concrete for the electrical panel pad adjacent to our switchgear for the interconnection. They will be pulling wire through the conduits and set panel by the end of the week. After that, they will land the wiring to the new panel and coordinate with us for a shut-down to be able to tie into our main electrical panel, torque test the connections, megger test the wiring, and coordinate for the final turn on.

The only outside physical work still needing to be done by SMUD is for them to mount their telemetry system for their power monitoring.

Well Project

The Request for Proposal (RFP) for well drilling is under review for needed updates before it is released for bid again. The RFP will specify that award of the contract will be contingent upon successful negotiation with the property owner for an easement, right of entry agreement, and use agreement. The grant for the Well Project will more than likely be extended past the December 2017 date.

Director Clark asked about the status of the Coastland Report. Darlene Thiel stated that to allow time for legal review, the report will be presented in to the Board in July 2017 instead of June 2017.

4. ASPHALT – SEAL/REPAIR AND STRIPING FOR ADMINISTRATION PARKING LOT

Paul Siebensohn gave a brief summary of the recommendation to approve the proposal from Dave Bunfill Blacktop Services & Protective Coatings for the asphalt sealing and striping of the existing road way and

parking lot at the District Administration Building. **This item will be on the June 21, 2017 Board of Directors Meeting agenda.**

5. DIRECTORS & STAFF COMMENTS/SUGGESTIONS

Paul Siebensohn stated that the District received letters from the State Water Resources Control Board regarding proposed regulations for storm water runoff and trash provision and his concerns regarding the costs for these regulations.

6. ADJOURNMENT

The meeting was adjourned at 8:58 a.m.

DRAFT

MEMORANDUM

Date: June 6, 2017
To: Board of Directors
From: Finance Committee Staff
Subject: June 6, 2017 Finance Committee Meeting Minutes

1. CALL TO ORDER

Director Pasek called the meeting to order at 9:04 a.m. Present were Directors Merchant and Pasek. Present from District staff were Darlene J. Thiel, General Manager; Paul Siebensohn, Director of Field Operations; Eric Thompson, Controller; and Suzanne Lindenfeld, District Secretary.

2. COMMENTS FROM THE PUBLIC

None.

3. ANNUAL AUDIT ENGAGEMENT LETTER

No discussion. **This item will be on the District's June 21, 2017 Board of Directors Meeting agenda.**

4. REVIEW WATER TREATMENT PLANT COST OVER-RUN AND REIMBURSEMENT ANALYSIS

Darlene J. Thiel gave a brief summary of the draft Water Treatment Plant Expansion Project (WTP Project) cost over-run. The total over-run cost share is estimated at \$632,307.00. Half of the overrun, \$316,154, will be collected from Rancho North's share of water capacity charges to be paid by developments that did not participate in the WTP Project. Those developments include Residences East, Residences West, the apartment site, and miscellaneous undeveloped areas. After discussion, the Committee requested this item be presented to the Board. **This item will be on the District's June 21, 2017 Board of Directors Meeting agenda.**

5. DIRECTORS & STAFF COMMENTS/SUGGESTIONS

No comments.

6. ADJOURNMENT

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

MEMORANDUM

Date: June 6, 2017
To: Board of Directors
From: Eric Thompson, Controller
Subject: Bills Paid Listing

Enclosed is the Bills Paid Listing Report for **May 2017**. Please feel free to call me before the Board meeting regarding any questions you may have relating to this report. This information is provided to the Board to assist in answering possible questions regarding large expenditures.

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

<u>Vendor</u>	<u>Project / Purpose</u>	<u>Amount</u>	<u>Funding</u>
State of California	Annual Dam Fees	\$ 39,237.00	Operating Expense
State Water Resources Control Brd	Large Water System Fee	\$ 14,390.00	Operating Expense
A Leap Ahead IT	Monthly IT Service	\$ 11,011.69	Operating Expense
California Waste Recovery Systems	Solid Waste Monthly Contract	\$ 46,682.69	Operating Expense
Aquality Water Management	Contract Staffing	\$ 17,787.46	Operating Expense
Bartkiewicz, Kronick & Shanahan	Legal Services	\$ 8,686.66	Operating Expense
County of Sacramento	Solid Waste Surcharges	\$ 8,786.96	Operating Expense
S.M.U.D.	Purchased Power	\$ 22,635.30	Operating Expense

PREPARED BY: Eric Thompson, Controller

REVIEWED BY:  , District Treasurer

Rancho Murieta Community Services District

Bills Paid Listing for May 2017

Ck Number	Date	Vendor	Amount	Purpose
CM32052	5/2/2017	California Public Employees' Retirement Sys	\$38,835.88	Payroll
CM32053	5/2/2017	Guardian Life Insurance	\$4,765.35	Payroll
CM32054	5/2/2017	Vision Service Plan (CA)	\$441.90	Payroll
CM32055	5/5/2017	A Leap Ahead IT	\$11,011.69	VOIDED
CM32056	5/5/2017	Achim Kastell DBA AK Enterprises	\$1,100.00	VOIDED
CM32057	5/5/2017	American Family Life Assurance Co.	\$450.75	VOIDED
CM32058	5/5/2017	Applications By Design, Inc.	\$225.00	VOIDED
CM32059	5/5/2017	Aramark Uniform & Career Apparel, LLC	\$148.61	VOIDED
CM32060	5/5/2017	Aramark Uniform & Career Apparel, LLC	\$210.08	VOIDED
CM32061	5/5/2017	Arnolds For Awards	\$20.89	VOIDED
CM32062	5/5/2017	AT&T	\$60.00	VOIDED
CM32063	5/5/2017	AT&T	\$746.82	VOIDED
CM32064	5/5/2017	Baudville	\$333.28	VOIDED
CM32065	5/5/2017	Borges & Mahoney	\$444.52	VOIDED
CM32066	5/5/2017	California Special Districts Association	\$55.00	VOIDED
CM32067	5/5/2017	California State Disbursement Unit	\$290.76	VOIDED
CM32068	5/5/2017	California Waste Recovery Systems	\$46,682.69	VOIDED
CM32069	5/5/2017	Cell Energy Inc.	\$762.25	VOIDED
CM32070	5/5/2017	Chrysler Capital	\$156.80	VOIDED
CM32071	5/5/2017	Capital One Commercial	\$795.12	VOIDED
CM32072	5/5/2017	County of Sacramento	\$587.00	VOIDED
CM32073	5/5/2017	Cummins Pacific LLC	\$2,780.17	Repairs & Maintenance
CM32074	5/5/2017	Express Office Products, Inc.	\$612.76	Office Supplies
CM32075	5/5/2017	Fastenal	\$740.20	Repairs & Maintenance
CM32076	5/5/2017	Folsom Lake Fleet Services	\$663.10	Vehicle Service & Repairs #217
CM32077	5/5/2017	Franchise Tax Board	\$50.00	Payroll
CM32078	5/5/2017	Galls/Quartermaster	\$304.48	Uniforms - Security
CM32079	5/5/2017	Hach Company	\$226.49	Repairs & Maintenance
CM32080	5/5/2017	Robert Hanson	\$100.00	Conservation
CM32081	5/5/2017	HDS White Cap Const Supply	\$198.03	Repairs & Maintenance
CM32082	5/5/2017	Herburger Publications, Inc	\$206.47	Employment Ads
CM32083	5/5/2017	Jahn Eric Hoberg	\$300.00	Conservation
CM32084	5/5/2017	Jorgenson Lockers	\$1,909.00	Supplies
CM32085	5/5/2017	Legal Shield	\$31.26	Payroll
CM32086	5/5/2017	Nationwide Retirement Solution	\$1,962.00	Payroll
CM32087	5/5/2017	Operating Engineers Local Union No. 3	\$542.85	Payroll
CM32088	5/5/2017	Pacific Copy & Print	\$569.84	Office Supplies
CM32089	5/5/2017	Pape Machinery	\$381.83	Vehicle Service & Repairs: Backhoe
CM32090	5/5/2017	Gerald Polson	\$100.00	Conservation
CM32091	5/5/2017	Professional Lock & Safe, Inc.	\$372.05	Repairs & Maintenance

Rancho Murieta Community Services District

Bills Paid Listing for May 2017

Ck Number	Date	Vendor	Amount	Purpose
CM32092	5/5/2017	Quincy Compressor LLC	\$2,792.37	Repairs & Maintenance
CM32093	5/5/2017	Rancho Murieta Ace Hardware	\$227.35	Monthly Supplies
CM32094	5/5/2017	Rancho Murieta Automotive Repair	\$49.47	Vehicle Service & Repairs #522
CM32095	5/5/2017	Romo Landscaping	\$385.00	Landscaping
CM32096	5/5/2017	Roto Rooter Service & Plumbing	\$2,200.00	Repairs & Maintenance
CM32097	5/5/2017	Santander Leasing	\$240.00	Security Vehicle Lease
CM32098	5/5/2017	Sierra Chemical Co.	\$410.73	Chemicals
CM32099	5/5/2017	Sierra Office Supplies	\$1,029.02	Office Supplies
CM32100	5/5/2017	State of California	\$39,237.00	Annual Dam Fees
CM32101	5/5/2017	State Water Resources Control Board	\$14,390.00	Large Water System Fee
CM32102	5/5/2017	Synectic Technologies	\$28.24	Repairs & Maintenance
CM32103	5/5/2017	TASC	\$196.07	Payroll
CM32104	5/5/2017	U.S. Bank Corp. Payment System	\$3,374.87	Monthly Gasoline Bill & Supplies
CM32105	5/5/2017	U.S. HealthWorks Medical Group, PC	\$87.00	Employee Screening
CM32106	5/5/2017	W.W. Grainger Inc.	\$755.75	Repairs & Maintenance
CM32107	5/5/2017	Jerry Wall	\$175.00	Conservation
CM32108	5/5/2017	Jeffrey Wiles	\$64.77	Conservation
CM32109	5/5/2017	Preston Young	\$100.00	Conservation
CM32110	5/5/2017	A Leap Ahead IT	\$11,011.69	VOIDED
CM32111	5/5/2017	Achim Kastell DBA AK Enterprises	\$1,100.00	VOIDED
CM32112	5/5/2017	American Family Life Assurance Co.	\$450.75	VOIDED
CM32113	5/5/2017	Applications By Design, Inc.	\$225.00	VOIDED
CM32114	5/5/2017	Aramark Uniform & Career Apparel, LLC	\$148.61	VOIDED
CM32115	5/5/2017	Aramark Uniform & Career Apparel, LLC	\$210.08	VOIDED
CM32116	5/5/2017	Arnolds For Awards	\$20.89	VOIDED
CM32117	5/5/2017	AT&T	\$60.00	VOIDED
CM32118	5/5/2017	AT&T	\$746.82	VOIDED
CM32119	5/5/2017	Baudville	\$333.28	VOIDED
CM32120	5/5/2017	Borges & Mahoney	\$444.52	VOIDED
CM32121	5/5/2017	California Special Districts Association	\$55.00	VOIDED
CM32122	5/5/2017	California State Disbursement Unit	\$290.76	VOIDED
CM32123	5/5/2017	California Waste Recovery Systems	\$46,682.69	VOIDED
CM32124	5/5/2017	Cell Energy Inc.	\$762.25	VOIDED
CM32125	5/5/2017	Chrysler Capital	\$156.80	VOIDED
CM32126	5/5/2017	Capital One Commercial	\$795.12	VOIDED
CM32127	5/5/2017	County of Sacramento	\$587.00	VOIDED
CM32128	5/5/2017	A Leap Ahead IT	\$11,011.69	Monthly IT Service
CM32129	5/5/2017	Achim Kastell DBA AK Enterprises	\$1,100.00	Repairs & Maintenance
CM32130	5/5/2017	American Family Life Assurance Co.	\$450.75	Payroll
CM32131	5/5/2017	Applications By Design, Inc.	\$225.00	IT Support

Rancho Murieta Community Services District

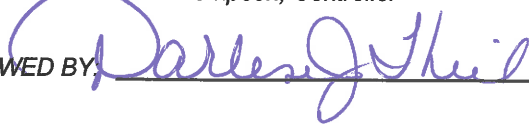
Bills Paid Listing for May 2017

Ck Number	Date	Vendor	Amount	Purpose
CM32132	5/5/2017	Aramark Uniform & Career Apparel, LLC	\$148.61	Uniforms - Water
CM32133	5/5/2017	Aramark Uniform & Career Apparel, LLC	\$210.08	Uniform Service - Water
CM32134	5/5/2017	Arnolds For Awards	\$20.89	Supplies
CM32135	5/5/2017	AT&T	\$60.00	Monthly Internet Bill
CM32136	5/5/2017	AT&T	\$746.82	Monthly Phone Bill
CM32137	5/5/2017	Baudville	\$333.28	Office Supplies
CM32138	5/5/2017	Borges & Mahoney	\$444.52	Repairs & Maintenance
CM32139	5/5/2017	California Special Districts Association	\$55.00	Director Training/Education
CM32140	5/5/2017	California State Disbursement Unit	\$290.76	Payroll
CM32141	5/5/2017	California Waste Recovery Systems	\$46,682.69	Solid Waste Monthly Contract
CM32142	5/5/2017	Cell Energy Inc.	\$762.25	Repairs & Maintenance
CM32143	5/5/2017	Chrysler Capital	\$156.80	Security Vehicle Lease
CM32144	5/5/2017	Capital One Commercial	\$795.12	Monthly Supplies
CM32145	5/5/2017	County of Sacramento	\$587.00	Permits
EFT	5/5/2017	EFTPS	\$9,621.04	Payroll
EFT	5/5/2017	EDD	\$2,472.45	Payroll
EFT	5/5/2017	EFTPS	\$53.85	Payroll
EFT	5/5/2017	EDD	\$11.89	Payroll
CM32146	5/19/2017	Duloglo Enterprises Inc DBA Action Cleaning	\$1,172.00	Monthly Cleaning Service
CM32147	5/19/2017	American Family Life Assurance Co.	\$450.75	Payroll
CM32148	5/19/2017	Aquality Water Management	\$17,787.46	Contract Staffing
CM32149	5/19/2017	Aramark Uniform & Career Apparel, LLC	\$252.21	Uniform Service - Water
CM32150	5/19/2017	AT&T	\$55.00	Monthly Internet Bill
CM32151	5/19/2017	AT&T	\$959.91	Monthly Cell Phone Bill
CM32152	5/19/2017	AT&T	\$740.04	Monthly Phone Bill
CM32153	5/19/2017	Bartkiewicz, Kronick & Shanahan	\$8,686.66	Legal Services
CM32154	5/19/2017	Brenner Fiedler & Associates, Inc	\$1,161.79	Supplies
CM32155	5/19/2017	California Laboratory Services	\$1,532.72	Monthly Lab Tests
CM32156	5/19/2017	California Public Employees' Retirement Sys	\$9,949.59	Payroll
CM32157	5/19/2017	California Public Employees' Retirement Sys	\$19,445.03	Payroll
CM32158	5/19/2017	California State Disbursement Unit	\$290.76	Payroll
CM32159	5/19/2017	CWEA	\$260.00	Memberships
CM32160	5/19/2017	Caltronics Business Systems	\$824.10	Copier - Admin.
CM32161	5/19/2017	CDW Government Inc.	\$246.01	IT Supplies
CM32162	5/19/2017	County of Sacramento	\$8,786.96	Solid Waste Surcharges
CM32163	5/19/2017	ECS House Industries, Inc.	\$2,128.80	Repairs & Maintenance
CM32164	5/19/2017	Express Office Products, Inc.	\$105.05	Office Supplies
CM32165	5/19/2017	Franchise Tax Board	\$50.00	Payroll
CM32166	5/19/2017	Greenfield Communications	\$307.97	Internet/TV
CM32167	5/19/2017	Hastie's Capitol Sand and Gravel Co.	\$1,226.73	Repairs & Maintenance

**Rancho Murieta Community Services District
Bills Paid Listing for May 2017**

Ck Number	Date	Vendor	Amount	Purpose
		CFD 2014-1 Bank of America Checking		
CM2045	5/19/2017	Corelogic Solutions, LLC	\$165.00	CFD2014-1 Admin Cost
		TOTAL	\$165.00	
		EL DORADO PAYROLL		
Checks: CM11616 to CM11626 and Direct Deposits: DD09672 to DD09732			\$ 107,050.96	Payroll
EFT	Various	National Payment Corp	\$124.70	Payroll
		TOTAL	\$107,175.66	

PREPARED BY: Eric Thompson, Controller

REVIEWED BY:  , District Treasurer

MEMORANDUM

Date: June 16, 2017
To: Board of Directors
From: Darlene J. Thiel, General Manager
Subject: General Manager's Report

WATER CONSERVATION

In May, the community's residential gallons per capita per day (R-GPCD) usage was 203 gallons. The May 2017 R-GPCD is the highest for the month of May since 2013, which is likely related to the District's lifting of the 3-day per week irrigation restriction. Even with this higher May R-GPCD, the community still achieved a 22% conservation as compared to consumption in May 2013.

The total year to date potable use, which includes commercial and District usage, is 31% lower than the same time period in 2013.

SECURITY DEPARTMENT – BURNS AND MCDONNELL REPORT

The second draft of the Security Assessment is currently under review by Ed Crouse and me. We are tentatively planning to have the Board Closed Session on June 27, 2017 to discuss the Security Assessment. The public presentation of the assessment report is tentatively scheduled for June 28, 2017 at the Rancho Murieta Country Club at 6:30 p.m.

WATER SUPPLY AUGMENTATION AND CAPITAL IMPROVEMENT FEE STUDIES/REPORTS

After the May 17, 2017 Board of Directors meeting, Dick Shanahan expressed his interest in providing legal review of the fee study reports that are being prepared by John Griffin, Coastland Engineering. Due to the already tight schedule and in an effort to accommodate Dick's legal review, presentation of the reports to the Board of Directors and the opening of the public comment period is now scheduled for the July 19, 2017 Board Meeting. Subsequent approval of the reports is scheduled for the August 16, 2017 Board Meeting.

PENDING AND PROPOSED LAND DEVELOPMENT PROJECTS

Rancho Murieta North – Development Project

The District sent a comment letter on the May 5, 2017 Rancho North (PLNP2014-00206) project submittal to Shelby Maples, Associate Planner with Sacramento County, on June 16, 2017.

PASSIVE REC USE OF THE MURIETA GARDENS DRAINAGE BASIN

John Sullivan is continuing work on a draft agreement/outline of the potential uses and maintenance needs and responsibilities for the passive recreation use of the Murieta Gardens drainage basin.

MEMORANDUM

Date: June 15, 2017
 To: Board of Directors
 From: Eric Thompson, Controller
 Subject: Administration / Financial Reports

Enclosed is a combined financial summary report for **May 2017**. 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	0.6%	2,524	2,531	2,531	2,534	2,534	2,534	2,534	2,534	2,539	2,539	2,539	
	Weighted average	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Cubic Feet	1,343	2,489	2,545	2,188	1,814	850	668	614	534	561	802	1,713	
Gallons per day	335	621	635	545	452	212	167	153	133	140	200	427	
Planning Usage GPD	583												

Lock-Offs – For the month of May, there were 16 lock-offs.

Connection Fees – There were no new water permits issued in May.

Aging Report – Delinquent accounts totaled \$225,861 which was 30.9% of the total accounts receivable balance of \$732,088. Past due receivables increased 5.8% or \$12,322 from the prior month. This increase was related to undeveloped property and a few select commercial accounts and not residential connections.

Summary of Reserve Accounts as of May 31, 2017 – The District’s reserve accounts increased \$39,433 during the month of May and have increased \$520,181 since the beginning of the fiscal year. The only reserve transactions for the month were the normal inter-fund borrowing repayments and monthly reserve contributions. The total amount of reserves held by the District on May 31, 2017 was \$5,327,045. See the table below for information by specific reserve account.

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 February, 2017		
1-Month	3-Months	1-Year
1.93%	4.63%	15.78%

Reserve Fund Balances

<i>Reserve Descriptions</i>	<i>Fiscal Yr Beg Balance July 1, 2016</i>	<i>YTD Collected & Interest Earned</i>	<i>YTD Spent</i>	<i>Period End Balance May 31, 2017</i>
Water Capital Replacement (200-2505)	826,443	285,737	(0)	1,112,180
Sewer Capital Replacement (250-2505)	1,915,904	569,718	(38)	2,485,584
Drainage Capital Replacement (260-2505)	71,601	10,248	(0)	81,849
Security Capital Replacement (500-2505)	90,972	104,563	(37,041)	158,494
Admin Capital Replacement (xxx-2505-99)	57,174	0	(0)	57,174
Sewer Capital Improvement Connection (250-2500)	4,045	22	(0)	4,067
Capital Improvement (xxx-2510)	331,445	32,715	(0)	364,160
Water Supply Augmentation (200-2511)	1,758,673	69,929	(129,812)	1,698,790
WTP Construction Fund Reserve (200-2513)	(281,547)	171,756	(560,754)	(670,545)
Security Impact Fee Reserves (500-2513)	13,214	22,077	(0)	35,291
<i>Total Reserves</i>	<i>4,787,924</i>	<i>1,266,765</i>	<i>(727,645)</i>	<i>5,327,044</i>

Inter-fund Borrowing Balances

<i>Inter-fund Borrowing</i>	<i>Fiscal Yr Beg Balance July 1, 2016</i>	<i>YTD Interest</i>	<i>YTD Repayment</i>	<i>Period End Balance May 31, 2017</i>
Sewer Loan to WTP Construction Fund	1,277,709	8,138	(136,955)	1,148,892
WSA Loan to WTP Construction Fund	425,903	2,713	(45,652)	382,964
N. Gate Security Loan from Drainage Fund	86,039	507	(21,440)	65,106
<i>Total Inter-fund Borrowing</i>	<i>1,789,651</i>	<i>11,358</i>	<i>(204,047)</i>	<i>1,596,962</i>

Financial Summary Report (year-to-date through May 31, 2017)

Revenues:

Water Charges, year-to-date, are **above** budget \$2,547 or 0.1%

Sewer Charges, year-to-date, are **below** budget \$5,541 or (0.5%)

Drainage Charges, year-to-date, are **below** budget \$1,169 or (0.7%)

Security Charges, year-to-date, are **below** budget \$7,005 or (0.6%)

Solid Waste Charges, year-to-date, are **above** budget \$2,810 or 0.5%

Total Revenue, which includes other income, property taxes, and interest income year-to-date, is **above** budget **\$50,252 or 0.9%** (Water Conservation Efforts - YTD residential water usage is up 0.3% versus budget).

Expenses: Year-to-date total operating expenses are **below budget \$259,929 or (4.9%)**. There have been no operational reserve expenditures so far this year. Operational reserve expenditures cover projects funded from reserves which are also recorded as operational expenses through the income statement as required by Generally Accepted Accounting Principles (GAAP).

Water Expenses (including wages & employer costs) year-to-date, are **below budget \$111,465 or (7.5%)**. Water Department wages and employer costs are over budget by \$45,586 or 7.0% so far this year (primarily in Water Treatment). This number is down from 13.7% as of the end of December as a result of personnel being allocated more to Drainage during this year's rainy season. Savings have been seen across most other expense categories. Aside from personnel-related expenses, permits, contract labor and non-routine maintenance continue to be the largest over-budget expense categories.

Sewer Expenses, year-to-date, are **below budget by \$165,309 or (17.5%)**. The Sewer Department continues to see savings across most expense categories, with the largest savings coming from repairs and maintenance, consulting, chemicals, wages and employer costs. Sewer wages are under budget 21.6% so far this year due to personnel allocating more time to the Water and Drainage Departments. Purchased power and contract labor are the Sewer Department's largest expense overages.

Drainage Expenses, year-to-date, are **above budget by \$14,017 or 11.0%**. The Drainage Department went from being under budget on expenses through December to being over budget through May due to a major repair on Main Lift South and the excessive rains we received this spring. Wages, repairs and maintenance, and chemicals are the largest budget overruns.

Combined Water/Sewer/Drainage Wages & Employer Costs, year-to-date, are **below budget by \$44,718 or (3.7%)**. Due to position vacancies however, these savings are offset by \$33,627 in contract labor charges. Utility personnel at the District allocate their time between the Water, Sewer and Drainage departments as needed and as directed. This section is being reported to help gauge overall utility personnel expenses versus budget.

Security Expenses, year-to-date, are **above budget by \$7,030 or 0.7%**. Security Gate expenses so far this year are **above** budget by \$14,521 or 3.1%, with overages in employer costs and contract security personnel. Security Patrol expenses are **below** budget by \$23,178 or (5.1%) year-to-date. General Security expenses are **above** budget by \$15,686 or 11.4% through the month of May with overages in employer costs being offset by savings in consulting and wages.

Solid Waste Expenses, year-to-date, are **below budget by \$2,752 or (0.5%)**. Solid Waste expenses went from being slightly over budget through April to being slightly below budget through May due to the budgeting of our community-wide hazardous waste event.

General Expenses, year-to-date, are **below budget by \$1,450 or (0.1%)**. Insurance and legal expenses (which includes \$40,844 in M&R legal fees YTD) are still the biggest line items that are over budget so far this year, but are more than made up for by savings in other expense categories (employer costs, travel & meetings, memberships, consulting, etc).

Net Income: Year-to-date unadjusted net income, before depreciation, is \$514,217 versus a budget of \$204,036. Net income/(Loss) adjusted for estimated depreciation expense is (\$838,647). The full-year expected net operating income (loss) before depreciation, per the 2016-2017 budget is (\$110).

Rancho Murieta Community Services District
Summary Budget Performance Report
YTD THROUGH MAY 2017

	% of Total	Annual Budget	% of Total	YTD Budget	YTD Actuals	% of Total	YTD VARIANCE	
							Amount	%
REVENUES								
Water Charges	32.4%	\$1,939,830	31.9%	\$1,742,477	\$1,745,024	31.7%	\$2,547	0.1%
Sewer Charges	21.9%	1,312,546	22.1%	1,203,080	1,197,539	21.7%	(5,541)	(0.5%)
Drainage Charges	3.2%	189,270	3.2%	173,503	172,334	3.1%	(1,169)	(0.7%)
Security Charges	21.2%	1,268,890	21.3%	1,163,140	1,156,135	21.0%	(7,005)	(0.6%)
Solid Waste Charges	10.7%	640,000	10.8%	586,674	589,484	10.7%	2,810	0.5%
Other Income	1.8%	108,420	1.8%	95,822	148,603	2.7%	52,781	55.1%
Interest Earnings	0.1%	3,580	0.1%	3,546	9,371	0.2%	5,825	164.3%
Property Taxes	9.6%	577,440	9.7%	529,320	529,320	9.6%		0.0%
Property Taxes (Reserve Alloc)	-0.8%	(45,680)	-0.8%	(41,877)	(41,873)	-0.8%	4	0.0%
Total Revenues	100.0%	5,994,296	100.0%	5,455,685	5,505,937	100.0%	50,252	0.9%
OPERATING EXPENSES								
Water/Sewer/Drainage								
Wages	15.2%	911,000	15.3%	802,400	777,611	15.6%	(24,789)	(3.1%)
Employer Costs	7.4%	445,010	7.7%	403,196	383,266	7.7%	(19,930)	(4.9%)
Power	6.3%	379,540	6.3%	333,227	292,519	5.9%	(40,708)	(12.2%)
Chemicals	3.3%	194,340	3.2%	165,820	106,003	2.1%	(59,817)	(36.1%)
Maint & Repair	5.7%	340,150	5.3%	277,700	294,390	5.9%	16,690	6.0%
Meters/Boxes	0.9%	54,000	0.9%	48,500	20,254	0.4%	(28,246)	(58.2%)
Lab Tests	0.7%	44,200	0.7%	34,350	24,739	0.5%	(9,611)	(28.0%)
Permits	1.2%	73,100	1.3%	68,584	85,251	1.7%	16,667	24.3%
Training/Safety	0.4%	21,500	0.4%	18,830	12,769	0.3%	(6,061)	(32.2%)
Equipment Rental	0.6%	35,930	0.5%	27,100	4,689	0.1%	(22,411)	(82.7%)
Other	7.8%	466,550	7.4%	386,086	301,545	6.0%	(84,541)	(21.9%)
Subtotal Water/Sewer/Drainage	49.6%	2,965,320	48.9%	2,565,793	2,303,036	46.1%	(262,757)	(10.2%)
Security								
Wages	11.3%	677,600	11.5%	601,500	564,711	11.3%	(36,789)	(6.1%)
Employer Costs	6.5%	389,600	6.7%	354,150	378,016	7.6%	23,866	6.7%
Off Duty Sheriff Patrol	0.1%	4,000	0.1%	4,000	4,431	0.1%	431	10.8%
Other	2.1%	128,330	2.0%	103,381	122,902	2.5%	19,521	18.9%
Subtotal Security	20.1%	1,199,530	20.2%	1,063,031	1,070,060	21.4%	7,029	0.7%
Solid Waste								
CWRS Contract	9.3%	555,700	9.7%	509,388	513,046	10.3%	3,658	0.7%
Sacramento County Admin Fee	0.6%	34,800	0.6%	31,900	32,200	0.6%	300	0.9%
HHW Event	0.3%	15,710	0.1%	6,710		0.0%	(6,710)	(100.0%)
Subtotal Solid Waste	10.1%	606,210	10.4%	547,998	545,246	10.9%	(2,752)	(0.5%)
General / Admin								
Wages	8.7%	518,100	8.7%	454,300	445,750	8.9%	(8,550)	(1.9%)
Employer Costs	4.6%	276,500	4.8%	250,150	233,419	4.7%	(16,731)	(6.7%)
Insurance	1.4%	86,400	1.5%	79,200	84,044	1.7%	4,844	6.1%
Legal	1.0%	60,000	1.0%	55,000	88,341	1.8%	33,341	60.6%
Office Supplies	0.4%	22,800	0.4%	20,900	19,058	0.4%	(1,842)	(8.8%)
Director Meetings	0.3%	18,000	0.3%	16,500	9,300	0.2%	(7,200)	(43.6%)
Telephones	0.1%	5,400	0.1%	4,950	5,532	0.1%	582	11.8%
Information Systems	1.3%	77,450	1.4%	72,692	75,004	1.5%	2,312	3.2%
Community Communications	0.1%	5,900	0.1%	5,500	2,964	0.1%	(2,536)	(46.1%)
Postage	0.4%	21,600	0.4%	19,800	17,978	0.4%	(1,822)	(9.2%)
Janitorial/Landscape Maint	0.3%	17,040	0.3%	15,645	15,287	0.3%	(358)	(2.3%)
Other	1.6%	97,320	1.5%	80,190	76,701	1.5%	(3,489)	(4.4%)
Subtotal General / Admin	20.2%	1,206,510	20.5%	1,074,827	1,073,378	21.5%	(1,449)	(0.1%)
Total Operating Expenses	100.0%	5,977,570	100.0%	5,251,649	4,991,720	100.0%	(259,929)	(4.9%)
Operating Income (Loss)	100.0%	16,726	100.0%	204,036	514,217	100.0%	310,181	152.0%
Non-Operating Expenses								
Sewer Reserve Expenditure	100.0%	16,836	0.0%			0.0%		0.0%
Total Non-Operating Expenses	100.0%	16,836	0.0%			0.0%		0.0%
Net Income (Loss)	100.0%	(110)	100.0%	204,036	514,217	100.0%	310,181	152.0%

PREPARED BY: Eric Thompson, Controller

REVIEWED BY:  , District Treasurer

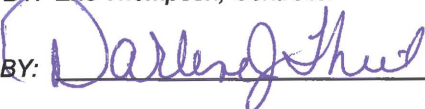
Rancho Murieta Community Services District
Budget Performance Report by FUND
YTD THROUGH MAY 2017

	% of Total	Annual Budget	% of Total	YTD Budget	YTD Actuals	% of Total	YTD VARIANCE	
							Amount	%
WATER								
REVENUES								
Water Charges	98.4%	\$1,939,830	98.5%	\$1,742,477	\$1,745,024	96.4%	\$2,547	0.1%
Interest Earnings	0.1%	2,530	0.1%	2,520	4,230	0.2%	1,710	67.9%
Other Income	1.4%	28,160	1.4%	24,733	60,135	3.3%	35,402	143.1%
Total Water Revenues	100.0%	1,970,520	100.0%	1,769,730	1,809,389	100.0%	39,659	2.2%
EXPENSES (excluding depreciation)								
Wages	28.8%	491,940	29.0%	433,296	470,059	34.0%	36,763	8.5%
Employer Costs	14.1%	240,620	14.6%	217,884	226,707	16.4%	8,823	4.0%
Power	14.9%	254,240	15.2%	227,527	168,337	12.2%	(59,190)	(26.0%)
Chemicals	7.3%	124,100	7.6%	113,780	67,232	4.9%	(46,548)	(40.9%)
T&O - Chemicals/Treatment	0.4%	7,200	0.4%	6,000	7,375	0.5%	1,375	22.9%
Maint & Repair	8.3%	142,000	7.3%	108,700	147,458	10.7%	38,758	35.7%
Meters/Boxes	3.2%	54,000	3.2%	48,500	20,254	1.5%	(28,246)	(58.2%)
Lab Tests	1.6%	28,000	1.3%	19,500	12,824	0.9%	(6,676)	(34.2%)
Permits	1.9%	32,000	1.8%	27,500	44,308	3.2%	16,808	61.1%
Training/Safety	0.5%	9,300	0.6%	8,600	4,051	0.3%	(4,549)	(52.9%)
Equipment Rental	1.2%	21,000	1.0%	15,500	614	0.0%	(14,886)	(96.0%)
Other Direct Costs	17.7%	301,140	17.8%	266,320	212,423	15.4%	(53,897)	(20.2%)
Operational Expenses	100.0%	1,705,540	100.0%	1,493,107	1,381,642	100.0%	(111,465)	(7.5%)
Water Income (Loss)	15.5%	264,980	18.5%	276,623	427,747	31.0%	151,124	54.6%
38.9% Net Admin Alloc	15.5%	265,061	15.5%	231,501	230,615	16.7%	(886)	(0.4%)
Total Net Income (Loss)	0.0%	(81)	3.0%	45,122	197,132	14.3%	152,010	336.9%
SEWER								
REVENUES								
Sewer Charges	98.6%	1,312,546	98.7%	1,203,080	1,197,539	98.0%	(5,541)	(0.5%)
Interest Earnings	0.0%	180	0.0%	165	3,202	0.3%	3,037	1,840.6%
Other Income	1.4%	18,500	1.3%	16,133	20,979	1.7%	4,846	30.0%
Total Sewer Revenues	100.0%	1,331,226	100.0%	1,219,378	1,221,720	100.0%	2,342	0.2%
EXPENSES (excluding depreciation)								
Wages	31.9%	355,290	33.1%	312,936	245,230	31.5%	(67,706)	(21.6%)
Employer Costs	15.6%	173,280	16.6%	157,112	125,720	16.1%	(31,392)	(20.0%)
Power	10.4%	115,500	10.4%	98,400	115,015	14.8%	16,615	16.9%
Chemicals	5.2%	58,040	4.3%	41,040	23,041	3.0%	(17,999)	(43.9%)
Maint & Repair	16.7%	186,250	16.7%	158,000	126,248	16.2%	(31,752)	(20.1%)
Lab Tests	1.5%	16,200	1.6%	14,850	11,915	1.5%	(2,935)	(19.8%)
Permits	3.2%	35,100	3.7%	35,084	34,430	4.4%	(654)	(1.9%)
Training/Safety	1.1%	12,200	1.1%	10,230	8,411	1.1%	(1,819)	(17.8%)
Equipment Rental	0.9%	10,200	1.0%	9,600	2,756	0.4%	(6,844)	(71.3%)
Other Direct Costs	13.5%	149,960	11.4%	107,546	86,723	11.1%	(20,823)	(19.4%)
Operational Expenses	100.0%	1,112,020	100.0%	944,798	779,489	100.0%	(165,309)	(17.5%)
Sewer Income (Loss)	19.7%	219,206	29.1%	274,580	442,231	56.7%	167,651	61.1%
29.7% Net Admin Alloc	18.2%	202,373	18.7%	176,750	176,073	22.6%	(677)	(0.4%)
Reserve Expenditures	1.5%	16,836	0.0%			0.0%		0.0%
Total Net Income (Loss)	0.0%	(3)	10.4%	97,830	266,158	34.1%	168,328	172.1%
DRAINAGE								
REVENUES								
Drainage Charges	100.0%	189,270	100.0%	173,503	172,334	100.0%	(1,169)	(0.7%)
Interest Earnings	0.0%	50	0.0%	50	79	0.0%	29	58.0%
Total Drainage Revenues	100.0%	189,320	100.0%	173,553	172,413	100.0%	(1,140)	(0.7%)
EXPENSES (excluding depreciation)								
Wages	43.2%	63,770	43.9%	56,168	62,322	43.9%	6,154	11.0%
Employer Costs	21.1%	31,110	22.1%	28,200	30,839	21.7%	2,639	9.4%
Power	6.6%	9,800	5.7%	7,300	9,167	6.5%	1,867	25.6%
Chemicals	3.4%	5,000	3.9%	5,000	8,355	5.9%	3,355	67.1%
Maint & Repair	8.1%	11,900	8.6%	11,000	20,684	14.6%	9,684	88.0%
Permits	4.1%	6,000	4.7%	6,000	6,513	4.6%	513	8.6%
Equipment Rental	3.2%	4,730	1.6%	2,000	1,319	0.9%	(681)	(34.1%)
Other Direct Costs	10.5%	15,450	9.6%	12,220	2,706	1.9%	(9,514)	(77.9%)
Operational Expenses	100.0%	147,760	100.0%	127,888	141,905	100.0%	14,017	11.0%
Drainage Income (Loss)	28.1%	41,560	35.7%	45,665	30,508	21.5%	(15,157)	(33.2%)
6.1% Net Admin Alloc	28.1%	41,565	28.4%	36,302	36,163	25.5%	(139)	(0.4%)
Total Net Income (Loss)	0.0%	(5)	7.3%	9,363	(5,655)	-4.0%	(15,018)	(160.4%)
SECURITY								
REVENUES								
Security Charges	94.8%	1,268,890	94.8%	1,163,140	1,156,135	93.9%	(7,005)	(0.6%)
Interest Earnings	0.0%	400	0.0%	400	752	0.1%	352	88.0%
Property Tax	4.9%	65,040	4.9%	59,620	59,620	4.8%		0.0%
Property Tax (Reserve Alloc)	-3.4%	(45,680)	-3.4%	(41,877)	(41,873)	-3.4%	4	0.0%

Rancho Murieta Community Services District
Budget Performance Report by FUND
YTD THROUGH MAY 2017

	% of	Annual	% of	YTD	YTD	% of	YTD VARIANCE	
	Total	Budget	Total	Budget	Actuals	Total	Amount	%
Other Income	3.7%	\$49,160	3.7%	\$45,056	\$56,304	4.6%	\$11,248	25.0%
Total Security Revenues	100.0%	1,337,810	100.0%	1,226,339	1,230,938	100.0%	4,599	0.4%
EXPENSES (excluding depreciation)								
Wages	56.5%	677,600	56.6%	601,500	564,711	52.8%	(36,789)	(6.1%)
Employer Costs	32.5%	389,600	33.3%	354,150	378,016	35.3%	23,866	6.7%
Equipment Repairs	0.4%	4,900	0.4%	4,033	2,562	0.2%	(1,471)	(36.5%)
Vehicle Maintenance	0.8%	9,600	0.8%	8,800	2,725	0.3%	(6,075)	(69.0%)
Vehicle Fuel	1.4%	16,800	1.4%	15,400	12,758	1.2%	(2,642)	(17.2%)
Off Duty Sheriff Patrol	0.3%	4,000	0.4%	4,000	4,431	0.4%	431	10.8%
Other	8.1%	97,030	7.1%	75,148	104,858	9.8%	29,710	39.5%
Operational Expenses	100.0%	1,199,530	100.0%	1,063,031	1,070,061	100.0%	7,030	0.7%
Security Income (Loss)	11.5%	138,280	15.4%	163,308	160,877	15.0%	(2,431)	(1.5%)
20.3% Net Admin Alloc	11.5%	138,322	11.4%	120,809	119,710	11.2%	(1,099)	(0.9%)
Total Net Income (Loss)	0.0%	(42)	4.0%	42,499	41,167	3.8%	(1,332)	(3.1%)
SOLID WASTE REVENUES								
Solid Waste Charges	100.0%	640,000	99.9%	586,674	589,484	99.9%	2,810	0.5%
Interest Earnings	0.0%	300	0.1%	300	819	0.1%	519	173.0%
Total Solid Waste Revenues	100.0%	640,300	100.0%	586,974	590,303	100.0%	3,329	0.6%
EXPENSES (excluding depreciation)								
CWRS Contract	91.7%	555,700	93.0%	509,388	513,046	94.1%	3,658	0.7%
Sacramento County Admin Fee	5.7%	34,800	5.8%	31,900	32,200	5.9%	300	0.9%
HHW Event	2.6%	15,710	1.2%	6,710		0.0%	(6,710)	(100.0%)
Operational Expenses	100.0%	606,210	100.0%	547,998	545,246	100.0%	(2,752)	(0.5%)
Solid Waste Income (Loss)	5.6%	34,090	7.1%	38,976	45,057	8.3%	6,081	15.6%
5.0% Net Admin Alloc	5.6%	34,069	5.4%	29,756	29,642	5.4%	(114)	(0.4%)
Total Net Income (Loss)	0.0%	21	1.7%	9,220	15,415	2.8%	6,195	67.2%
OVERALL NET INCOME(LOSS)	100.0%	(110)	100.0%	204,034	514,217	100.0%	310,183	152.0%

PREPARED BY: Eric Thompson, Controller

REVIEWED BY:  , District Treasurer

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

INVESTMENT REPORT

CASH BALANCE AS OF May 31, 2017

INSTITUTION	YIELD	BALANCE
CSD FUNDS		
EL DORADO SAVINGS BANK		
SAVINGS	0.03%	\$ 852,649.38
CHECKING	0.02%	\$ 64,676.49
PAYROLL	0.02%	\$ 65,439.27
BANNER BANK		
EFT	0.00%	\$ 12,275.71
LOCAL AGENCY INVESTMENT FUND (LAIF)		
UNRESTRICTED	0.93%	\$ 756,919.50
RESTRICTED RESERVES	0.93%	\$ 4,702,238.81
CALIFORNIA ASSET MGMT (CAMP)		
OPERATION ACCOUNT	0.97%	\$ 604,544.74
UNION BANK		
PARS GASB45 TRUST (balance as of 4/30/17)		\$ 1,375,361.17
TOTAL		\$ 8,434,105.07

BOND FUNDS

COMMUNITY FACILITIES DISTRICT NO. 1 (CFD)

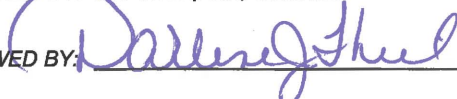
BANK OF AMERICA		
CHECKING	0.00%	CLOSED
CALIFORNIA ASSET MGMT (CAMP)		
SPECIAL TAX	0.97%	CLOSED

COMMUNITY FACILITIES DISTRICT NO. 2014-1 (CFD)

BANK OF AMERICA		
CHECKING	0.00%	\$ 511,185.96
WILMINGTON TRUST (balance as of 11/30/16)		
BOND RESERVE FUND	0.14%	\$ 391,991.72
BOND ADMIN EXPENSE	0.14%	\$ 40,479.24
BOND SPECIAL TAX FUND	0.14%	\$ 53,936.42
BOND ACQ & CONSTRUCTION	0.14%	\$ 1,143.73
BOND REDEMPTION ACCOUNT	0.14%	\$ -
BOND COI	0.14%	\$ -
BOND SURPLUS	0.14%	\$ -
		\$ 998,737.07
TOTAL ALL FUNDS		\$ 9,432,842.14

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

PREPARED BY: Eric Thompson, Controller

REVIEWED BY:  District Treasurer

MEMORANDUM

Date: June 19, 2017
To: Security Committee
From: Darlene J Thiel, General Manager
Subject: Security Report for the Month of May 2017

OPERATIONS

Currently, there are two (2) open Security Gate Officer positions. In the meantime, Security staff continues to cover for staff shortages and we are using one (1) temp from PDF Tactical.

We have contracted with Sac County for Off Duty Sheriff support for the July 4th holiday.

INCIDENTS OF NOTE

May 2, Report of gun shots heard in the Lake Clementia area. Patrol responded and did not hear or see anything upon arrival.

May 4, Traffic accident on Jackson Road near South Course fence line. Vehicle overturned several times. SMFD and CHP responded. SMFD extracted driver from vehicle and transported for medical assistance.

May 19, 20, 25, 28, Complaints of several vehicles parking on Bermuda Court and crossing RMCC property to gain access to beach area. Patrol checked the area and found no violations but advised subjects of trespass across RMCC property.

During the month of May, District Security Patrol Officers also responded to complaints of trespassing, loud music, and multiple county bridge parking violations.

RANCHO MURIETA ASSOCIATION COMPLIANCE/GRIEVANCE/SAFETY COMMITTEE MEETING

Meeting was May 1, 2017.

INCIDENT MAPPING AND REPORTING SOFTWARE

The purchase of the recommended software for the incident mapping, Expediter Technology, is on hold to allow the new Security Chief to evaluate the product's fit for his purpose/need.



**RMA Rule Violations
Admonishments/Complaints
May 2017**

Gate Entrance	49
Open Garage Door	30
Loose/Off Leash Dogs	17
Parking	11
Unlicensed Driver	9
Speeding	8
Barking Dogs	8
Stop Sign	6
Back Area w/o Resident	5
Park Hours	5
Unsafe Driving	4
Construction/Hours	1
Gas Boat Motor	1
Motorcycle	1
Overloaded Golf Cart	1
Unauthorized Lake Contact	1
Total	157



**RMA Rule Violations
Citations
May 2017**

Overnight Street Parking	11
Basketball Standard	1
Speeding	1
Stop Sign	1
Driveway Parking	0
Unlicensed Driver	0
Park Hours	0
Unauthorized Vehicle	0
Total	12

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

MEMORANDUM

Date: June 9, 2017
To: Board of Directors
From: Paul Siebensohn, Director of Field Operations
Subject: Water/Wastewater/Drainage Report

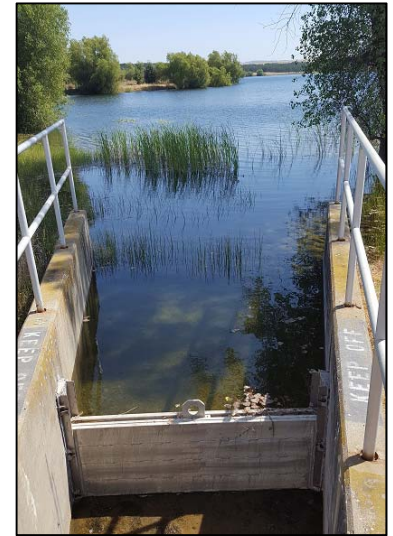
The following is information and projects staff has worked on since the last Board meeting.

WATER

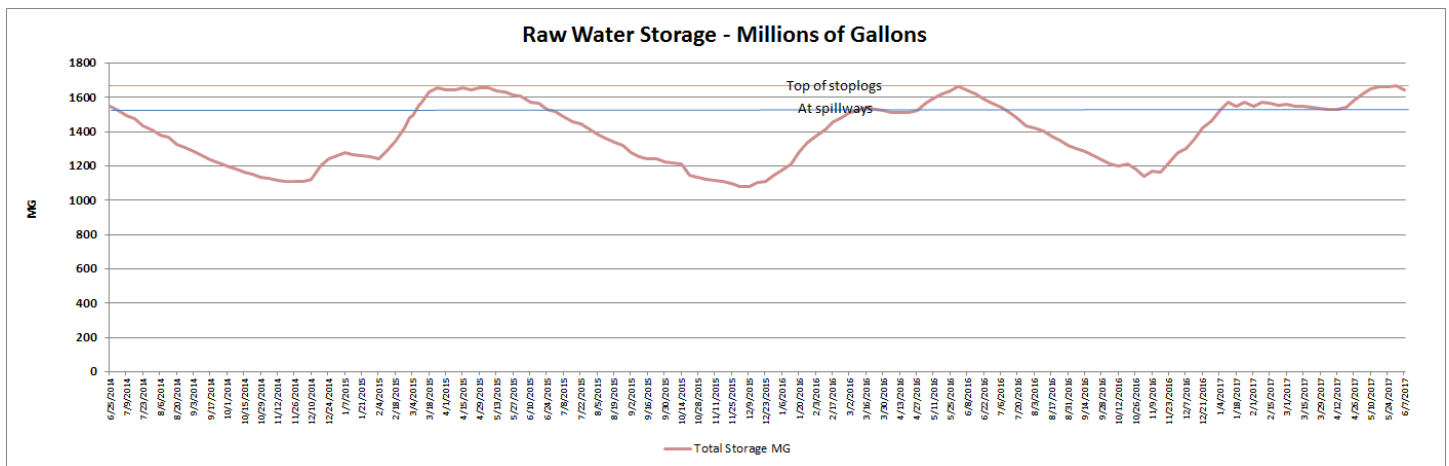
Plant #1 is set to operate at 2.0 million gallons per day (mgd), averaging 1.79 mgd of production, to provide the community's water needs. Plant #2 remains off but ready for service, if needed. Water treatment plant production flow for May was 50,006,000 gallons (153.47 acre-feet).

WATER SOURCE OF SUPPLY

On June 1, 2017, all raw water storage for Calero, Chesbro, and Clementia Reservoirs were full to the top of the batter boards. On June 7, 2017, they measured approximately 1,641 MG (5,037 AF) of which 1,477.3 MG (4,534 AF) is usable due to dead storage. For Calero and Chesbro Reservoirs alone, storage measured 1,303 MG (4,000 AF), or 1,254.6 MG (3,548 AF) usable. In May, the measured rainfall totaled 0.23" and evaporation was 7.32". In the 2017 calendar year, so far we have received 25.93" of rain. Chesbro Reservoir was treated for algae/taste and odor control for a second time this year today. Photo on right is from the Calero Reservoir spillway with a stop-log installed.



Below is a graphical representation of the water storage reservoir levels this year to date.



CONSERVATION

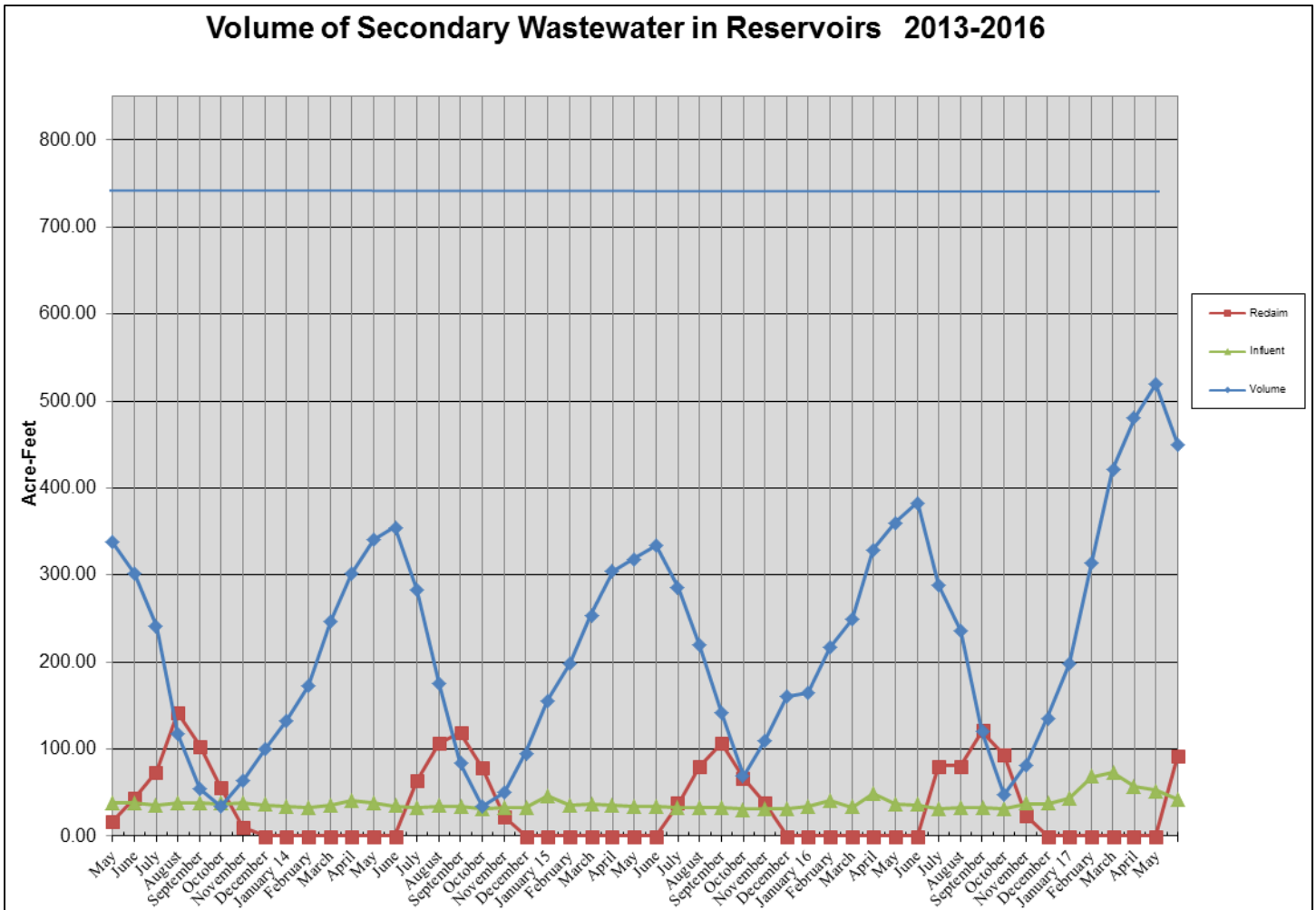
May total water consumption was approximately 19% less than in 2013. The May residential gallons per capita per day usage was 203 gpd.

The US Drought Monitor and US Seasonal Drought graphics are continuing to show that our area is out of a drought condition.

WASTEWATER COLLECTION, TREATMENT, AND RECLAMATION

Influent wastewater flow averaged 0.456 million gallons a day in May, for a total of 13.67 MG, (41.96 AF). This is approximately 171 gpd per sewer connection. The secondary wastewater measured 146.6 MG (450 AF) on June 7, 2017.

The graph below shows where our secondary storage compared to previous years, as measured on the first Wednesday of each month.



SEWER COLLECTION

For preventative maintenance, Utility staff hydro-cleaned 0.76 miles of sewer collection piping in the areas of Lindero Lane, Reynosa and Celebrar, and Poncho Conde and Carlos Circle this past May.

Staff received one call out for a sewer back up in a homeowner’s lateral which ended up being the result of excessive grease build up in their lines.

DRAINAGE

As the drainage budget has been overextended due to multiple levee and drainage system inspections and maintenance due to the extreme storm events we received this past year, as well as funds dedicated to midge fly abatement, a majority of the weed-whacking and weed abatement will occur after our new budget year begins on July 1, 2017.

Staff treated the shorelines and upper arm areas of Laguna Joaquin a second time this year for Midge Fly abatement, using the pelletized product as requested by members of the community.

WATER METERING AND UTILITY STAFF WORK

In May, Utility staff replaced eight (8) ¾" water meters, one (1) MXU, and completed thirty-one (31) Utility Star work orders, fifteen (15) high water usage inspections, three (3) rebate inspections, and eighteen (18) underground service alerts (USAs).

Utilities staff repaired four (4) service line water leaks this past month as a result of investigating twelve (12) calls for water leaks. The rest were homeowner leaks or private drainage issues.

SOLAR POWER INSTALLATIONS

Wastewater Treatment Plant Site

Solar City reported that the County has approved the revised plans and they will pick them up soon. They will coordinate with SMUD next week to schedule the interconnection to the new transformer and then work towards making the site active.

Water Treatment Plant Site

The underground boring for the conduit, installation of the conduit, and wiring from the solar arrays to the Water Plant, and electrical pad and panel installation have been completed. Solar City is hoping to make each site operational by the end of June at the latest.

WELL PROJECT

No update.

STAFFING

Utility Department is still short one Utility Operator due to a workman's compensation injury. We hope to have that staff member back by the end of this month. We are currently recruiting for a Temporary Utility Worker to start in the new budget year.

REGULATORY

Environmental Laboratory Accreditation Program

For the wastewater laboratory testing we do ourselves, we are required to have our wastewater lab certified by the State Water Resource Control Board - Environmental Laboratory Accreditation Program (ELAP). The application and fee have already been submitted. We received the unknown samples that were ordered from a third party testing center and are testing them and reporting the results to the third party lab. They then send them in to ELAP with a score to see if our laboratory meets their standards for certification. Our lab certification expires on August 31, 2017.

RESOLUTION 2017-06

IN HONOR OF DARLENE J. THIEL

***WHEREAS,** Darlene J. Thiel began her public service with Rancho Murieta Community Services District on July 19, 2008 as Director of Administration; and*

***WHEREAS,** Darlene promoted to Assistant General Manager on September 1, 2013; and*

***WHEREAS,** Darlene accepted a position with Citrus Heights Water District as Assistant General Manager in June 2014; and*

***WHEREAS,** Darlene returned to Rancho Murieta Community Services District as General Manager December 27, 2014; and*

***WHEREAS,** Darlene will retire on July 7, 2017 after 9 years of superior service to the residents and employees of the Rancho Murieta Community Services District; and*

***WHEREAS,** Darlene has been an important part of the community and the District by providing strong leadership and guidance to the staff and Board of Directors; and*

***WHEREAS,** the community and residents will continue to benefit from Darlene's sound financial acumen and strong financial management, long after her leaving the District.*

***NOW THEREFORE BE IT PROCLAIMED,** this 21st Day of June in the year 2017, that the Board of Directors of the Rancho Murieta Community Services District, recognizes, appreciates, and commends Darlene Gillum for her nine (9) years of service to the community and District, and wishes her well in her future endeavors.*

Mark Pecotich, Board President

Morrison Graf, Vice - President

Les Clark, Director

John Merchant, Director

Gerald Pasek, Director

MEMORANDUM

Date: June 15, 2017
To: Board of Directors
From: Darlene J. Thiel, General Manager
Subject: Consider Adoption of Resolution R2017-04, A Resolution Adopting the Proposed Budget for the 2017-2018 Fiscal Year, Including Capital Projects

RECOMMENDED ACTION

Adopt Resolution R2017-04, a Resolution adopting the proposed budget for fiscal year 2017-2018, including Capital Projects.

BACKGROUND

On March 2, 2017, a Budget Workshop was held to review the proposed 2017-2018 budget. Questions that were submitted by the Board were answered by staff which aided in the understanding of the budget assumptions and resulting service rates.

Budget Overview

Staff began the budget process in January 2017 for the 2017-2018 fiscal year budget. Staff has continued to work on fine tuning the proposed 2017-2018 budget in an effort to keep rate increases at a minimum while still providing the quality of services expected by the community.

Revenue assumptions used in this proposed budget are:

1. Sacramento County property tax allocation is projected to increase approximately \$21,000 due to the change in appraised value from June 2016 to estimates at June 2017.
2. Growth of 20 new residential connections during the fiscal year.
3. Water consumption is projected to increase 5% over calendar year 2016 demands.
4. Security reserves are funded by the transfer of approximately \$65,000 of Sacramento County property tax revenues to Security; a net of \$45,680 to reserves.
5. Drainage reserves are funded by the transfer of \$35,580 of Sacramento County property tax revenues to Drainage; a net of \$31,540 to reserves.

Budget expense assumptions:

General Assumptions:

1. PERS Employer Contribution for Classic Members (19 employees)
 - a. Monthly flat rate increase of \$2,028 (total monthly \$11,978)
 - b. Contribution % increase to 8.921% (previous contribution rate of 8.8%); a 1.375% increase; equates to approximately \$43,000
2. PERS Employer Contribution for PEPRAs Members (16 employees)
 - a. Essentially no change in contribution rate
3. Unrepresented salary increase pool of 3.5%
4. Represented salary range increase of 2% (actual will be dependent on MOU negotiation)

5. Health insurance premium increase of 7%
6. No change in GASB45/OPEB Trust contribution
7. SMUD increase of 2.5%
8. Development projected to increase 20 residential accounts

Security Department Assumptions (projected 3.5% operating expense increase):

1. Security Replacement Contribution from property tax allocation continues at 2016 – 2017 level
2. Employer costs reflect –
 - a. the addition of three new retirees (two gate, one administration)
 - b. higher cost for medical due to variance in coverage level for new employees (for example, now covering family premium instead of employee only)
3. \$5,000 included in Administration Information Technology for mapping/incident tracking software.

Water Department Assumptions (projected 1.3% operating expense increase):

1. Water consumption projected to increase 5% over calendar year 2016 demand
2. Residential growth projected at 20 new connections
3. Includes Operating in Training position
4. Source of Supply:
 - a. Increase in chemicals (routine and Taste & Odor) of \$5,200
5. Water Treatment:
 - a. Power cost reduction of \$57,370 (previous budget substantially higher due to unknown impacts of power requirements for new membrane treatment plant; budget projection now based on almost one year of actual cost plus 15% solar power savings).
 - b. Chemical cost reduction of \$34,000 (combination of savings achieved through purchasing under the Bay Area Chemical Consortium contracts and almost one year of actual cost for the new membrane treatment plant requirement).
6. Water Transmission & Distribution:
 - a. Power cost brought in line with previous actuals.
7. Water Administration:
 - a. Information Systems Maintenance increase due to:

i. ZENON InSite Pro support (GE)	\$11,630
ii. TESCO Support	\$10,450
iii. Mobile MMS (50/50 share with Sewer)	\$12,350
iv. WTP Fiber Connection	\$ 1,188

Sewer Department Assumptions (projected .7% operating expense increase):

1. Residential growth projected at 20 new connections
2. Sewer Treatment & Disposal:
 - a. Power cost reflects alignment with recent actual cost plus 15% solar power savings.

3. Sewer Administration:
 - a. Vehicle fuel reflects alignment with recent actual cost.
 - b. Training/safety reflects alignment with recent actual cost.
 - c. Information Systems Maintenance increase of due to:
 - i. Mobile MMS (50/50 share with Water) \$12,350

Drainage Department Assumptions (projected 4.8% operating expense increase):

1. MS4 Stormwater Outreach added \$3,000
2. Chemicals broken out to reflect budget for herbicides and midge fly expenditures:
 - a. Herbicides increased \$2,000
 - b. Midge fly granular increased \$4,000
3. Improvements line item reduced \$8,170 to balance budget after maximum tax rate applied; however, projections do not include any growth due to development at this time.

Solid Waste Department Assumptions (projected .8% operating expense increase):

1. The actual increases to the CWRS contract rates and the Sac County Admin Fee came in slightly higher than projected in the May budget draft. However, that cost increase has been absorbed in the amount collected for a future Household Hazardous Waste Collection event.

Administration Assumptions (project 2.1% operating expense increase):

1. Property tax estimate based on Sac County projection as of January 20, 2017
2. Staffing reflects hiring new GM and retirement of current GM
3. Estimated liability insurance premium increase of 3%
4. Election cost removed for non-election year
5. Solar power savings of 15%
6. Digital Audio recording software for board meetings – \$4,990 first year to include install and training
7. Server and two desktop replacements

Sample Bill

The attached Sample Bill shows the proposed rate adjustments according to this final budget draft. The average monthly increase for a residential metered lot, based on the above proposed budget, is 1.32% or \$2.22.

Budget Summaries by fund

Budget Summaries by fund are provided to aid in the comparison of changes in the 2017-18 proposed budget with the 2016-17 adopted budget and also the 2016-17 projected annual expenses.

Capital Project Listing

The Capital Project Listing for FY17-18 is attached. There are no new projects added.

RESOLUTION NO. R2017-04

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT APPROVING THE BUDGET FOR FISCAL YEAR 2017-18

WHEREAS, District departments have submitted estimates of budget requirements for Fiscal Year 2017-2018 and those estimates have been reviewed by the General Manager and Finance Committee; and

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

WHEREAS, the Board of Directors has reviewed and considered the proposed budget for Fiscal Year 2017-2018; and

WHEREAS, a public presentation and hearing were conducted for the budget for the Fiscal Year 2017-2018 on May 17, 2017 at 5:00 p.m. in the Board Room at 15160 Jackson Road, Rancho Murieta, California.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that (1) the proposed budget for Fiscal Year 2017-2018, as submitted by the District General Manager and as reviewed by the Board of Directors is a proper financial program for the budget period and constitutes the budget for 2017-2018; and (2) the District's 2017-2018 Budget is hereby adopted in the form as presented at this meeting and ordered filed with the County Auditor of Sacramento County in accordance with Sections 53901 and 61110 of the Government Code.

PASSED AND ADOPTED this 21st day of June 2017, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mark Pecotich, President of the Board
Rancho Murieta Community Services District

[SEAL]

Attest:

Suzanne Lindenfeld, District Secretary

Rancho Murieta Community Services District

Average Monthly Customer Bill

		Current	Proposed Monthly		
		Monthly Rates	Rates		\$ %
		July 1, 2016	July 1, 2017		Change Change
Residential Metered Lot					
Water	Average Usage in CF	1426	1426		
	Residential Base (excluding reserves)	\$ 33.90	\$ 32.79	(1.11)	-3.3%
	Reserve Contribution	\$ 6.39	\$ 7.75	1.36	21.3%
	Total Residential Base	\$ 40.29	\$ 40.54	0.25	0.6%
old rate	Water Usage \$.0165 per cubic foot	23.53			
new rate	Water Usage \$.0166 per cubic foot		23.67	0.14	0.6%
	Total Water	\$ 63.82	\$ 64.21	0.39	0.6%
	WTP Debt Service Charge (interfund borrowing)	\$ 6.00	\$ 6.00	-	0.0%
Sewer					
	Residential Base (excluding reserves)	\$ 39.34	\$ 39.19	(0.15)	-0.4%
	Reserve Contribution	\$ 6.31	\$ 6.76	0.45	7.1%
	Total Residential Base	\$ 45.65	\$ 45.95	0.30	0.7%
	Solid Waste (avg. 64 Gallon Container)	\$ 20.79	\$ 21.01	0.22	1.1%
	Security Tax (Maximum Tax Ceiling \$28.58)	\$ 27.47	\$ 28.58	1.11	4.0%
	Drainage Tax (Maximum Tax Ceiling \$5.02)	\$ 4.82	\$ 5.02	0.20	4.1%
		\$ 168.55	\$ 170.77	\$ 2.22	
% Change over prior year			1.32%		

Murieta Village Lot					
Water	Average Usage in CF	418	418		
	Residential Base	\$ 33.90	\$ 32.79	(1.11)	-3.3%
	Reserve Contribution	\$ 6.39	\$ 7.75	1.36	21.3%
	Total Residential Base	\$ 40.29	\$ 40.54	0.25	0.6%
old rate	Water Usage \$.0165 per cubic foot	\$ 6.90			
new rate	Water Usage \$.0166 per cubic foot		6.94	0.04	0.6%
	Total Water	\$ 47.19	\$ 47.48	0.29	0.6%
	WTP Debt Service Charge (interfund borrowing)	\$ 6.00	\$ 6.00	-	0.0%
Sewer					
	Residential Base (excluding reserves)	\$ 39.34	\$ 39.19	(0.15)	-0.4%
	Reserve Contribution	\$ 6.31	\$ 6.76	0.45	7.1%
	Total Residential Base	\$ 45.65	\$ 45.95	0.30	0.7%
	Solid Waste (avg. 64 Gallon Container)	\$ 20.79	\$ 21.01	0.22	1.1%
	Security Tax (Maximum Tax Ceiling \$6.89)	\$ 6.62	\$ 6.89	0.27	4.1%
	Drainage Tax (Maximum Tax Ceiling \$3.35)	\$ 3.22	\$ 3.35	0.13	4.0%
		\$ 129.47	\$ 130.68	\$ 1.21	
% Change over prior year			0.93%		

Vacant or Unmetered Lot					
	Security Tax (Maximum Tax Ceiling \$22.86)	\$ 21.97	\$ 22.86		4.1%
*	Water Standby \$10.00 PER YEAR	\$ 0.83	\$ 0.83		0.0%
*	Sewer Standby \$10.00 PER YEAR	\$ 0.83	\$ 0.83		0.0%
	Drainage Tax (Maximum Tax Ceiling \$5.02)	\$ 4.82	\$ 5.02		4.1%
		\$ 28.45	\$ 29.54		
% Change over prior year			3.83%		

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

denotes increase in rates



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

BUDGET SUMMARY COMBINED FUNDS

	<i>Actual</i> 2015-16	<i>Adopted</i> Budget 2016-17	<i>Projected</i> 2016-17	<i>%</i> Variance 2016-17	<i>Proposed</i> Budget 2017-18	<i>% Change</i> Budget 2016-17
Revenues:						
Service Charges	5,244,869	5,350,538	5,371,166	0.4%	5,466,018	2.2%
Property Taxes	581,992	577,440	589,820	2.1	598,680	3.7%
Interest Earnings	7,770	3,160	6,369	101.6	7,470	136.4%
Other Charges / Reimbursements	187,456	63,160	93,213	47.6	34,099	-46.0%
Total Revenues:	6,022,087	5,994,298	6,060,569	1.1%	6,106,267	1.9%
Expenditures:						
Total Operating Expenses:	5,332,555	5,978,476	5,916,930	-1.0%	6,106,448	2.1%
<i>Initial Overage (Deficit)</i>	689,532	15,822	143,639	807.8	(181)	-101.1
<i>Trans from Rate Stab. Fund</i>	0	0	0	0.0	0	0.0
<i>Transfer from Fund Balance</i>	0	0	0	0.0	0	0.0
Net Income (Loss)	689,532	15,822	143,639	807.8	(181)	-101.1
<i>Rate Transfers to Repl Reserves</i>	417,000	421,103	421,103	0.0	490,002	16.4
<i>Security Reserve Collection</i>	45,684	45,680	45,678		45,680	
<i>Add'l Transfers to Repl Reserves</i>	0	0	0	0.0	31,540	0.0
<i>Inter-fund Borrowing Repayment</i>		186,120	186,120		187,272	
Depreciation	1,225,574	1,367,700	1,476,700	8.0%	1,491,005	1.0%

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

BUDGET SUMMARY - WATER FUND

May 12, 2017

	<i>Actual</i> 2015-16	<i>Adopted</i> Budget 2016-17	<i>Projected</i> 2016-17	<i>%</i> Variance 2016-17	<i>Proposed</i> Budget 2017-18	<i>% Change</i> Projected 2016-17	<i>% Change</i> Budget 2016-17
Revenues:							
Residential Sales	1,653,031	1,759,031	1,773,894	0.8%	1,776,830	0.2%	1.0%
Commercial Sales	168,513	171,981	186,700	8.6	196,680	5.3	14.4%
Other Sales	13,172	8,410	8,512	1.2	8,410	-1.2	0.0%
Availability Fees	500	410	410	0.0	360	-12.2	-12.2%
Late Charges	14,787	15,800	18,419	16.6	15,800	-14.2	0.0%
Telephone Line Contracts	5,756	5,760	5,758	0.0	5,760	0.0	0.0%
Meter Installation Fees	6,690	1,600	7,611	375.7	1,600	-79.0	0.0%
Interest Income	5,199	2,530	2,958	16.9	3,900	31.9	54.2%
Inspection Fees	1,771	500	1,891	278.2	500	-73.6	0.0%
Project Reimbursement	30,199	0	4,766	0.0	0	-100.0	0.0%
Other	8,101	4,500	4,875	8.3	5,100	4.6	13.3%
Operating Revenues	1,907,718	1,970,522	2,015,794	2.3%	2,014,940	0.0%	2.3%

Expenditures:

Water Source of Supply	15-16 Actual	16-17 Budget	Projected	Variance	17-18 Budget	Variance	Variance
Wages	11,122	18,800	15,722	-16.4%	19,030	21.0%	1.2%
Employers Costs	5,791	9,214	7,642	-17.1	9,300	21.7	0.9%
Power	68,614	71,000	72,503	2.1	72,500	0.0	2.1%
Dam Inspection	34,924	36,670	37,402	2.0	39,300	5.1	7.2%
Chemicals - Routine	3,615	6,100	6,018	-1.3	9,000	49.6	47.5%
Chemicals - Taste & Odor	13,836	7,200	7,375	2.4	9,500	28.8	31.9%
Maint/Repairs	6,787	10,000	10,000	0.0	10,000	0.0	0.0%
Equipment Rental	0	3,000	3,000	0.0	3,000	0.0	0.0%
Supplies	0	600	600	0.0	600	0.0	0.0%
Other	0	250	250	0.0	250	0.0	0.0%
Subtotals	144,689	162,834	160,512	-1.4%	172,480	7.5%	5.9%

Water Treatment	15-16 Actual	16-17 Budget	Projected	Variance	17-18 Budget	Variance	Variance
Wages	332,493	200,420	240,280	19.9%	228,320	-5.0%	13.9%
Employers Costs	143,826	97,420	110,911	13.8	111,530	0.6	14.5%
Capitalized Labor	(87,767)	0	0		0		
Power	84,608	140,240	102,884	-26.6	82,870	-19.5	-40.9%
Chemicals	56,428	118,000	109,696	-7.0	84,000	-23.4	-28.8%
Maint/Repairs	56,418	51,000	50,410	-1.2	51,000	1.2	0.0%
Lab Tests	11,318	28,000	26,078	-6.9	28,000	7.4	0.0%
Equipment Rental	256,055	8,000	8,000	0.0	8,000	0.0	0.0%
Taste & Odor Treatment	1,136	0	0	0.0	0	0.0	0.0%
Supplies	2,193	500	500	0.0	500	0.0	0.0%
Other	4,947	500	500	0.0	500	0.0	0.0%
Subtotals	861,654	644,080	649,258	0.8%	594,720	-8.4%	-7.7%

Water Transmission & Distr	15-16 Actual	16-17 Budget	Projected	Variance	17-18 Budget	Variance	Variance
Wages	200,102	182,200	193,312	6.1%	190,260	-1.6%	4.4%
Employers Costs	89,228	88,560	91,044	2.8	92,940	2.1	4.9%
Maint/Repairs	30,641	48,000	47,872	-0.3	48,000	0.3	0.0%
Meters/Box/Valve	29,561	54,000	50,743	-6.0	54,000	6.4	0.0%
Power	49,017	43,000	42,572	-1.0	49,600	16.5	15.3%
Equipment Rental	10,335	10,000	10,000	0.0	10,000	0.0	0.0%
Post Repair Road Paving	41,898	36,000	34,990	0.0	36,000	2.9	0.0%
Supplies	480	4,000	3,947	-1.3	4,000	1.3	0.0%
Other	561	8,200	1,009	-87.7	8,200	712.4	0.0%
Subtotals	451,823	473,960	475,489	0.3%	493,000	3.7%	4.0%

BUDGET SUMMARY - WATER FUND

May 12, 2017

	<i>Actual</i> 2015-16	<i>Adopted</i> <i>Budget</i> 2016-17	<i>Projected</i> 2016-17	<i>%</i> <i>Variance</i> 2016-17	<i>Proposed</i> <i>Budget</i> 2017-18	<i>% Change</i> <i>Projected</i> 2016-17	<i>% Change</i> <i>Budget</i> 2016-17
Water Administration	15-16 Actual	16-17 Budget	Projected	Variance	17-18 Budget	Variance	Variance
Wages	64,530	91,100	82,674	-9.2%	95,130	15.1%	4.4%
Employers Costs	(29,863)	45,780	39,453	-13.8	47,970	21.6	4.8%
Permits	41,910	32,000	32,299	0.9	32,000	-0.9	0.0%
Equipment Maint	14,810	8,000	12,550	56.9	8,000	-36.3	0.0%
Legal/Consulting	11,882	60,500	60,457	-0.1	62,000	2.6	2.5%
Vehicle Fuel	6,678	9,350	8,772	-6.2	9,300	6.0	-0.5%
Training/Safety	4,510	9,300	9,281	-0.2	9,300	0.2	0.0%
Regional Water Authority	7,738	7,500	8,521	13.6	7,500	0.0	0.0%
Central Ground Water Authority	6,000	6,000	10,580	76.3	13,000	22.9	116.7%
Supplies	4,069	5,500	5,009	-8.9	5,500	9.8	0.0%
Dam Liability Coverage	0	13,170	11,002	-16.5	11,400	3.6	-13.4%
Telephones	12,316	10,980	7,829	-28.7	6,600	-15.7	-39.9%
Information Systems Maint	2,947	5,380	5,372	-0.1	40,930	661.9	660.8%
Vehicle Maint.	11,361	20,000	19,991	0.0	20,000	0.0	0.0%
Tools	9,004	4,000	4,002	0.1	4,000	-0.1	0.0%
CIA Ditch Operations	938	3,500	3,500	0.0	3,500	0.0	0.0%
Uniforms	4,099	4,980	4,912	-1.4	5,040	2.6	1.2%
Conservation	19,890	50,000	49,987	0.0	50,000	0.0	0.0%
Travel/Meetings	1,785	1,800	1,740	-3.3	1,800	3.5	0.0%
Copier Maintenance	48	120	92	0.0	120	30.5	0.0%
Memberships	2,035	3,950	3,970	0.5	3,950	-0.5	0.0%
Building Maint	1,726	1,690	1,697	0.4	1,690	-0.4	0.0%
Nonroutine Maint/Repair	1,659	25,000	25,128	0.5	25,000	-0.5	0.0%
Other	3,992	6,000	5,994	-0.1	4,800	-19.9	-20.0%
Subtotals	204,065	425,600	414,812	-2.5%	468,530	12.9%	10.1%
Operating Expenses	1,662,230	1,706,474	1,700,071	-0.4%	1,728,730	1.7%	1.3%
Reserve Expenditures	23,750	0	0		0		
General Fund Net Alloc	246,825	265,060	249,120	-6.0	286,210	14.9	8.0%
Total Expenses	1,932,806	1,971,534	1,949,191	-1.1%	2,014,940	3.4%	2.2%
Initial Overage(Deficit)	(25,088)	(1,012)	66,603	-6679.8%	0	-100.0%	-100.0%
Transfer from Fund Balance	0	0	0		0		
Transfer from Rate Stab Resr	0	0	0		0		
Net Income (Loss)	(25,088)	(1,012)	66,603		0		
Depreciation	572,957	720,000	825,460	14.6%	840,000		
Replacement Reserves and Debt Service Summary							
Interfund Borrowing Repayment		186,120			187,272		
Water Reserves Collected		215,881			262,877		

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

BUDGET SUMMARY - SECURITY FUND

May 12, 2017

	<i>Actual</i> 2015-16	<i>Adopted</i> Budget 2016-17	<i>Projected</i> 2016-17	<i>%</i> Variance 2016-17	<i>Proposed</i> Budget 2017-18	<i>% Change</i> Projected 2016-17	<i>% Change</i> Budget 2016-17
Revenues:							
Residential Special Taxes	1,079,076	1,079,110	1,080,663	0.1%	1,123,748	4.0%	4.1%
Commercial Special Taxes	179,069	189,780	184,410	-2.8	197,630	7.2	4.1%
Late Charges	29,574	30,000	35,239	17.5	30,000	-14.9	0.0%
Title Transfer Fees	5,600	5,100	5,917	16.0	5,700	-3.7	11.8%
Bar Code Income	11,810	7,800	8,160	4.6	7,800	-4.4	0.0%
Fines, Enforcement	2,400	2,100	2,100	0.0	2,100	0.0	0.0%
Special Events Permits	0	0	0	0.0	0	0.0	0%
Interest Income	1,458	400	432	7.9	600	39.0	50.0%
Property Tax Allocation	65,040	65,040	65,040	0.0	65,040	0.0	0.0%
Tax Allocation to Reserves	(45,684)	(45,680)	(45,680)	0.0	(45,680)	0.0	0.0%
Gain/(Loss) - Capital Asset							
Misc	9,609	4,160	6,505	56.4	4,160	-36.1	0.0%
Operating Revenues	1,337,950	1,337,810	1,342,785	0.4%	1,391,096	3.6%	4.0%
Expenditures:							
Security Gates	<i>15-16 Actual</i>	<i>16-17 Budget</i>	<i>Projected</i>	<i>Variance</i>	<i>17-18 Budget</i>	<i>Variance</i>	<i>Variance</i>
Wages	293,441	312,400	297,611	-4.7%	297,900	0.1%	-4.6%
Employers Costs	174,920	182,100	185,155	1.7	230,300	24.4	26.5%
Information Systems Maint	4,199	4,700	4,700	0.0	2,700	-42.6	-42.6%
Equipment Repairs	2,166	3,300	3,298	-0.1	3,300	0.1	0.0%
Bar Codes	9,019	5,000	8,917	78.3	8,800	-1.3	76.0%
Telephones	4,586	4,180	3,995	-4.4	3,450	-13.6	-17.5%
Building Maint	3,477	3,360	3,387	0.8	3,450	1.9	2.7%
Power	8,800	9,600	7,487	-22.0	8,800	17.5	-8.3%
Uniforms	1,447	3,000	3,222	7.4	3,000	-6.9	0.0%
Supplies	844	200	438	119.2	200	-54.4	0.0%
Training/Safety	0	300	300	0.0	300	0.0	0.0%
Other	3,640	3,200	9,993	212.3	3,200	-68.0	0.0%
Subtotals	506,540	531,340	528,503	-0.5%	565,400	7.0%	6.4%
Security Patrol	<i>15-16 Actual</i>	<i>16-17 Budget</i>	<i>Projected</i>	<i>Variance</i>	<i>17-18 Budget</i>	<i>Variance</i>	<i>Variance</i>
Wages	260,993	274,200	279,580	2.0%	276,500	-1.1%	0.8%
Employers Costs	157,239	177,400	172,778	-2.6	196,100	13.5	10.5%
Vehicle Fuel	12,127	16,800	16,443	-2.1	14,000	-14.9	-16.7%
Off Duty Sheriff Patrol	6,286	4,000	5,324	33.1	4,000	-24.9	0.0%
Vehicle Maint.	9,586	9,600	6,488	-32.4	6,000	-7.5	-37.5%
Vehicle Lease	54	5,970	3,442	-42.3	5,880	70.8	-1.5%
Information Systems Maint	174	5,000	5,000	0.0	2,430	-51.4	-51.4%
Training/Safety	1,702	2,400	2,377	-0.9	2,400	0.9	0.0%
Safety Center	1,841	2,280	2,172	-4.7	2,280	5.0	0.0%
Uniforms	2,186	3,100	2,969	-4.2	3,100	4.4	0.0%
Telephones	3,920	4,470	4,221	-5.6	3,990	-5.5	-10.7%
Equipment Repairs	1,518	1,600	1,581	-1.2	1,600	1.2	0.0%
Supplies	260	300	300	0.0	300	0.0	0.0%
Other	15,600	2,000	4,644	132.2	2,000	-56.9	0.0%
Subtotals	473,486	509,120	507,321	-0.4%	520,580	2.6%	2.3%

BUDGET SUMMARY - SECURITY FUND

May 12, 2017

	<i>Actual</i> 2015-16	<i>Adopted</i> Budget 2016-17	<i>Projected</i> 2016-17	<i>%</i> Variance 2016-17	<i>Proposed</i> Budget 2017-18	<i>% Change</i> Projected 2016-17	<i>% Change</i> Budget 2016-17
Security Administration							
Wages	96,171	91,000	91,770	0.8%	85,400	-6.9%	-6.2%
Employers Costs	(35,421)	30,100	41,801	38.9	44,300	6.0	47.2%
Legal/Consulting	4,170	24,500	24,500	0.0	8,000	-67.3	-67.3%
Supplies	7,943	6,000	5,943	-1.0	6,000	1.0	0.0%
Telephones	1,040	1,080	1,043	-3.4	885	-15.2	-18.1%
Information System Maint	4,798	2,630	2,536	-3.6	7,590	199.3	188.6%
Training/Safety	1,304	1,200	1,193	-0.6	1,200	0.6	0.0%
Travel/Meetings	163	480	486	1.2	480	-1.1	0.0%
Uniforms	152	400	646	61.5	400	-38.1	0.0%
Bad Debts	0	0	0	0.0	0	0.0	0%
Equipment Maint	232	600	658	9.7	600	-8.8	0.0%
Other	4,628	1,080	2,795	158.8	1,080	-61.4	0.0%
Subtotals	85,179	159,070	173,370	9.0%	155,935	-10.1%	-2.0%
Operating Expenses	1,065,206	1,199,530	1,209,194	0.8%	1,241,914	2.7%	3.5%
General Fund Net Allocation	128,806	138,320	130,004	-6.0	149,360	14.9	8.0%
Total Expenses	1,194,012	1,337,850	1,339,198	0.1%	1,391,274	3.9%	4.0%
Initial Overage(Deficit)	143,939	(40)	3,587		(178)	-105.0%	608.0%
<i>Transfer from Fund Balance</i>	0	0	0				
<i>Transfer from Rate Stab Resr</i>	0	0	0		0		
Net Income (Loss)	98,255	(40)	3,587		(178)		
Depreciation	41,609	41,400	41,846	1.1%	41,845	0.0%	1.1%

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

BUDGET SUMMARY - SEWER FUND

May 12, 2017

	<i>Actual</i> 2015-16	<i>Adopted</i> <i>Budget</i> 2016-17	<i>Projected</i> 2016-17	<i>%</i> <i>Variance</i> 2016-17	<i>Proposed</i> <i>Budget</i> 2017-18	<i>% Change</i> <i>Projected</i> 2016-17	<i>% Change</i> <i>Budget</i> 2016-17
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Revenues:

Residential Service	1,202,062	1,177,620	1,184,138	0.6%	1,188,520	0.4%	0.9%
Commercial Service	123,526	134,426	122,351	-9.0	128,290	4.9	-4.6%
Availability Fees	560	500	500	0.0	420	-16.0	-16.0%
Late Charges	14,787	15,800	18,419	16.6	15,800	-14.2	0.0%
Interest Income	1,014	180	2,931	1528.6	2,920	-0.4	1522.2%
Project Reimbursement	2,184	2,190	2,190	0.0	2,190	0.0	0.0%
Inspection Fees	1,645	510	1,648	223.1	510	-69.1	0.0%
Other	1,221	0	0	0.0	0	0.0	0.0%
Operating Revenues	1,346,999	1,331,226	1,332,178	0.1%	1,338,650	0.5%	0.6%

Expenditures:

Sewer Collection	<i>15-16 Actual</i>	<i>16-17 Budget</i>	<i>Projected</i>	<i>Variance</i>	<i>17-18 Budget</i>	<i>Variance</i>	<i>Variance</i>
Wages	80,982	127,540	121,651	-4.6%	133,180	9.5%	4.4%
Employers Costs	42,543	61,990	58,136	-6.2	65,060	11.9	5.0%
Power	14,586	14,700	15,931	8.4	16,600	4.2	12.9%
Maint/Repairs	35,453	40,000	40,064	0.2	40,000	-0.2	0.0%
Equipment Rental	0	3,000	3,000	0.0	3,000	0.0	0.0%
Supplies	(473)	3,300	3,300	0.0	3,300	0.0	0.0%
Other	0	1,000	1,000	0.0	1,000	0.0	0.0%
Subtotals	173,090	251,530	243,083	-3.4%	262,140	7.8%	4.2%

Sewer Treatment & Disposal	<i>15-16 Actual</i>	<i>16-17 Budget</i>	<i>Projected</i>	<i>Variance</i>	<i>17-18 Budget</i>	<i>Variance</i>	<i>Variance</i>
Wages	107,793	191,310	161,407	-15.6%	180,750	12.0%	-5.5%
Employers Costs	58,269	92,990	80,288	-13.7	88,300	10.0	-5.0%
Power	103,775	100,800	110,562	9.7	102,000	-7.7	1.2%
Maint/Repairs	62,959	75,000	73,295	-2.3	75,000	2.3	0.0%
Chemicals	24,980	58,040	50,105	-13.7	56,040	11.8	-3.4%
Lab Tests	14,983	16,200	16,119	-0.5	16,200	0.5	0.0%
Supplies	0	900	899	-0.1	900	0.1	0.0%
Equipment Rental	8,359	7,200	7,200	0.0	7,200	0.0	0.0%
Sludge Removal Off Site	4,886	11,750	10,893	-7.3	11,750	7.9	0.0%
Subtotals	386,005	554,190	510,767	-7.8%	538,140	5.4%	-2.9%

BUDGET SUMMARY - SEWER FUND

May 12, 2017

	<i>Actual</i> 2015-16	<i>Adopted</i> Budget 2016-17	<i>Projected</i> 2016-17	<i>%</i> Variance 2016-17	<i>Proposed</i> Budget 2017-18	<i>% Change</i> Projected 2016-17	<i>% Change</i> Budget 2016-17
Sewer Administration	15-16 Actual	16-17 Budget	Projected	Variance	17-18 Budget	Variance	Variance
Wages	34,105	36,440	43,944	20.6%	38,060	-13.4%	4.4%
Employers Costs	(29,703)	18,270	20,598	12.7	19,150	-7.0	4.8%
Equipment Maint	49,757	31,250	31,348	0.3	31,500	0.5	0.8%
Vehicle Fuel	13,463	13,500	11,985	-11.2	13,500	12.6	0.0%
Permits	29,245	35,100	35,184	0.2	35,140	-0.1	0.1%
Legal/Consulting (Engineer)	1,029	80,000	80,038	0.0	80,000	0.0	0.0%
Training/Safety	7,590	12,200	9,454	-22.5	10,000	5.8	-18.0%
Supplies	3,868	4,200	4,180	-0.5	4,200	0.5	0.0%
Information Systems Maint	2,697	3,730	3,087	-17.2	16,020	418.9	329.5%
Vehicle Maint.	2,719	6,000	8,901	48.3	7,000	-21.4	16.7%
Tools	13,084	4,200	4,181	-0.5	4,200	0.5	0.0%
Telephones	9,182	8,160	7,590	-7.0	5,850	-22.9	-28.3%
Uniforms	4,282	4,300	4,372	1.7	4,420	1.1	2.8%
Travel/Meetings	1,779	2,000	1,990	-0.5	2,000	0.5	0.0%
Building Maint	1,726	1,700	1,707	0.4	1,720	0.8	1.2%
Copier Maintenance	48	120	60	-50.0	60	0.1	-50.0%
Memberships	4,288	3,100	3,103	0.1	5,030	62.1	62.3%
Sewer General Fine	0	0	0	0.0	0	0.0	0.0%
Nonroutine Maint/Repair	15,542	40,000	39,732	-0.7	40,000	0.7	0.0%
Other	3,466	2,000	1,917	-4.2	2,000	4.3	0.0%
Subtotals	168,168	306,270	313,370	2.3%	319,850	2.1%	4.4%
Operating Expenses	727,263	1,111,990	1,067,219	-4.0%	1,120,130	5.0%	0.7%
Reserve Expenditures	0	16,836	0		0		
General Fund Net Allocation	188,450	202,370	190,202	-6.0	218,520	14.9	8.0%
Total Expenses	915,713	1,331,196	1,257,422	-5.5%	1,338,650	6.5%	0.6%
Initial Overage(Deficit)	431,285	30.0	74,756		0	-100.0%	
<i>Transfer from Misc Reserve:</i>	<i>0</i>	<i>0</i>	<i>0</i>		<i>0</i>		
<i>Transfer from Rate Stab Res</i>	<i>0</i>	<i>0</i>	<i>0</i>		<i>0</i>		
Net Income (Loss)	431,285	30	74,756		0		
Depreciation	611,008	606,300	609,394	0.5	609,160	0.0	0.5

Replacement Reserves and Debt Service Summary

Sewer Reserves Collected

208,851

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

BUDGET SUMMARY - DRAINAGE FUND

May 12, 2017

	<i>Actual</i> 2015-16	<i>Adopted</i> Budget 2016-17	<i>Projected</i> 2016-17	<i>%</i> Variance 2016-17	<i>Proposed</i> Budget 2017-18	<i>% Change</i> Projected 2016-17	<i>% Change</i> Budget 2016-17
Revenues:							
Residential Special Taxes	157,006	157,750	157,708	0.0%	164,030	4.0%	4.0%
Commercial Special Taxes	30,379	31,520	30,937	-1.8	33,580	8.5	6.5%
Property Tax Allocation					33,580		
Tax Allocation to Reserves					(31,540)		
Interest Income	101	50	49	-2.9	50	2.9	0.0%
Inspection Fees	0	0	0	0.0	0	0.0	0.0%
Other	270	0	0	0.0	0	0.0	0.0%
Operating Revenues	187,756	189,321	188,694	-0.3%	199,700	5.8%	5.5%
Expenditures:							
	15-16 Actual	16-17 Budget	Projected	Variance	17-18 Budget	Variance	Variance
Wages	79,232	63,770	66,513	4.3	66,590	0.1	4.4%
Employers Costs	26,078	31,110	32,602	4.8	32,640	0.1	4.9%
MS4 Permit	5,223	6,000	6,513	8.6	6,500	-0.2	8.3%
MS4 Stormwater Outreach					3,000	0.0	100.0%
Power	9,609	9,800	9,869	0.7	10,380	5.2	5.9%
Chemicals-Herbicide	2,361	1,500	1,500	0.0	3,500	133.3	133.3%
Chemicals-Midge fly granular	3,623	3,500	3,500	0.0	7,500	114.3	114.3%
Maint/Repairs	7,495	11,900	11,860	-0.3	12,000	1.2	0.8%
Equipment Rental	0	4,730	4,730	0.0	4,730	0.0	0.0%
Training/Safety	616	0	607	0.0	700	15.3	0.0%
Improvements	380	11,750	11,747	0.0	3,580	-69.5	-69.5%
Legal/Consulting	0	2,000	1,003	-49.9	2,000	99.5	0.0%
Uniforms	0	200	200	0.0	200	0.0	0.0%
Tools	2,848	400	933	133.4	400	-57.1	0.0%
Bad Debts	0	0	0	0.0	0	0.0	0.0%
Other	108	1,100	789	-28.3	1,100	39.4	0.0%
Subtotals	137,572	147,760	152,366	3.1%	154,820	1.6%	4.8%
Operating Expenses	137,572	147,760	152,366	3.1%	154,820	1.6%	4.8%
Reserve Expenditures	0	0	0		0		
General Fund Net Allocation	38,705	41,560	39,065	-6.0	44,880	14.9	8.0%
Total Expenses	176,278	189,320	191,431	1.1%	199,700	4.3%	5.5%
Net Income (Loss)	11,478	1	(2,737)	0.0%	(0)	-100.0%	100.0%

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

BUDGET SUMMARY - SOLID WASTE FUND

June 15, 2017

	<i>Actual</i> 2015-16	<i>Adopted</i> Budget 2016-17	<i>Projected</i> 2016-17	<i>%</i> Variance 2016-17	<i>Proposed</i> Budget 2017-18	<i>% Change</i> Projected 2016-17	<i>% Change</i> Budget 2016-17
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Revenues:

Solid Waste Charges	637,975	640,000	640,944	0.1%	647,520	1.0%	1.2%
Other	644	300	380	26.8	600	57.8%	100.0%
Operating Revenues	638,620	640,300	641,324	0.2	648,120	1.1%	1.2%

Expenditures:

	<i>15-16 Actual</i>	<i>16-17 Budget</i>	<i>Projected</i>	<i>Variance</i>	<i>17-18 Budget</i>	<i>Variance</i>	<i>Variance</i>
CWRS Contract	557,728	555,700	557,256	0.3%	561,652	0.8%	1.1%
Sac. County Admin. Fee	34,732	34,800	34,907	0.3	36,100	3.4%	3.7%
Consulting/Legal	0	0	0	0.0	0	0.0%	0.0%
HHW Event	17,140	15,710	15,710	0.0	13,580	-13.6%	-13.6%
Total Expenses	609,600	606,210	607,873	0.3	611,332	0.6%	0.8%
Operating Expenses	609,600	606,210	607,873	0.3	611,332	0.6%	0.8%
General Fund Net Allocation	31,726	34,070	32,021	-6.0	36,790	14.9%	8.0%
Total Expenses	641,325	640,280	639,894	-0.1	648,122	1.3%	1.2%
Net Income (Loss)	(2,706)	20	1,430	7052.2	(2)	-100.1%	-110.0%

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

BUDGET SUMMARY - GENERAL FUND

May 12, 2017

	<i>Actual</i>	<i>Adopted</i>		<i>%</i>	<i>Proposed</i>	<i>% Change</i>	<i>% Change</i>
	<i>2015-16</i>	<i>Budget</i>	<i>Projected</i>	<i>Variance</i>	<i>Budget</i>	<i>Projected</i>	<i>Budget</i>
		<i>2016-17</i>	<i>2016-17</i>	<i>2016-17</i>	<i>2017-18</i>	<i>2016-17</i>	<i>2016-17</i>
Revenues:							
Property Taxes	516,952	512,400	524,780	2.4%	500,060	-4.7%	-2.4%
(Reflects \$65,040 Tax transfer to Security and \$33,580 Tax transfer to Drainage)							
Title Transfer Fees	11,200	9,600	11,533	20.1	10,400	-9.8	8.3%
Project Reimbursement	1,800	0	0	0.0	0	0.0	0.0%
Interest	2,286	120	187	55.9	300	60.4	150.0%
CIA Ditch Admin Service Charges	1,800	1,800	1,800	0.0	1,800	0.0	0.0%
Other	3,967	1,200	1,494	24.5	1,200	-19.7	0.0%
Total Operating Revenues	538,005	525,120	539,795	2.8%	513,760	-4.8%	-2.2%

	<i>15-16 Actual</i>	<i>16-17 Budget</i>	<i>Projected</i>	<i>Variance</i>	<i>17-18 Budget</i>	<i>Variance</i>	<i>Variance</i>
Expenditures:							
Wages	524,889	518,100	511,418	-1.3%	531,300	3.9%	2.5%
Director Meeting Stipends	11,400	18,000	13,400	-25.6	18,000	34.3	0.0%
Employers Costs	263,660	276,500	268,753	-2.8	297,200	10.6	7.5%
Liability Insurance	77,900	86,400	92,505	7.1	95,296	3.0	10.3%
Information Systems Maintenance	83,283	77,450	60,063	-22.4	88,096	46.7	13.7%
Community Communications	3,557	5,900	5,904	0.1	4,550	-22.9	-22.9%
Legal	66,374	60,000	68,434	14.1	60,000	-12.3	0.0%
Office Supplies	21,111	22,800	21,530	-5.6	21,300	-1.1	-6.6%
Building/Grounds Maintenance	20,256	17,040	15,609	-8.4	17,400	11.5	2.1%
Postage	20,048	21,600	20,392	-5.6	20,400	0.0	-5.6%
Telephones	6,787	5,400	5,872	8.7	4,780	-18.6	-11.5%
Contingency	0	11,000	11,000	0.0	11,000	0.0	0.0%
Audit	13,500	13,500	13,900	3.0	14,000	0.7	3.7%
Consulting	0	3,600	3,600	0.0	3,600	0.0	0.0%
Memberships	10,207	9,620	6,930	-28.0	9,600	38.5	-0.2%
Training/Safety	1,925	4,800	4,800	0.0	4,800	0.0	0.0%
Power	8,082	7,200	7,417	3.0	6,730	-9.3	-6.5%
Meetings	4,552	9,000	7,898	-12.2	7,970	0.9	-11.4%
Director Expense Reimbursement	2,115	4,800	4,163	-13.3	4,800	15.3	0.0%
Equipment Maint	3,660	2,000	5,116	155.8	2,700	-47.2	35.0%
Election Costs	0	5,000	5,452	9.0	0	-100.0	100.0%
Mail Machine Lease	2,592	2,800	2,787	-0.5	2,800	0.5	0.0%
Copy Machine Maintenance	16,887	16,800	16,072	-4.3	16,000	-0.4	-4.8%
Clerical Services	0	0	0	0.0	0	0.0	0.0%
Other	7,932	7,200	7,193	-0.1	7,200	0.1	0.0%
Total Operating Expenses	1,170,718	1,206,510	1,180,207	-2.2%	1,249,522	5.9%	3.6%

Overage(Deficit)	(632,713)	(681,390)	(640,412)	-6.0%	(735,762)	14.9%	8.0%
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**Rancho Murieta Community Services District
Capital Improvement Program**

PROJECT DATA FORM

Project Name: Stormwater Monitoring Testing Equipment

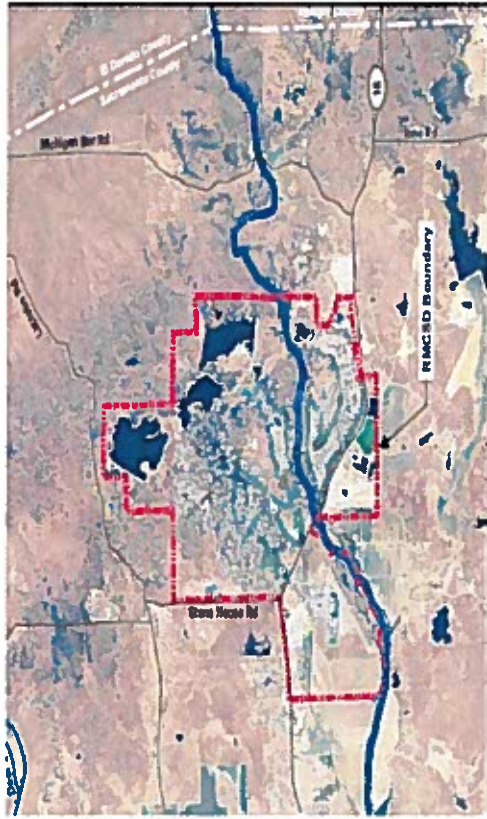
Project Number: 17-2-12

Project Type: Drainage

Location: Maintenance Equipment

Description: Purchase of Stormwater Monitoring and Testing Equipment

Justification: Regulatory



Notes:

	Item	Previous Expenditures	Cost Estimate	Total
PROJECT COST	Administration/Management Planning/Environmental Engineering Construction Construction Management/Inspection		\$3,000 \$30,000	\$3,000 \$30,000
	Total	\$0	\$33,000	\$33,000

Rancho Murieta Community Services District
Project Name: Stormwater Monitoring Testing Equipment
Job Number: 17-2-12

Engineer's Estimate of Probable Cost

Item No.	Item Description	Estimated Quantity	Unit of Measure	Unit Cost	Item Total
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1	Portable Sampling Device	1	LS	\$4,000.00	\$4,000.00
2	Portable Turbid Meter	1	LS	\$5,000.00	\$5,000.00
3	Portable Chemical Analyzer	1	LS	\$8,000.00	\$8,000.00
4	Misc. Apurtenances	1	LS	\$5,000.00	\$5,000.00
5	Staff Training	2	EA	\$2,000.00	\$4,000.00

Subtotal	\$26,000.00
15% Contingency	\$3,900.00
Total Construction Cost	\$29,900.00

**Rancho Murieta Community Services District
Capital Improvement Program**

PROJECT DATA FORM

Project Number: 17-4-01 **Project Name:** District Administration Building Remodel/Expansion
Location: District Administration Building **Project Type:** Administrative

District Headquarters

Description: Construction of New District Headquarters

Justification: Facility Improvement

Notes:



PROJECT COST	Item	Previous Expenditures	Cost Estimate	Total
	Project Administration Planning/Environmental Engineering Construction Construction Management/Inspection		\$27,500 \$27,500 \$41,250 \$275,000 \$41,250	\$27,500 \$27,500 \$41,250 \$275,000 \$41,250
	Total	\$0	\$412,500	\$412,500

Rancho Murieta Community Services District
Project Name: District Administration Building Remodel/Expansion
Job Number: 17-4-01

Engineer's Estimate of Probable Cost

Item No.	Item Description	Estimated Quantity	Unit of Measure	Unit Cost	Item Total
1	Building Expansion	4,000	SF	\$35.00	\$140,000.00
2	Electrical/Mechanical Plumbing Modifications	1	LS	\$50,000.00	\$50,000.00
3	Site Work	1	LS	\$15,000.00	\$15,000.00
4	Furniture	1	LS	\$12,000.00	\$12,000.00
5	Mobilization (10%)	1	LS	\$21,700.00	\$21,700.00
				Subtotal	\$238,700.00
				15% Contingency	\$35,805.00
				Total Construction Cost	<u>\$274,505.00</u>

CAPITAL EXPENDITURE REQUEST**Date:** 4-08-17**PROJECT REQUEST SUMMARY****Department:** Security**PROJECT NAME:** Two Way Radio Replacement (required)**PLANNING:** Paul Wagner**PROJECT CATEGORY:** Security Reserves**DESIGN:** Paul Wagner**PROJECT NUMBER:** 17-XX-3**CONSTRUCTION:** Vendor**PROJECT STAFFING:**

PLANNING: Paul Wagner

DESIGN: Paul Wagner

CONSTRUCTION: Staff and vendor

WORK ORDERS:

PLANNING:

DESIGN:

CONSTRUCTION:

SCOPE/DESCRIPTION:

PLANNING: N/A

ENVIRONMENTAL: N/A

DESIGN: N/A

CONSTRUCTION: Hardware-antennas, radio, software to install at N & S Gates (one base station)
Radios/batteries/shoulder mics for patrol (4 portable radios)

PURCHASE:

PHASE	START DATE	ESTIMATED COMPLETION DATE	ESTIMATED TIME REQUIRED
PLANNING	8-1-17	9-1-17	1 month
ENVIRONMENTAL	n/a		
DESIGN	n/a		
CONSTRUCTION	9-1-17	10-1-1	30 days

PROJECT OBJECTIVES: Required update to the present use of the 800mhz Sac County radio system.**POTENTIAL BENEFITS:****TANGIBLE:****INTANGIBLE: 0**

CAPITAL EXPENDITURE REQUEST

Date: 4-08-14

PROJECT REQUEST SUMMARY**Department:** Security**PROJECT NAME:** Two Way Radio Replacement (required)**PROJECT IMPACTS:**

ENVIRONMENTAL:

RIGHT OF WAY:

AGENCY APPROVALS:

WATER RIGHTS:

OPERATING:

CAPACITY:

PROJECT BUDGET	PLAN	ENVIRON	DESIGN	CONST	TOTAL
ORIGINAL BUDGET					
INITIAL PERIODS OF FUNDING					
CURRENT PROJECT BUDGET					
ADJUSTED PROJECT BUDGET					
PROJECT FUNDING					
REPLACEMENT RESERVES	n/a	n/a	n/a	\$12,000	\$12,000
UNRESTRICTED CASH					
CAPITAL IMPROVEMENT FEES					
DEVELOPER CONTRIBUTIONS					
OTHER					

PROJECT FUNDING COMMENTS:

CAPITAL EXPENDITURE REQUEST

Date: February 6, 2017

PROJECT REQUEST SUMMARY

Department: Security

PROJECT NAME: Security Patrol Vehicle

PLANNING: N/A

PROJECT CATEGORY:

DESIGN: N/A

PROJECT NUMBER:

CONSTRUCTION: N/A

PROJECT STAFFING: CSD

WORK ORDERS: N/A

PLANNING:
DESIGN:
CONSTRUCTION:

PLANNING:
DESIGN:
CONSTRUCTION:

SCOPE/DESCRIPTION:

PLANNING: N/A

ENVIRONMENTAL: N/A

DESIGN: N/A

CONSTRUCTION: N/A

PHASE	START DATE	ESTIMATED COMPLETION DATE	ESTIMATED TIME REQUIRED
PLANNING	July 2017	October 2017	90 Days
ENVIRONMENTAL			
DESIGN			
CONSTRUCTION			

PROJECT OBJECTIVES: Replace oldest Ford Escape (2013) with a new vehicle.

POTENTIAL BENEFITS:

TANGIBLE Replace 2013 Ford Escape at 100,000 miles. (Currently at 95,500)

INTANGIBLE Provide dependable vehicle for Patrol Officers.

CAPITAL EXPENDITURE REQUEST**Date:** February 6th, 2017**PROJECT REQUEST SUMMARY****Department:** Security**PROJECT NAME:** Security Patrol Vehicle**PROJECT IMPACTS:**

ENVIRONMENTAL: N/A

RIGHT OF WAY: N/A

AGENCY APPROVALS: N/A

WATER RIGHTS: N/A

OPERATING: Reduce maintenance costs on 2013 Ford Escape. \$6,285 spent on repairs since 2014 (\$3,041 in 2016)

CAPACITY:

PROJECT BUDGET	PLAN	ENVIRON	DESIGN	CONST	TOTAL
ORIGINAL BUDGET					
INITIAL PERIODS OF FUNDING					
CURRENT PROJECT BUDGET					
ADJUSTED PROJECT BUDGET					
PROJECT FUNDING					
REPLACEMENT RESERVES	N/A	N/A	N/A	\$26,000	\$26,000
UNRESTRICTED CASH					
CAPITAL IMPROVEMENT FEES					
DEVELOPER CONTRIBUTIONS					
OTHER					

PROJECT FUNDING COMMENTS: Total cost includes striping, installation/replacement/purchase of two way radio, antennas, console, laptop stand, Amber Light Bar and miscellaneous required parts into new vehicle.

MEMORANDUM

Date: June 15, 2017
To: Board of Directors
From: Darlene J. Thiel, General Manager
Subject: Consider Adoption of Ordinance O2017-01, the Proposed Service Charge Increases and Special Tax Adjustments

RECOMMENDED ACTION

1. Acknowledge the Second Reading of Ordinance O2017-01; and
2. Adopt Ordinance O2017-01, an Ordinance adopting the proposed service charge increase and Special Tax adjustments.

BACKGROUND

At last month's Board Meeting, staff presented the proposed rate increases necessary to support funding for the 2017-2018 fiscal year budget.

A Public Hearing was held at the District's May 17, 2017 Regular Board Meeting, following staff's presentation of the proposed rate increases. No comments were received on the proposed rate increases at the Public Hearing. The District received one (1) letter of protest against the proposed rate increase.

The first reading of Ordinance O2017-01 was waived last month. Once published, no increase to the rates and maximum special taxes is allowed without republishing the Ordinance. There have been no changes in the proposed rate increase since the Ordinance was published and the Prop 218 Notices were mailed.

The budget previewed in March was the basis for the rate adjustment notices to the community. To formally adopt new rates, various Chapters of the District Code will be changed by approval of the attached Ordinance 2017-01.

The following information is provided as a brief recap of the proposed rate increase, although no Board discussion of individual rate increases is anticipated.

Rate Adjustment Overview

Staff is recommending the following increases to the Water, Sewer, and Solid Waste enterprise funds and the Security and Drainage Special Tax rates based on the June budget draft.

WATER

The proposed 2017-18 monthly bill increase for an average consumption residential metered lot is projected to be \$.39 or 0.6%.

	Current Rate 2016-17	Proposed 2017-18
Base Charge (w/o reserve contribution)	\$33.90	\$32.79
Reserve Contribution	\$6.39	\$7.75
Total Base Charge	\$40.29	\$40.54
Debt Service Charge (repay internal borrowing)	\$6.00	\$6.00
Usage Charge (per cf)	\$.0165	\$.0166
<ul style="list-style-type: none"> Non-residential customers are charged one base charge per month per meter plus the reserve contribution times their Water EDU (equivalent dwelling unit) value plus usage 		

DRAINAGE

The proposed 2017-18 monthly bill increase for a residential metered lot is projected to be \$.20 or 4.1%.

Developed Property	Current Rate 2016-17	Proposed 2017-18	Max Rate 2017-18
Residential (per lot)			
Metered	\$4.82	\$5.02	\$5.02
Unmetered	\$4.82	\$5.02	\$5.02
The Villas	\$3.22	\$3.35	\$3.35
Murieta Village	\$3.22	\$3.35	\$3.35
Non-Residential (per acre)			
1 Retail	\$24.115	\$25.089	\$25.089
2 Industrial/Whse	\$25.620	\$26.655	\$26.655
3 Light Industrial	\$19.591	\$20.382	\$20.382
4 Office	\$22.607	\$23.520	\$23.520
5 Landscape (golf course/park sites)	\$4.522	\$4.705	\$4.705
6 Murieta Equestrian Center	\$1.745	\$1.815	\$1.815
7 RMCC (club house and parking)	\$0.000	\$0.000	\$0.000
8 Airport	\$2.009	\$2.090	\$2.090
9 Geyer Property	\$15.071	\$15.680	\$15.680
Undeveloped Property			
Residential & Non-Residential	\$2.846	\$2.961	\$2.961

SEWER

The proposed 2017-18 monthly bill increase for a residential metered lot is projected to be \$.30 or 0.7%.

	Current Rate 2016-17	Proposed 2017-18
Base Charge (w/o reserve contribution)	\$39.34	\$39.19
Reserve Contribution	\$6.31	\$6.76
Total Base Charge	\$45.65	\$45.95
<ul style="list-style-type: none"> Non-residential customers are charged the base charge plus the reserve contribution times their Sewer EDU (equivalent dwelling unit) value 		

SECURITY

The proposed 2017-18 monthly bill increase for a residential inside-gate metered lot is projected to be \$1.11 or 4.0%.

Developed Property	Current Rate 2016-17	Proposed 2017-18	Max Rate 2017-18
Residential (per lot)			
Inside Gates			
Metered	\$27.47	\$28.58	\$28.58
Unmetered	\$21.97	\$22.86	\$22.86
Outside Gates	\$6.62	\$6.89	\$6.89
Non-Residential (per Building square foot)			
1 Highway Retail	\$.2475	\$.2576	\$.2576
2 Other Retail/comm.	\$.0267	\$.0277	\$.0277
3 Industrial/Whse/Lt Industrial	\$.0582	\$.0606	\$.0606
4 Office	\$.0140	\$.0146	\$.0146
5 Institutional	\$.0140	\$.0146	\$.0146
6 Public Utility	\$.0444	\$.0462	\$.0462
7 Murieta Equestrian Center	\$.0041	\$.0043	\$.0043
8 RMCC	\$.0697	\$.0725	\$.0725
9 Airport	\$.0176	\$.0184	\$.0184
Undeveloped Property (per acre)			
Inside Gates	\$23.2341	\$24.1728	\$24.1728
Outside Gates	\$3.4624	\$3.6022	\$3.6022

SOLID WASTE

The proposed 2017-18 monthly bill increase for a 64 gallon container is projected to be \$.22 (\$.20 for the container and \$.02 for the Sacramento County Surcharge) or 1.1%, related to operational cost increases per contract with California Waste Recovery Services.

	Current Rate 2016-17	Proposed 2017-18
38 gallon container (T38)	\$17.88	\$18.06
64 gallon container (T64)	\$19.61	\$19.81
96 gallon container (T96)	\$29.19	\$29.48
Extra Cart (38 gallon)	\$8.09	\$8.17
Extra Cart (64 gallon)	\$10.06	\$10.16
Extra Cart (96 gallon)	\$21.35	\$21.56
Extra Recycle Cart	\$6.45	\$6.51
Extra Yard Waste Cart	\$6.45	\$6.51
Yard Waste Exemption	(\$2.00)	(\$2.00)
Sac County Surcharge	\$1.18	\$1.20

ORDINANCE NO. O2017-01

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

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

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

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

- (a) As calculated and demonstrated in the 2017-18 District budget, the increased service charges implemented by this ordinance have been fixed in amounts sufficient to pay the operating expenses of the District's water, sewer and solid waste operations, provide for and fund repairs and replacement of utility system works and equipment, provide for increased costs of regulatory compliance, fund financial reserves, and, pay debt service and other costs.
- (b) The increased service charges are reasonably related to, and do not exceed, the District's cost of providing each of the services.
- (c) The revenues derived from the service charges do not exceed the funds required to provide the services and will not be used for any purpose other than the listed services.
- (d) The amount of the service charges imposed on each customer's parcel does not exceed the proportional cost of the particular service attributable to that parcel.
- (e) The District water, sewer and solid waste services are services that are actually used by and immediately available to the owner of each customer parcel.
- (f) No portion of these service charge increases are imposed for general governmental services.
- (g) As calculated and demonstrated in the 2017-18 District budget, the increased drainage and security special taxes implemented by this ordinance have been fixed in amounts as calculated and determined consistent with the annual tax adjustments as set forth in District Code chapters 16A and 21 and as authorized by the voters at the time of the approval of the special taxes.
- (h) The establishment, modification, structuring, restructuring and approval of the service charges and taxes as set forth in this ordinance are necessary and appropriate to continue to meet the District's costs for operation and maintenance, supplies and equipment, financial reserves, and capital replacement needs, and to maintain a satisfactory level of services within the District service area.

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

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

- I) The Water Code, Chapter 14, Section 7.00 Rates and Charges is amended as follows effective July 1, 2017:
Section 7.05 Rates for Metered Service.

- (a) General metered service shall be as follows:

MONTHLY CHARGES

Basic Service Charge	\$32.79/mo
Reserve Contribution	<u>\$ 7.75/mo</u>
Total Basic Service Charge	\$40.54/mo

Usage charge per cubic foot:

Basic volumetric rate per cubic foot	\$ 0.0166/cu. ft.
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- (b) Metered service to residential lots at Murieta Village shall be as follows:

MONTHLY CHARGES

Basic Service Charge	\$32.79/mo
Reserve Contribution	<u>\$ 7.75/mo</u>
Total Basic Service Charge	\$40.54/mo

Usage charge per cubic foot:

Basic volumetric rate per cubic foot	\$ 0.0166/cu. ft.
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- (c) Non-Residential metered service shall be as follows:

MONTHLY CHARGES

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

Monthly Charges

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

Usage charge per cubic foot:

Basic volumetric rate per cubic foot	\$ 0.0166/cu. ft.
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- II) The Sewer Code, Chapter 15, Section 7.00 Rates and Charges, is amended as follows effective July 1, 2017:

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

Residential or other premises, each unit

Base rate	\$39.19 per month
Reserve contribution	<u>\$ 6.76 per month</u>
Total monthly service charge	\$45.95 per month

Murieta Village, per unit

Base rate	\$39.19 per month
Reserve contribution	<u>\$ 6.76 per month</u>
Total monthly service charge	\$45.95 per month

Non-Residential

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

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

The Drainage Code, Chapter 16A, Section 3.00 Drainage Tax, is amended as follows:
Section 3.00 Rates and Charges for Operation and Maintenance of the District's system shall be:
 Commencing July 1, 2017, property within the District shall be assessed a monthly drainage tax as follows. The maximum monthly tax rates shown reflect annual adjustments, per Section 5.00.

LAND USE	Monthly Special Tax Rates Fiscal Year 2017-18	Monthly Special Tax Rates Maximum Ceiling Rate Year 2017-18
DEVELOPED PROPERTY		
Residential		
-Metered Developed Per Lot		\$ 5.02 5.02
-Unmetered Developed Per Lot		\$ 5.02 5.02
-The Villas Per Lot		\$ 3.35 3.35
-Murieta Village Per Lot		\$ 3.35 3.35
Non-Residential – Per Acre		
-Retail		\$ 25.089 25.089
-Industrial/Warehouse		\$ 26.655 26.655
-Light Industrial		\$ 20.382 20.382
-Office		\$ 23.520 23.520
-Landscaped Areas (golf course & park site)		\$ 4.705 4.705
-Murieta Equestrian Center		\$ 1.815 1.815
-RMCC (club house & parking)		\$ 0.000 0.000
-Airport		\$ 2.090 2.090
-Geyer Property		\$ 15.680 15.680
UNDEVELOPED PROPERTY		
Uses Drainage System		
-Residential and Non-Residential Per Acre	\$ 2.961	2.961

- IV) The Security Code, Chapter 21, Section 5.00 Security Tax, is amended as follows:
 Commencing July 1, 2017, property within the District shall be assessed a monthly security tax as follows.
 The maximum tax rates shown reflect annual adjustments, per Section 5.00:

Monthly Special Tax Rates Fiscal Year 2017-18	Monthly Special Tax Rates Maximum Ceiling Rate Year 2017-18
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DEVELOPED PROPERTY

Residential

Inside Gates

- Metered	Per Lot	\$ 28.58	28.58
- Unmetered	Per Lot	\$ 22.86	22.86
Outside Gate	Per Lot	\$ 6.89	6.89

Non-Residential - Per Building Sq. Ft.

- Highway Retail		\$ 0.2576	0.2576
- Other Retail/Commercial	"	\$ 0.0277	0.0277
- Industrial/Warehouse/Lt Industrial	"	\$ 0.0606	0.0606
- Office	"	\$ 0.0146	0.0146
- Institutional	"	\$ 0.0146	0.0146
- Public Utility	"	\$ 0.0462	0.0462
- Equine Complex	"	\$ 0.0043	0.0043
- RMCC	"	\$ 0.0725	0.0725
- Airport	"	\$ 0.0184	0.0184

UNDEVELOPED PROPERTY

- Inside Gates	Per Acre	\$24.1728	24.1728
- Outside Gates	Per Acre	\$ 3.6022	3.6022

V) The Solid Waste Collection and Disposal Code, Chapter 31, Section 4.0 Collection Rates, is amended as follows effective July 1, 2017:

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

(1) Garbage Collection Services

38 gallon cart	\$ 18.06
64 gallon cart	\$ 19.81
96 gallon cart	\$ 29.48

(2) Additional Garbage Carts

38 gallon cart	\$ 8.17
64 gallon cart	\$ 10.16
96 gallon cart	\$ 21.56

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

38 gallon cart	N/A
64 gallon cart	\$ 6.51
96 gallon cart	\$ 6.51

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

38 gallon cart	N/A
64 gallon cart	\$ 6.51
96 gallon cart	\$ 6.51

(6) Dumping Extra/Special Trash Cart per Occurrence

38 gallon cart	\$ 7.11
64 gallon cart	\$ 11.97
96 gallon cart	\$ 17.95

(7) Sacramento County Surcharge

\$ 1.20

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

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

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

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

INTRODUCED by the Board of Directors on the 17th day of May, 2017.

PASSED AND ADOPTED by the Board of Directors of the Rancho Murieta Community Services District, Sacramento County, California, at a meeting held on June 21, 2017, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mark Pecotich, President of the Board
Rancho Murieta Community Services District

[seal]

ATTEST:

Suzanne Lindenfeld, District Secretary

MEMORANDUM

Date: June 9, 2017
To: Board of Directors
From: Darlene J. Thiel, General Manager
Subject: Consider Approval of Fourth Amendment to California Waste Recovery Systems 2013 Contract

RECOMMENDED ACTION

Approve the Fourth Amendment to the 2013 Contract between Rancho Murieta Community Services District and California Waste Recovery Systems for solid waste collection and disposal services.

BACKGROUND

California Waste Recovery Systems (CalWaste) has been providing refuse services for Rancho Murieta since November 2005. The current contract amendment for fiscal year 2016-2017 rates expires on June 30, 2017. The CalWaste contract specifies the calculation of any rate increase based on the combination of several industry indices. The rate adjustment for the 2017-2018 fiscal year is a slight increase of .3%. The amended contract between Rancho Murieta Community Services District (District) and CWRS will be effective July 1, 2017 through June 30, 2018.

**Fourth Amendment to
2013 Collection Services Contract for the Provision of Solid Waste,
Recyclables Materials and Green Waste Collection Services
Between
The Rancho Murieta Community Services District
And
California Waste Recovery Systems, LLC**

The Fourth Amendment to the Contract titled above (Collection Services Contract for the provision of Solid Waste, Recyclables, Materials and Green Waste Collection Services), executed as of June 21, 2017 by and between the Rancho Murieta Community Services District (District) and California Waste Recovery Systems, LLC. (Contractor) is made and entered into by the District and the Contractor as of the latter date written below.

Pursuant to Section 40.01 of the contract, the District and the Contractor may change or amend the Agreement upon written agreement duly authorized and executed by both the District and the Contractor.

Now, therefore, in consideration of the mutual promises, covenants, guaranties and conditions contained in this Fourth Amendment, receipt of which is acknowledged, the District and the Contractor agree as follows:

1. Exhibit 1 (attached), the Contractor Collection Services Rates, effective July 1, 2017 to June 30, 2018, is substituted and amended in this Fourth Amendment.

Except for the amendments and/or additions stated in the First Amendment, effective on July 1, 2014 thru June 30, 2015; and the Second Amendment, effective July 1, 2015 thru June 30, 2016; the Third Amendment effective July 1, 2016 thru June 30, 2017, and this Fourth Amendment and all other provision of the agreement remain in full force and effect, effective July 1, 2017 thru June 30, 2018.

Authority to Execute: The District warrants that the officers listed below have been duly authorized by the District to execute this Fourth Amendment on behalf of the District. The Contractor warrants that the individuals listed below have been duly authorized by the Contractor to execute this Fourth Amendment on behalf of the Contractor.

In Witness, whereof, the Parties to this Fourth Amendment have executed this Fourth Amendment as of the latter date written below.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Darlene J. Thiel, General Manager

Mark Pecotich, Board President

Date

Date

CALIFORNIA WASTE RECOVERY SYSTEMS, LLC

Dave Vaccarezza, Owner

Date

Exhibit 1
CONTRACTOR COLLECTION SERVICE RATES WITHOUT
FRANCHISE FEE
EFFECTIVE 07/01/2017

A. COLLECTION SERVICES

1	Garbage Cart Sizes (gallons)	38	64	96
2	Disposal Charge Per Ton – Solid Waste	\$30.00		
3	Monthly Per Unit Solid Waste Generation Factor	0.03	0.08	0.2
4	Disposal Element	\$1.02	\$2.22	\$5.23
5	Monthly Collection Element	\$15.46	\$15.89	\$22.49
6	TOTAL MONTHLY COLLECTION RATE (Lines A4 + A5)	\$16.48	\$18.11	\$27.72

B. ADDITIONAL CARTS

1	Garbage Cart Sizes (gallons)	38	64	96
2	MONTHLY COST FOR EACH ADDITIONAL GARBAGE CART	\$8.06	\$10.01	\$21.27
3	MONTHLY COST FOR EACH ADDITIONAL RECYCLING CART IN EXCESS OF ONE(1) RECYCLING CART	N/A	\$6.41	\$6.41
4	MONTHLY COST FOR EACH ADDITIONAL GREEN WASTE CART IN EXCESS OF TWO (2) GREEN WASTE CARTS	N/A	\$6.41	\$6.41

C. DISCOUNT FOR GREEN WASTE EXEMPTION

1	Garbage Cart Sizes (gallons)	38	64	96
2	MONTHLY DISCOUNT FOR GREEN WASTE EXEMPTION	\$2.00		

D. ADDITIONAL LARGE ITEM COLLECTION SERVICE RATE (ON-CALL)				
1	Additional Large Item Size	1 Cu. Yd.		
2	Disposal Charge Per Ton – Large Item	\$30.00		
3	Per Unit Large Item Generation Factor	0.05		
4	Disposal Element (Line D2 multiplied by Line D3)	\$1.50		
5	Collection Element	\$36.59		
6 TOTAL LARGE ITEM COLLECTION RATE (Lines D4 + D5)		\$38.09		
E. EXCESS CART EXCHANGE SERVICE RATE (Each occurrence)				
1	Garbage Cart Sizes (gallons)	38	64	96
2 EXCESS CART DELIVERY SERVICE RATE		\$17.67		
F. EMERGENCY SERVICE RATES				
1	Laborer (per hour)	\$43.43		
2	Automated truck (Heil) with driver (per hour)	\$114.24		
3	Front loader truck (White) with driver (per hour)	\$107.89		
4	Roll off truck (White) with driver (per hour)	\$107.89		
5	Foreman and pickup (GMC) (per hour)	\$63.45		
6	Transfer truck and trailer with driver (White/Wilkins) (per hour)	\$114.24		
G. EXTRAS/SPECIAL RATES FOR DUMPING TRASH CARTS				
1	Garbage Cart Sizes (gallons)	38	64	96
2 Rate for Dumping Extra/Special Trash Cart per Occurrence		\$7.11	\$11.97	\$17.95

MEMORANDUM

Date: June 6, 2017
To: Board of Directors
From: Finance Committee Staff
Subject: Consider Approval of Annual Audit Engagement Letter

RECOMMENDED ACTION

To approve the annual audit engagement letter with Larry Bain, CPA for the 2016-2017 financial audit and authorize the General Manager to sign the engagement letter.

DISCUSSION

The audit covers the District wide Financial Statements and Community Facilities District 2014-1 (CFD 2014-1) Financial Statements. The not-to-exceed fee for the District and CFD 2014-1 audits is \$14,500 and \$4,000, respectively. The District audit is paid from operating budget and the CFD 2014-1 audit is paid from administration fees collected in the Special Assessment Levy.

Attached is the engagement letter to perform the 2016-17 financial audit for the District and the CFD #2014-1. Mr. Bain's proposal anticipates that the audit will commence on September 5, 2017 and that the draft audit report will be issued in October 2017. In keeping with the SCO requirement for audit engagement partner rotation, which is required for the 2018/2019 fiscal year, Mr. Bain plans to transition that role to his partner for the 2018/2019 fiscal year audit. Mr. Bain's transition plan has been approved by his AICPA peer reviewer and it satisfies the SCO audit engagement partner rotation requirement.

The Finance Committee recommends approval.

LARRY BAIN, CPA

AN ACCOUNTING CORPORATION

2148 Frascati Drive, El Dorado Hills, CA 95762 / 916.601-8894
lbain@sbcglobal.net

May 17, 2017

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

We are pleased to confirm our understanding of the services we are to provide Rancho Murieta Community Services District for the fiscal years ended June 30, 2017. We will audit the financial statements of the business-type activities and the aggregate discretely presented component units, including the related notes to the financial statements, which comprises the basic financial statements of Rancho Murieta Community Services District as of and for the fiscal years ended June 30, 2017. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Rancho Murieta Community Services District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Rancho Murieta Community Services District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Pension information for GASB 68 compliance

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

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

Audit Objective

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

LARRY BAIN, CPA

AN ACCOUNTING CORPORATION

arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unqualified (unmodified), we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Management Responsibilities

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

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

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

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

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

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

LARRY BAIN, CPA

AN ACCOUNTING CORPORATION

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

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

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

Audit Procedures—Internal Control

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

Audit Procedures—Compliance

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

LARRY BAIN, CPA

AN ACCOUNTING CORPORATION

Engagement Administration, Fees, and Other

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

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

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

We expect to begin our audit on September 5, 2017 and to issue our reports no later than October 2017. Larry Bain is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses will not exceed \$14,500 for the District audit and \$4,000 for the CFD 2014-1 and CFD #1 component unit audits. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 45 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

LARRY BAIN, CPA

AN ACCOUNTING CORPORATION

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

Very truly yours,

Larry Bain, CPA
An Accounting Corporation

RESPONSE:

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

By: _____

Title: _____

Date: _____

MEMORANDUM

Date: June 7, 2017
To: Board of Directors
From: Improvements Committee Staff
Subject: Consider Approval of Administration Building Parking Lot Asphalt Sealing and Striping

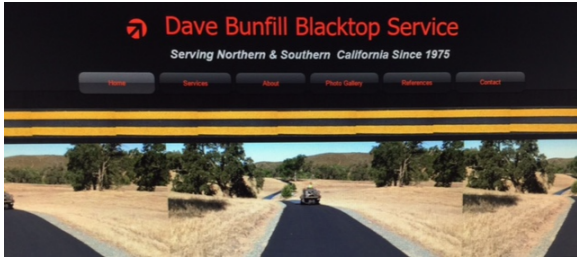
RECOMMENDED ACTION

Approve proposal from Dave Bunfill Blacktop Services & Protective Coatings for asphalt sealing and striping of the existing roadway and parking lot at the District Administration Building, in an amount not to exceed \$7,542.50. Funding to come from Administration Capital Replacement Reserves.

BACKGROUND

To extend the life of the existing roadway and parking lot at the administration building, staff sought bids to seal and stripe them. Striping means to repaint the existing highly faded parking lot lines. This project is identified in the Capital Reserve Study as Administration Asset #203, for an estimated average cost \$5,217, and projects that it will extend the life of the existing asphalt 5 years. Asset #203 addresses the parking lot only for an estimated 16,000 sf. The additional work requested that includes the driveway/road adds an additional 15,000 sf to the project. This a public works job that requires prevailing wages. The quote is at prevailing wage rates and includes tax. See bid attached.

IMPROVEMENTS COMMITTEE RECOMMENDS APPROVAL.



DAVE BUNFILL BLACKTOP SERVICE & PROTECTIVE COATINGS LIC # 495861
 15537 GRAINFLAT CT
 PLYMOUTH, CA 95669 US
 (888) 926-6197
 davebunfill@yahoo.com
 www.davebunfillblacktopservice.com

Proposal

ADDRESS
 RON GREENFIELD
 RMCS D
 PO BOX 1050
 RANCHO MURIETA CA
 916-354-3700
 FAX 916-354-2082

PROPOSAL #	DATE	
1548	05/17/2017	

DATE	ACTIVITY	AMOUNT
05/17/2017	RE: PARKING LOT APPROX 14000 SQ FT 1. CLEAN, BROOM AND BLOW AREA OF ALL LOOSE DIRT AND DEBRIS. 2. SEAL SINGLE CRACKS WITH SUPERFLEX HOT RUBBER CRACKSEAL. 3. SEAL PARKING LOT WITH 2 COATS OF STEEL GUARD SEALER. 4. RESTRIPE LINES AND MARKINGS. TOTAL-----\$3500.00 RE: ROADWAY APPROX 15,000 SQ FT 1. CLEAN BROOM AND BLOW AREA OF ALL LOOSE DIRT AND DEBRIS. 2. SEAL ROADWAY WITH 2 COATS OF STEELGUARD SEALER. 3. RESTRIPE LINES AND MARKINGS. TOTAL-----#3500.00 * ROADWAY IS BASED ON COMBINING JOB WITH PARKING LOT JOB.	

TO BE PAID ON COMPLETION OF JOB TOTAL
 THANK YOU DAVE BUNFILL

Accepted By

Accepted Date

MEMORANDUM

Date: June 14, 2017
To: Board of Directors
From: Darlene J. Thiel, General Manager
Subject: Consider Approval of Proposal for Electronic Document Management System

RECOMMENDED ACTION

Approve the proposal from Caltronics for an electronic document management system, in an amount not to exceed \$58,000. Funding of \$20,000 to come from Capital Improvement Reserves and \$38,000 to come from Unrestricted Cash.

BACKGROUND

Suzanne Lindenfeld and Debby Bradberry accepted the assignment of a special project to select an electronic document management system by i) developing a Request for Quote (and identifying the system requirements/needs), releasing the RFQ, evaluating responses, and recommending a selected solution. The following is a summary of their work and recommendation.

A Request for Quote (RFQ) for an Electronic Document Management System was sent out on May 15, 2017 to three (3) companies with the closing date of May 31, 2017. Two (2) companies responded; Caltronics and ECS Imaging, Inc. Both companies were asked to and provided an on-site demonstration of their program.

After the demonstrations, they discussed both programs and agreed that the Caltronics program, PSiCapture, is a much better fit for the District. The ESC Imaging, Inc. program was less functional, less user friendly, too labor intensive, and cost more.

PSiCapture key features include: industry standard PDF files from scanner or PC applications that can print, ensure document security by controlling viewing, printing, and modifications, collaborate on documents using a wide range of commenting tools, convert, edit, and assemble documents with ease, authenticate documents with digital signatures, prepare sensitive documents for sharing with redaction tools, create fillable forms, share and collect data from multiple forms, batch convert documents into editable and searchable formats, integrates with current software and hardware environment. (RFQ attached for review).

****We can receive a \$1,000 rebate from Caltronics if we sign the order on June 22, 2017.**

PROJECT DETAILS

Experienced Caltronics personnel or authorized agents will work closely with staff to implement the PsiCapture scanning and Document Management project. This includes design, installation, configuration, and training. A formal detail SOW\Design document will be provided for review and sign off by the District prior to the start of the project.

Caltronics will install and configure Global Search and PsiCapture on one Windows server environment. This includes installation configuration of up to 5 PsiCapture Doc Types for auto processing of scanned documents,

PsiCapture will process documents, read, and separate on barcode, use barcode value or text of structure documents for indexing, OCR and migration to Global Search Repository.

Document Management System (Global Search) to include unlimited storage with up to 5 Archives configuration for this project. Configuration to include Content Search and Document Auto Retention using Global Action module.

MAINTENANCE & SUPPORT

This proposal includes Psigen (Advance Unlimited), Global Search (10 users) and Content Search\PDF creator Annual Maintenance with Caltronics Silver Support for 1 year. This entitles the purchaser to phone, email, remote and onsite support from Caltronics. Version upgrades, services packs, patches and hotfixes are included during the Maintenance Plan. Caltronics will invoice prior to the annual maintenance plan expiration date, at which time the renewal is **optional**.

Annual maintenance and support per year after year 1 includes: *10 Full Global Search Users (concurrent) + Content Search\PDF Creator + PsiCapture Advance Unlimited: Product upgrade, Service Packs, Patches and Support = \$7,941.67*

PROJECT FUNDING

Currently there are three (3) Capital Projects approved for Administration that can be combined and/or eliminated in support of this project.

CIP Project 04-12-4, Records Storage Vault was budgeted for \$20,000 from Capital Improvement Reserves. With this electronic system, the Records Storage Vault will not be needed, transferring that funding to the cost for the Electronic Record Management System.

CIP Project 10-07-4, Electronic Document Management System was budgeted for \$25,000 from unrestricted cash.

CIP Project 10-08-4, Email Exchange Server, is no longer needed since the District converted to Office 365, which provides Exchange email hosted in the cloud. This project was budgeted for \$20,000 from unrestricted cash.

The combined approved funding of these projects is \$65,000. The recommended Electronic Document Management System cost is \$58,000.

The Caltronics proposal is attached.



PROPOSAL FOR



June 9, 2017

PsiCapture (Advance Unlimited) + Global Search (10 concurrent users) + Global Action

Version 1.0

Minh Nguyen



About Us

Since 1975, Caltronics has been providing California with leading edge technology and award winning service in the document management and software solutions industry. Caltronics is a family owned and operated company with 10 offices in the Western United States to serve you locally and nationwide.

- Sacramento
- Rocklin
- Fairfield
- Santa Rosa
- San Jose
- Sunnyvale
- Pleasanton
- Fresno
- Monrovia
- Irvine
- Tempe, AZ

Today Caltronics offers the most advanced digital copiers, high speed color printers and copiers, multifunctional devices, fax and scanning systems, and document management software available. In fact, Caltronics has sold and installed more digital systems than any other independent dealer in the United States.

At Caltronics, our people make the difference because we employ the most tenured sales and support staff in California. For seven years running, we have been awarded “Top 50 Dealers” in the United States for customer service and support by Office Dealer Magazine. In addition, we have been the # 1 Western Region Konica dealer for over 21 years!

When it comes to document management and software solutions, our specialists are second to none. Our expertise in software and systems integration allows us to customize applications to improve your document workflow and eliminate your paper file cabinets.

Our Experience

Caltronics has implemented many successful solutions projects which ranges from \$1,500 desktop document processing application to over a \$2,000,000 project which consist of capture automation, database indexing and business process workflow. We employ top qualified and experienced engineers for solutions implementations and support. Many of our engineers come from outside the MFP industry with extensive software experience. Our engineers and support staff are manufacturer trained and certified on the products we sell and support. Our staff maintains a continual relationship with the manufacturers to stay current on skills, new product offerings, and critical software issues.

The Solutions department is certified to sell, implement, and support the following product offering

EMC – ApplicationXtender | EMC – Captiva | EFI - Fiery Central | EFI – Digital StoreFront | Nuance – eCopy | Nuance – Equitrac | OpenText - Right Fax | Psigen -PsiCapture | PaperCut | Square 9 – SmartSearch | Scanners - Fujitsu, Canon and Kodak

We are also premier partners for EMC, Nuance, Psigen, Square9, and Fujitsu allowing us to provide a greater level of support and service to our customers.

Our Team

Minh Nguyen - Minh is the Solutions Manager. He has been with Caltronics for over 15 years and has been working with Solutions for over 12 years. Minh's background is in enterprise software application support where he was a build and release engineer for Entrust Technologies supporting single sign on application GetAccess. His product focus was single sign on and PKI technology supporting large corporations and banks. Minh manages the engineer's and oversees all of the projects and installations for the solutions team.

Chris Mathews – Solutions Engineer Manager. Chris has been with Caltronics for over 15 years and a Service Manager for the past 9 years. His networking, database and technical background has given him the knowledge to become our Solutions Capture specialist. His products focus is with EMC Captiva, Psigen's Psi Capture and workflow solution SmartSearch. Chris also heads our R&D group which evaluate, test and validate solutions product offerings.

Dave Hunt – Solutions Engineer. Dave brings vast knowledge and experience to our team with 23 years' experience with Caltronics and MFPs. Dave is the Lead and Primary Engineer for Equitrac and PaperCut. He is responsible for network troubleshooting, print management applications implementation and support.

Ken Mitchell – Solutions Engineer. Ken graduated with a Bachelor's degree in Physics from the University of Kansas. Since spending 21 years in the U.S. Navy, Ken has done software support and training for several local companies, including Intel and HP. Ken has over 20 years of professional software experience. Ken has been with Caltronics since 2006.

Sergio Espinoza – Solutions Engineer. Sergio has over 27 years of experience in customer support including hardware, networking, and complex software troubleshooting. He has been with Caltronics since 1992 supporting hardware, print management devices and applications. Sergio works out of the Sunnyvale office supporting the bay area and Fresno customers.

Avinash Naicker – Solutions Engineer Supervisor. Avinash received his AS in Information Technology with Emphasis on Network Security. He has been in the industry since 1991 and with Caltronics for over 10 years as a service supervisor. He experience in management, supporting MFP's, network, and printer applications has lead him to become the Bay Area Solutions Engineer Supervisor

Kevin Williams – Solutions Engineer. Kevin has been with Caltronics since 2005 where he was a field service technician. He later transitioned into our in-house support division providing remote support for our customers on scanning, network and print application related issues. Kevin’s product focus is SmartSearch, PsiCapture and eCopy.

Adam Her – Solutions Engineer. Adam graduated with BS in Technical Management and has been with Caltronics since 2008. He has been a key role in our CSR group supporting the Fresno office with end user training while assisting service with installs and connectivity support. He works out of our Fresno office supporting solutions offerings with focus on SmartSearch, Psigen, eCopy and PaperCut.

Jay Farley – Solutions Engineer. Jay has been supporting MFP’s, networking and device applications for over 14 years. He joined the Solutions group through the merger of Infincom and Caltronics in 2013. His experience with customer and application support has been instrumental in supporting our Arizona location.

Degrees and Certifications

BS Information Technology | BS Engineering Physics | BS Technical Management | AS Information Technology | AS Systems Network | Microsoft MCP | Microsoft A+ | Microsoft Net+ | EMC ApplicationXtender Certification | EMC Captiva Certification | EFI Fiery Central Certification | EFI Digital StoreFront Certification | Nuance eCopy Certification | Nuance Equitrac Certification | OpenText RightFax Certification | Psigen Certification | PaperCut Certification | Square 9 SmartSearch Certification | KM Outward Associates | KM Outward Professional | KM Outward Masters | KM Outward Expert | Konica Minolta Certification | Toshiba Certification | Lexmark Certification

Product Description



advanced document capture software

PSIcapture

One-Stop Document Capture and Data Extraction Powerhouse

New Features in PSIcapture 6

More than a simple upgrade, this new version of the product boasts a brand-new design, as well as increased customization and a smoother job flow.

- » New application theme and product design
- » Simplified Capture Profile configuration
- » Ability to view current Batch workflow from status bar
- » Application toolbar replaced with Ribbon containing easily identifiable icons and command descriptions

PSIcapture, PSIGEN's advanced document capture and data extraction software, provides the ability to consolidate and standardize to a single platform enterprise-wide, providing the utmost in flexibility and supporting numerous enterprise content management (ECM) systems.

PSIcapture's comprehensive and flexible approach decreases processing time and alleviates the administrative headache of managing multiple vendors and dissimilar support requirements. Fast, integrative and highly effective, PSIcapture reduces the overall cost of maintaining a company's document management infrastructure.



Capture documents from direct-connect scanners, import from network folders, existing databases or fax servers. PSIcapture's architecture provides for interactive or automated processing.



PSIcapture

Centralized management, configuration and storage provide for flexible and easily globally deployed workflows.



Documents can be migrated to network folders or any of the 60+ ECM systems currently supported by PSIGEN.

the science of document capture

With its convenient compatibility to any device, PSiapture enhances the capabilities of any network scanner or MFP. PSiGEN's advanced document capture application adds efficiency, standardization and flexibility to your current scanning process, saving time and money.

PSiapture's simple configuration and user-friendly interface allow for quick deployment and adoption by end users, resulting in an accelerated return on investment. PSiapture is designed to scale to fit the needs of any organization. No matter the size and scope of an organization, whether it has 10 employees in one office or 500 scattered across several locations, PSiapture can make document processes easy and efficient.

Competitively priced, truly scalable and uniquely versatile, PSiapture is the ideal document capture solution for any organization.



System Requirements

OPERATING SYSTEMS	HARDWARE REQUIREMENTS	VIRTUALIZATION
<ul style="list-style-type: none"> » Windows 7 (x86/x64) » Windows 8 (x86/x64) » Windows 8.1 (x86/x64) » Windows 10 (x86/x64) » Windows Server 2008 (Service Pack 2 or later) » Windows Server 2008 R2 » Windows Server 2012 » Windows Server 2012 R2 	<ul style="list-style-type: none"> » 2.0 GHz or higher multi-core processor. » 2 GB available memory minimum, 4 GB or more is recommended. » 4.5 GB free disk space for installation. Additional disk space may be required for post-installation operation. 	<ul style="list-style-type: none"> » VMware ESX version 3.0 or later » VMware Workstation Version 7.0 or later » Microsoft Hyper V » Microsoft Terminal Services/Remote Desktop Services²
	SOFTWARE REQUIREMENTS	
	<ul style="list-style-type: none"> » .NET Framework version 4.5 or later¹ 	

Note that the minimum system requirements will guarantee functionality, but not optimum performance. The recommended system specifications represent the environment for which the PSiapture application was intended to run. This does not exclude newer platforms, hardware, or system architecture unless otherwise noted.

If your system specifications fall below the minimum requirements, you may have to upgrade your system's hardware and/or software before installing and configuring PSiapture. Having a system that is below specifications does not necessarily infer that the application will not work, however PSiGEN cannot support a system with hardware or software that is below the minimum requirements. Please contact the Support Team for more details.

¹ The .NET Framework is installed by the product installer if it is not already present.

² Installation to a virtualized environment such as Microsoft Terminal Services or Remote Desktop Services is considered an advanced deployment and may require a Professional Services engagement to complete.

About PSiGEN Software, Inc.



PSiGEN is the innovative leader in advanced capture applications dedicated to helping companies automate document processing by extracting data and utilizing it to name, index, format and route documents along the electronic path to storage. The lasting result is a more productive end user, using fewer mouse clicks and keystrokes, accomplishing complex and powerful document workflows. Our largest customers include service providers, business process outsourcers and major corporations.

We have significant customer concentrations in financial services, healthcare, manufacturing, retail and energy. Our channel partners include document imaging value added resellers, major brand MFP dealers, Microsoft solution providers and document management software vendors.



PSIcapture
ADE

Advanced
Data
Extraction

PSIcapture Advanced Data Extraction: Automate Data Extraction & Reduce Data Entry Time

So many paper forms to process, so little time. Wouldn't it be nice to automate the collection of data from forms and documents? PSIcapture's Advanced Data Extraction (ADE) module can do just that. The ADE module uses an intelligent expression-matching engine to filter the text within a document and automatically map that information to an index field. The result is a dramatic reduction in data entry time. Whether you are processing EOBs or capturing invoice information, PSIGEN's solution can automate the process, saving your employees time and your business money.

The Advanced Data Extraction module can be used throughout PSIcapture and PSIfusion to simplify many processes. During separation, ADE can be used to specify text or pattern matching to automate document separation. During the indexing step, ADE can take any captured text—captured via OCR, ICR, OMR, Barcode, Database Return, Classification Form ID name, or default values—and parse the data for the required information. ADE can also be used to configure conditional migrations, where the user specifies a condition that needs to be met for the migration to occur and ADE uses regular expression matching to determine the migration.



For more information on ADE, contact your PSIGEN reseller today



Capture documents from direct-connect scanners or import from network folders for processing.



PSIcapture

PSIcapture converts the page to text, and then searches for specific patterns and expressions.



Matching expressions are analyzed, and then mapped to document fields based on rules.

the **science** of document capture

About PSIGEN Software, Inc.

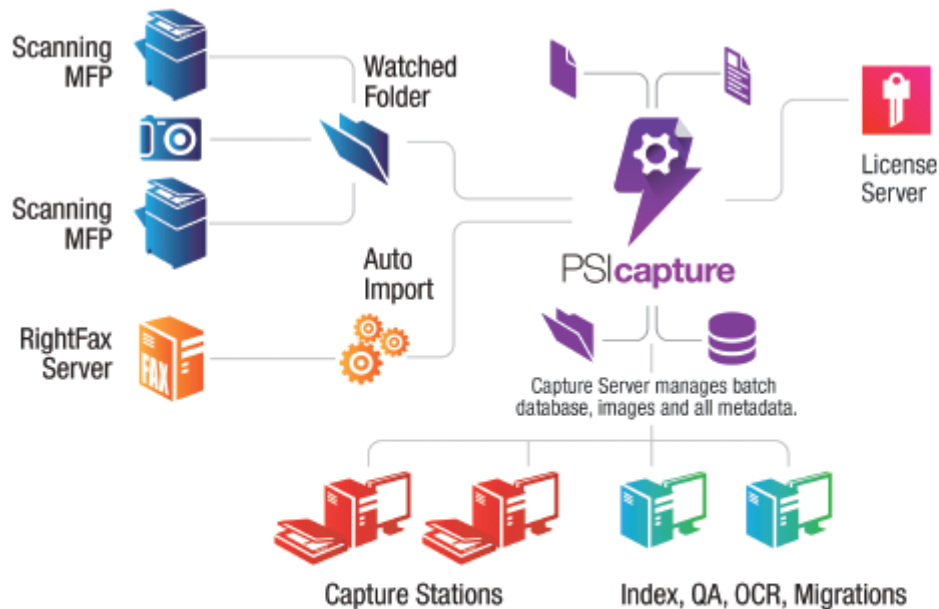


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We have significant customer concentrations in financial services, healthcare, manufacturing, retail and energy. Our channel partners include document imaging value added resellers, major brand MFP dealers, Microsoft solution providers and document management software vendors.

PSIcapture Architecture

Capture Server Network



Product Description



GlobalSearch®
Enterprise Content Management



A software platform that eliminates inefficient paper processes and streamlines workflows within your business.

The award-winning GlobalSearch® software enables organizations to manage business more efficiently by taking document processes digital. This simplifies the capture, retrieval and distribution of your most important business information.

Scalable

GlobalSearch is perfect for organizations of any size, offering flexible pricing and configuration, with the ability to select the tools you need for your specific business applications, from simple task automation to enterprise-class functionality.

Intuitive

GlobalSearch is easy to use, learn and support. Having a similar look and feel to the Microsoft Office™ interface, GlobalSearch is simple to navigate and completely customizable to fit your specific business needs. You decide the path of your documents.

Powerful

GlobalSearch electronically manages anything from scanned papers to digital files, such as PDF, JPG, TIF, Word™, Excel™, and Outlook™. GlobalSearch includes a fully integrated scanning module, with automation capabilities, multifaceted searching and granular user-based security for worry-free storage.

Accessible

GlobalSearch functions on a wide variety of platforms and operating systems. Whether iOS or Android, laptop, tablet or smartphone, users can get to their work and contribute remotely. Even within the web, GlobalSearch delivers the speed of a desktop browser and keeps your content secure.

GlobalSearch Enables Your Business To:

- Cut costs and expenses by eliminating paper-based filing
- Improve file organization and the ability to search and access your documents
- Streamline manual tasks like data entry and approvals
- Easily share and collaborate on cross-functional documents
- Increase document security and simplify compliance
- Automate document paths and notifications with full feature editing
- Integrate with DocuSign®, Microsoft Dynamics™, QuickBooks®, and more
- Access documents with iOS and Android, laptop, tablet or smartphone
- Access your documents and data anytime, from anywhere
- Utilize the platform in English, Spanish, French, Italian, German and More

Differentiators

Mobility & Flexibility



Extend the reach of document management software beyond the confines of your desktop. Delivering anywhere, anytime access to documents from any mobile device, GlobalSearch® keeps processes consistent and your team productive, while offering the same power and capabilities as the desktop client.

Document Capture Automation



Automate the capture and storage of your business critical information. GlobalCapture® is the unique document processing solution that brings together all data capture points into a single, easy to use platform. Eliminating the need for manual intervention, GlobalCapture uses intelligent batch separation, image cleanup, optical character recognition and barcode recognition to automatically detect and extract information.

Business Process Management



Accelerate document routing and review. GlobalAction® is the next generation solution for document workflow automation. This Business Process Management (BPM) engine provides the ability to map document processes on a drag & drop design canvas, automating actions while gaining visibility into productivity. From automated email notifications to timed event triggers, GlobalAction keeps business moving throughout the entire lifecycle of a document.

Integration Capabilities



GlobalSearch integrates with the leading business application programs including QuickBooks®, DropBox®, Salesforce®, Microsoft Dynamics™ and more. In addition, you can gain full capture-and-retrieval support right from the control panel of your office multi-functional printer, which acts as the catalyst for workflow automation.

Security & Auditing



Granular security in GlobalSearch provides user-based sign-in access, keeping databases, Archives, documents and feature-level security enforced. The built-in audit trail ensures your security is working by logging all document actions by date and user, providing full visibility into business output.

From small business applications to enterprise solutions, GlobalSearch goes to work for you, bringing your business to new levels of efficiency!



GlobalAction[®]
Business Process Management



Business Process Management that redefines organizational efficiency with workflows that enforce business rules while allowing for global participation.

glob•al ac•tion

GlobalAction is the solution for document centric workflow automation that enables users to map their document activities, from data capture to document archival for end-to-end process visibility.



Feature

GlobalAction features a fully web-based design platform that can be viewed in any web browser and accessed from both PC and Mac devices.



Benefit

Provides greater visualization of the entire process, no matter where you are, making it easy to create, troubleshoot, or revise your business workflows.

How GlobalAction Works:



Design

Via an easy to use web-based platform, users can simply drag and drop Process Nodes on to the design template to establish a beginning and end for each decision or action within a workflow.



Route

By linking these Nodes with connecting points, a document path is created, generating a workflow process that enables users to visualize a document lifecycle from start to finish.



Action

Now that a workflow is designed, individual Queues can be created for sub-processes, specific to individual users and security parameters, enforcing compliance while setting guidelines for what a user can see or do.



Visibility

With a built in dashboard view of process queues, visibility into transactional activity is instantaneous, adding business intelligence through management reports on your document driven processes.

Product Description

Nuance® eCopy® PDF Pro Office

Better PDF for business.

The smarter PDF desktop software companion to multifunction printers

eCopy® PDF Pro Office 6, the latest version of Nuance's flagship enterprise-ready desktop PDF solution, is the smart replacement for Adobe® Acrobat®. It enables business users to create, view, edit, convert, and collaborate with 100% industry-standard PDF files to deliver maximum value without compromising functionality or ease of use. Plus, eCopy PDF Pro Office is integrated with eCopy ShareScan® to deliver the most streamlined experience when scanning from a networked MFP to your desktop.

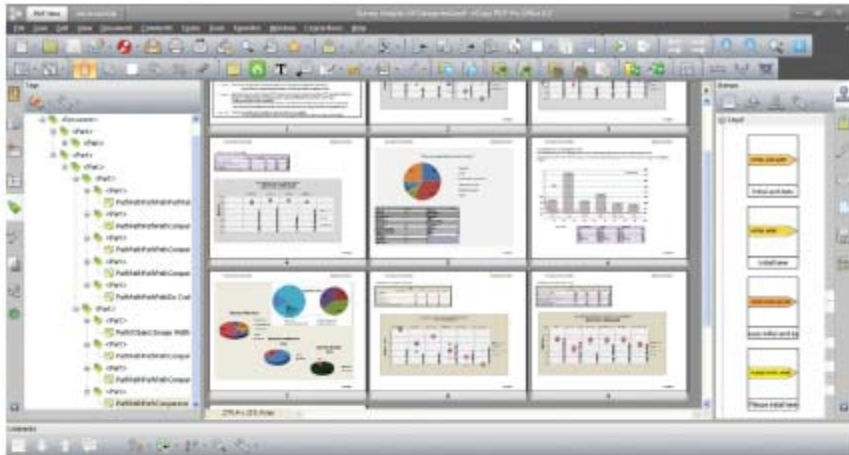
eCopy PDF Pro Office provides all the capabilities a business user needs, at a price that allows you to put PDF on every desktop across the organization to boost productivity and eliminate format dependency bottlenecks that can slow down business. eCopy PDF Pro Office offers powerful and unique functionality, proven reliability, and remarkable ease of use in a small footprint solution that doesn't eat up resources or impede system performance. It's fully compatible with popular document management systems to give users controlled access to PDF files without placing an additional burden on IT. What's more, Nuance offers attractive license programs to meet the needs all business sizes and types.

Get a complete PDF solution

Designed specifically for business users, eCopy PDF Pro Office lets you effortlessly create 100% industry-standard PDF files—including PDF and PDF/A versions—directly from your scanner, MFP or any PC application that can print. Convert to PDF from within Microsoft Office documents or create PDF files from any document with a single click while browsing in Microsoft Windows®. Even create files in batches for maximum efficiency and time savings. Accurately convert PDF files to editable Corel WordPerfect, Microsoft Word, Excel, PowerPoint, and searchable XPS documents with fully formatted text, columns, tables and graphics. Automated image conversion lets you assemble groups of files in one format and automatically convert them to another. Enjoy fast, easy document assembly, too. Combine files and remove or replace pages with drag-and-drop ease. View and select pages from a source document—Word, Excel, PowerPoint, WordPerfect, XPS, JPG, BMP, or TIF—to insert into a target document.

Key features and benefits

- Effortlessly create 100% industry-standard PDF files from a scanner or any PC application that can print.
 - Ensure document security by controlling viewing, printing and modifications.
 - Collaborate on documents efficiently using a wide range commenting tools.
 - Edit and assemble documents with ease.
 - Authenticate documents with digital signatures.
 - Prepare sensitive documents for sharing with redaction tools.
 - Create fillable forms, share and easily collect data from multiple forms.
 - Batch convert static documents into editable and searchable formats.
 - Integrates with your software and hardware environment.
-



eCopy PDF Pro Office's powerful PDF editor.

Additional features like Bates stamping, full redaction, a built-in PDF/A compliance checker and the ability to automatically apply custom stamps to all pages of a PDF document make this the ideal PDF solution for enterprise deployments.

Get word processing capabilities in your PDF

Eliminate the frustration of having to re-create or locate an original document to repurpose and edit its contents. Advanced editing functionality converts PDF files into fluid and dynamic PDF documents with full word processing capabilities. Familiar tools, such as text edit, bold, underline and highlight let you edit your PDF file quickly and easily. Whether you're making a simple text change or adding multiple paragraphs of new content, you have updated PDF files faster than ever before.

Ensure document security

Control PDF document viewing, printing and modifications by adding passwords with encryption and permission controls. Automatically inspect for and fully redact sensitive data or flatten all PDF document contents for secure document sharing. Authenticate document owners using self-signing, Microsoft Crypto, or third-party signatures.

Integration with FileOpen® Digital Rights Management software ensures that eCopy PDF Pro Office can open their protected documents and respect their security settings.

Easily connect to the cloud

Cloud connectors allow you to open files from popular cloud services, such as Box, Google Drive™, Microsoft OneDrive, Office 365, Evernote® and Dropbox. Once you've made changes, you can send the updated files back to these sites. Now it's easier than ever to print PDF files to Nuance's PaperPort® desktop application using the Nuance PDF Create printer and PDF Create Assistant.

Connect to popular Document Management Systems

Integrate seamlessly with Microsoft® SharePoint® Server 2007, 2010 and 2013, Windows SharePoint Services 3.0, Microsoft Office 365, OpenText eDOCS 5.3, 10, HP WorkSite 8.3, 8.5 and 9, Livelink® ECM – Enterprise Server 9.7 and 10, OpenText Enterprise Connect 10.5, NetDocuments, Worlddox® GX2, GX3, EMC² Documentum 6.7, 7.1, Xerox® DocuShare 6.5, OnBase and Therefore. Save documents to DMSs quickly and easily from the Save As menu, from Portfolio view, or directly from Internet Explorer®.

System requirements

- A computer with an Intel® Pentium® 4, higher or equivalent processor.
- Supported operating systems:
 - Windows 10 32-bit or 64-bit Edition
 - Windows 8.1 32-bit or 64-bit Edition
 - Windows 8 32-bit or 64-bit Edition
 - Windows 7 32-bit or 64-bit Edition with Service Pack 1
 - Windows 2008 R2 and 2012 R2 Server (Citrix, WTS, Active Directory)
- Microsoft Internet Explorer 8 or above.
- 512 MB of memory (RAM), 1 GB recommended.
- 700 MB of free hard disk space for application files; additional space needed for temporary installer files.
- Web access needed for product registration, activation, Dragon Notes and obtaining live updates for the program.
- Microsoft.NET Framework 4.0 installed.
- DVD-ROM drive (required for installation).
- Noise-cancelling headset microphone for Dragon Notes (not included).
- Note: Performance and speed will be enhanced if your computer's processor, memory and available disk space exceed minimum requirements.

Meet accessibility standards

Automatically tag PDF files and easily verify document compliance with Section 508 and other accessibility standards.

Scan directly to your desktop

Simplify the scanning process via integration with eCopy ShareScan or pre-set scanning preferences, including the ability to monitor multiple folders to notify users when new documents are available.

Collect information from forms

Use FormTyper™ to automatically convert non-fillable forms into fillable PDF forms that you can complete, save and email. Export information from one or a batch of filled-in forms and sort, search and analyze the data using database and spreadsheet file types.

Speak your notes for faster PDF review

With integrated Dragon Notes speech recognition, you can use your voice to quickly capture ideas and comments directly within your PDF files. Simply speak to create text notes in far less time than it takes to type. It's a fast, accurate and convenient way to boost productivity when working with PDFs.

Perform intelligent searches

Leverage an intelligent Looks Like Search™ feature and advanced information identification options to find what you need when you need it.

Easily manage network installations

Leverage robust network deployment tools to customize your installation. Conveniently service all users with network push install and software access options through supported virtualized software environments including Citrix® and Windows Terminal Services. Or provide users with access to the software via Microsoft Application Virtualization without local desktop installation.

To learn more about Nuance eCopy PDF Pro Office, please contact us at 1-800-327-0183 or visit nuance.com.

Project Details

Experienced Caltronics personnel or authorized agents will work closely with customer's staff to implement the PsiCapture scanning and Document Management project. This will include design, installation, configuration and training. A formal detail SOW\Design document will be provided for review and sign off by customer prior to start of project.

Caltronics Business Systems will install and configure Global Search and PsiCapture on one Windows Server environment. This includes installation configuration of up to 5 PsiCapture Doc Types for auto processing of scanned Documents (Must use barcode and/or structure documents for data extraction). PsiCapture will process Documents, read and separate on barcode, use barcode value or text of structure documents for indexing, OCR and migration to Global Search Repository.

Document Management System (Global Search) to include unlimited storage with up to 5 Archives configuration for this project. Configuration to include Content Search and Document Auto Retention using Global Action module.

Document query process will be from desktop client and/or web using indexing values with content search option.

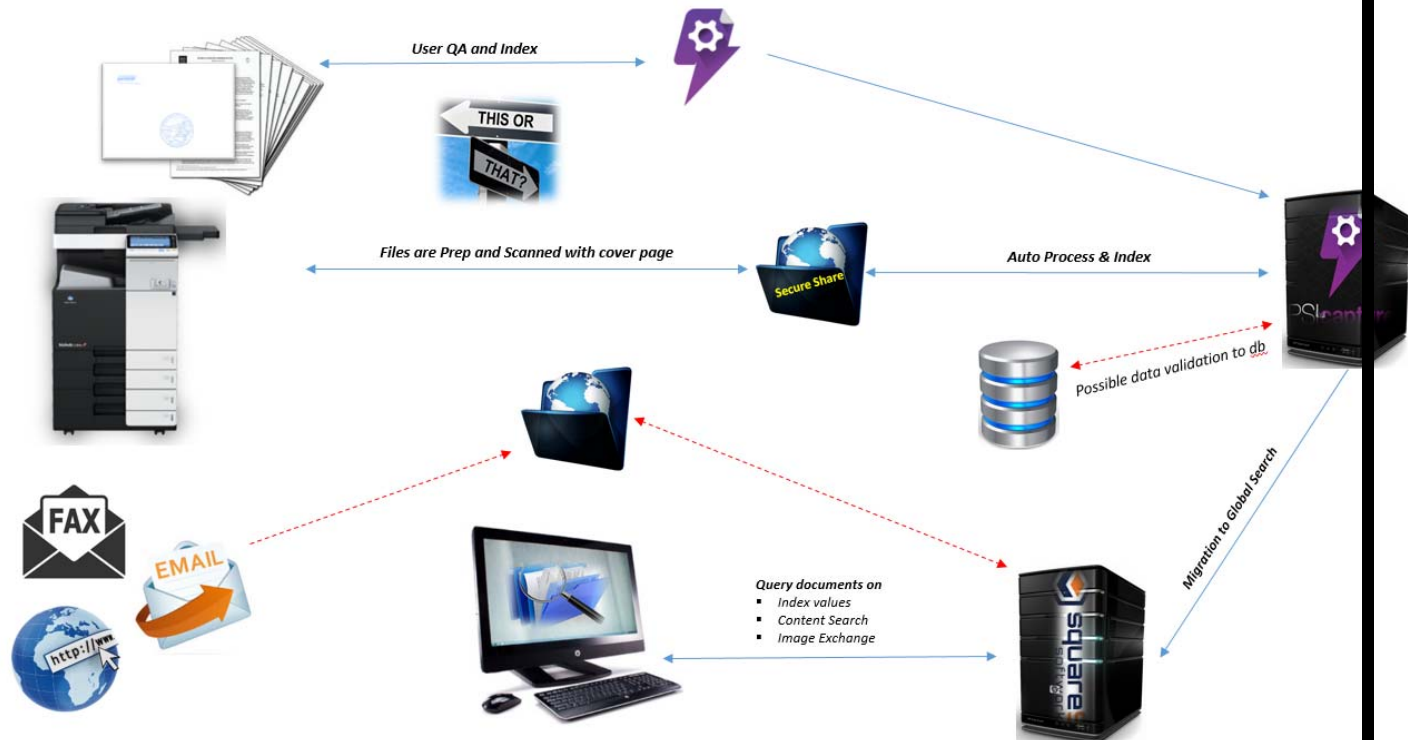
Project Description:

- Prep and scan Documents with barcode cover page and/or defined structure documents for auto data extraction.
- PsiCapture will automatically;
 - Process and separate each package based on barcode cover page and/or defined marker value
 - Auto index documents on value
 - Migration to Global Search repository
- Users will also have the option to process digital files by saving them to the PsiCapture watch folder
- Users can “Drag and Drop” and add documents to current repository
- Documents query can be via index values, content search of OCR documents

The following functionality is included in this project scope:

Pro Services

- Design, installation and configuration of PsiCapture Server
- Build and configure auto capture for up to 5 capture processes (Doc Types)
- Design, installation and configuration of Global Search Server
- Build and configure up to 5 Archives (repository)
- Installation of 1 PsiCapture workstation
- Installation of up to 10 Global Search clients
- Configuration for Document Retention - Workflow
- Project documentation
- End user training
- Admin knowledge transfer
- Go live support



Pricing

Software Components

- PsiCapture Advance (1 license unlimited volume) = \$19,500
 - PsiCapture Advance M&S (1 YRS) = \$0
- PsiCapture Advance Zero System = \$2,650
 - PsiCapture Advance Zero M&S (1 YRS) = \$441.67
- Global Search 10 Concurrent Users Professional Edition = \$7,700
 - Global Search 10 users M&S (1 YRS) = \$1,540
- Content Search\PDF Creator Engine = \$1,100
 - Content Search\PDF M&S (1 YRS) = \$220
- Global Action Process Management Engine (Workflow) = \$9,950
 - Global Action M&S (1 YRS) = \$1,990
- Caltronics Support = \$500
- eCopy PDF Pro Office (2 licenses with 3 YRS M&S) = \$514
- Dell M115HD Projector = \$0
- Installation, Configuration, Documentation, End User Training and Go Live Support (56 hours) = \$11,550
- **Project Total = \$57,655.67 (expires June 3, 2017)**

Maintenance & Support

This proposal includes Psigen (Advance Unlimited), Global Search (10 users) and Content Search\PDF creator Annual Maintenance with Caltronics Silver Support for 1 year. This entitles the purchaser to phone, email, remote and onsite support from Caltronics. Version upgrades, services packs, patches and hotfixes are included during the Maintenance Plan. Caltronics will invoice prior to the annual maintenance plan expiration date, at which time the renewal is **optional**.

Annual maintenance and support per year cost after year 1 is defined below:

- *10 Full Global Search Users (concurrent) + Content Search\PDF Creator + PsiCapture Advance Unlimited: Product upgrade, Service Packs, Patches and Support = \$7,941.67*

Informative Data

The Impact of Inefficiency

A Pricewaterhouse Coopers Study



Each filing cabinet costs **\$1,500 per year**.
Every 12 filing cabinets require an additional employee to maintain and operate.

-\$20

Average cost to file a document



On average companies file 24,000 documents per year



Amounting to \$480,000 in filing costs

-\$120

Average cost per misfiled document



On average companies misfile 720 documents per year



Amounting to \$86,400 spent finding those misfiles

-\$220

Average cost to replace a lost document



On average there are 180 replaced per year



Amounting to \$39,600 in replacement costs

Percentage of time lost searching for files by a typical employee

40%

Percentage of today's business that would fail within 3 weeks due to a fire or flash flood

70%

Soon there will be **4 TRILLION DOCUMENTS STORED** by government and business agencies

MEMORANDUM

Date: June 14, 2017
To: Board of Directors
From: Paul Siebensohn, Director of Field Operations
Subject: Consider Approval of Payment of Invoice from TESCO Controls for a SCADA Monitoring System

RECOMMENDED ACTION

Approve payment of invoice from Tesco Controls for a SCADA monitoring system in an amount of \$18,940. Funding to come from Sewer Capital Replacement Reserves.

BACKGROUND

I worked with TESCO Controls to coordinate the implementation of a basic SCADA monitoring system at the Wastewater Reclamation Plant to monitor the process controls for the pond aeration system, North Course Pump station operation, and tertiary treatment facility. Monitoring systems are required by our regulatory oversight for us to be able to provide historical data on our operations and to show that we are operating within the required guidelines.

Our existing monitoring system has been experiencing multiple failures which expedited the need for this project. As our existing monitoring system was a TESCO system, TESCO provided this system replacement and upgrade for the cost of their professional services only. The SCADA software licenses and hardware have a value of \$22,565, which brings the total value of this project to \$41,505.

This work has already been completed under an authorized purchase order. Upon further consideration (after the approval of the purchase order), it was determined that this project is a capital replacement project since this is to replace a current reserved component of the Wastewater facility. As such, funding must come from Sewer Capital Replacement Reserves which requires Board approval. Invoice attached.

Invoice

TESCO CONTROLS, INC
An Employee-Owned Company
P.O. Box 299007
Sacramento, CA. 95829-9007
(916) 395-8800

RECEIVED
RANCHO MURIETA
COMM. SERV. DIST.

2017 MAY 24 A 11: 07

Invoice Number: 0062087-IN
Invoice Date: 5/19/2017
Customer Number: RANC/M
Job Number: 40609X3
Order Date: 2/14/2017
Salesperson: RM

Sold To:
RANCHO MURIETA COMMUNITY
SERVICES DISTRICT
P.O. BOX 1050
RANCHO MURIETA, CA 95683

40609X3/WWTP SCADA SYSTEM

Ship To:
RANCHO MURIETA COMMUNITY
SERVICES DISTRICT
15160 JACKSON ROAD
RANCHO MURIETA, CA 95683

PAUL SIEBENSOHN/916-354-3700

Customer P.O.	Ship VIA	Ship Date	Terms
C21945			NET 30 DAYS

Item Number	Unit	Ordered	Shipped	Back Ordered	Price	Amount
TESCO QUOTE# 16A035Q01 RNCSD - WWTP SCADA SYSTEM						
60MISC	EACH	1.00	1.00	0.00	18,940.00	18,940.00
PROFESSIONAL SERVICES SCADA MONITORING SYSTEM FOR WASTEWATER PLANT NETWORKING CONFIGURATION SCADA DEVELOPMENT AND INTEGRATION ENGINEERING						

THANK YOU

Original

Invoice Total: 18,940.00

MEMORANDUM

Date: June 15, 2017
To: Board of Directors
From: Paul Siebensohn, Director of Field Operations
Subject: Consider Approval of Three Projects for Addition to the Capital Improvement Technical Memorandum for Fee Development

RECOMMENDED ACTION

Approve the addition of three (3) projects (14" Motor Actuated Valve, Yellow Bridge Sewer Force Main Improvements, and Trash Containment Structures) in a total amount of \$328,000 to the Capital Improvement Technical Memorandum for Fee Development.

BACKGROUND

The following three (3) improvement projects are needed to contend with the future needs of the District. The need for these projects was identified after the Board approved the CIP Technical Memorandum on May 17, 2017. John Griffin, Coastland Engineering, has prepared the attached Addenda #1 to the Capital Improvement Tech Memorandum which describes the projects and provides the cost estimate of each.



Technical Memorandum

Date: June 16, 2017
To: Rancho Murieta Community Services District
From: John Griffin
Reviewed By: Dane Schilling
Subject: Facility Capital Improvement Projects

In support of the Rancho Murieta Community Services District (District) Facility Capital Improvement Fee Update, Coastland has prepared this technical memorandum (Tech Memo) addenda to summarize additions to the previously approved District facility capital improvement projects.

This Tech Memo also provides Project Data Forms that provide basic information about each project and a breakdown of cost by component:

- Administration/Management
- Planning/Environmental
- Engineering
- Construction
- Construction Management/Inspection

Planning level summary sheets of updated construction cost estimates for each of the facility capital improvement projects are provided in support of the construction costs presented in the Project Data Forms. The project components are established as a percentage of construction.

Project data forms and supporting construction cost estimates are incorporated as Attachment A.

Below is a brief summary of each facility capital improvement project.

Sewer Projects:

Motor Actuated Valve for Sludge Drying Bed (CIP 17-2-13)

This project consists of installation of a motor actuated valve for controlling operations of the sludge drying beds. As growth within the District's service area occurs and flows increase, the

District requires mechanical equipment that facilitate operation of the existing infrastructure. The new valve is required to keep the wastewater treatment plant operating in an efficient manner with the various planned improvements that will accommodate additional wastewater flows from a larger customer base and expand the handling capability of the solids dewatering system.

Yellow Bridge Sewer Force Main Improvements (CIP 17-2-14)

This project consists of improvements to the sewer force main on the Yellow Bridge. Increases in flows into the upstream sewer lift stations and increased number of pumping cycles will lead to premature failure of existing exposed sewer infrastructure located on the Yellow Bridge. New mechanical equipment to be installed includes plug valves, air release valves, and containment vault. This new equipment will trigger the need to realign two small segments of the reclaimed water main on the Yellow Bridge. Both mains will need to be dewatered during construction. This improvement will allow the wastewater force main system to operate in an efficient manner due to the various planned improvements that will accommodate additional wastewater treatment flows from a larger customer base.

Drainage Projects:

Trash Containment Structures (CIP 17-2-15)

The District's MS4 permit requires collection and removal of trash from the drainage system before runoff enters the Cosumnes River. Instead of requiring each subdivision to construct decentralized systems, several centralized systems will be constructed to serve larger regional drainage sheds and water bodies. This project consists of installation of ten trash racks in various locations in the District's drainage shed.



Attachment A – Project Data Forms



**Rancho Murieta Community Services District
Capital Improvement Program**

PROJECT DATA FORM

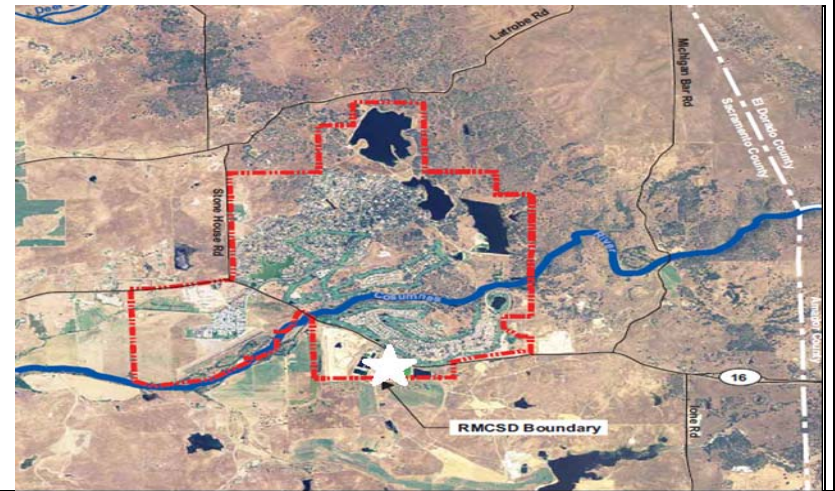
Project Number:	17-2-13	Project Name:	Motor Actuated Valve for Sludge Drying Bed
Location:	Wastewater Treatment Plant	Project Type:	Sewer

Description: Mechanical Plumbing Modifications

Wastewater Treatment Plant

Justification: Facility Improvement

Notes: Expanded solids handling process in ponds at Wastewater Treatment Plant



	Item	Previous Expenditures	Cost Estimate	Total
PROJECT COST	Project Administration		\$2,150	\$2,150
	Planning/Environmental		\$0	\$0
	Engineering		\$0	\$0
	Construction		\$43,000	\$43,000
	Construction Management/Inspection		\$0	\$0
	Total	\$0	\$46,000	\$46,000

Rancho Murieta Community Services District

Project Name: Sludge Drying Bed Motorized Valve

Job Number: 17-2-13

Engineer's Estimate of Probable Cost

Item No.	Item Description	Estimated Quantity	Unit of Measure	Unit Cost	Item Total
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1	Demo	1	LS	\$2,000.00	\$2,000.00
2	Materials	1	LS	\$30,000.00	\$30,000.00
3	Mobilization (10%)	1	LS	\$3,200.00	\$3,200.00

Subtotal \$35,200.00

20% Contingency \$7,040.00

Total Construction Cost \$42,240.00

**Rancho Murieta Community Services District
Capital Improvement Program**

PROJECT DATA FORM

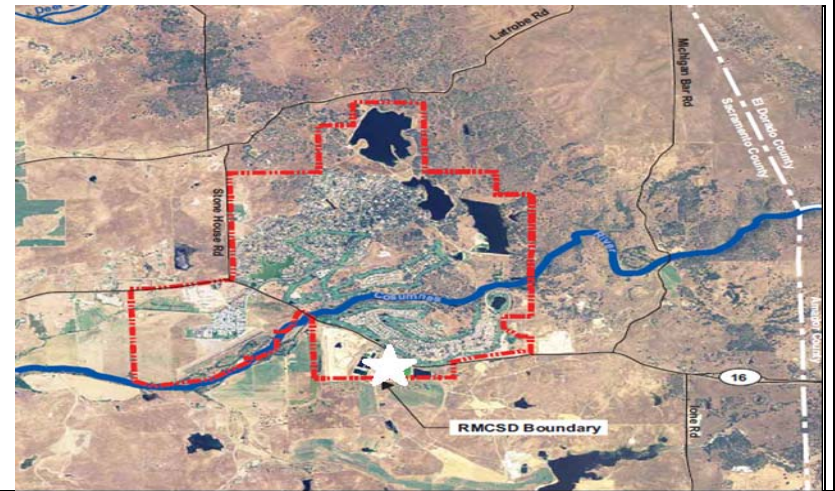
Project Number:	17-2-14	Project Name:	Yellow Bridge Sewer Force Main Improvements
Location:	Yellow Bridge	Project Type:	Wastewater

Description: Mechanical Plumbing Modifications

Yellow Bridge

Justification: Facility Improvement

Notes: Sewer collection system reliability due to system expansion triggered by growth



	<i>Item</i>	<i>Previous Expenditures</i>	<i>Cost Estimate</i>	<i>Total</i>
PROJECT COST	Project Administration		\$5,950	\$5,950
	Planning/Environmental		\$5,950	\$5,950
	Engineering		\$17,850	\$17,850
	Construction		\$119,000	\$119,000
	Construction Management/Inspection		\$17,850	\$17,850
	Total	\$0	\$167,000	\$167,000

Rancho Murieta Community Services District

Project Name: Force Main Modification

Job Number: 17-2-14

Engineer's Estimate of Probable Cost

Item No.	Item Description	Estimated Quantity	Unit of Measure	Unit Cost	Item Total
1	Demolition	1	LS	\$5,000.00	\$5,000.00
2	Vault	1	LS	\$10,000.00	\$10,000.00
3	Sewer Force Main Modifications	1	LS	\$45,000.00	\$45,000.00
4	Recycled Water Line Modifications	1	LS	\$30,000.00	\$30,000.00
5	Mobilization (10%)	1	LS	\$9,000.00	\$9,000.00

Subtotal \$99,000.00

20% Contingency \$19,800.00

Total Construction Cost \$118,800.00

**Rancho Murieta Community Services District
Capital Improvement Program**

PROJECT DATA FORM

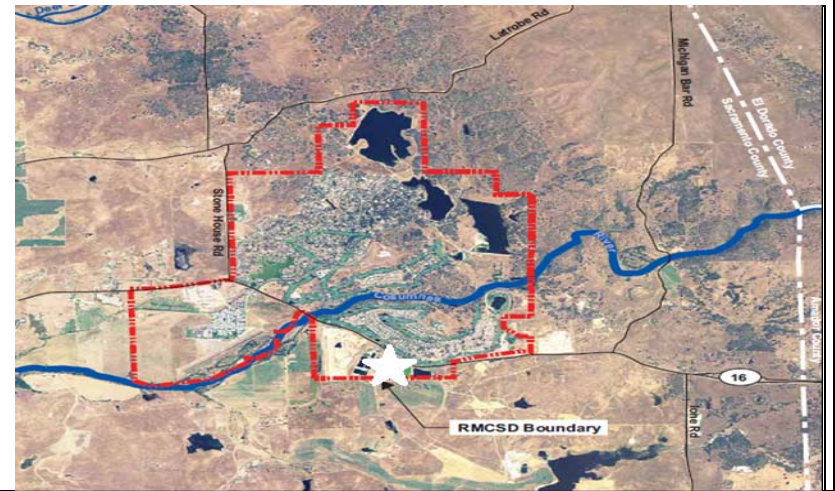
Project Number:	17-2-15	Project Name:	Trash Containment Structures
Location:	Throughout District	Project Type:	Drainage

Description: Screening Structures

Throughout District

Justification: Regulatory

Notes: Regulatory - NPDES Stormwater



	<i>Item</i>	<i>Previous Expenditures</i>	<i>Cost Estimate</i>	<i>Total</i>
PROJECT COST	Project Administration		\$4,100	\$4,100
	Planning/Environmental		\$4,100	\$4,100
	Engineering		\$12,300	\$12,300
	Construction		\$82,000	\$82,000
	Construction Management/Inspection		\$12,300	\$12,300
	Total	\$0	\$115,000	\$115,000

Rancho Murieta Community Services District

Project Name: Trash Containment Structures

Job Number: 17-2-15

Engineer's Estimate of Probable Cost

Item No.	Item Description	Estimated Quantity	Unit of Measure	Unit Cost	Item Total
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1	Structures	10	EA	\$5,000.00	\$50,000.00
2	Mechanical Plumbing Modifications	10	EA	\$1,200.00	\$12,000.00
3	Mobilization (10%)	1	LS	\$6,200.00	\$6,200.00

Subtotal \$68,200.00

20% Contingency \$13,640.00

Total Construction Cost \$81,840.00

MEMORANDUM

Date: June 16, 2017
To: Board of Directors
From: Darlene J. Thiel, General Manager
Subject: Consider Approval of District Appointments

RECOMMENDED ACTIONS

Appoint Edward R. Crouse as interim District Treasurer.

Appoint Edward R. Crouse as interim Regional Water Authority Board member representative.

Appoint Edward R. Crouse as interim Sacramento Central Groundwater Authority Board member representative.

BACKGROUND

District Treasurer

Since Darlene J. Thiel will be leaving, it is recommended that the District appoint Edward R. Course as the District Treasurer.

Regional Water Authority Board Member Representative

Since Darlene J. Thiel will be leaving the District, the District it is recommended that Edward R. Crouse be appointed to replace Darlene J. Thiel as the District's Board Representative on the Regional Water Authority Board.

Sacramento Central Groundwater Authority

Sacramento Central Groundwater Authority (SCGA) recently changed their JPA by-laws to allow for District staff members to be appointed as the SCGA Board representative. Previously, the District and a few other agencies were required to have elected officials appointed as the SCGA Board member. It is recommended that the District appoint Edward R. Crouse as the District's interim Board Representative on the Sacramento Central Groundwater Authority.



**California Special
Districts Association**
Districts Stronger Together

RECEIVED

JUN 12 2017

Rancho Murieta
Community Services District

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

2017 BOARD ELECTIONS

UPDATED MAIL BALLOT INFORMATION

Dear Member:

An **updated ballot** has been enclosed for your district's use in voting to elect a representative to the CSDA Board of Directors in your Network for Seat C. Please discard the original ballot you received, as it did not include all 3 nominees. If you have already sent in your original ballot, it will not be counted. Please review the enclosed information for all three nominees and send in the new ballot.

Each of CSDA's six (6) networks has three seats on the Board. Each of the candidates is either a board member or management-level employee of a member district located in your network. Each Regular Member (district) in good standing shall be entitled to vote for one (1) person to represent its network.

We have enclosed the candidate information for each candidate who submitted one. Please vote for **only one** candidate to represent your network in Seat C, **unless otherwise noted on the actual ballot**, and be sure to sign, date and fill in your member district information. If any part of the ballot is not complete, the ballot will not be valid and will not be counted.

Please utilize the enclosed return envelope to return the completed ballot. Ballots must be received at the CSDA office at 1112 I Street, Suite 200, Sacramento, CA 95814 by **5:00pm on Friday, August 4, 2017.**

If you do not use the enclosed envelope, please mail in your ballot to:

California Special Districts Association
Attn: 2017 Board Elections
1112 I Street, Suite 200
Sacramento, CA 95814

Please contact Beth Hummel at 877.924.2732 or bethh@csla.net with any questions.



California Special
Districts Association
Districts Stronger Together

2017 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Peter J Kampa

District/Company: Saddle Creek Community Services District

Title: General Manager

Elected/Appointed/Staff: Staff

Length of Service with District: 3 years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):
Pete has served on the CSDA Board since 1998 and on each of its committees. He currently serves on the finance and professional development committees. He is an instructor for the CSDA Leadership Academy, present regularly at the GM Leadership Conference and Annual Conference, and attends other CSDA training continuously. He also serves on the Public Works Task force for CSDA.
2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

He has served on the ACWA and Mountain Counties Water Resources Association Legislative Committee and Delta Plan task forces.

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

Tuolumne County Chamber of Commerce

4. List civic organization involvement:

None at this time as he is 100% dedicated to special districts at this time.

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after May 31, 2017 will not be included with the ballot.**

Candidate's Statement
CSDA Board of Directors

I have proudly served on the Board of Directors for the California Special Districts Association (CSDA) since 1998, and I respectfully request your vote as I seek re-election for Region 2, Seat C this year. Since 1994 and while serving on the CSDA Board of Directors, I have also served as General Manager for community services districts throughout California providing diverse services including water, wastewater, park and recreation, fire protection, road maintenance, solid waste, ambulance, library, street lighting and snow removal. In addition to providing special district management consulting services throughout the state, I currently manage three community services districts, two of which are located in Region 2.

Each of the districts I have managed are located in rural areas with their associated infrastructure, funding, and staffing challenges which are a part of life with special districts. I believe my background and experience provides an excellent tool kit from which to draw as a Board member of CSDA.

As your CSDA Board representative, I feel I have contributed greatly to the successes of the CSDA organization, through solid support for CSDA management and by informing Board decisions with decades of experience on the Board and within the industry. I believe strongly in the CSDA staff and will ensure that they have the direction and resources to provide the highest level of services to special districts of all sizes and types.

I have been active in the expansion of "affiliated" CSDA Chapters; spearheaded and assisted in the creation of the Gold Country CSDA Chapter. I understand the budgetary and operational needs of small districts and intend to dedicate significant effort to maintain solid small district representation by CSDA.

The Saddle Creek Community Services District Board of Directors unanimously supports and directs my active involvement in CSDA.



California Special
Districts Association
Districts Stranger Together

2017 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: ORLANDO FUENTES
District/Company: COSUMES CSD
Title: DIRECTOR (member of Board)
Elected/Appointed/Staff: ELECTED
Length of Service with District: 5 months

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

No

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

No

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

No

4. List civic organization involvement:

CITY OF ELK GROVE MULTICULTURAL COMMITTEE
RESTORATIVE SCHOOLS VISION PROJECT ON RESTORATIVE JUSTICE
LULAC - LEAGUE OF UNITED LATIN AMERICAN CITIZENS

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after May 31, 2017 will not be included with the ballot.**

**ORLANDO FUENTES, BOARD MEMBER
COSUMNES CSD**

I am in my first elected position on the Cosumnes CSD, elected November 8, 2016. This was preceded by seven solid years of political organizing experience. I have gotten to know my elected officials and they know me by name: my councilpersons, the Mayor, my Senator, my Assemblyman, other board members such as school board, SMUD and water district. I like to know those who are representing our citizens and advocating for them.

I strive to develop my skills and abilities for the betterment of all lives in my community , my state and beyond. Involvement with the California Special Districts Association will allow me the opportunity to expand my knowledge, and will allow me to draw from years of both my professional and civic experience serving in several non-partisan organizations to advance the CSDA's mission of legislative advocacy, trainings and conferences for professional development and technical assistance. A few of those organizations include:

- El Hogar Mental Health Agency: Board Member, 4 years
- City of Elk Grove Multicultural Committee: Founding Member and Founding Chairperson, 5 years
- Restorative Schools Vision Project: Dedicated to reducing the use of suspensions and expulsions through restorative justice practices. Statewide Coalition. Legislative advocacy. Trainer and practitioner.
- LULAC – League of United Latin American Citizens – A nonpartisan organization dedicated to increase civic engagement of Latinos through voter education and registration, student scholarships and improving high school graduation rates.

My professional career involves 26 years of California State government, in program development and implementation, policy development and implementation, operations oversight, training and middle management.

As a CSDA Board Member I will endeavor to promote the District' vision, educate others about its mission, advocate for the education and training of its members, and offer a fresh perspective that only a new member can offer.



California Special
Districts Association
Districts Stronger Together

2017 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name:

Scott Holbeck

District/Company:

Araven Area Recreation Park District

Title:

Director

(A&D)

Elected/Appointed/Staff:

Length of Service with District:

19 years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

Have attended numerous events, classes!

otherwise

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

NO

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

In Addition to A&D I, City of Araven Recreation
Oversight Committee, Numerous County advisory Committees

4. List civic organization involvement:

Araven Exchange Club, Chamber of Commerce -

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after May 31, 2017 will not be included with the ballot.**

Candidate Statement from Scott Holbrook, Board Member with the Auburn Area Recreation and Park District (19 years)

I wanted to give a little glimpse as to my record and passions. I am a husband, father, small business owner and long-time member of the Auburn Area Recreation and Park District (ARD). I am passionate about making my community the best possible place to live and raise a family.

I am proud of my tenure at ARD, be it the overcoming of a corrupt and ugly situation that involved board, staff, the Placer County Grand Jury and District Attorney, the fiscal and other policies that have allowed us to remain fiscally strong throughout some very tough times (and setting us up for the future), or my work developing some of the biggest and most enjoyed community events in the area.

I believe in the Special District concept, and have worked hard to fight for it and represent it well. I have continually worked to increase my knowledge, be it with CSDA activities or other venues. I look forward to the opportunity of keeping the CSDA strong and pertinent, working to be a valuable member of the board, supporting advocacy for individual districts, and maintaining a strong voice in legislative matters, be they locally, state-wide or nationally.

Feel free to reach out - I would be happy to address any questions or concerns. In the meantime, I thank you for your consideration and support of my candidacy. And as always, keep smilin'.

MEMORANDUM

Date: June 16, 2017
To: Board of Directors
From: Darlene J. Thiel, General Manager
Subject: Water Treatment Plant Expansion Project Cost Over-run and Reimbursement Analysis

RECOMMENDED ACTION

No action.

BACKGROUND

The Financing and Services Agreement (FSA), dated May 27, 2014, between the District and Rancho North entities provides that any cost over-run above and beyond the initial Water Treatment Plant #1 Expansion Project (the Project) estimated cost of \$12.3 million is to be paid by the District with 50% of the cost over-run to be reimbursed from the Rancho North entities (Owners) share of reimbursement due from any non-participating landowner (section 1.3 E of the FSA).

The non-participating landowners have a separate Financing and Services Agreement (670 FSA), dated March 28, 2014, that requires Reimbursing Landowners to pay to the District their proportionate share of the Project costs prior to recordation of final subdivision map for the Reimbursing Landowner's property (section 1.3 (L) of the 670 FSA). This reimbursement is subject to an ENR escalation per the 670 FSA.

Refer to the attached sheet for a summary of the analysis described below:

The total project cost for 4.0 mgd of treated water capacity came in at \$13,244, 310. Of that amount, \$12,312,344 was funded by the District's share of \$4,358,000, the R & B Letters of Credit (R&B LOC) share of \$4,136,099, and the CFD 2014-1 share of \$3,818,245; resulting in a Project over-run of \$931,966. Of that amount, the District commissioned work of \$229,232 that was strictly related to existing plant and customer needs and therefore not chargeable to the CFD 2014-1 or R&B LOC. The FSA also agreed to cap the amount of District labor, Administration, and legal fees related to the Project at \$50,000 for the Rancho North Owners, which resulted in a District only cost of \$68,008, which is the amount above \$50,000, for these charges. After these adjustments are made to the Project over-run, the amount that is subject to cost sharing is \$634,726. Rancho North's share is 50% of that amount or \$317,363.

The attached sheet also provides an example of how the reimbursement and cost sharing would be applied to a Reimbursing Landowner, The Residences, upon final subdivision recordation.

6/16/2017

WTP #1 UPGRADE AND EXPANSION COST OVER-RUN ANALYSIS

Total Project Cost		<u>CSD Funded</u>	<u>R&B LOC Funded</u>	<u>CFD 2014-1 Funded</u>
\$ 13,244,310.00	\$	5,289,966.00	\$ 4,136,099.00	\$ 3,818,245.00
		<u>\$ (4,358,000.00)</u>	<u>\$ (4,136,099.00)</u>	<u>\$ (3,818,245.00)</u>
Project Overrun	\$	931,966.00	\$ -	\$ -
CSD Only Work	\$	(229,232.00)		
CSD Labor/Admin/Legal (over \$50k cap)	\$	(68,008.00)		
Overrun Cost Share	<u>\$</u>	<u>634,726.00</u>		
50% Overrun Reimb	\$	(317,363.00)		

1/2 of overrun, \$317,363, to be collected from Rancho North's share of water capacity charges to be paid by developments that did not participate in the WTP #1 expansion project

- '* Residences - East
- Residences - West
- Apartment Site
- Misc undeveloped areas

Reimbursement Rate per Gallon = \$13,244,310 / 4,000,000 = \$3.31

AS AN EXMPLE ONLY (actual numbers will vary):

Peak gpd estimated at 750 gpd x 2.2 = 1,666 gpd
 Residences is 198 lots x .95 EDU x 1,666 gpd = 313,000 gpd

For Example:

	Estimated Peak Gallons/day	Reimbursement Rate	Amount Reimbursed
Residence East & West	313,000	\$ 3.31	\$ 1,036,030.00
CSD Share (50% of \$1,036,030)			\$ 518,015.00
Rancho North Share			\$ 518,015.00
due CSD for cost overrun			\$ (317,363.00)
Reimbursement due Rancho North			<u>\$ 200,652.00</u>

CSD retains \$317,363 of Rancho North share for reimbursement of 50% of the WTP#1 Project cost overrun

BOARD GOALS 2017
06-21-2017 Update

Color Key: **Goal** Objective Update

GOAL	District Goal	Start Date	Due Date	% Comp	Major Accomplishments	Outstanding Issues, Questions, Notes
#1	Ensure District maintains a focus on future vision for successful delivery of services to the Rancho Murieta community					
	a. Update the 2011 Strategic Plan by December 31, 2017.	2015 Carry-over	12/31/17			Develop planning #'s for baseline Set development triggers May possibly utilize facilitator
	b. Define, clarify, confirm District's role in community recreation services. Formalize District role in Recreation Services by developing and completing District Code Chapter 23.		12/31/17			Check with County about expectations of CSD in relation to Parks & Recreation
#2	Successfully manage water supply to meet the Rancho Murieta community needs.					
	a. Complete Augmentation Well Project before grant performance period ends on 12/31/17.	2015 Carry-over	12/31/17	30%	Test wells drilled	Project is redefined as CIP Emergency Supply Well in Coastland CIP Fee Study. RFP reviewed and updated as needed for planned release NLT 6/23/17.
	b. Closely monitor number of connections as we near qualifying as an Urban Water Supplier (3,000 connections) in the next few years to ensure Urban Water Management Plan is prepared and submitted timely.		On-going		Connections as of 5/31/2017: Commercial 87 CSD 16 Residential <u>2,539</u> Total <u>2,642</u>	
#3	Successfully manage recycled water supply to comply with Master Reclamation Permit and State regulations regarding use of reclaimed water.					
	a. Develop facility update/expansion schedule and plan accordingly; leveraging existing recycled water system.	2015 Carry-over	On-going	40%	The beginnings of this process are included in the Pre-Design Report. The approach, implementation and schedule will evolve as the system design process continues.	Workshop on January 31 st for board update on recycled water program and pre-design report.

BOARD GOALS 2017
06-21-2017 Update

Color Key: **Goal** Objective Update

GOAL	District Goal	Start Date	Due Date	% Comp	Major Accomplishments	Outstanding Issues, Questions, Notes
	b. Document final approach for processing and distribution of reclaimed water and implementation schedule; determine a timeframe for additional processing and/or storage.	2017			Pre-design Report tentatively scheduled for Board "receive and file" in July 2017	The approach, implementation and schedule will evolve as the system design process continues.
	c. Develop process/ procedure for recycled water permit issuance; (tie in due date to the anticipated timeline of the recycled water system as determined in the Recycled Water System Pre-Design Report.)	2015 Carry-over		30%	Paul created "User Reclamation Plan" for recycled water users and has coordinated partnership with EID for landscape contractor orientation; Paul and Ron attended training at EID	Recycled Water System Implementation Process (Task 5 in AECOM 8/3/15 proposal); recommend carry-over into 2017/2018 as it is premature to finalize the recycled water permit issue process at this time; however, a good foundation and starting point is in place
#4	Manage aging infrastructure to ensure on-going provision of services to the Rancho Murieta community					
	a. Prepare 5-year rolling Capital Replacement Plan (water, sewer, recycled water, drainage, security, and administration) based on 2015 Reserve Study, and recommended revision to reserve collection rates as needed for the 2017 budget development process.		5/2/17	100%	A 5-year projection of reserve fund balances was provided with the 17/18 budget presentation. Reserve collection rates adjusted effective 7/1/17 to begin alignment with Reserve Study funding level recommendations.	Compiling assets for 5 year plan; will include the 5 year Capital Replacement Plan in the 2017/2018 budget planning cycle.
	b. Develop 5 year rolling Capital Improvement Plan projections with matching revenue availability estimates.		12/31/17	20%	High level plan with matching revenue estimates provided with 17/18 budget presentation.	Utilize results of new Capital Improvement Fee study as baseline Detailed plan in process.
	c. Update long-term plan for infrastructure (water, recycled water, sewer, and drainage) inspection, repair or replacement.		12/31/17			

BOARD GOALS 2017
06-21-2017 Update

Color Key: **Goal** Objective Update

GOAL	District Goal	Start Date	Due Date	% Comp	Major Accomplishments	Outstanding Issues, Questions, Notes
#5	Effectively Manage District Finances; identify reserve targets and funding plan to meet reserves to support facility replacements.					
	a. Achieve cost savings through the completion of the solar power arrays at the Wastewater Treatment Plant by December 31, 2016		6/30/17	75%	Interconnection with SMUD scheduled for 7/18/17. Sac County inspector to review bolting connections. Dry run scheduled for 7/10/17.	
	b. Complete recycled water rate study no less than 90 days prior to activation of recycled water system.					Rate study can't be undertaken until costs of recycled water program identified; recommend carry-over to 2017/2018
	c. Address RMA financial obligation for Park water permit fees and related charges (pending finalization of water supply augmentation and capital improvement fee study)		12/31/17			Pending outcome of WSA fee study; recommend carry-over to 2017
	d. Thoroughly review reserve study. Develop overall best practices for approaching reserves and identify key impact items.		12/31/17			
	e. Explore additional efficiencies associated with electronic commerce.		12/31/17			
	f. Plan for data security (protection of personal information).		12/31/17			
	g. Closeout WTP Project and document the future contributions required from FSA non-participants and other adjustments and when these payments are due.		6/30/17	50%	WTP Project over-run and reimbursement analysis presented to Board on 6/21/17.	Full summary of FSA obligations to be completed by 7/7/17.

BOARD GOALS 2017
06-21-2017 Update

Color Key: **Goal** **Objective** **Update**

GOAL	District Goal	Start Date	Due Date	% Comp	Major Accomplishments	Outstanding Issues, Questions, Notes
#6	Provide Security Services to the community at a level that meets community needs and expectations					
	a. Develop long term Security Master Plan by end of 2017 to address how to effectively provide security services as the Rancho Murieta community grows in development of residential and commercial properties. Establish a phased security plan (10 yr.) to include technology and personnel based on the finding of the Security study. Determine whether consideration could/should be given to requesting an adjustment of the Security Tax for a mail-in vote or whether operational support can be provided from expanded residences, including commercial.	2015 Carry-over	12/31/17		Chief Wagner released RFP on November 1, 2016; responses due 11/16/16; Contract award to Burns & McDonnell.	Plan to engage new Security Chief in the process of RFP preparation and selecting consulting firm for study; Final report from consultant expected for March 2017 board meeting. Second draft of assessment report currently under review. Discussion with Board tentatively scheduled for 6/27/17 and public presentation tentatively scheduled for 6/28/17 at RMCC.
	a-1 Evaluate strategy to improve/change public perception of Security to a positive experience.		12/31/17			
	b. Complete Security Surveillance Camera Policy by end of 2017		12/31/17			Policy to be developed after consulting engagement completed (target May 2017 for completion)
	c. Response/evacuation map – solidify and communicate.		3/31/17			Ed Crouse has taken on this task and will have an emergency exit map published on the District website by July 31, 2017.

BOARD GOALS 2017
06-21-2017 Update

Color Key: **Goal** Objective Update

GOAL	District Goal	Start Date	Due Date	% Comp	Major Accomplishments	Outstanding Issues, Questions, Notes
	d. Engagement with Sacramento County Supervisor and SSD to address uniformed officer need relative to commercial and residential growth. SSD dialogue; plan for shopping center.		12/31/17			
	e. Revitalize barcode improvements and clarification – streamline barcode process for residents, explore gate entrance operations and responsibilities, evaluate potential efficiencies gained by changing oversight roles between District and RMA and address resident and business access for those outside of the north and south gates.		12/31/17		Several meetings and discussions held between District and RMA. Parties agreed that the coordination of CC&R's between RMA and RNA required by the MBA resolves a lot of concern. District and RMA agree that determination of other access issues (such as Murieta Inn guests) is premature at this time.	Improvements for barcode application and pick-up process under consideration – no resolution to date.
#7	Provide solid waste services to the community at a level that meets community needs and expectations					
	a. Ensure that updated Strategic plan includes the “Explore energy recovery from organic wastes combined with bio energy recovery from wastewater processing to supplement process energy demands.”		12/31/17			

BOARD GOALS 2017
06-21-2017 Update

Color Key: **Goal** Objective Update

GOAL	District Goal	Start Date	Due Date	% Comp	Major Accomplishments	Outstanding Issues, Questions, Notes
#8	Effectively monitor and manage development impacts to the provision of District services					
	a. Successfully complete and adopt Parks Operating Guidelines in cooperation with Parks Committee.	2015 Carry-over	12/31/17	90%	Draft Operating Guidelines prepared 1/27/16; RMA comments received 4/12/16	Draft presented to Park Committee on November 1; John Sullivan reviewing and to provide comments; target date for developer comments is by end of January 2017 (target set at Parks Committee meeting on 12/28/16) Guidelines tentatively scheduled for adoption at next Parks Committee – date TBD
	b. Monitor and participate in the County planning process for the Rancho Murieta North proposed development projects representing and protecting the District’s interests and responsibilities.		On-going		Stakeholder meetings organized by County Planning; Stakeholder meetings ended in Nov. 2016	
	c. Keep community informed of the planning process as it relates to the Rancho Murieta North proposed development and District involvement. District roles and responsibilities is most critical		On-going		Stakeholder meetings opened to media and observers	
	d. Address Exhibit E trail system as part of Parks Committee in preparation for proposed map delivery to Sacramento County with development plans.		12/31/17		Joint (District and RMA) Trail Site Visit meeting held on April 20, 2017	

BOARD GOALS 2017
06-21-2017 Update

Color Key: **Goal** **Objective** **Update**

GOAL	District Goal	Start Date	Due Date	% Comp	Major Accomplishments	Outstanding Issues, Questions, Notes
	e. Assure adequate design of infrastructure through thorough development and improvement plan review by independent consultants, including capacity analysis. Include storm a drainage conveyance systems capacity. CAD & GIS files, records retention.		On-going			
#9	Maintain community relationships by effective communication and responding to the needs of the community					
	a. Conduct community outreach events on various District services throughout the year (target quarterly but no less than semi-annual events); water plant tours.		On-going		Town hall meeting held on 1/31/17 for the community to meet Chief Wagner and discuss security issues and concerns	
	b. Develop and complete email communication strategy – provide residents important information regarding water use, wastewater use, solid waste pick-up, helpful conservation tips, and other valuable information to reduce costs and improve District customer service opportunities.		12/31/17	100%	Mailchimp email subscription service implemented in January 2017. Initial enrollment totaled 1,615 subscribers.	
	c. Joint Board planning.		On-going			

BOARD GOALS 2017
06-21-2017 Update

Color Key: **Goal** Objective Update

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	d. Enhance community relations with more effective District Director attendance at RMA and other meetings.		On-going		District Directors plan to attend RMA Board meetings and other meetings of community interest. Directors attended a community meeting for Supervisor Frost, which was hosted by the District at the Murieta Village Clubhouse on 5/22/17.	
#10	Foster a working environment that develops employee strengths, encourages employee growth, and makes the district a highly desired place of employment.					
#11	Successfully manage drainage, flood control, Storm Drainage water quality to meet community needs, consistent with drainage code.					

CONFERENCE/EDUCATION SCHEDULE

Date: June 14, 2017
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 District Leadership Academy	July 9 - 12, 2017	Napa
The Art of the Message	August 15, 2017	Sacramento

GOLDEN STATE RISK MANAGEMENT ASSOCIATION (GSRMA)

No Information Currently Available on Upcoming Conferences.

ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA)

No Information Currently Available on Upcoming Conferences.