



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

December 16, 2020

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

1. CALL TO ORDER/ROLL CALL

President Maybee called the Regular Board Meeting of the Board of Directors of Rancho Murieta Community Services District to order at 4:00 p.m. via ZOOM conference per Governor Newsom's Executive Order N-29-20. Directors present were Tim Maybee, Randy Jenco, Linda Butler, John Merchant, and Martin Pohll joined the meeting during closed session. Also present was Tom Hennig, General Manager; Paul Siebensohn, Director of Field Operations; Cindy Chao, Controller; Michelle Ammond, Interim Controller; Richard Shanahan, District General Counsel; and Amelia Wilder, District Secretary.

2. ADMINISTER OATH OF OFFICE

The District Secretary administered the Oath of Office to John Merchant

3. CONSIDER ADOPTION OF AGENDA

Motion/Maybee to adopt the agenda. Second/Jenco. Roll Call Vote: Ayes: Maybee, Jenco, Merchant. Noes: None. Absent: Butler, Pohll. Abstain: None.

4. BOARD ADJOURNED TO CLOSED SESSION AT 4:03 P.M. TO DISCUSS THE FOLLOWING ITEMS:

Closed session conference with District General Manager as designated labor negotiator regarding International Union of Operating Engineers Union Local No. 3, AFL-CIO.

5. BOARD RECONVENED TO OPEN SESSION AT 5:00 P.M. AND REPORTED THE FOLLOWING:

Nothing to report.

6. CONSENT CALENDAR

Motion/Maybee to adopt the consent calendar. Second/Merchant. Roll Call Vote: Ayes: Maybee, Jenco, Merchant, Butler, Pohll. Noes: None. Absent: None. Abstain: None.

7. STAFF REPORTS

Under Agenda Item 7A, Tom Hennig, General Manager, gave a summary of activities during the previous month, including an update on the current COVID-19 situation noting the District has had three employees test positive for COVID-19, and a total of 5 employees who have taken time off due to COVID-19 related issues. This has resulted in a total of 247.5 hours of leave at a cost of \$6,475. Last April, we had estimated this expense could run up to \$20,000. As of today, we need to continue to grant up to 80 of COVID-19 sick leave to all employees. Staff is working on an update to the IIPP concerning OSHA's new COVID-19 requirements.

He continued with an update on the RFP that the District released concerning Laguna Joaquin. We received two proposals, and after meeting with RMA Staff, determined that the proposal from Stratus was the best suited to fulfill the tasks in the RFP. CSD committed \$30,000 towards the cost of the proposal at the November 18, 2020 Board meeting, and RMA's Board did not commit any funds at their Board meeting December 16, 2020. Mr. Hennig continued that RMA understands that the District will not be putting any more materials in the Basin to combat the Midge Flies.

Director Merchant added that he would like to make sure that RMA understands the overflow of the Basin flows into the river. Mr. Hennig agreed that we don't want anything going into the river. He continued that before we close this item out, we will have a formal meeting with RMA, and a formal document memorializing the details of this discussion.

Mr. Hennig continued with an introduction of Tina Talamantes, Interim Security Chief. She will remain with the District until Chief Werblun returns. He let the Board know that he is working with the County to see if the District can piggyback on the County's Nextdoor account. Staff is still working to set up a meeting to review the Security Opinion Poll and hopes to have them scored in January. He reported that the Developer is up to date with the CFD 2014-1 Bond payments. He concluded by thanking Staff for all their efforts working through the Pandemic.

Director Maybee asked that Ms. Talamantes and Ms. Wilder be signed up for the Emergency Preparedness Summit, Linda Butler attend the Board Member Best Practices, and Martin Pohll attend the Brown Act Principals training offered through CSDA.

Under Agenda Item 7B, Cindy Chao, Controller, updated the Board on the status of the District's finances. She thanked resident Richard Gehrs for catching an overpayment on the licensing and registration for the new Ford pickup, noting that the money will be returned once we receive the license and registration. Director Butler received clarification on the properties that are on the delinquent report. Two of the properties are undeveloped land.

Director Merchant asked about the reserve accounts. Ms. Chao will have an update at the Finance Committee meeting.

Resident Crystal Matter asked what category legal settlements are paid from. Mr. Hennig informed her that the District has a contract with Golden State Risk Management Association, and they handle any legal settlements. He is not privy to any settlements that he can share.

Under Agenda Item 7C, General Manager Hennig updated the Board on the Security Report, noting that moving forward, Interim Chief Talamantes will be taking over the Security reports. The VIPs truck is almost ready to be used by Security Staff, the South gate arm has been replaced and new body camera equipment has been ordered. The Security cameras have been upgraded and we are looking for them to help us with underaged golf cart driving identification. He is still working on the camera for the entrance of Murieta Village. The Security Department will start to issue citations for violations in the commercial section. He discussed the Incident Reports that are posted weekly.

Director Maybee added that we have a few residents that are taking care of graffiti.

Resident Les Clark inquired about an incident with a B.B. gun November 10, 2020 and was there any follow up. Mr. Hennig responded that the incident was sent to RMA.

Mr. Hennig continued with a follow up to a question asked previously if the information on the RMA report was the same that was previously on the CSD report and it does contain the same information.

Under Agenda Item 5D, Paul Siebensohn, Director of Field Operations, gave a brief summary of the utilities update noting that water plant #2 is offline to perform winter maintenance. The water use data that used to be in the Finance Report will now be in the Utilities Report. Staff will continue to replace meters as needed and will be replacing fire hydrants. There were no sewer collection issues, and Staff worked to clean out sewer lines.

Below are the Development Updates (developments not listed have had no updates since the last Board Meeting):

Murieta Gardens Legacy Villas & Suites (Lot 7) – The submitted plans have been reviewed and sent back by Coastland with some discussion about the EDU’s that will be assigned for this project. The plans are being completed and have been signed by Coastland Engineering.

Murieta Gardens Circle K Gas Station/Carwash (Lot 11) - A plan comment letter from Coastland Engineering was submitted back to the project.

Murieta Gardens – Taco Bell (Lot 9) – The developer reports this project has been approved by CPAC and design review updates have been submitted to Sacramento County. The lot owner intends to sell the lot to another party. At that point when the project proceeds, we will direct the new owner to submit a project application packet and deposit for review of this project.

Riverview - The project provided another review of the Riverview’s Phase 1A plans, water study, and storm drain study for review on November 4. They received the project’s Phase 1B plans and grading plans and provided comment back on December 11. We also held a meeting with the project engineers to discuss storm water and sanitary sewer modeling requirements. Staff provided CCTV footage and manhole depth measurements of the existing sewer line that the Riverview project will be impacting for their modeling purposes.

The Development page on the District’s website has been updated and can be found at: <https://www.ranchomurieta.com/development-projects>.

Director Merchant asked about the level of the water in Calero, and Mr. Siebensohn said he would include an update on the water levels in the Reservoirs at the January Improvements Committee meeting.

Director Maybee asked if there was anything we needed to do concerning the trails at Riverview. Mr. Hennig responded RMA is involved with the development of the trails, and the District’s concern is with the potential evacuation of the Community if needed.

8. REVIEW DISTRICT MEETING DATES/TIMES FOR JANUARY 2020

No Update.

9. CORRESPONDENCE

Director Maybee noted the email received from Stephani Bianchi.

10. COMMENTS FROM THE PUBLIC

None.

11. CONSIDER ADOPTION OF RESOLUTION R2020-08, RESOLUTION DECLARING RESULTS OF THE NOVEMBER 3, 2020 ELECTION

Motion/Maybee to adopt Resolution R2020-08 declaring the results of the November 3, 2020 election.
Second/Jenco. Roll Call Vote: **Ayes: Maybee, Jenco, Merchant, Butler, Pohll. Noes: None. Absent: None. Abstain: None.**

12. COMMITTEE ASSIGNMENTS

President Maybee reviewed the Committee Assignments for 2021.

13. REVIEW MONTHLY UTILITY BILLING DELINQUENCIES AND CONSIDER REINSTATEMENT OF LATE FEES AND INTEREST ON DELINQUENT ACCOUNTS

Tom Hennig gave a brief overview of the item, reviewing when COVID-19 started in March of 2020 the District not only ceased turning off water for non-payment, per Governor Newsom’s orders, but also ceased charging

late fees and interest on delinquent accounts. The amount of past due accounts is growing and includes 42 accounts for a total amount due of \$47,506. Staff recommends that we start charging the 10% late fee on newly delinquent accounts and 1% interest on all past due accounts as of January 25, 2021. **Motion/Maybee to approve the reinstatement of late fees and interest on past due accounts beginning with the January 25, 2021 billing statement. Director Merchant added that we will be recovering the amount of late fees and interest on any past due accounts that the District may be adding to the delinquent tax levy program with the County. Second/Merchant. Roll Call Vote: Ayes: Maybee, Jenco, Merchant, Butler, Pohll. Noes: None. Absent: None. Abstain: None.**

14. CONSIDER AD HOC COMMITTEE ASSIGNMENTS FOR NEGOTIATIONS ABOUT AMENDMENT TO 1987 AGREEMENT AMONG CIA, RMPI AND CSD REGARDING GRANLEES DAM, CIA CANAL AND WATER RIGHTS PERTAINING THERETO

Mr. Hennig discussed the Districts desire to enter into negotiations with the CIA Ditch to reevaluate the agreement and ensure that the document is in the best interest of all parties. President Maybee added that this is a community issue, and he approved the formation of an Ad Hoc Committee to review and renegotiate the document. He appointed Directors Merchant and Jenco to sit on the Committee.

Director Butler asked that we refer to the members of the CIA Ditch Agreement by their formal names.

15. CONSIDER SOLE SOURCE APPROVAL FOR PURCHASE OF TESCO CONTROLS, INC., FOR CHLORINE GAS TO BLEACH CONVERSION – CIP 18-07-02

Mr. Siebensohn commented that this had been approved in the Improvements Committee and asked if the Board would like to hear about it again. Director Maybee let him know it was not necessary and asked how often the total price of projects runs over the initial estimate and into the 15% contingency that is placed on these items. Mr. Siebensohn replied that we usually never get into the contingency. **Motion/Maybee to approve the Tesco Bid for Tesco Controls for the Chlorine Gas to Bleach Conversion CIP 18-07-2 in the amount of \$86,980, with at 15% contingency for \$100,027, funding to come from sewer replacement reserves. Second/Pohll. Ayes: Maybee, Jenco, Butler, Merchant, Pohll. Noes: None. Absent: None. Abstain: None.**

16. CONSIDER APPROVAL OF N.J. McCUTCHEN, INC., PROPOSAL FOR EAST DISSOLVED AIR FLOTATION (DAF) SATURATION TANK REPLACEMENT

Mr. Siebensohn discussed the options for replacing the failed saturation tank, including one that was discussed at the December Improvements Committee meeting which involved replacing the pump and eliminating the need for the tank. After further research, he discovered that the pump needs to be replaced every few years at a substantial cost. **Motion/Maybee to approve the bid from N.J. McCutchen, Inc for the replacement of the East DAF Saturation Tank in the amount of \$28,755 plus a 15% contingency for \$33,068, funding to come from sewer replacement reserves. Second/Butler. Ayes: Maybee, Jenco, Butler, Merchant, Pohll. Noes: None. Absent: None. Abstain: None.**

17. DIRECTOR COMMENTS/SUGGESTIONS

Director Maybee acknowledged the workload and commitment level of Staff and said that he appreciates it.

18. ADJOURNMENT

Motion/Maybee to adjourn at 6:31 p.m. Second/Butler. Ayes: Maybee, Jenco, Butler, Merchant, Pohll. Noes: None. Absent: None. Abstain: None.

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Motion/Maybee to adjourn at 6:31 p.m. Second/Butler. Ayes: Maybee, Jenco, Butler, Merchant, Pohl.

Noes: None. Absent: None. Abstain: None.

Respectfully submitted,



Amelia Wilder

District Secretary