



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

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

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

REGULAR BOARD MEETING

August 16, 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

BOARD MEMBERS

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

STAFF

Edward R. Crouse	Interim General Manager
Steven Mobley	Interim Security Chief
Paul Siebensohn	Director of Field Operations
Eric Thompson	Controller
Suzanne Lindenfeld	District Secretary

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

AUGUST 16, 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** (**Motion**)
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.
3. **EMPLOYEE ANNOUNCEMENTS, PROMOTIONS, COMMENDATIONS, AND KUDOS**
4. **CLOSED SESSION**
Under Government Code 54957: Public Employee Performance Evaluation of the General Manager.
5. **OPEN SESSION/REPORT ACTION FROM CLOSED SESSION** 5:00
The Board will discuss items on this agenda, and may take action on those items, including informational items and continued items. The Board may also discuss other items that do not appear on this agenda, but will not act on those items unless action is urgent, and a resolution is passed by a two-thirds (2/3) vote declaring that the need for action arose after posting of this agenda.
*The running times listed on this agenda are only estimates and may be discussed earlier or later than shown. At the discretion of the Board, an item may be moved on the agenda and or taken out of order. **TIMED ITEMS** as specifically noted, such as Hearings or Formal Presentations of community-wide interest, will not be taken up earlier than listed.*
6. **COMMENTS FROM THE PUBLIC**
Members of the public may comment on any item of interest within the subject matter jurisdiction of the District and any item specifically 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.
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.
7. **CONSENT CALENDAR** (**Motion**) (**Roll Call Vote**) (5 min.) All items in Agenda Item 7 will be approved as one item if they are not excluded from the motion adopting the consent calendar.

- A. Approval of Board and Committee Meeting Minutes
 - 1. July 19, 2017 Regular Board Meeting Minutes
 - 2. August 1, 2017 Improvements Committee Meeting Minutes
 - 3. August 1, 2017 Finance Committee Meeting Minutes
 - 4. August 1, 2017 Personnel Committee Meeting Minutes
 - 5. August 3, 2017 Security Committee Meeting Minutes
- 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. **PUBLIC HEARING TO CONSIDER PLACING DELINQUENT ACCOUNTS ON TAX ROLLS OF SACRAMENTO COUNTY FOR COLLECTION** *(Time is approximate but will not be conducted before 5:00 p.m.)*
 - a. Presentation by Eric Thompson, Controller.
 - b. The Board President will open a public hearing for public comment on placing delinquent accounts on the tax rolls of Sacramento County for collection.
 - c. The Board President will close the public hearing on placing delinquent accounts on the tax rolls of Sacramento County for collection.
 - d. Board Discussion/Approval of Resolution R2017-08, a Resolution Authorizing Collection and Requesting Inclusion of Delinquent Rates, Special Taxes, Charges and Penalties for Water, Sewer, Solid Waste, Drainage and Security Service on the Tax Roll for the Forthcoming Fiscal Year in the Same Manner as the General Taxes. (Discussion/Action) **(Motion) (Roll Call Vote)** (5 min.)
- 11. **CONSIDER ADOPTION OF DISTRICT RESOLUTION R2017-09, COMMUNITY FACILITIES DISTRICT NO. 2014-1 ANNUAL SPECIAL TAX LEVIES** (Discussion/Action) **(Motion) (Roll Call Vote)** (5 min.)
- 12. **CONSIDER ADOPTION OF RESOLUTION R2017-10, AUTHORIZING SALE OF DISTRICT SURPLUS EQUIPMENT** (Discussion) **(Motion) (Roll Call Vote)** (5 min.)
- 13. **CONSIDER ADOPTION OF THE UPDATE TO THE DISTRICT'S INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)** (Discussion) **(Motion)** (5 min.)
- 14. **CONSIDER ADOPTION OF DISTRICT POLICY P2017-03, DEBT MANAGEMENT** (Discussion) **(Motion) (Roll Call Vote)** (5 min.)

15. **CONSIDER PAYMENT OF CONSULTING FEES FOR PREPARATION OF THE CAPITAL IMPROVEMENT AND WATER AUGMENTATION FEES REPORT** (Discussion) (Motion) **(Roll Call Vote)** (5 min.)
16. **CONSIDER APPROVAL OF QUOTE FROM N.J. McCUTCHEN, INC. FOR REPLACEMENT OF WASTEWATER RECLAMATION PLANT HYDROPNEUMATIC TANK** (Discussion) (Motion) **(Roll Call Vote)** (5 min.)
17. **CONSIDER APPROVAL OF QUOTE FROM PRODIGY ELECTRIC, INC. FOR REPLACEMENT OF THE MICHIGAN BAR SUB-DRAIN PANEL** (Discussion) (Motion) **(Roll Call Vote)** (5 min.)
18. **CONSIDER APPROVAL OF PROPOSAL FROM HDR, INC., FOR EMERGENCY WELL PROJECT ENVIRONMENTAL MITIGATION MEASURES MONITORING IMPLEMENTATION** (Discussion) (Motion) **(Roll Call Vote)** (5 min.)
19. **CONSIDER ACCEPTANCE OF APPARENT LOW BID AND CONSIDER CONTRACT AWARD TO BRADLEY & SONS, INC., FOR THE EMERGENCY WELL PROJECT** (Discussion) (Motion) **(Roll Call Vote)** (5 min.)
20. **CONSIDER APPROVAL OF QUOTE FROM A LEAP AHEAD IT FOR REPLACEMENT OF ADMINISTRATION NETWORK SERVER** (Discussion) (Motion) **(Roll Call Vote)** (5 min.)
21. **CONSIDER CONFERENCE/EDUCATION OPPORTUNITIES** (Discussion/Action) (Motion) (5 min.)
 - A. Approve Travis Bohannon and Cory Xavier Attending the 2017 Ultrafiltration Users Group September 17 – 19, 2017 in Las Vegas, Nevada
22. **REVIEW DISTRICT MEETING DATES /TIMES FOR SEPTEMBER 2017**
 - A. Improvements – September 5, 2017 at 8:30 a.m.
 - B. Finance – September 5, 2017 at 9:30 a.m.
 - C. Personnel – September 5, 2017 at 10:00 a.m.
 - D. Security – September 7, 2017 at 4:00 p.m.
 - E. Communications – September 7, 2017 at 4:30 p.m.
 - F. Regular Board Meeting – September 20, 2017 - open session at 5:00 p.m.
23. **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.*
24. **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 August 11, 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

JULY 19, 2017 REGULAR BOARD MEETING MINUTES

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



1. CALL TO ORDER/ROLL CALL

Director Pecotich called the Regular Board Meeting of the Rancho Murieta Community Services District to order at 4:01 p.m. in the District meeting room at 15160 Jackson Road, Rancho Murieta. Directors present were Mark Pecotich, Morrison Graf, Les Clark, John Merchant, and Gerald Pasek. Also present were Edward R. Crouse, Interim General Manager; Eric Thompson, Controller, Paul Siebensohn, Director of Field Operations; Suzanne Lindenfeld, District Secretary; and Richard Shanahan, District General Counsel.

2. CONSIDER ADOPTION OF AGENDA

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

3. EMPLOYEE ANNOUNCEMENTS, PROMOTIONS, COMMENDATIONS, AND KUDOS

A. Email from Scott and Tessa Grimm

President Pecotich stated that the District received a letter stating what a good job Sergeant Scarzella did his golf cart safety presentation.

4. CLOSED SESSION – ADJOURNED TO CLOSED SESSION AT 4:02 P.M.

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

Closed session conference with General Manager as real property negotiator concerning price and terms of payment relating to: Real Property – proposed abandonment of a sewer easement over Sacramento County APN 073-0190-011; and, Other Negotiating Parties – William Geyer and Nadia West (Government Code section 54956.8).

5. OPEN SESSION/REPORT ACTION FROM CLOSED SESSION AT 5:00 P.M.

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

Closed session conference with General Manager as real property negotiator concerning price and terms of payment relating to: Real Property – proposed abandonment of a sewer easement over Sacramento County APN 073-0190-011; and, Other Negotiating Parties – William Geyer and Nadia West (Government Code section 54956.8). **Nothing to report.**

6. COMMENTS FROM THE PUBLIC

Dorothy Passoni, Camino del Luna, commented on her concern regarding the creek behind her house not being maintained and feels it is not safe and is a fire hazard. Paul Siebensohn stated that he will have staff address her concerns.

7. CONSENT CALENDAR

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

8. STAFF REPORT

A. General Manager's Report

Edward R. Crouse stated that he misspoke regarding the Water Supply Augmentation and Capital Improvement Fee Studies/Reports. Richard Shanahan, General Counsel, is currently reviewing the report. The draft report will be ready for review in September. Director Clark asked for the report to be made available to the Board for review as soon as possible.

B. Administration/Financial Report

No discussion.

C. Security Report

Director Clark asked about the status of District staff meeting with Rancho Murieta Association (RMA) staff regarding security issues. Edward R. Crouse stated that he has met with RMA's General Manager, Greg Vorster and Assistant General Manager, Danise Hetland and had a separate meeting with Tim Maybee. The next step will be to have the Security Committee and Compliance Committee meet to discuss the concerns and decide on future expectations. He is hopeful to have the summary report to the Board in October, 2017.

Director Merchant asked about the status of the Security Department Assessment. Edward R. Crouse stated that he returned the draft report back again to the consultants and supplied them with information they did not have previously for a total rewrite. He stated they will review the new information and prepare a new schedule to complete the report.

D. Water/Wastewater/Drainage Report

Director Graf suggested the Volume of Secondary Wastewater in Reservoirs graph be enlarged to make it easier to read.

Director Pasek asked about the status of the access agreement for the augmentation well. Paul Siebensohn reported it will be negotiated once the County has approved the plans.

9. CORRESPONDENCE

None

10. RECEIVE WATER TREATMENT PLANT EXPANSION PROJECT LESSONS LEARNED

Paul Siebensohn gave a brief summary of the lessons learned during the Water Treatment Plant Expansion Project. The major factor was the time being pushed by the developer. A peer review prior to proceeding would also have been beneficial. A question and answer period followed.

11. CONSIDER SACRAMENTO LAFCO NOMINATIONS FOR SPECIAL DISTRICT COMMISSIONER OFFICE NO. 7 AND ALTERNATE SPECIAL DISTRICT COMMISSIONER FOR OFFICES NO. 6 & 7

No nomination.

12. CONSIDER CONFERENCE/EDUCATION OPPORTUNITIES

Director Graf stated that he went to the California Special District Association (CSDA) Special District Leadership Authority conference and learned a lot regarding what a Director can and cannot do.

13. REVIEW DISTRICT MEETING DATES /TIMES FOR AUGUST 2017

- A. Improvements – August 1, 2017 at 8:30 a.m.
- B. Finance – August 1, 2017 at 9:00 a.m.
- C. Personnel – August 1, 2017 at 10:00 a.m.
- D. Security – August 3, 2017 at 4:00 p.m.
- E. Communications – August 3, 2017 at 4:30 p.m.
- F. Regular Board Meeting – August 16, 2017 - open session at 5:00 p.m.

14. DIRECTOR COMMENTS/SUGGESTIONS

Paul Siebensohn stated that work is continuing on Laguna Joaquin. Edward R. Crouse stated that Coastland will be doing the engineering inspections on the work and it is paid for by the developer. The CSDA conference was very informative. Still waiting for the Fire Department to complete their review of the solar power plants.

Director Pasek stated that staff should look into having the lessons learned submitted to CSDA as an article for their newsletter. Edward Crouse said he would look into it.

Director Clark commented on the need for education and training on the use of reclaimed water, the District should develop a condition of approval for future projects, and asked what the impact of the Rancho Murieta Country Club sale not going through will have on the District and the reclaimed water.

Edward Crouse stated that the Regional Water Authority gave a brief over view of two (2) new bills in the legislature: one imposes a \$1.00 or \$2.00 charge on all bills to cover the cost of public projects. The other will impose a charge of 20% to 30% of the each user's bill (outside the base) to pay for the users who cannot afford to pay for water. Edward and Paul met with RMCC to review their spill plan and the plan to repair the Yellow Bridge pump. The announcement for the Security Chief position is out with the closing date of August 31, 2017.

President Pecotich asked about the status of the search for a new General Manager. Edward Crouse stated that the ad hoc committee will be conducting the first round of interviews on Friday. Of those candidates, the final candidates will go to the entire Board for interview.

THE BOARD RETURNED TO CLOSED SESSION AT 6:11 P.M.

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

THE BOARD RECONVENED TO OPEN SESSION AT 7:11 P.M. - Nothing to report back.

15. ADJOURNMENT

Motion/Graf to adjourn at 7:11 p.m. Second/Pasek. Ayes: Pecotich, Graph, Clark, Merchant, Pasek. Noes: None. Abstain: None. Absent: None.

Respectfully Submitted,

Suzanne Lindenfeld
District Secretary

DRAFT

MEMORANDUM

Date: August 1, 2017
To: Board of Directors
From: Improvements Committee Staff
Subject: August 1, 2017 Improvements Committee Meeting Minutes

1. CALL TO ORDER

Director Graf called the meeting to order at 8:30 a.m. Present were Directors Graf and Clark. Present from District staff were Edward R. Crouse, Interim General Manager; Steve Mobley, Interim Security Chief; 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 is waiting for SMUD to process the paperwork allowing activation of the solar farm. SMUD is backed up and have not gotten to it yet. Solar City's current project manager is continuing to press them to get it done.

Water Treatment Plant Site

The plans are still being held up by Sacramento Metro Fire Department (SMFD) plan reviewers. Solar City's current project manager has met with SMFD and is working towards getting the plans signed. The final fencing of the solar panels is pending any accommodations needing to be made.

Director Clark suggested staff consider contacting Sacramento County Supervisor Sue Frost's office to inquire about their intervention with the matter.

Well Project

Bids were received and opened on July 21, 2017. Seven (7) bids were received. The lowest base bid came from Bradley & Sons Inc. Awarding of the bid is predicated on the District receiving a Right of Entry Agreement or Ownership for the proposed well site. Edward R. Crouse stated he is expecting the signed Agreement back around August 10, 2017.

CIA Ditch

District staff is working on getting the old slide gate valves replaced in the diversion structures. The contractor for the project is currently completing grading of the areas as well as working on excavations and bedding to lay in piping that will replace a long section of the open ditch at the project site.

4. HYDRO-TANK FOR WASTEWATER RECLAMATION PLANT

Paul Siebensohn gave a brief summary of the recommendation to approve the quote from N.J. McCutchen, Inc., for replacement of the wastewater reclamation plant Hydropneumatic tank. Director Clark asked if there

will be a coating on the inside of the tank. Paul Siebensohn stated he will get clarification. **This item will be on the August 16, 2017 Board of Directors Meeting agenda.**

5. MICHIGAN BAR SUB-DRAIN PANEL REPLACEMENT

Paul Siebensohn gave a brief summary of the recommendation to approve the quote from Prodigy Electric, Inc., for the Michigan Bar Sub-Drain Panel replacement. The panel is over 20 years old and has been failing. The bid is to remove and install new sub-drain motor control panel, including demo of old concrete, install of new concrete, wiring as needed, new panel, and controls. This bid includes all applicable taxes and wage requirements. **This item will be on the August 16, 2017 Board of Directors Meeting agenda.**

6. REVIEW PROPOSAL FOR WELL PROJECT ENVIRONMENTAL MITIGATION MEASURES

Paul Siebensohn gave a brief summary of the recommendation to approve the quote from HDR, Inc. for Well Project Environmental Mitigation Measures. The CEQA Environmental Initial Study and Proposed Mitigation Negative Declaration (IS-MND) for this project outlines mitigation measures to be implemented during the project. These measures would reduce impacts to special status species to a designation of “less than significant” when implemented. The proposal also includes optional tasks for Regional Board Stormwater Permit coverage, if necessary. Director Clark suggested including wording that if the optional tasks are not needed, those funds be used to cover other project costs. The Committee agreed. **This item will be on the August 16, 2017 Board of Directors Meeting agenda.**

7. REVIEW AUGMENTATION WELL BIDS

Paul Siebensohn gave a brief summary of the recommendation to approve the proposal from Bradley & Sons Inc. for the Augmentation Well Project drilling. Bids were received and opened on July 21, 2017. Seven (7) bids were received. The lowest base bid coming from Bradley & Sons Inc. Awarding of the project is predicated on the District receiving a Right of Entry Agreement or ownership for the proposed well site. After a discussion, the Committee agreed to have the Board memo include approval of stainless steel items, list what is included in each the bid price, and justification of the items in the bid. **This item will be on the August 16, 2017 Board of Directors Meeting agenda.**

8. DIRECTORS & STAFF COMMENTS/SUGGESTIONS

Director Clark asked about the status of the CIP report from Coastland. Edward Crouse stated that he will ask Coastland to provide the Directors with an administrative draft for review.

Director Graf requested that bid packets be provided to the Board of Directors for review before going out. Director Graf will not be at the September Committee meeting.

Edward R. Crouse stated that he is working with John Sullivan to formalize and receive updates more often. The Well Grant expires at the end of 2017, but we need to check with the Regional Water Authority to see if it may be extended another year.

9. ADJOURNMENT

The meeting was adjourned at 9:22 a.m.

MEMORANDUM

Date: August 1, 2017
To: Board of Directors
From: Finance Committee Staff
Subject: August 1, 2017 Finance Committee Meeting Minutes

1. CALL TO ORDER

Director Pasek called the meeting to order at 9:04 a.m. Present was Director Pasek. Director Merchant was absent. Present from District staff were Edward R. Crouse, Interim General Manager; Steve Mobley, Interim Security Chief; Paul Siebensohn, Director of Field Operations; Eric Thompson, Controller; and Suzanne Lindenfeld, District Secretary.

2. COMMENTS FROM THE PUBLIC

None.

3. RESOLUTIONS

Resolution R2017-08, Delinquent Charges/Taxes

Eric Thompson gave a brief summary of the recommendation to adopt Resolution R2017-08. This is done annually. **This item will be on the District's August 16, 2017 Board of Directors Meeting Agenda.**

Resolution R2017-09, Community Facilities District No. 2014-02 Annual Special Tax Levies

Eric Thompson gave a brief summary of the recommendation to adopt Resolution R2017-09. This is done annually. **This item will be on the District's August 16, 2017 Board of Directors Meeting agenda.**

Resolution R2017-10, Authorizing Sale of District Surplus Equipment

Edward R. Crouse gave a brief summary of the recommendation to adopt Resolution R2017-10. The vehicles were replaced in 2016 but not surplused. Adopting the Resolution and declaring these vehicles surplus allows the District to trade-in, sell, or salvage the vehicles. **This item will be on the District's August 16, 2017 Board of Directors Meeting Agenda.**

4. REVIEW DISTRICT POLICY P2017-03 DEBT MANAGEMENT

Edward R. Crouse gave a brief summary of the recommendation to adopt District Policy P2017-03. The State adopted Senate Bill 1029 (SB 1029) amended California Government Code 8855 by adding certain requirements related to the issuance and administration of debt by local agencies, including requiring the adoption of a debt management policy. **This item will be on the District's August 16, 2017 Board of Directors Meeting Agenda.**

5. DISCUSS PAYMENT OF THE CAPITAL IMPROVEMENT AND WATER AUGMENTATION FEES REPORT

Eric Thompson stated that the Board approved the funding of the Coastland Civil Engineering CIP and Water Augmentation Fees Study but did not authorize which account(s) the funds should come from. Edward R. Crouse suggested that the funding come fifty percent (50%) from Capital Improvements Projects Reserves and fifty percent (50%) from Water Augmentation Reserves. The Committee agreed. **This item will be on the District's June 21, 2017 Board of Directors Meeting Agenda.**

6. DIRECTORS & STAFF COMMENTS/SUGGESTIONS

No comments.

7. ADJOURNMENT

The meeting was adjourned at 9:46 a.m.

DRAFT

MEMORANDUM

Date: August 1, 2017
To: Board of Directors
From: Personnel Committee Staff
Subject: August 1, 2017 Personnel Committee Meeting Minutes

1. CALL TO ORDER

Director Pasek called the meeting to order at 10:00 a.m. Present were Directors Graf and Pasek. Present from District staff was Edward R. Crouse, Interim General Manager; Steve Mobley, Interim Security Chief; Eric Thompson, Controller; Paul Siebensohn, Director of Field Operations; and Suzanne Lindenfeld, District Secretary.

2. COMMENTS FROM THE PUBLIC

None.

3. REVIEW INJURY AND ILLNESS PREVENTION PROGRAM (IIPP) UPDATE

Edward R. Crouse gave a brief summary of the Injury and Illness Prevention Program update. Director Pasek suggested looking into training on this for staff and requested that the key points/changes be identified for the Board Meeting. **This item will be on the District's June 21, 2017 Board of Directors Meeting agenda.**

4. DIRECTORS' & STAFF COMMENTS/SUGGESTIONS

Director Pasek asked about a policy regarding use of marijuana. Director Graf stated that it has already been done.

Director Graf stated he will not be at the September Committee Meeting.

5. ADJOURNMENT

The meeting was adjourned at 10:09 a.m.

MEMORANDUM

Date: August 3, 2017
To: Board of Directors
From: Security Committee Staff
Subject: August 3, 2017 Security Committee Meeting Minutes

1. CALL TO ORDER

Director Clark called the meeting to order at 4:00 p.m. Present was Director Clark. Director Pecotich was absent. Present from District staff were Edward R. Crouse, Interim General Manager; Steve Mobley, Interim Security Chief; Eric Thompson, Controller; and Suzanne Lindenfeld, District Secretary.

2. COMMENTS FROM THE PUBLIC

None.

3. MONTHLY UPDATES

Operations

Currently there is one (1) Security Gate Officer position open and one (1) Security Chief position open. We are also accepting applications for a Security Patrol Sergeant and Security Patrol Officer.

Incidents of Note

Interim Chief Mobley gave brief overview of the incidents of note for July 2017.

RMA Citations/Admonishments

No discussion.

Rancho Murieta Association Compliance/Grievance/Safety Committee Meeting

No discussion.

Incident Map and Emergency Exit Map

Rough draft of the emergency map is available for review. Chief Wagner attended the ISC West and found several software options. At this time, the Expediter Technology system seems to be the best fit for the District.

Chief Recruitment

Steve Mobley is the Interim Security Chief. Recruitment and advertisement for Security Chief closes August 31, 2017.

Contract Security

Edward Crouse met with Paladin Security to discuss fill-in gate officer positions during vacation and extended absences to lessen overtime as well as maintain a consistent back-up source. A proposal is forthcoming.

Ralph Frattura asked if the new General Manager would be hiring for the Chief of Security. Edward Crouse stated yes and Steve Mobley will stay on to help with the training of the new Chief.

Danise Hetland, Rancho Murieta Association (RMA) Assistant General Manager, asked if the District contracts with private security, will there be a change in RMA requesting additional security for special events. Edward Crouse stated no, that the contract is to maintain a back-up for the gates.

Danise Hetland also thanked Ed for hiring Steve Mobley as Interim Security Chief.

Chief Mobley stated that he has been this week in house learning and getting things situated. Next week he will start attending outside meetings with various entities within the community to gather their feedback and perceptions of the Department.

7. DIRECTOR & STAFF COMMENTS

Director Clark suggested the District meet with Sacramento County Sheriff's Department to discuss the need for increased service with the new development and stated that the Security Assessment meetings are scheduled for next week and a Security Concerns meeting between the District and RMA (private meeting) is schedule for next week.

8. ADJOURNMENT

The meeting adjourned at 4:12 p.m.

MEMORANDUM

Date: August 8, 2017
 To: Board of Directors
 From: Eric Thompson, Controller
 Subject: Bills Paid Listing

Enclosed is the Bills Paid Listing Report for **July 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>
Bartkiewicz, Kronick & Shanahan	Legal Services	\$ 7,055.18	Operating Expense
California Waste Recovery Systems	Solid Waste Monthly Contract	\$ 46,794.81	Operating Expense
Coastland Civil Engineering	Engineering Services	\$ 28,361.65	Operating Expense, Cap Improvement Reserves, Water Aug Reserves, Developer Deposits
Dave Bunfill	Repairs & Maintenance	\$ 9,600.00	Operating Expense
Golden State Flow Measurement	Meters and Boxes	\$ 18,033.93	Operating Expense
JCG Technologies Inc	BOD Meeting Recorder	\$ 5,009.41	Operating Expense
Kennedy/Jenks Consultants, Inc.	Recycled Water Program	\$ 5,371.25	Water Aug Reserves
Prodigy Electric & Controls Inc.	Repairs & Maintenance	\$ 8,400.00	Operating Expense
R&S Overhead Doors and Gates	Repairs & Maintenance	\$ 13,729.19	Operating Expense
Regional Water Authority	Permits	\$ 14,166.00	Operating Expense
Aquality Water Management	Contract Staffing	\$ 9,933.36	Operating Expense
Aquatic Harvesting Inc.	Aquatic Harvesting	\$ 6,000.00	Operating Expense
Borges & Mahoney	Repairs & Maintenance	\$ 7,422.93	Operating Expense

<u>Vendor</u>	<u>Project / Purpose</u>	<u>Amount</u>	<u>Funding</u>
Coastland Civil Engineering	Engineering Services	\$ 10,821.64	Cap Improvement Reserves, Water Aug Reserves, Developer Deposits
County of Sacramento	Quarterly Solid Waste Surcharge	\$ 8,775.06	Operating Expense
River City Painting, inc.	Repairs & Maintenance	\$ 9,125.00	Operating Expense
S.M.U.D.	Purchased Power	\$ 36,425.34	Operating Expense
Sierra Chemical Co.	Chemicals	\$ 6,143.37	Operating Expense

PREPARED BY: *Eric Thompson, Controller*

REVIEWED BY:  , District Treasurer

Rancho Murieta Community Services District
Bills Paid Listing for July 2017

Ck Number	Date	Vendor	Amount	Purpose
EFT	7/1/2017	CalPERS	\$8.91	Payroll
CM32335	7/5/2017	California Public Employees' Retirement Sys	\$36,295.47	Payroll
CM32336	7/5/2017	Guardian Life Insurance	\$5,033.82	Payroll
CM32337	7/5/2017	Vision Service Plan (CA)	\$456.63	Payroll
EFT	7/7/2017	EDD	\$1,559.41	Payroll
EFT	7/7/2017	EFTPS	\$5,030.55	Payroll
EFT	7/7/2017	EDD	\$1,688.93	Payroll
CM32338	7/14/2017	A Leap Ahead IT	\$3,739.68	IT Support
CM32339	7/14/2017	American Family Life Assurance Co.	\$545.49	Payroll
CM32340	7/14/2017	Applications By Design, Inc.	\$225.00	IT Support
CM32341	7/14/2017	Aramark Uniform & Career Apparel, LLC	\$38.78	Uniforms - Water
CM32342	7/14/2017	Aramark Uniform & Career Apparel, LLC	\$208.40	Uniform Service - Water
CM32343	7/14/2017	Bartkiewicz, Kronick & Shanahan	\$7,055.18	Monthly Legal Services
CM32344	7/14/2017	Borges & Mahoney	\$1,000.00	Employee Training
CM32345	7/14/2017	CALPELRA	\$1,020.00	Employee Training
CM32346	7/14/2017	California Public Employees' Retirement Sys	\$11,977.85	Payroll
CM32347	7/14/2017	California State Disbursement Unit	\$52.15	Payroll
CM32348	7/14/2017	California Waste Recovery Systems	\$46,794.81	Solid Waste Monthly Contract
CM32349	7/14/2017	Chrysler Capital	\$156.80	Security Vehicle Lease
CM32350	7/14/2017	Coastland Civil Engineering	\$28,361.65	Engineering Services
CM32351	7/14/2017	Capital One Commercial	\$951.67	Monthly Supplies
CM32352	7/14/2017	D. Martinez Construction	\$1,944.60	Repairs & Maintenance
CM32353	7/14/2017	Daily Journal Corporation	\$780.00	Community Communications
CM32354	7/14/2017	Dave Bunfill (DBA) Dave Bunfill Blacktop S	\$9,600.00	Repairs & Maintenance
CM32355	7/14/2017	Dublin San Ramon Services District	\$540.00	Chemicals
CM32356	7/14/2017	Dunn Environmental, Inc.	\$300.00	Water Augmentation Well
CM32357	7/14/2017	ECS House Industries, Inc.	\$1,195.63	Repairs & Maintenance
CM32358	7/14/2017	Express Office Products, Inc.	\$1,788.70	Office Supplies
CM32359	7/14/2017	Ferguson Enterprises, Inc 1423	\$1,525.23	Repairs & Maintenance
CM32360	7/14/2017	Franchise Tax Board	\$50.00	Payroll
CM32361	7/14/2017	Galls/Quartermaster	\$293.07	Uniforms - Security
CM32362	7/14/2017	Golden State Flow Measurement	\$18,033.93	Meters and Boxes
CM32363	7/14/2017	Hach Company	\$623.66	Repairs & Maintenance
CM32364	7/14/2017	Hastie's Capitol Sand and Gravel Co.	\$586.35	Repairs & Maintenance
CM32365	7/14/2017	Herburger Publications, Inc	\$580.94	Employment Advertising
CM32366	7/14/2017	JCG Technologies Inc	\$5,009.41	BOD Meeting Recorder
CM32367	7/14/2017	Ken Grady Company, Inc.	\$107.63	BOD Meeting Recorder
CM32368	7/14/2017	Kennedy/Jenks Consultants, Inc.	\$5,371.25	Recycled Water Program
CM32369	7/14/2017	Koff & Associates	\$875.00	Compensation Survey
CM32370	7/14/2017	Legal Shield	\$31.26	Payroll

Rancho Murieta Community Services District

Bills Paid Listing for July 2017

Ck Number	Date	Vendor	Amount	Purpose
CM32371	7/14/2017	Nationwide Retirement Solution	\$2,057.00	Payroll
CM32372	7/14/2017	Operating Engineers Local Union No. 3	\$620.40	Payroll
CM32373	7/14/2017	PDF Tactical	\$1,840.00	Contract Security Personnel
CM32374	7/14/2017	Pitney Bowes	\$695.23	Office Equipment Lease
CM32375	7/14/2017	Prodigy Electric & Controls Inc.	\$8,400.00	Repairs & Maintenance
CM32376	7/14/2017	R&S Overhead Doors and Gates of Sacramento	\$13,729.19	Repairs & Maintenance
CM32377	7/14/2017	Rancho Murieta Ace Hardware	\$62.75	Repairs & Maintenance
CM32378	7/14/2017	Regional Water Authority	\$14,166.00	Permits
CM32379	7/14/2017	Romo Landscaping	\$385.00	Landscaping
CM32380	7/14/2017	Sacramento Bee	\$591.76	Annual Subscription
CM32381	7/14/2017	Sacramento Bee	\$926.89	Employment Advertising
CM32382	7/14/2017	Santander Leasing	\$240.00	Security Vehicle Lease
CM32383	7/14/2017	Siemens Energy, Inc.	\$790.89	Repairs & Maintenance
CM32384	7/14/2017	Sierra Chemical Co.	\$3,725.98	Chemicals
CM32385	7/14/2017	Skillpath Seminars	\$149.25	Employee Training
CM32386	7/14/2017	TASC	\$196.07	Payroll
CM32387	7/14/2017	Tesco Controls, Inc.	\$1,250.00	Repairs & Maintenance
CM32388	7/14/2017	TPX Communications	\$670.72	Monthly Phone Bill
CM32389	7/14/2017	U.S. Bank Corp. Payment System	\$4,196.88	Fuel & Supplies
CM32390	7/14/2017	U.S. HealthWorks Medical Group, PC	\$191.00	Employment Screening
CM32391	7/14/2017	UPS	\$186.46	Postage
CM32392	7/14/2017	W.W. Grainger Inc.	\$484.68	Supplies
CM32393	7/14/2017	Zenon Environmental Corporation	\$4,168.71	Supplies
EFT	7/14/2017	EFTPS	\$11,657.33	Payroll
EFT	7/14/2017	EDD	\$3,156.90	Payroll
EFT	7/14/2017	CalPERS	\$10,529.96	Payroll
EFT	7/27/2017	Pitney Bowes	\$1,500.00	Postage Machine Refill
CM32394	7/28/2017	Duloglo Enterprises Inc DBA Action Cleaning	\$1,172.00	Cleaning Services
CM32395	7/28/2017	Adamen Inc.	\$99.00	Employment Advertising
CM32396	7/28/2017	American Family Life Assurance Co.	\$506.60	Payroll
CM32397	7/28/2017	Aquality Water Management	\$9,933.36	Contract Water Personnel
CM32398	7/28/2017	Aquatic Harvesting Inc.	\$6,000.00	Aquatic Harvesting
CM32399	7/28/2017	Aramark Uniform & Career Apparel, LLC	\$265.32	Uniform Service - Water
CM32400	7/28/2017	AT&T	\$115.00	Monthly Internet Bill
CM32401	7/28/2017	AT&T	\$1,022.18	Monthly Cell Phone Bill
CM32402	7/28/2017	AT&T	\$962.62	Monthly Phone Bill
CM32403	7/28/2017	Borges & Mahoney	\$7,422.93	Repairs & Maintenance
CM32404	7/28/2017	California Laboratory Services	\$2,160.90	Monthly Lab Tests
CM32405	7/28/2017	California Special Districts Association	\$580.00	Annual Conference
CM32406	7/28/2017	California State Disbursement Unit	\$52.15	Payroll

Rancho Murieta Community Services District

Bills Paid Listing for July 2017

Ck Number	Date	Vendor	Amount	Purpose
CM32407	7/28/2017	Caltronics Business Systems	\$1,464.83	Copier - Admin.
CM32408	7/28/2017	Chemtrade Chemicals US LLC	\$2,578.23	Chemicals
CM32409	7/28/2017	Coastland Civil Engineering	\$10,821.64	Engineering Services
CM32410	7/28/2017	County of Sacramento	\$8,775.06	Quarterly Solid Waste Surcharge
CM32411	7/28/2017	County of Sacramento	\$27.00	Employment Screening
CM32412	7/28/2017	Daily Journal Corporation	\$340.49	Annual Subscription
CM32413	7/28/2017	Express Office Products, Inc.	\$218.25	Office Supplies
CM32414	7/28/2017	Franchise Tax Board	\$50.00	Payroll
CM32415	7/28/2017	Galls/Quartermaster	\$59.25	Uniforms - Security
CM32416	7/28/2017	Golden State Flow Measurement	\$535.08	Meters and Boxes
CM32417	7/28/2017	Greenfield Communications	\$214.97	Internet/TV
CM32418	7/28/2017	Hach Company	\$2,118.98	Repairs & Maintenance
CM32419	7/28/2017	Home Depot Credit Services	\$737.05	Repairs & Maintenance
CM32420	7/28/2017	Howe It's Done	\$289.67	BOD Meetings
CM32421	7/28/2017	KWA Safety & Hazmat Consultants, Inc.	\$1,050.00	Employee Training
CM32422	7/28/2017	Legal Shield	\$31.26	Payroll
CM32423	7/28/2017	Anne H Long (DBA) Marion Leasing	\$526.90	Copier Lease - Admin
CM32424	7/28/2017	Nationwide Retirement Solution	\$1,174.50	Payroll
CM32425	7/28/2017	NTU Technologies, Inc.	\$2,777.60	Chemicals
CM32426	7/28/2017	Operating Engineers Local Union No. 3	\$620.40	Payroll
CM32427	7/28/2017	PDF Tactical	\$2,426.50	Contract Security Personnel
CM32428	7/28/2017	Public Agency Retirement Services	\$300.00	Payroll
CM32429	7/28/2017	Ramos Environmental Services	\$78.00	Repairs & Maintenance
CM32430	7/28/2017	Rancho Murieta Association	\$150.00	Landscaping
CM32431	7/28/2017	Rancho Murieta Association	\$428.07	Purchased Power
CM32432	7/28/2017	River City Painting, Inc.	\$9,125.00	Repairs & Maintenance
CM32433	7/28/2017	S. M. U. D.	\$36,425.34	Purchased Power
CM32434	7/28/2017	Sierra Chemical Co.	\$6,143.37	Chemicals
CM32435	7/28/2017	Sprint	\$189.95	Monthly Air Cards Bill
CM32436	7/28/2017	Streamline	\$300.00	Website Hosting
CM32437	7/28/2017	TASC	\$68.25	Payroll
CM32438	7/28/2017	TASC	\$98.07	Payroll
CM32439	7/28/2017	Underground Service Alert of N, Cal and Nev	\$519.08	Annual Membership
CM32440	7/28/2017	Univar USA Inc.	\$2,343.57	Chemicals
CM32441	7/28/2017	UPS	\$32.84	Postage
CM32442	7/28/2017	Western Exterminator Co.	\$494.00	Monthly Service & Pest Control
CM32443	7/28/2017	Duloglo Enterprises Inc DBA Action Cleaning	\$1,172.00	Monthly Cleaning Service
CM32444	7/28/2017	Adamen Inc.	\$99.00	Employment Advertising
EFT	7/28/2017	EFTPS	\$10,134.46	Payroll
EFT	7/28/2017	EDD	\$2,684.82	Payroll

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

Ck Number	Date	Vendor	Amount	Purpose
		TOTAL	\$425,922.43	
		<u>CFD 2014-1 Bank of America Checking</u>		
CM2048	7/28/2017	Corelogic Solutions, LLC	\$200.00	CFD 2014-1 Admin cost
		TOTAL	\$200.00	
		<u>EL DORADO PAYROLL</u>		
Checks: CM11651 to CM11668 and Direct Deposits: DD09823 to DD09880			\$ 132,331.09	Payroll
EFT	Various	National Payment Corp	\$120.14	Payroll
		TOTAL	\$132,451.23	

PREPARED BY: *Eric Thompson, Controller*

REVIEWED BY:  , District Treasurer

MEMORANDUM

Date: August 11, 2017
To: Board of Directors
From: Edward R. Crouse, Interim General Manager
Subject: General Manager's Report

WATER CONSERVATION

Residential water use is creeping up since our drought years to 327 gallons per day per resident.

SECURITY DEPARTMENT

Burns and McDonnell Report

Staff has provided Burns and McDonnell with Security Department manuals, procedures, policies, etc. that they had not received previously. They also conducted a second round of interviews with various stakeholders on August 8 and 9, 2017 and will be conducting telephone interviews with those not available for the in person interviews.

Interim Chief Mobley has hit the ground running, with his first week inwardly focused and second week outwardly focused with meetings with various stakeholders and Burns and McDonnell.

In addition, several candidates are under consideration for open patrol and gate vacancies.

WATER SUPPLY AUGMENTATION AND CAPITAL IMPROVEMENT FEE STUDIES/REPORTS

As reported last month, the fee study reports are complete in final form and have gone through District General Counsel for legal review. Richard Shanahan is preparing our enacting ordinances for both fees. Subsequent approval of the reports and first reading of the ordinance is scheduled for the September Regular Board Meeting.

PENDING AND PROPOSED LAND DEVELOPMENT PROJECTS

Rancho Murieta North – Development Project

Nothing new to report.

PASSIVE REC USE OF THE MURIETA GARDENS DRAINAGE BASIN

I discussed with John Sullivan our desire to have a bullet point Memorandum of Understanding (MOU) for maintenance responsibilities as an initial step to define roles and financial obligations. The MOU should be forth coming, but no approvals until the Board has reviewed and approved the MOU.

MURIETA GARDENS

The CIA Ditch work experienced fits and starts at the beginning, but work progressed smartly. We had a water line conflict, which necessitated lowering the water line. We are entertaining the idea of suspending replacement of old valves until after the irrigation season, so we can get the ditch on line again to deliver water to Laguna Joaquin and the downstream ranchers. Valve replacement will restart late October/November when we can stop the ditch flow at the end of the irrigation season.

MEMORANDUM

Date: August 10, 2017
 To: Board of Directors
 From: Eric Thompson, Controller
 Subject: Administration / Financial Reports

Enclosed is a combined financial summary report for the fiscal year that ended **June 30, 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 – Year-to-date residential water usage was up 9.7% versus budget through July. 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%	2,539											
	Weighted average	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Cubic Feet	2,920	2,920											
Gallons per day	728	728											
Planning Usage GPD	612												

Lock-Offs – During the month of July, there were 17 lock-offs.

Connection Fees – There were 3 Retreats West water permits and 1 Gardens irrigation permit issued in July.

Aging Report – Delinquent accounts totaled \$264,030 which was 31.8% of the total accounts receivable balance of \$830,024. Past due receivables decreased \$604 from the prior month.

Summary of Reserve Accounts as of July 31, 2017 – The District’s reserve accounts began the year with a balance of \$5,344,437 and increased \$87,694 during the month of July. In addition to normal inter-fund borrowing repayments, there were 3 new connection fees received from the Retreats West development and 1 new irrigation connection for Murieta Gardens. These new connections added: \$1,836 to Water Capital Improvement Reserves, \$8,246 to Water Augmentation Reserves, \$1,402 to Sewer Capital Improvement Reserves, \$297 to Drainage Capital Improvement Reserves, \$1,185 to Security Improvement Reserves, and \$3,600 to Security Impact Fee Reserves. Reserve reimbursements to operations were made for Dun Environmental’s update of the Augmentation Well bid packet and for Kennedy Jenks for the testing of the 12” pipe running from MLN to Stonehouse. Please note that both of these items were listed in the July finance report, but were re-classed due to the timing of actual payment of the invoices. The total amount of reserves held by the District on July 31, 2017 was \$5,360,750. See the table on the following page for information by specific reserve account.

Reserve Fund Balances

<i>Reserve Descriptions</i>	<i>Fiscal Yr Beg Balance July 1, 2017</i>	<i>YTD Collected & Interest Earned</i>	<i>YTD Spent</i>	<i>Period End Balance July 31, 2017</i>
Water Capital Replacement (200-2505)	1,130,169	23,878	(0)	1,154,047
Sewer Capital Replacement (250-2505)	2,478,211	36,649	(0)	2,514,860
Drainage Capital Replacement (260-2505)	81,850	2,826	(0)	84,676
Security Capital Replacement (500-2505)	160,345	4,198	(1,958)	162,585
Admin Capital Replacement (xxx-2505-99)	57,174	0	(0)	57,174
Sewer Capital Improvement Connection (250-2500)	4,067	9	(0)	4,076
Capital Improvement (xxx-2510)	366,117	7,579	(64)	373,632
Water Supply Augmentation (200-2511)	1,703,006	16,394	(2,626)	1,716,774
WTP Construction Fund Reserve (200-2513)	(671,793)	15,617	(18,489)	(674,665)
Security Impact Fee Reserves (500-2513)	35,291	3,681	(0)	38,972
Total Reserves	5,344,437	110,831	(23,137)	5,432,131

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 June 30, 2017</i>
Sewer Loan to WTP Construction Fund	1,137,179	996	(12,708)	1,125,467
WSA Loan to WTP Construction Fund	379,060	332	(4,236)	375,156
N. Gate Security Loan from Drainage Fund	63,203	55	(1,958)	61,300
Total Inter-fund Borrowing	1,579,442	1,383	(18,902)	1,561,923

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 June 30, 2017		
1-Month	3-Months	1-Year
0.63%	2.63%	10.77%

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

Revenues:

Water Charges, year-to-date, are **above** budget \$8,699 or 3.8%

Sewer Charges, year-to-date, are **below** budget \$970 or (0.9%)

Drainage Charges, year-to-date, are **below** budget \$160 or (1.0%)

Security Charges, year-to-date, are **below budget \$753 or (0.7%)**

Solid Waste Charges, year-to-date, are **above budget \$471 or 0.9%**

Total Revenue, which includes other income, property taxes, and interest income for the year, was **above budget \$11,435 or 2.0%**

Expenses: Year-to-date, total operating expenses are **below budget \$9,025 or (1.8%)**. 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, year-to-date, are **above budget \$11,930 or 7.4%**. Water Department wages and employer costs were over budget in July by \$2,775 or 5.5% due to the repair and maintenance work being done on the CIA Ditch. The remainder of the expense overage is due to the timing of the department's various annual maintenance and support contracts (meter reading software, CodeRED, Zenon WTP, etc.) and permits. These expenses will normalize as the year progresses. Purchased power was the largest (non-timing based) over budget line item this month, which is due to the delays in the Solar City power project at the Water Treatment Plant.

Sewer Expenses, year-to-date, are **below budget by \$5,995 or (8.1%)**. Much like in Water, the Sewer Department saw timing issues related to annual contracts and permits. Wages and employer costs were \$7,110 under budget due to utility staff allocating more of their time to the CIA ditch project mentioned above. Here again, purchased power was the largest (non-timing based) over budget line item for the month.

Drainage Expenses, year-to-date, are **below budget by \$5,776 or (44.2%)**. The Drainage Department, unlike the Water and Sewer Departments, benefited from timing issues. Whereas Water and Sewer posted expenses in advance of budgeted amount, Drainage budget amounts were in advance of actual expenses. These timing differences will normalize as the fiscal-year progresses.

Combined Water/Sewer/Drainage Wages & Employer Costs, year-to-date, are **below budget by \$3,946 or (4.4%)**. 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 **below budget by \$17,233 or (19.2%)**. Security Gate expenses for the month were **below budget by \$3,907 or (10.2%)**, with savings in wages and employer costs (due to vacancies) being partially offset by contract personnel costs. Security Patrol expenses were **below budget by \$5,007 or (13.6%)** with savings across most expense categories. General Security expenses were **below budget by \$8,319** for the year, due primarily to the vacancy in the Chief position.

Solid Waste Expenses, year-to-date, are **above budget by \$113 or 0.2%**. Solid waste revenues and expenses are both slightly over budget for the month of July.

General Expenses, year-to-date, are **above budget by \$7,935 or (7.7%)**. Annual support contracts, General Manager recruitment expenses, and consulting all adversely affected Administration during the month of July.

Net Income: Year-to-date unadjusted net income, before depreciation, is \$99,090 versus a budget of \$78,629. Net income/(Loss) adjusted for estimated depreciation expense was (\$32,511). The full-year expected net operating income (loss) before depreciation, per the 2017-2018 budget is (\$181). Including inter-fund borrowing interest expenses the net operating loss is (\$8,873), as shown on the financial statements.

Rancho Murieta Community Services District

Summary Budget Performance Report For the Month Ending July 31, 2017

	% of Total	Annual Budget	% of Total	YTD Budget	YTD Actuals	% of Total	YTD VARIANCE Amount	YTD VARIANCE %
REVENUES								
Water Charges	32.5%	\$1,982,280	39.9%	\$227,591	\$236,290	40.6%	\$8,699	3.8%
Sewer Charges	21.6%	1,317,230	19.2%	109,614	108,644	18.7%	(970)	(0.9%)
Drainage Charges	3.2%	197,610	2.9%	16,467	16,307	2.8%	(160)	(1.0%)
Security Charges	21.6%	1,321,377	19.3%	110,114	109,361	18.8%	(753)	(0.7%)
Solid Waste Charges	10.6%	646,796	9.5%	53,899	54,370	9.3%	471	0.9%
Other Income	1.8%	110,430	1.5%	8,633	13,299	2.3%	4,666	54.0%
Interest Earnings	0.1%	8,370	0.1%	540	22	0.0%	(518)	(95.9%)
Property Taxes	9.3%	565,100	8.3%	47,092	47,092	8.1%	0	0.0%
Property Tax (Reserve Alloc)	-0.7%	(45,680)	-0.7%	(3,807)	(3,807)	-0.7%	(0)	0.0%
Total Revenues	100.0%	6,103,514	100.0%	570,143	581,578	100.0%	11,435	2.0%
OPERATING EXPENSES								
Water/Sewer/Drainage								
Salaries & Wages	15.6%	951,320	11.0%	55,000	52,097	10.8%	(2,903)	(5.3%)
Employer Costs	7.6%	466,890	7.0%	34,800	33,757	7.0%	(1,043)	(3.0%)
Capital Project Labor Alloc	0.0%	0	0.0%	0	0	0.0%	0	0.0%
Power	5.5%	333,950	2.1%	10,300	34,989	7.3%	24,689	239.7%
Chemicals	2.8%	169,540	3.3%	16,580	20,660	4.3%	4,080	24.6%
Maintenance/Repairs	5.6%	340,500	4.7%	23,200	16,138	3.3%	(7,062)	(30.4%)
Water Meters/Boxes	0.9%	54,000	1.0%	4,750	535	0.1%	(4,215)	(88.7%)
Lab Tests	0.7%	44,200	0.4%	1,850	3,697	0.8%	1,847	99.8%
Permits	1.2%	73,640	1.4%	6,800	52,272	10.8%	45,472	668.7%
Training/Safety	0.3%	19,300	0.2%	1,200	1,386	0.3%	186	15.5%
Equipment Rental	0.6%	35,930	0.7%	3,350	0	0.0%	(3,350)	(100.0%)
Other Direct Costs	8.5%	519,810	19.7%	97,982	33,440	6.9%	(64,542)	(65.9%)
Subtotal Water/Sewer/Drainage	49.3%	3,009,080	51.3%	255,812	248,971	51.6%	(6,841)	(2.7%)
Security								
Salaries & Wages	10.8%	659,800	7.8%	39,100	29,077	6.0%	(10,023)	(25.6%)
Employer Costs	7.7%	470,700	7.2%	36,000	29,133	6.0%	(6,867)	(19.1%)
Off Duty Sheriff	0.1%	4,000	0.0%	0	0	0.0%	0	0.0%
Other	1.8%	107,954	2.9%	14,539	14,196	2.9%	(343)	(2.4%)
Subtotal Security	20.4%	1,242,454	18.0%	89,639	72,406	15.0%	(17,233)	(19.2%)
Solid Waste								
CWRS Contract	9.2%	561,100	9.4%	46,758	46,886	9.7%	128	0.3%
Sacramento County Admin Fee	0.6%	35,500	0.6%	2,958	2,943	0.6%	(15)	(0.5%)
HHW Event	0.2%	14,730	0.0%	0	0	0.0%	0	0.0%
Subtotal Solid Waste	10.0%	611,330	10.0%	49,716	49,829	10.3%	113	0.2%
General / Admin								
Salaries & Wages	8.7%	531,300	9.4%	46,800	37,809	7.8%	(8,991)	(19.2%)
Employer Costs	4.9%	297,200	5.0%	24,900	21,364	4.4%	(3,536)	(14.2%)
Capital Project Labor Alloc	0.0%	0	0.0%	0	0	0.0%	0	0.0%
Insurance	1.6%	95,296	1.6%	7,941	7,610	1.6%	(331)	(4.2%)
Legal	1.0%	60,000	1.0%	5,000	6,134	1.3%	1,134	22.7%
Office Supplies	0.3%	21,300	0.1%	700	454	0.1%	(246)	(35.1%)
Director Meeting Payments	0.3%	18,000	0.3%	1,500	600	0.1%	(900)	(60.0%)
Telephones	0.1%	4,780	0.1%	430	1,258	0.3%	828	192.6%
IT Systems Maintenance	1.4%	88,096	1.9%	9,264	12,473	2.6%	3,208	34.6%
Community Communications	0.1%	4,550	0.0%	0	0	0.0%	0	0.0%
Postage	0.3%	20,400	0.3%	1,300	1,655	0.3%	355	27.3%
Bld/Grounds Maint/Pest Cntr	0.3%	17,400	0.3%	1,395	1,193	0.2%	(202)	(14.5%)
Other	1.5%	91,200	0.8%	4,115	20,732	4.3%	16,617	403.8%
Subtotal General / Admin	20.5%	1,249,522	20.7%	103,346	111,281	23.1%	7,935	7.7%
Total Operating Expenses	100.1%	6,112,387	100.0%	498,513	482,488	100.0%	(16,025)	(3.2%)
Operating Income (Loss)	100.0%	(8,873)	100.0%	71,629	99,090	100.0%	27,461	38.3%

	% of Total	Annual Budget	% of Total	YTD Budget	YTD Actuals	% of Total	YTD VARIANCE Amount	%
Non-Operating Expenses								
Water Reserve Expenditure	0.0%	0	0.0%	0	0	0.0%	0	0.0%
Sewer Reserve Expenditure	0.0%	0	0.0%	0	0	0.0%	0	0.0%
Drainage Reserve Expenditure	0.0%	0	0.0%	0	0	0.0%	0	0.0%
Total Non-Operating Expenses	0.0%	0	0.0%	0	0	0.0%	0	0.0%
Net Income (Loss)	100.0%	(8,873)	100.0%	71,629	99,090	100.0%	27,461	38.3%

Rancho Murieta Community Services District

Budget Performance Report by FUND

For the Month Ending July 31, 2017

	% of Total Rev	Annual Budget	% of Total Rev	YTD Budget	YTD Actuals	% of Total Rev	YTD VARIANCE Amount	%
WATER REVENUES								
Water Charges	98.4%	\$1,982,280	99.0%	\$227,591	\$236,290	98.2%	\$8,699	3.8%
Interest Earnings	0.2%	3,900	0.0%	100	0	0.0%	(100)	(100.0%)
Other Income	1.4%	28,770	0.9%	2,155	4,385	1.8%	2,230	103.5%
Total Water Revenues	100.0%	2,014,950	100.0%	229,846	240,675	100.0%	10,829	4.7%
EXPENSES (excluding depreciation)								
Salaries & Wages	26.4%	532,740	13.4%	30,800	33,894	14.1%	3,094	10.0%
Employer Costs	13.0%	261,740	8.5%	19,488	19,168	8.0%	(320)	(1.6%)
Capital Project Labor Alloc	0.0%	0	0.0%	0	0	0.0%	0	0.0%
Power	10.2%	204,970	2.6%	6,000	17,618	7.3%	11,618	193.6%
Chemicals	4.6%	93,000	3.5%	8,000	10,607	4.4%	2,607	32.6%
Chemicals - T&O	0.5%	9,500	0.7%	1,580	3,701	1.5%	2,121	134.2%
Maintenance/Repairs	7.0%	142,000	4.9%	11,200	16,138	6.7%	4,938	44.1%
Water Meters/Boxes	2.7%	54,000	2.1%	4,750	535	0.2%	(4,215)	(88.7%)
Lab Tests	1.4%	28,000	0.2%	500	2,243	0.9%	1,743	348.6%
Permits	1.6%	32,000	1.1%	2,500	42,236	17.5%	39,736	1,589.4%
Training/Safety	0.5%	9,300	0.3%	750	693	0.3%	(57)	(7.6%)
Equipment Rental	1.0%	21,000	0.9%	2,000	0	0.0%	(2,000)	(100.0%)
Other Direct Costs	17.3%	348,880	35.5%	81,607	27,272	11.3%	(54,335)	(66.6%)
Operational Expenses	86.2%	1,737,130	73.6%	169,175	174,105	72.3%	4,930	2.9%
Water Income (Loss)	13.8%	277,820	26.4%	60,671	66,569	27.7%	5,898	9.7%
38.9% Net Admin Alloc	14.2%	286,212	10.3%	23,631	26,415	11.0%	2,783	11.8%
Reserve Expenditures	0.0%	0	0.0%	0	0	0.0%	0	0.0%
Total Net Income (Loss)	-0.4%	(8,392)	16.1%	37,039	40,155	16.7%	3,115	8.4%
SEWER REVENUES								
Sewer Charges	98.4%	1,317,230	98.6%	109,614	108,644	98.0%	(970)	(0.9%)
Interest Earnings	0.2%	2,920	0.1%	100	0	0.0%	(100)	(100.0%)
Other Income	1.4%	18,500	1.3%	1,432	2,182	2.0%	750	52.4%
Total Sewer Revenues	100.0%	1,338,650	100.0%	111,146	110,826	100.0%	(319)	(0.3%)
EXPENSES (excluding depreciation)								
Salaries & Wages	26.3%	351,990	18.3%	20,350	14,074	12.7%	(6,276)	(30.8%)
Employer Costs	12.9%	172,510	11.6%	12,876	12,042	10.9%	(834)	(6.5%)
Power	8.9%	118,600	3.5%	3,900	16,901	15.2%	13,001	333.4%
Chemicals	4.2%	56,040	3.1%	3,500	6,352	5.7%	2,852	81.5%
Maintenance/Repairs	13.9%	186,500	9.9%	11,000	0	0.0%	(11,000)	(100.0%)
Lab Tests	1.2%	16,200	1.2%	1,350	1,453	1.3%	103	7.7%
Permits	2.6%	35,140	3.9%	4,300	10,036	9.1%	5,736	133.4%
Training/Safety	0.7%	10,000	0.4%	450	693	0.6%	243	54.0%
Equipment Rental	0.8%	10,200	1.2%	1,350	0	0.0%	(1,350)	(100.0%)
Other Direct Costs	12.2%	162,950	13.1%	14,505	6,034	5.4%	(8,471)	(58.4%)
Operational Expenses	83.7%	1,120,130	66.2%	73,581	67,586	61.0%	(5,995)	(8.1%)
Sewer Income (Loss)	16.3%	218,520	33.8%	37,565	43,241	39.0%	5,676	15.1%
29.7% Net Admin Alloc	16.3%	218,521	16.2%	18,042	20,167	18.2%	2,125	11.8%
Reserve Expenditures	0.0%	0	0.0%	0	0	0.0%	0	0.0%
Total Net Income (Loss)	0.0%	(1)	17.6%	19,522	23,074	20.8%	3,551	18.2%
DRAINAGE REVENUES								
Drainage Charges	100.0%	197,610	99.9%	16,467	16,307	100.0%	(160)	(1.0%)
Interest Earnings	0.0%	50	0.1%	15	0	0.0%	(15)	(100.0%)
Total Drainage Revenues	100.0%	197,660	100.0%	16,482	16,307	100.0%	(175)	(1.1%)

	% of Total Rev	Annual Budget	% of Total Rev	YTD Budget	YTD Actuals	% of Total Rev	YTD VARIANCE Amount	%
EXPENSES (excluding depreciation)								
Salaries & Wages	33.7%	66,590	23.4%	3,850	4,128	25.3%	278	7.2%
Employer Costs	16.5%	32,640	14.8%	2,436	2,547	15.6%	111	4.6%
Power	5.3%	10,380	2.4%	400	471	2.9%	71	17.7%
Chemicals	5.6%	11,000	21.2%	3,500	0	0.0%	(3,500)	(100.0%)
Maintenance/Repairs	6.1%	12,000	6.1%	1,000	0	0.0%	(1,000)	(100.0%)
Permits	3.3%	6,500	0.0%	0	0	0.0%	0	0.0%
Equipment Rental	2.4%	4,730	0.0%	0	0	0.0%	0	0.0%
Other Direct Costs	4.0%	7,980	11.3%	1,870	134	0.8%	(1,736)	(92.8%)
Operational Expenses	76.8%	151,820	79.2%	13,056	7,280	44.6%	(5,776)	(44.2%)
Drainage Income (Loss)	23.2%	45,840	20.8%	3,426	9,026	55.4%	5,600	163.5%
6.1% Net Admin Alloc	22.7%	44,882	22.5%	3,706	4,142	25.4%	436	11.8%
Reserve Expenditures	0.0%	0	0.0%	0	0	0.0%	0	0.0%
Total Net Income (Loss)	0.5%	958	-1.7%	(280)	4,884	30.0%	5,164	(1,846.1%)
SECURITY REVENUES								
Security Charges	95.0%	1,321,377	94.9%	110,114	109,361	94.3%	(753)	(0.7%)
Interest Earnings	0.0%	600	0.1%	150	0	0.0%	(150)	(100.0%)
Property Tax	4.7%	65,040	4.7%	5,420	5,420	4.7%	0	0.0%
Property Tax (Reserve Alloc)	-3.3%	(45,680)	-3.3%	(3,807)	(3,807)	-3.3%	(0)	0.0%
Other Income	3.6%	49,760	3.6%	4,146	5,049	4.4%	903	21.8%
Total Security Revenues	100.0%	1,391,097	100.0%	116,023	116,023	100.0%	(0)	(0.0%)
EXPENSES (excluding depreciation)								
Salaries & Wages	47.4%	659,800	33.7%	39,100	29,077	25.1%	(10,023)	(25.6%)
Employer Costs	33.8%	470,700	31.0%	36,000	29,133	25.1%	(6,867)	(19.1%)
Equipment Repairs	0.4%	4,900	0.3%	367	1,945	1.7%	1,578	429.9%
Vehicle Maintenance	0.4%	6,000	0.4%	500	1,129	1.0%	629	125.9%
Vehicle Fuel	1.0%	14,000	1.0%	1,167	1,248	1.1%	81	7.0%
Off Duty Sheriff	0.3%	4,000	0.0%	0	0	0.0%	0	0.0%
Other	6.0%	83,054	10.8%	12,506	9,874	8.5%	(2,632)	(21.0%)
Operational Expenses	89.3%	1,242,454	77.3%	89,639	72,406	62.4%	(17,233)	(19.2%)
Security Income (Loss)	10.7%	148,643	22.7%	26,384	43,617	37.6%	17,233	65.3%
20.3% Net Admin Alloc	10.7%	149,360	10.6%	12,332	13,784	11.9%	1,452	11.8%
Total Net Income (Loss)	-0.1%	(716)	12.1%	14,052	29,832	25.7%	15,781	112.3%
SOLID WASTE REVENUES								
Solid Waste Charges	99.9%	646,796	99.7%	53,899	54,370	100.0%	471	0.9%
Interest Earnings	0.1%	600	0.3%	150	0	0.0%	(150)	(100.0%)
Total Solid Waste Revenues	100.0%	647,396	100.0%	54,049	54,370	100.0%	321	0.6%
EXPENSES (excluding depreciation)								
CWRS Contract	86.7%	561,100	86.5%	46,758	46,886	86.2%	128	0.3%
Sacramento County Admin Fee	5.5%	35,500	5.5%	2,958	2,943	5.4%	(15)	(0.5%)
HHW Event	2.3%	14,730	0.0%	0	0	0.0%	0	0.0%
Operational Expenses	94.4%	611,330	92.0%	49,716	49,829	91.6%	113	0.2%
Solid Waste Income (Loss)	5.6%	36,066	8.0%	4,333	4,541	8.4%	208	4.8%
5.0% Net Admin Alloc	5.7%	36,788	5.6%	3,037	3,395	6.2%	358	11.8%
Total Net Income (Loss)	-0.1%	(722)	2.4%	1,296	1,146	2.1%	(150)	(11.6%)
OVERALL NET INCOME(LOSS)	-0.2%	(8,873)	13.6%	71,629	99,090	18.4%	27,461	38.3%

MEMORANDUM

Date: August 9, 2017
To: Board of Directors
From: Steve Mobley, Interim Security Chief
Subject: Security Report for the Month of July 2017

OPERATIONS

Currently there is one (1) Security Gate Officer position open and one (1) Security Chief position open. We are also accepting applications for Security Patrol Sergeant and Security Patrol Officer.

INCIDENTS OF NOTE

July 2. Lake Calero area. Driver speeding and driving recklessly. Driver would not stop for Patrol. Mother of suspect located and advised.

July 2. Camino Del Lago. Garage Fire. Neighbors put fire out before Sacramento Metro Fire Department (SMFD) arrived.

July 4. Pera Drive. Golf Cart ran stop sign and had no tail lights. Driver initially uncooperative with Patrol. Advised of violations.

July 14. Carreta. Report of intoxicated female banging on neighbor's door. Patrol made contact and advised to go home. She complied.

July 15. Clementia back area. Subject on dirt bike. Located subject and escorted home. Issued citation.

July 17. Carreta Lane. Intoxicated female wanted a ride to the liquor store. Patrol advised her and caregiver of options. Female talked neighbor into driving her to get liquor. Upon arriving home, female passed out in neighbor's driveway. SMFD responded and transported female to hospital.

July 19, 2017. Lago Drive. Male subject lying on the side of the road. Subject stated he was feeling ill. SMFD responded. Declined to be transported. Patrol assisted getting subject home.

July 22, 2017. Carreta Lane. Intoxicated female subjected creating disturbance. Patrol responded. Advised to stay home or Sacramento County Sheriff's Department (SSD) would be called. SMFD called to medically check her. She refused any treatment. Second call 1.5 hours later subject was exposing herself to neighbors. SMFD and SSD were called. Subject went to jail for being drunk in public and unable to care for herself.

July 26, 2017. Latrobe at Stonehouse. Vegetation fire off Latrobe Road, north of Lake Calero. SMFD handled with large response of engines, helicopters, and airplanes. Patrol responded to the water treatment plant and Lake Calero to check property and assist SMFD. Fire contained outside Rancho Murieta.

July 30, 2017. Latrobe Road behind Lake Calero. Large wildland fire reported by passerby on Highway 16. Patrol responded to get visual and reported finding to SMFD. Fire contained to general area of prior fire (July 26, 2017).

RANCHO MURIETA ASSOCIATION COMPLIANCE/GRIEVANCE/SAFETY COMMITTEE MEETING

Meeting was July 10, 2017. Several cases were brought to the committee for review. Nothing further to report.

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.

The emergency evacuation map is now on our website.

CHIEF RECRUITMENT

Recruitment and advertisement for Security Chief closes August 31, 2017. We have advertised in Jobs Available, Sacramento Bee, Adamen HOA, CSDA, Community Association North Chapter, Davis Sterling.com, rm.com, and on our website.

CONTRACT SECURITY

Edward R. Crouse met with Paladin Security to discuss fill-in gate officer positions during vacation and extended absences to lessen overtime as well as maintain a consistent back-up source. A proposal is forthcoming.

MEMORANDUM

Date: August 11, 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.

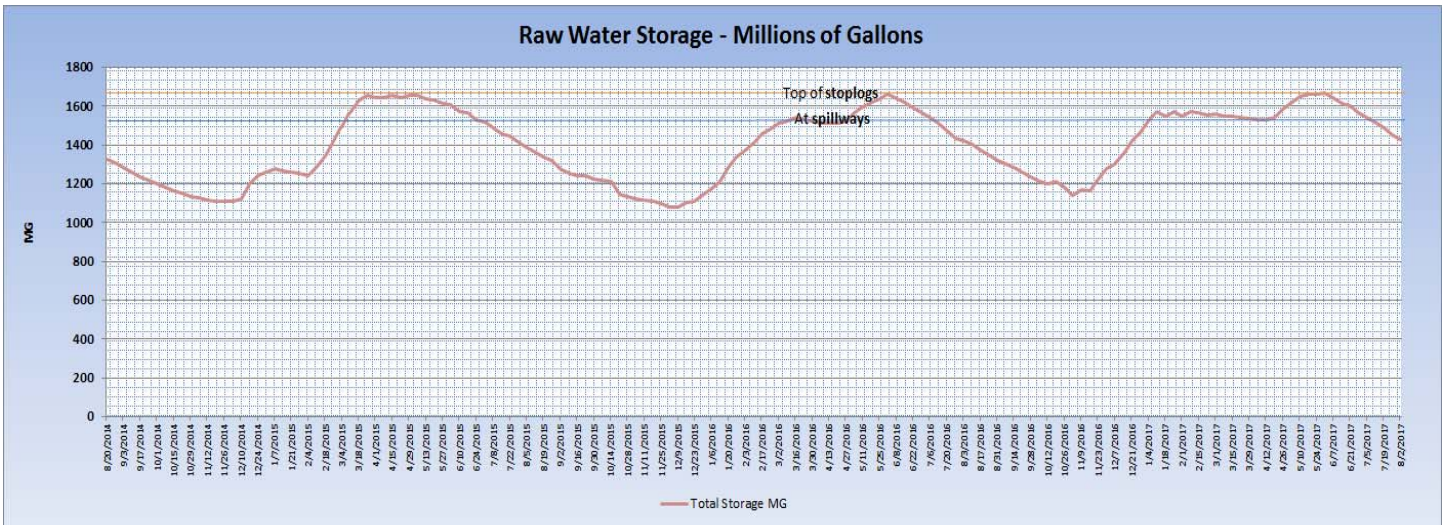
WATER

Plant #1 is averaging 1.61 million gallons per day (mgd), and Plant #1 averaging 0.99 mgd of production for a total of 2.6 mgd average production to provide the community's current water needs.

WATER SOURCE OF SUPPLY

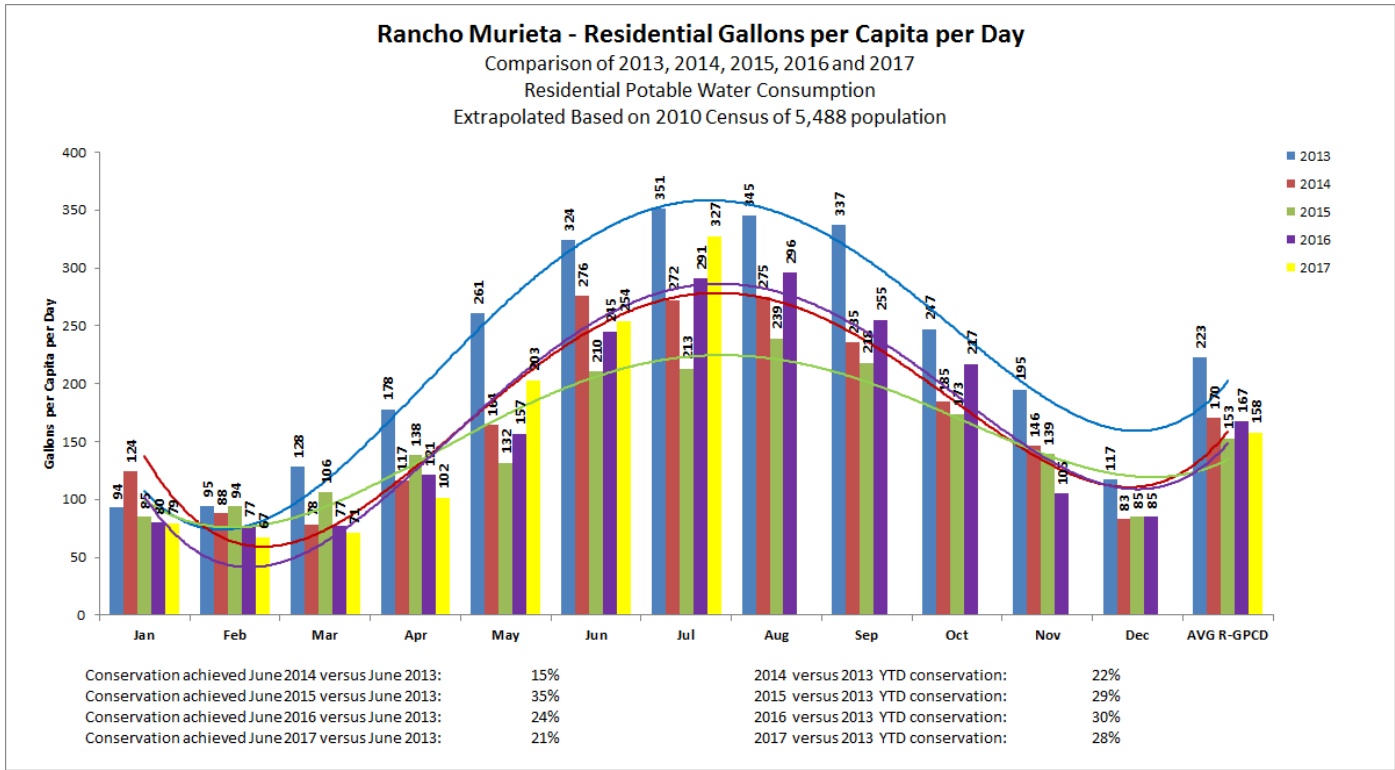
On August 2, 2017, all raw water storage for Calero, Chesbro, and Clementia Reservoirs measured approximately 1,430.1 MG (4,389.1 AF) of which 1,266.2 MG (3,804 AF) is usable due to dead storage. For Calero and Chesbro Reservoirs alone, storage measured 1,227 MG (3,766 AF), or 1,078.4 MG (3,008 AF) usable. In July, there was no rainfall and evaporation was 10.43". The Chesbro Reservoir had aquatic vegetation harvested from it the week of July 11-14 to remove taste and odor causing vegetation.

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



CONSERVATION

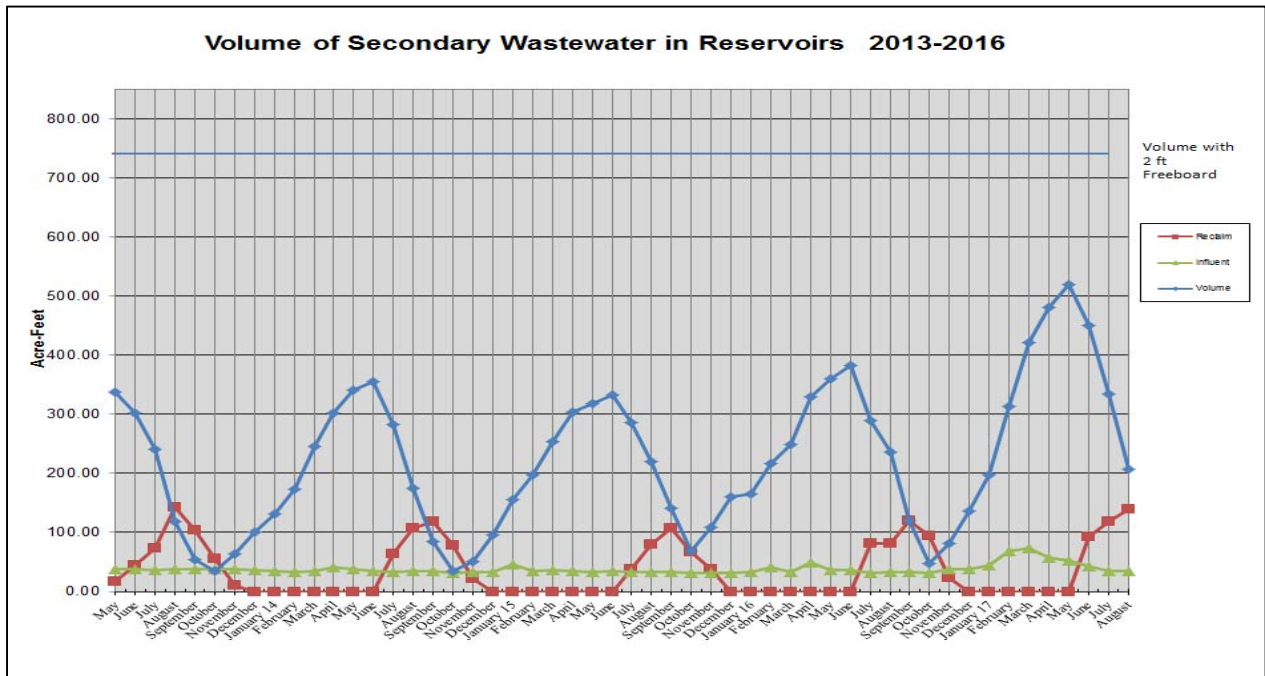
Residential water use has crept up since our drought years to 327 gallon per day per resident, as shown in the graph below.



WASTEWATER COLLECTION, TREATMENT, AND RECLAMATION

Influent wastewater flow averaged 0.381 million gallons a day, for a total of 11.43 MG, (35.09 AF). This is approximately 143 gpd per sewer connection. The secondary wastewater measured 109.2 MG (335.12 AF) as measured on July 7, 2017. This past July was one of the hottest months on record for our area and we supplied 45,229,000 gallons of recycled water in July to Rancho Murieta Country Club (RMCC) for their irrigation needs.

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



SEWER COLLECTION

This past month, staff performed electrical maintenance at the Main Lift North sewer pump station and helped two (2) separate residents find their sewer cleanouts.

DRAINAGE

Staff has been very active in the drainage system cutting vegetation in the North part of the community as well as cleaning out the cement ditch along the Chesbro Reservoir.

On August 4, 2017, we treated the shorelines and upper arm areas of Laguna Joaquin a third (3rd) time this year for Midge Flies, using the pelletized product as requested by members of the community. We also treated Laguna Joaquin for algae in the area around their pump station per the Rancho Murieta Association's (RMA) request. This in combination with the RMA turning their fountains off and it being one of the hottest summers here on record caused the dissolved oxygen level to drop and for some fish to die off. I contacted RMA and asked them to run their fountains which they said they would do. Our staff collected dead fish today and disposed of them at our wastewater plant.

WATER METERING AND UTILITY STAFF WORK

No water meters or MXUs were replaced this past month for maintenance. Only one new meter was installed as a new service for the Murieta Inn irrigation system. Staff completed thirty-six (36) Utility Star reports, eight (8) rebate inspections, and six (6) underground service alerts (USAs) in July. Utilities staff also repaired three (3) service line water leaks this past month.

SOLAR POWER INSTALLATIONS

Wastewater Treatment Plant Site

Solar City has received the necessary paperwork from SMUD and as of August 9, 2017, the site is online. The only work left for Solar City is to perform some standard maintenance and get the monitoring system online and available to us.

Water Treatment Plant Site

Solar City staff has met with the Sacramento County Fire Department and resolved getting the site plans signed off. Now Solar City may proceed with SMUD to make the final connections, have them inspected, get the paperwork completed to turn on the site, and then turn it on. Final fencing of the solar panel site should be completed by the end of August.

STAFFING

Two (2) Utility Workers are out due to a workman's compensation injuries and one (1) Operator resigned. We are currently recruiting for a new Operator and requesting applications for Utility Workers. In the meantime, we brought in temporary laborers to with the assist weed-whacking in our drainage system.

MEMORANDUM

Date: July 31, 2017
To: Board of Directors
From: Eric Thompson, Controller
Subject: Resolution R2017-08 Placing Delinquent Charges/Taxes on the Sacramento County Tax Rolls

RECOMMENDED ACTION

Adopt Resolution R2017-08 placing delinquent water, sewer, solid waste, security and/or drainage charges/taxes on the Sacramento County tax rolls to be purchased by Sacramento County under the Teeter Plan.

BACKGROUND

The Board adopts this Resolution annually placing any delinquent water, sewer, garbage, security and/or drainage charges/taxes on the Sacramento County (County) tax rolls. The County has the option to purchase these charges from the District under the Teeter Plan thereby shifting responsibility for collection to the County. In exchange, the County receives all penalties and interest incurred after the charges are billed to the property owner via the property tax bills.

The Exhibit A prepared on July 31, 2017 was published as required by regulations in the Daily Recorder. An updated Exhibit A will be provided at the August 16, 2017 Board meeting which will reflect the then most current delinquent accounts. The final Exhibit A and data file will be filed with the County on August 17, 2017 for collection through the County tax rolls.

RESOLUTION R2017-08

A RESOLUTION OF THE BOARD OF DIRECTORS OF RANCHO MURIETA COMMUNITY SERVICES DISTRICT AUTHORIZING COLLECTION AND REQUESTING INCLUSION OF DELINQUENT RATES, SPECIAL TAXES, CHARGES AND PENALTIES FOR WATER, SEWER, SOLID WASTE, DRAINAGE AND SECURITY SERVICE ON THE TAX ROLL FOR THE FORTHCOMING FISCAL YEAR IN THE SAME MANNER AS THE GENERAL TAXES

WHEREAS, the Government Code authorizes the District to establish rates and charges for water, sewer, drainage and security services, prescribed penalties for nonpayment of those charges, and to have delinquent charges and penalties collected on the County tax roll; and

WHEREAS, the Rancho Murieta Community Services District, pursuant to Rancho Murieta Community Services District Code, Chapters 14, 15, 16, 21, and 31 prescribes rates, special taxes, and charges for water, sewer, solid waste, drainage and security service, provide for penalties for delinquent water, sewer, drainage and security rates, special taxes, and charges with the County tax roll; and

WHEREAS, the notices prescribed by law were duly published and mailed, and the Board of Directors held a Public Hearing on August 16, 2017 to consider all objections and protest, if any, to the reports on the delinquent charges prepared pursuant to law;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Rancho Murieta Community Services District hereby;

1. Adopts the written report of delinquent water, sewer, drainage and security rates, special taxes, charges and penalties attached hereto as Exhibit "A" and incorporated herein as of June 30, 2017, and determines that each amount described in said report for each parcel is proper and correct.
2. Request the Sacramento County Board of Supervisors to authorize the Auditor and Tax Collector to perform the functions provided by the Government Code and Rancho Murieta Community Services District Codes; Chapter 14, 15, 16, 21 and 31 respecting the placement of said delinquent charges on the tax roll and collecting said charges with the general taxes, for compensation at a cost not to exceed the amounts set by law.
3. The delinquent charges report, in the form submitted to this meeting and on file with the Board, is hereby approved and adopted. The General Manager of the District, or one or more of his/her designees, is hereby authorized to make changes to the Delinquent Charges Report before it is filed with the Sacramento County Auditor as provided in Section 4 hereof and to make changes in response to payments received from ratepayers.
4. A certified copy of this Resolution together with a list of all delinquent parcels subject to being placed on the tax rolls shall be delivered to the Sacramento County Auditor no later than August 17, 2017 as specified by written consent of the Sacramento County Auditor.

BE IT FURTHER RESOLVED, the Secretary of the Board is hereby directed to transmit a certified copy of this Resolution to the Board of Supervisors, County of Sacramento.

PASSED AND ADOPTED by the Board of Directors of the Rancho Murieta Community Services District at their regular meeting held on this 16th day of August 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

Exhibit "A"

Rancho Murieta Community Services District

2016-17 Delinquent Amounts for Sacramento County Tax Rolls

Notice of Public Hearing

The Board of Directors of Rancho Murieta Community Services District will hold a public hearing on Wednesday, August 16, 2017, at 5:00 p.m. in the District meeting room, 15160 Jackson Road, Rancho Murieta, CA, to consider placing the following delinquent accounts on the tax rolls of Sacramento County for collection.

Delinquent				
Parcel Number	Account Number	Property Owner	Service Address	Amount
073-0790-023	5001300	MURIETA LAKESIDE PROPERTIES, LLC	RIVER CANYON ESTATES	\$71,972.16
073-0800-003	5001400	MURIETA LAKESIDE PROPERTIES, LLC	ESTATES LAKE CLEM/CHESBRO	\$65,833.55
073-0800-008	5001100	MURIETA HIGHLANDS, LLC	THE TERRACE / HIGHLANDS	\$47,737.58
073-0090-062	5000600	MURIETA LAKESIDE PROPERTIES, LLC	ESTATES AT LAKE CALERO	\$33,603.67
073-0190-069	5000500	FRANK STATHOS	APARTMENT SITE	\$6,302.50
073-0190-105	5003200	CSGF RANCHO MURIETA , LLC	RESIDENCE MURIETA HILLS EAST	\$4,745.55
073-0790-007	5002200	PCCP CSGF PORTFOLIO, LLC	RIVERVIEW UNDEVELOPED	\$3,158.40
073-0290-005	1029703	MEGAN VINCENT	7019 PESCADO CIRCLE	\$872.42
073-0300-021	1030503	MONIQUE WILLIAMSON	7001 PESCADO CIRCLE	\$802.07
073-0674-001	6015701	JOAN ABBEY	14780 VALLERO WAY	\$654.62
073-0675-027	6013000	ALEXANDER WELLS	7347 BELLA UNION COURT	\$620.55
128-0290-013	90042600	REVERSE MORTGAGE SOLUTIONS	15337 MURIETA SOUTH PARKWAY	\$521.05
073-0675-017	6014001	ROBERT LOWRY	14571 PONCHO CONDE CIRCLE	\$496.73
073-0676-011	6008500	VELMA STICE	7364 CARMELLA CIRCLE	\$464.15
128-0270-002	90033901	DARIUS STELMACH	14805 REYNOSA DRIVE	\$386.13
128-0260-078	90026801	JESSE HERRERA	15227 MEDELLA CIRCLE	\$375.75
073-0560-035	2077902	ROBERT TAUBER	6742 TERRENO DRIVE	\$321.48
073-0580-005	8002102	HARSMARJ GHAI	7083 MURIETA PARKWAY #21	\$296.03
073-0672-008	6020900	COMMUNITY COMMERCE BANK	7330 SONORA DRIVE	\$202.02
073-0680-049	6007300	OLAF VAN ARDENNE	14701 CARLOS CIRCLE	\$158.08

20 Parcels

\$239,524.49



Edward R. Crouse
General Manager

MEMORANDUM

Date: August 11, 2017
To: Board of Directors
From: Eric Thompson, Controller
Subject: Consider Adoption of District Resolution R2017-09, Community Facilities District No. 2014-1 Annual Special Tax Levies

RECOMMENDED ACTION

Adopt Resolution R2017-09 for Community Facilities District No. 2014-1 placing the annual bond levies on the Sacramento County Tax Rolls for the 2017-2018 and subsequent fiscal years.

BACKGROUND

Enclosed is a draft resolution which places the 2017-2018 and subsequent year's Community Facilities District (CFD) No. 2014-1 bond levies on the Sacramento County Tax Rolls in the total amount of \$409,616.84. The District submits this levy for CFD 2014-1 annually to Sacramento County to be collected on the Sacramento County Tax Rolls. This levy covers bond interest payments due on September 1, 2017 and March 1, 2018, the first bond principal payment due on September 1, 2018, and administrative costs for the 2017-2018 fiscal year. The amount of the levy is calculated annually by NBS who provides annual administration services for the CFD 2014-1.

The individual parcel levy amounts are included with this memo.

RESOLUTION NO. R2017-09

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO MURIETA
COMMUNITY SERVICES DISTRICT AUTHORIZING THE ESTABLISHMENT OF AN
ANNUAL SPECIAL TAX FOR RANCHO MURIETA CSD COMMUNITY FACILITIES
DISTRICT NO. 2014-01 (RANCHO NORTH/MURIETA GARDENS) FOR FISCAL
YEAR 2017-2018 AND FUTURE TAX YEARS**

WHEREAS, the Board of Directors (the "Board") of the Rancho Murieta Community Services District (the "District") had previously initiated proceedings, held a public hearing, conducted an election and received a favorable vote from the qualified electors to authorize the levy of special taxes in Community Facilities District No. 2014-01 (Rancho North/Murieta Gardens) ("CFD 2014-01"), all as authorized pursuant to the terms and provisions of the Mello-Roos Community Facilities Act of 1982, being Chapter 2.5, Part 1, Division 2, Title 5 of the Government Code of the State of California (the "Act");

WHEREAS, the Board, by the adoption of Ordinance No. 2014-03, as authorized by Section 53340 of the Government Code of the State of California, has authorized the levy of such special taxes in CFD 2014-01; and

WHEREAS, Government Code Section 53340 provides that the Board may provide, by resolution, for the levy of the special taxes in CFD 2014-01 in the current tax year and future tax years at the same rates or at a lower rate than the rate provided for in Ordinance No. 2014-03, if such resolution is adopted and a certified list of all parcels in CFD 2014-01 subject to the special tax levy, including the amount of the special tax to be levied on each such parcel for the current tax year (the "Fiscal Year 2017-2018 Certified List") and future tax years, is timely filed by the District Secretary or other official designated by the Board with the Auditor of the County of Sacramento (the "County Auditor").

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. The above recitals are all true and correct.

Section 2. The General Manager is hereby authorized and directed to determine or cause to be determined the specific rates and amounts of the special tax to be collected from taxable parcels within CFD 2014-01 for Fiscal Year 2017-18 and in future tax years.

Section 3. The General Manager is hereby authorized and directed to prepare or cause the preparation of the Fiscal Year 2017-18 Certified List and in future tax years and to submit such list to the County Auditor on or before August 17th or such later date to which the County Auditor may agree.

Section 4. The special tax shall be collected in the same manner as ordinary ad valorem property taxes are collected, and shall be subject to the same penalties and same procedure and sale in cases of any delinquency for ad valorem taxes, and the

Sacramento County Tax Collector is hereby authorized to deduct reasonable administrative costs incurred in collecting any said special tax.

Section 5. It is hereby further directed that a certified copy of this Resolution, together with the Certified List for Fiscal Year 2017-18 and future tax years, also be filed with the County Auditor.

Section 6. The County Auditor is hereby directed to enter in the next County assessment roll on which taxes will become due, opposite each lot or parcel of land effected in a space marked "public improvements, special tax" or by any other suitable designation, the installment of the special tax.

Section 7. The County Auditor shall then, at the close of the tax collection period, promptly render to the District a detailed report showing the amount and/or amounts of such special tax installments, interest, penalties and percentages so collected and from what property collected, and also provide a statement of any percentages retained for the expense of making any such collection.

Section 8. This resolution shall become effective upon its adoption.

PASSED, APPROVED AND ADOPTED this 16th day of August, 2017, by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

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

ATTEST:

Suzanne Lindenfeld, District Secretary

Rancho Murieta Community Services District

Community Facilities District No. 2014-1

Fiscal Year 2017-18 Special Tax Levy

APN	OWNER	Property Type	Improvement			LotSqFt	Max Tax	2017-18 Levy	Percent of Max
			Land Value	Value	Total Value			Amount	Tax Levied
073-0090-062-0000	MURIETA LAKESIDE PROPERTIES LLC	Residential	243,350	-	243,350	5,123,527	28,297.00	21,437.38	75.76%
073-0180-029-0000	MURIETA INDUSTRIAL PARK LLC	Residential	494,111	-	494,111	1,734,123	22,638.00	17,150.20	75.76%
073-0790-023-0000	MURIETA LAKESIDE PROPERTIES LLC	Residential	493,949	207,106	701,055	10,382,961	113,188.00	85,749.56	75.76%
073-0800-003-0000	MURIETA LAKESIDE PROPERTIES LLC	Residential	451,492	-	451,492	9,497,386	155,633.00	117,905.28	75.76%
073-0800-007-0000	MURIETA HIGHLANDS LLC	Residential	6,212	-	6,212	131,115	566.00	428.78	75.76%
073-0800-008-0000	MURIETA HIGHLANDS LLC	Residential	192,091	-	192,091	4,040,190	84,891.00	64,312.18	75.76%
073-0800-009-0000	MURIETA HIGHLANDS LLC	Residential	134,619	-	134,619	2,834,884	70,743.00	53,593.86	75.76%
073-0890-003-0000	COSUMNES RIVER LAND LLC	Retail/Commercial	54,443	-	54,443	47,916	1,604.03	1,215.18	75.76%
073-0890-004-0000	COSUMNES RIVER LAND LLC	Retail/Commercial	56,917	-	56,917	50,093	1,676.94	1,270.42	75.76%
073-0890-005-0000	COSUMNES RIVER LAND LLC	Retail/Commercial	59,393	-	59,393	52,272	1,749.85	1,325.64	75.76%
073-0890-007-0000	COSUMNES RIVER LAND LLC	Retail/Commercial	100,969	-	100,969	88,862	3,689.27	2,794.92	75.76%
073-0890-025-0000	COSUMNES RIVER LAND LLC	Hotel	268,065	9,150,000	9,418,065	231,303	7,743.07	7,743.06	100.00%
073-0890-009-0000	COSUMNES RIVER LAND LLC	Retail/Commercial	36,624	-	36,624	32,234	1,077.61	816.38	75.76%
073-0890-010-0000	COSUMNES RIVER LAND LLC	Retail/Commercial	32,566	-	32,566	28,662	958.04	725.78	75.76%
073-0890-011-0000	COSUMNES RIVER LAND LLC	Retail/Commercial	83,151	-	83,151	73,180	3,038.22	2,301.70	75.76%
073-0890-012-0000	COSUMNES RIVER LAND LLC	Retail/Commercial	39,149	-	39,149	34,456	1,430.50	1,083.72	75.76%
073-0890-014-0000	COSUMNES RIVER LAND LLC	Retail/Commercial	69,292	-	69,292	60,983	114.18	86.50	75.76%
073-0890-015-0000	COSUMNES RIVER LAND LLC	Retail/Commercial	261,336	-	261,336	229,996	430.62	326.22	75.76%
073-0890-018-0000	COSUMNES RIVER LAND LLC	Retail/Commercial	13,558	-	13,558	11,935	398.09	301.58	75.76%
073-0890-019-0000	COSUMNES RIVER LAND LLC	Retail/Commercial	792,961	-	792,961	689,554	28,628.01	21,688.16	75.76%
073-0890-020-0000	COSUMNES RIVER LAND LLC	Retail/Commercial	346,921	-	346,921	313,632	587.20	444.84	75.76%
073-0890-021-0000	COSUMNES RIVER LAND LLC	Retail/Commercial	186,597	-	186,597	164,221	5,001.65	3,789.16	75.76%
073-0890-022-0000	COSUMNES RIVER LAND LLC	Retail/Commercial	67,312	-	67,312	59,241	1,837.34	1,391.94	75.76%
073-0890-026-0000	COSUMNES RIVER LAND LLC	Retail/Commercial	55,930	-	55,930	49,222	2,289.38	1,734.40	75.76%
Totals							538,210.00	409,616.84	

MEMORANDUM

Date: August 9, 2017
To: Board of Directors
From: Finance Committee Staff
Subject: Consider Adoption of Resolution R2017-10, Authorizing Sale of District Surplus Equipment

RECOMMENDED ACTION

Adopt Resolution R2017-10 authorizing the sale of District surplus equipment, a 2010 Ford Explorer, Vehicle #517 and a 2010 Ford Escape, vehicle #519.

BACKGROUND

The 2010 Ford Escape patrol vehicle and the 2010 Ford Explorer were replaced in 2016 but the vehicles were not surplus. Adopting the Resolution and declaring these vehicles surplus allows the District to trade-in, sell, or salvage the vehicles.

Finance Committee recommends adoption.

RESOLUTION # 2017-10

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT AUTHORIZING SALE OF DISTRICT SURPLUS EQUIPMENT

WHEREAS, in the past, the Rancho Murieta Community Services District has purchased equipment to be used in the provision of water, sewer, drainage, solid waste, and security services to the community of Rancho Murieta; and

WHEREAS, the equipment listed below has become obsolete and its useful life has been consumed:

<u>No.</u>	<u>Description</u>
1	2010 Ford Escape (vehicle #519)
1	2010 Ford Explorer (vehicle #517)

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Rancho Murieta Community Services District declares this equipment surplus to the needs of the District and no longer necessary for the District's uses. The Board authorizes the General Manager to sell the equipment for fair value with procedures, terms and conditions that she finds appropriate or, if the General Manager determines that any equipment has no substantial value, to dispose of the equipment.

PASSED AND ADOPTED this 16 day of August, 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: August 9, 2017
To: Board of Directors
From: Personnel Committee Staff
Subject: Consider Adoption of the Update to the District's Injury and Illness Prevention Program

RECOMMENDED ACTION

Adopt the Update to the District's Injury and Illness Prevention Program (IIPP).

BACKGROUND

Golden State Risk Management Authority (GSRMA) reviewed the previous Injury and Illness Prevention Program (IIPP) and stated that it was outdated. Suzanne and Debby worked with GSRMA on preparing the new IIPP. Attached is the draft of a new IIPP which GSRMA has reviewed and has all the changes tracked in red. Updates include sections on Workplace Security, Workplace Violence in California, Hazard Assessment, Incident Investigations, Hazard Correction, Training and Instruction.

At the suggestion of the Personnel Committee, staff is working with GSRMA on a training class, Intro to Safety Training, which contains information regarding the various sections of the IIPP. This training is geared to all staff to impress upon them the importance of safety and how the IIPP functions as the tool to guide responsibility, communication, recordkeeping, etc.

The Personnel Committee recommends adoption.

INJURY & ILLNESS PREVENTION PROGRAM



**RANCHO MURIETA
COMMUNITY SERVICES DISTRICT**

Updated 2017

SAFETY POLICY

No function at Rancho Murieta Community Services District is so critical as to require or justify a compromise of safety and health.

We believe that everyone benefits from a safety and healthful work environment. We are committed to maintaining a safe workplace and to complying with applicable laws and regulations governing safety.

To achieve this goal, Rancho Murieta Community Services District (District) has adopted an *Injury & Illness Prevention Program* (IIPP). This program is everyone's responsibility as we work together to identify and eliminate conditions, practices, policies, and procedures that compromise safety.

To this end, each and every manager, supervisor, and employee has the authority to take action to prevent mishaps.

It takes positive and genuine effort to assure a safe work environment. The alternative is wasted money and wasted time due to occupational injuries and illnesses and their associated pain and suffering.

Our expectations are that everyone will:

1. Do the right thing the first time.
2. Seek to integrate safety into all tasks.
3. Avoid taking short cuts.
4. Take time to assure a safe workplace.
5. Have a safe and healthy work experience here at the District.

Please join me in striving to achieve our ultimate goal of an injury-free workplace.

Edward R. Crouse, General Manager

Date

RESPONSIBILITIES

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DRAFT

RESPONSIBILITIES

1. IIPP Administrator

The IIPP Administrator has the responsibility for ~~the implementation, maintenance, implementing~~ and ~~update of maintaining~~ this ~~program~~.

IIPP for Rancho Murieta Community Services District. The District's IIPP Administrator is the District's Security Chief (Chief). The Chief can be reached at 916-354-3710. ~~The Chief is responsible for the overall implementation and maintenance of the CSD's IIPP.~~ The Administrator's duties include, but are not limited to:

- a. Ensuring the managers and supervisors are trained in workplace safety and are familiar with the safety health hazards to which employees under their immediate director or control may be exposed, as well as applicable laws, regulations, and CSD safety rules and policies;
- b. Ensuring that employees are trained in accordance with this program;
- c. Inspecting, recognizing, and evaluating workplace hazards on a continuing basis;
- d. Developing methods for abating workplace hazards;
- e. Ensuring that workplace hazards are abated in a timely and effective manner;
- f. Act as head of the General Safety Committee;
- ~~g. Review the Supervisor's Accident Investigation Reports for content and assists the supervisor in complicated cases;~~
- h. Initiates corrective action and follows through on recommendations resulting from Safety Committee meetings;
- ~~i. Maintains a monthly accident tabulation and analysis of the results;~~
- ji. Promotes off-the-job safety.

The Administrator may assign all or some of these tasks to other individuals within the District. Nevertheless, the Administrator is ultimately responsible for the implementation and maintenance of the CSD IIPP.

2. Managers and Supervisors

~~Managers and Supervisors have the responsibility of providing a safe place to work, including plant facilities, equipment, standards and procedures, adequate~~

~~supervision and recognition for a job done properly. They are responsible for training all of their employees to perform their jobs properly and safely. They teach, demonstrate, observe and enforce compliance with established safety standards.~~

Managers and supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering worker questions and the IIPP. A copy of this IIPP is available from each manager and supervisor.

3. Employees

Employees have the responsibility of performing their tasks properly and safely. They are to assure themselves that they know how to do the job properly and ask for additional training or assistance when they feel there is a gap in their ability, knowledge, or training. They should never undertake any task, job, or operation unless they are able to perform it safely.

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COMPLIANCE

All workers, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all workers comply with these practices includes one or more of the following checked practices:

- a. Informing workers of the provisions of our IIPP.
- b. Evaluating the safety performance of all workers.
- c. Recognizing employees who perform safe and healthful work practices.
- d. Providing training to worker whose safety performance is deficient.
- e. Disciplining worker for failure to comply with safe and healthful work practices.

1. Management Responsibility

Management is responsible for ensuring that District safety and health policies are clearly communicated and understood by employees. Managers and supervisors are expected to enforce the rules fairly and uniformly.

2. Employee Responsibility

All employees are responsible for using safe work practices, for following directives, policies and procedures, and for assisting in maintaining a safe work environment.

3. Performance Evaluations

As part of employees' regular performance reviews, they are evaluated on their compliance with safe work practices.

4. Employee Recognition

Employees, who make a significant contribution to the maintenance of a safe workplace, as determined by their supervisors, receive written acknowledgement that is maintained in the employees' personnel files.

5. Employee Training

Employees who are unaware of correct safety and health procedures are trained and retrained.

6. Employee Correction

Employees who fail to follow safe work practices and/or procedures, or who violate District rules or directives, are subject to disciplinary action, up to and including, termination.

Supervisors correct employees for safety violations in a manner considered appropriate by District management:

- a. First Offense: Employees are given verbal counseling.

- b. Second Offense: Employees are given a written warning. The documentation outlines the nature of the offense, what action the employees must take to correct the problems, and warns the employees that another violation will result in suspension.

- c. Third Offense: Employees are given a one working-day suspension ~~with~~without pay for the purpose of considering whether they truly want to change their behavior and be part of the District.
 - 1. If they return and want to change their behavior and be part of the District, employees complete action plans for correcting their behavior and working with the District within a positive safety culture.
 - 2. If they return, but do not want to change their behavior, employees voluntarily submit their resignations since they do not want to be part of the District.
~~of the District.~~
 - 3. If employees refuse to do either 1 or 2, their employment is terminated.

- d. Termination. When an employee is terminated, specific and documented communication, as outlined above, must have occurred. The employee is not subject to rehire.

Notwithstanding the above, the District reserves the right to correct unwanted behavior in any fashion it deems appropriate, including the right to terminate an employee immediately for a safety violation.

COMMUNICATION

All managers and supervisors are responsible for communicating with all workers about occupational safety and health in a form readily understandable by all workers. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal.

1. Two-Way Communication

Management recognizes that open, two-way communication between management and staff on health and safety issues is essential to any injury-free, productive workplace.

2. The District's System of Communication

The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable.

- a. An orientation program is given to all new employees and includes a review of the *Injury & Illness Prevention Program* and a discussion of policy and procedures that the employee is expected to follow.
- b. The District has safety meetings where safety is freely and openly discussed by all present. Such meetings are held monthly and all employees are expected to attend and are encouraged to participate in discussion.
- c. From time to time, written safety notifications are provided directly to individual employees or are posted on District bulletin boards.
- d. Other methods of communicating pertinent to health and safety information are used as they are identified.

3. Safety Committee

The Safety Committee will consist of personnel appointed by the General Manager. The Administrator will act as chairperson for the Safety Committee. The Safety Committee is required to meet monthly~~quarterly~~ and supply their meeting minutes to the Secretary for inclusion in the monthly Board meeting packet.

4. Safety Suggestions and Hazard Reporting

- a. All employees are encouraged to inform their supervisors, or other management personnel, of any matter which they perceive to be a workplace hazard or potential workplace hazard. They are also encouraged to report suggestions for safety improvement.

This reporting can be done orally, but preferably in writing. When done in writing, the notification may be given directly to the supervisor, the IIPP Administrator or other management personnel.

- b. If an employee wishes to report anonymously, a hazard, safety suggestion, or other safety problem, he or she can complete a Safety Inspection form, not filing in their name.
- c. *No employee shall be retaliated against for reporting hazards or potential hazards, or for making suggestions related to safety.*
- ~~d.~~ Management reviews all suggestions and hazard reports.
- e. If employees provide their names in regards to the notification, they are informed of what is being done within 5 working days of receipt, and receive updates as applicable.
- f. The resolution is communicated to the employees in accordance with paragraph 2 under the subject of *Communications*.

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HAZARD IDENTIFICATION & EVALUATION

Inspection of workplace is our primary tool used to identify unsafe conditions and practices. While we encourage all employees to identify and correct hazards and poor safety practices continuously, certain situations require formal evaluation and documentation.

1. Facility Safety Inspections

Documented internal safety inspections are conducted on a monthly basis. Hazards found are corrected on the spot or recommendations are submitted for future corrections.

A designated employee will conduct the monthly tour. The goal is to have each employee have at least one (1) opportunity per year to participate in a monthly inspection.

The completed inspection report will be given to each department's supervisor. After the supervisor has reviewed the report and makes sure any corrective action is completed, a copy of the report is then forwarded to the department headmanager.

After the department headmanager reviews the report, they will forward the report to the Accounting Supervisor. A copy will be forwarded to the Safety Committee for review at the monthly meeting.

2. Additional Inspections

Inspections are also conducted in accordance with Cal-OSHA requirements:

- a. Whenever new substances, processes, procedures or equipment present a new safety or health hazard.
- b. Whenever management/supervision become aware of a new or previously unrecognized hazard, either independently or by receipt of information from an employee.
- c. Whenever it is appropriate to conduct an unannounced inspection.

INJURY/ILLNESS/ACCIDENT/EXPOSURE INVESTIGATION

Procedures for investigating workplace accidents and hazardous exposures include:

- a. Interviewing injured worker(s) and witness(es)
- b. Examining the workplace for factors associate with the accident/exposure
- c. Determining the cause of the accident/exposure
- d. Taking corrective action to prevent the accident/exposure from re-occurring; and
- e. Recording the finding and actions taken.

1. Investigation

All accidents resulting in injury or property damage, however slight, ~~including A near misses or A near hits~~ are investigated immediately to determine the primary and contributing causes. This information is documented and analyzed to assist in obtaining corrective actions to prevent similar accidents from occurring in the future. The responsibility to see that this investigation is performed rests with the IIPP Administrator.

2. Reporting

All facts, findings, and recommendations are documented on an accident investigation report. Management reviews accident investigation reports with a view towards determining adequacy of corrective action.

CORRECTION OF HAZARDS

When a hazard exists, it is ~~Unsafe or unhealthy work conditions, practices, or procedures~~ shall be corrected ~~on~~ a timely ~~basis~~ manner based on the severity of the ~~hazard~~ hazards. Hazards shall be corrected according to the following procedures:

1. When observed or discovered; and

2. When an imminent ~~danger~~ exists to any employees, management and supervisors ~~should~~ hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove these employees all exposed workers from the ~~danger at once and~~ personnel who are ~~area~~ except those necessary to correct the existing condition. Workers who are required to correct the hazardous condition shall be provided with the necessary ~~safeguards~~ correct the hazard ~~protection~~.

TRAINING

All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction is provided:

1. Orientation – New Employees

The initial orientation on general safety is conducted within two (2) days of employment. This orientation includes:

a. Review of the District's:

1. Injury & Illness Prevention Program
2. Hazard Communication Program
3. Personal Protective Equipment Requirements
4. Emergency Action Plan
5. Fire Prevention Plan

6. Occupational Injury & Illness Reporting Requirements

b. Overview of How to Prevent:

1. Overexertion
2. Strains and sprains
3. Slips, trips, and falls
4. Cuts and lacerations
5. Electrical shocks
6. Driving accidents

7. Other occupational injuries or illness identified via loss analyses and investigations

c. At a minimum, all new hires are given a copy of the District's *Injury & Illness Preventions Program* and those rules and regulations (Code & Safe Practices) that apply to their work environment. New employees sign and date their receipt of this information within 10 days.

2. Initial On-The-Job Training

When an employee first starts to work, a manager/supervisor trains the employee in all aspects of safety for the purpose of educating the new employee on the hazards of the work environment and the safety procedures that are required to be used to mitigate those hazards.

This training is done by using the "New Employee Training Checklist" which is signed by the supervisor and the employee when the training is completed, and then becomes a permanent part of the employee's personnel file.

3. Specific District-wide Training

— a. First Aid and CPR Training

1. Designated employees receive first-aid and CPR training in accordance with the Cal-OSHA requirement that there is always at least one person available to provide first aid.
2. Based upon available time, the District may also provide CPR training.

— b. Emergency Preparedness

— This training includes the District's emergency action plan structure and how each employee fits into that structure, i.e., what the employee is expected to do under specific circumstances such as fire, earthquake, medical emergency, and bomb threat.

— c. Defensive Driver Driving

— Besides discussion on defensive driving that are part of the regular safety training meetings, the District strives to provide at least one formal defensive driving course every four years for those employees who drive District vehicles and/or their private vehicles on District business.

— d. Ergonomics

— Management provides ergonomic training to those employees who have to complete tasks that involve lifting, pushing, pulling and/or repetitive motion. At a minimum, employees receive training of proper lifting techniques and, if necessary, computer workstation set up.

4. Retraining

— Reasons for retraining include change of job assignment, change of operations or materials, observation of poor work habits, or update of training methods. Managers/Supervisors/IIPP Administrator performs training:

- a. When an existing employee changes job functions.
- b. On at least an annual basis as a refresher program.

Such training includes a review of those topics covered in the new employee orientation, other general workplace safety issues, job-specific hazards and/or hazardous materials, as applicable.

5. Specialized Training

- a. Managers and supervisors are trained in their responsibilities for the safety and health of their employees. Such training includes both safety management and technical subjects.
- b. Managers and supervisors are also trained in the hazards and risks faced by the employees under their immediate direction.

- c. Managers/Supervisors/IIPP Administrator:
 - 1. Determine safety-training needs.
 - 2. Implement new training programs.
 - 3. Evaluate the effectiveness of these programs.

- d. In addition, training is provided whenever:
 - 1. New substances, processes, procedures, or equipment pose a new hazard and there is lack of skill or knowledge to deal with the situation.

 - 2. Managers, supervisors, and IIPP Administrator become aware of previously unrecognized hazards and there is a lack of skill or knowledge to deal with the hazard.

WORKPLACE SECURITY

Many workplaces are at risk for workplace violence, but certain workplaces are recognized to be at significantly greater risk than others. Therefore, every employer should perform an initial assessment to identify workplace security issues. If the initial assessment determines that workers are at a significant risk for workplace violence then the employer should review the material presented in this Model Program.

There are a number of factors that have been shown to contribute to the risk of violence in the workplace. If you have one or more of the following factors at your workplace, then you should consider your workplace to be at potential risk of violence:

- Exchange of money.
- Working alone at night and during early morning hours.
- Availability of valued items, e.g., money and jewelry.
- Guarding money or valuable property or possessions.
- Performing public safety functions in the community.
- Working with patients, clients, customers or students known or suspected to have a history of violence.
- Workers with a history of assaults or who exhibit belligerent, intimidating and threatening behavior to others.

These are just some of the major factors that contribute to workplace violence. If you have identified any of these or other indicators of violence in the workplace, then a further evaluation should be performed.

WORKPLACE VIOLENCE IN CALIFORNIA

The circumstances associated with workplace violence in California can be divided into three major types. However, it is important to keep in mind that a particular occupation or workplace may be subject to more than one type.

Type I - In California, the majority of fatal workplace assaults involve a person entering a small late-night retail establishment, e.g., liquor store, gas station or a convenience food store, to commit a robbery. During the commission of the robbery, an worker, or more likely, the proprietor, is killed or injured.

Workers or proprietors who have face-to-face contact and exchange money with the public, who work late at night and into the early morning hours, and who often work alone or in very small numbers are at greatest risk of a Type I event. While the assailant may feign being a customer as a pretext to enter the establishment, he or she has no legitimate relationship to the workplace.

Retail robberies resulting in workplace assaults usually occur between late night and early morning hours and are most often armed robberies. In addition to workers who are classified as cashiers, many victims of late night retail violence are supervisors or proprietors who are attacked while locking up their establishment for the night or janitors who are assaulted while cleaning the establishment after it is closed.

Other occupations/workplaces may be at risk of a Type I event. For instance, assaults on taxicab drivers also involve a pattern similar to retail robberies. The attack is likely to involve an assailant pretending to be a bona fide passenger during the late night or early morning hours who enters the taxicab to rob the driver of his or her fare receipts. Type I events also involve assaults on security guards. It has been known for some time that security guards are at risk of assault when protecting valuable property that is the object of an armed robbery.

Type II - A Type II workplace violence event involves an assault or threat by someone who is either the recipient or the object of a service provided by the affected workplace or the victim. Type II events involve fatal or nonfatal injuries to individuals who provide services to the public. These events chiefly involve assaults on public safety and correctional personnel, municipal bus or railway drivers, health care and social service providers, teachers, sales personnel, and other public or private service sector workers who provide professional, public safety, administrative or business services to the public.

Law enforcement personnel are at risk of assault from the "object" of public safety services (suspicious persons, detainees, or arrestees) when making arrests, conducting drug raids, responding to calls involving robberies or domestic disputes, serving warrants and eviction notices and investigating suspicious vehicles. Similarly, correctional personnel are at risk of assault while guarding and transporting jail or prison inmates.

Of increasing concern, though, are Type II events involving assaults to the following types of service providers:

- a. Medical care providers in acute care hospitals, long-term care facilities, outpatient clinics and home health agencies;
- b. Mental health and psychiatric care providers in inpatient facilities, outpatient clinics, residential sites and home health agencies;

- c. Alcohol and drug treatment providers;
- d. Social welfare providers in unemployment offices, welfare eligibility offices, homeless shelters, probation offices and child welfare agencies;
- e. Teaching, administrative and support staff in schools where students have a history of violent behavior; and
- f. Other types of service providers, e.g., justice system personnel, customer service representatives and delivery personnel.

Unlike Type I events which often represent irregular occurrences in the life of any particular at-risk establishment, Type II events occur on a daily basis in many service establishments, and therefore represent a more pervasive risk for many service providers.

Type III - A Type III workplace violence event consists of an assault by an individual who has some employment-related involvement with the workplace. A Type III event usually involves a threat of violence, or a physical act of violence resulting in a fatal or nonfatal injury, by a current or former worker, supervisor or manager; a current or former spouse or lover; a relative or friend; or some other person who has a dispute involving a worker of the workplace.

Available data indicates that a Type III event is not associated with a specific type of workplace or occupation. Any workplace can be at risk of a Type III event. However, Type III events account for a much smaller proportion of fatal workplace injuries than Types I and II. Nevertheless, Type III fatalities often attract significant media attention and are perceived as much more common as they actually are.

DRAFT

HAZARD ASSESSMENT

We will be performing workplace hazard assessment for workplace security in the form of periodic inspections. Periodic inspections to identify and evaluate workplace security hazards and threats of workplace violence are performed by the following observer(s) in the following areas of our workplace:

<u>Observer</u>	<u>Area</u>
-	-
-	-

Periodic inspections are performed according to the following schedule:

1. _____ ;
Frequency (daily, weekly, monthly, etc.)
2. When we initially established our IIPP Program for Workplace Security;
3. When new, previously unidentified security hazards are recognized;
4. When occupational injuries or threats of injury occur; and
5. Whenever workplace security conditions warrant an inspection.

Periodic inspections for security hazards consist of identification and evaluation of workplace security hazards and changes in worker work practices, and may require assessing for more than one type of workplace violence. Our establishment performs inspections for each type of workplace violence by using the methods specified below to identify and evaluate workplace security hazards.

Inspections for Type I workplace security hazards include assessing:

1. The exterior and interior of the workplace for its attractiveness to robbers.
2. The need for security surveillance measures, such as mirrors or cameras.
3. Posting of signs notifying the public that limited cash is kept on the premises.
4. Procedures for worker response during a robbery or other criminal act.
5. Procedures for reporting suspicious persons or activities.
6. Posting of emergency telephone numbers for law enforcement, fire and medical services where workers have access to a telephone with an outside line.
7. Limiting the amount of cash on hand and using time access safes for large bills.
8. Other: _____

NOTE: No one is required to use this Model Program. However, if you determine that workplace security hazards exist in your workplace, you may want to use some or all of this Model Program or develop your own program independently.

Inspections for Type II workplace security hazards include assessing:

1. Access to and freedom of movement within the workplace.
2. Adequacy of workplace security systems, such as door locks, security windows, physical barriers and restraint systems.
3. Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
4. Workers skill in safely handling threatening or hostile service recipients.
5. Effectiveness of systems and procedures to warn others of a security danger or to summon assistance, e.g., alarms or panic buttons.
6. The use of work practices such as "buddy" systems for specified emergency events.
7. The availability of worker escape routes.
8. Other:

9. Inspections for Type III workplace security hazards include assessing:

- a) How well our establishment's anti-violence policy has been communicated to workers, supervisors or managers.
- b) How well our establishment's management and workers communicate with each other.
- c) Our workers', supervisors' and managers' knowledge of the warning signs of potential workplace violence.
- d) Access to and freedom of movement within, the workplace by non-workers, including recently discharged workers or persons with whom one of our worker's is having a dispute.
- e) Frequency and severity of worker reports of threats of physical or verbal abuse by managers, supervisors or other workers.
- f) Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.
- g) Worker disciplinary and discharge procedures.
- h) Other:

INCIDENT INVESTIGATIONS

We have established the following policy for investigating incidents of workplace violence. Our procedures for investigating incidents of workplace violence, which includes threats and physical injury, include:

1. Reviewing all previous incidents.
2. Visiting the scene of an incident as soon as possible.
3. Interviewing threatened or injured workers and witnesses.
4. Examining the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
5. Determining the cause of the incident.
6. Taking corrective action to prevent the incident from recurring.
7. Recording the findings and corrective actions taken.
8. Other: _____

HAZARD CORRECTION

Hazards which threaten the security of workers shall be corrected in a timely manner based on severity when they are first observed or discovered. Corrective measures for Type I workplace security hazards can include:

1. Making the workplace unattractive to robbers.
2. Utilizing surveillance measures, such as cameras or mirrors, to provide information as to what is going on outside and inside the workplace.
3. Procedures for the reporting suspicious persons or activities.
4. Posting of emergency telephone numbers for law enforcement, fire and medical services where workers have access to a telephone with an outside line.
5. Posting of signs notifying the public that limited cash is kept on the premises.
6. Limiting the amount of cash on hand and using time access safes for large bills.
7. Worker, supervisor and management training on emergency action procedures.
8. Other: _____

NOTE: No one is required to use this Model Program. However, if you determine that workplace security hazards exist in your workplace, you may want to use some or all of this Model Program or develop your own program independently.

Corrective measures for Type II workplace security hazards include:

1. Controlling access to the workplace and freedom of movement within it, consistent with business necessity.
2. Ensuring the adequacy of workplace security systems, such as door locks, security windows, physical barriers and restraint systems.

3. Providing worker training in recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
4. Placing effective systems to warn others of a security danger or to summon assistance, e.g., alarms or panic buttons.
5. Providing procedures for a "buddy" system for specified emergency events.
6. Ensuring adequate worker escape routes.
7. Other: _____

Corrective measures for Type III workplace security hazards include:

1. Effectively communicating our establishment's anti-violence policy to all workers, supervisors or managers.
2. Improving how well our establishment's management and workers communicate with each other.
3. Increasing awareness by workers, supervisors and managers of the warning signs of potential workplace violence.
4. Controlling access to, and freedom of movement within, the workplace by non-workers, including recently discharged workers or persons with whom one of our worker's is having a dispute.
5. Providing counseling to workers, supervisors or managers who exhibit behavior that represents strain or pressure which may lead to physical or verbal abuse of co-workers.
6. Ensure that all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat.
7. Ensure that worker disciplinary and discharge procedures address the potential for workplace violence.
8. Other: _____

TRAINING AND INSTRUCTION

We have established the following policy on training all workers with respect to workplace security.

All workers, including managers and supervisors, shall have training and instruction on general and job-specific workplace security practices. Training and instruction shall be provided when the IIPP Program for Workplace Security is first established and periodically thereafter. Training shall also be provided to all new workers and to other workers for whom training has not previously been provided and to all workers, supervisors and managers given new job assignments for which specific workplace security training for that job assignment has not previously been provided. Additional training and instruction will be provided to all personnel whenever the employer is made aware of new or previously unrecognized security hazards.

General workplace security training and instruction includes, but is not limited to, the following:

1. Explanation of the IIPP Program for Workplace Security including measures for reporting any violent acts or threats of violence.
2. Recognition of workplace security hazards including the risk factors associated with the three types of workplace violence.
3. Measures to prevent workplace violence, including procedures for reporting workplace security hazards or threats to managers and supervisors.
4. Ways to defuse hostile or threatening situations.
5. Measures to summon others for assistance.
6. Worker routes of escape.
7. Notification of law enforcement authorities when a criminal act may have occurred.
8. Emergency medical care provided in the event of any violent act upon an worker; and
9. Post-event trauma counseling for those workers desiring such assistance.

In addition, we provide specific instructions to all workers regarding workplace security hazards unique to their job assignment, to the extent that such information was not already covered in other training.

We have chosen the following checked items for Type I training and instruction for managers, supervisors and workers:

- Crime awareness.
- Location and operation of alarm systems.
- Communication procedures.
- Proper work practices for specific workplace activities, occupations or assignments, such as late night retail sales, taxi-cab driver, or security guard.
- Other: _____

We have chosen the following checked items for Type II training and instruction for managers, supervisors and workers:

Self-protection.

Dealing with angry, hostile or threatening individuals.

Location, operation, care, and maintenance of alarm systems and other protective devices.

Communication procedures.

Determination of when to use the "buddy" system or other assistance from co-workers.

Awareness of indicators that lead to violent acts by service recipients.

Other:

We have chosen the following checked items for Type III training and instruction for managers, supervisors and workers:

Pre-employment screening practices.

Worker Assistance Programs.

Awareness of situational indicators that lead to violent acts.

Managing with respect and consideration for worker well-being.

Review of anti-violence policy and procedures.

Other:

DRAFT

MEMORANDUM

Date: August 9, 2017
To: Board of Directors
From: Finance Committee Staff
Subject: Consider Adoption of District Policy P2017-03, Debt Management

RECOMMENDED ACTION

Adopt District Policy P2017-03, Debt Management.

BACKGROUND

The State adopted Senate Bill 1029 (SB 1029) which became effective on January 1, 2017. This Bill amended California Government Code 8855 by adding certain requirements related to the issuance and administration of debt by local agencies, including requiring the adoption of a debt management policy that meets the requirements of California Government Code 8855. The attached draft policy meets these requirements.

The policy reflects legal counsel review.

The Finance Committee recommends adoption.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Category:	Finance	Policy # P2017-03
Title:	Debt Management	

PURPOSE

This policy sets forth guidelines concerning the District's issuance of debt and use of debt instruments in compliance with Government Code Section 8855(i). This policy shall govern all debt undertaken by the District.

The purpose of this policy is to establish parameters for issuing debt; provide guidance to decision makers with respect to all options available to finance infrastructure, capital projects and other financing needs so that the most prudent, equitable and cost-effective method of financing can be chosen; document the objectives to be achieved by District staff both prior to issuance and subsequent to issuance; promote objectivity in the decision-making process; and facilitate various financing processes by establishing important policy decisions in advance.

BASIC POLICY AND GUIDELINES

The District hereby recognizes that a fiscally prudent debt policy is required in order to:

- ✓ Maintain the District's sound financial position.
- ✓ Ensure the District has the flexibility to respond to changes in future service priorities, revenue levels, and operating expenses.
- ✓ Protect the District's credit-worthiness.
- ✓ Ensure that all debt is structured in order to protect both current and future taxpayers, ratepayers and constituents of the District.
- ✓ Ensure that the District's debt is consistent with the District's planning goals and objectives and capital improvement program or budget, as applicable.

The District will adhere to the following legal requirements for the issuance of public debt:

- ✓ The state law which authorizes the issuance of debt;
- ✓ The federal and state laws which govern the eligibility of the debt for tax-exempt status
- ✓ The federal and state laws which govern the issuance of taxable debt; and
- ✓ The federal and state laws which govern the disclosure, sale, and trading of the debt.

1. Purposes for Which Debt May Be Issued

- a. **Long-Term Debt.** Long-term debt may be issued to finance the construction, acquisition, and rehabilitation of capital improvements and facilities, equipment and land to be owned and

operated by the District. Long-term debt financings will not generally be considered appropriate for current operating expenses and routine maintenance expenses. Long-term debt financings are appropriate when the following conditions exist:

- ✓ When the project to be financed is necessary to provide basic services.
- ✓ When the project to be financed will provide benefit to constituents over multiple years.
- ✓ When total debt does not constitute an unreasonable burden to the District and its taxpayers and/or ratepayers, as applicable.
- ✓ When the debt is used to refinance outstanding debt in order to produce debt service savings or to realize the benefits of a debt restructuring.

b. The District may use long-term debt financings subject to the following conditions:

- ✓ The project to be financed must be approved by the District Board.
- ✓ The weighted average maturity of the debt (or the portion of the debt allocated to the project) will not exceed the average useful life of the project to be financed by more than 20%.
- ✓ The District estimates that sufficient revenues will be available to service the debt through its maturity.
- ✓ The District determines that the issuance of the debt will comply with the applicable state and federal law.

c. **Short-term debt.** Short-term debt may be issued to provide financing for the District's operational cash flows in order to maintain a steady and even cash flow balance. Short-term debt may also be used to finance short-lived capital projects; for example, the District may undertake lease-purchase financing for equipment.

d. **Financings on Behalf of Other Entities.** The District may also find it beneficial to issue debt on behalf of other governmental agencies or private third parties in order to further the public purposes of District. In such cases, the District shall take reasonable steps to confirm the financial feasibility of the project to be financed and the financial solvency of any borrower and that the issuance of such debt is consistent with the policies set forth herein.

e. **Limitations on Use of Debt Financing.** The District shall not finance construction of a facility if it is unable to adequately provide for the subsequent annual operation and maintenance costs of the facility throughout its expected life. Capital projects financed through debt issuance shall not be financed for a term longer than the expected useful life of the project.

2. Types of Debt and Financing Criteria

The District may issue any type of debt legally available to it.

Each debt issuance shall be evaluated on an individual basis, overall financing objectives, and current market conditions. Prior to the issuance of new debt, the District shall consider and review the latest credit rating agency reports and guidelines to ensure that the District's credit ratings and financial flexibility remain at levels consistent with the most highly rated comparable public agencies.

Credit Enhancement. The District shall consider the use of credit enhancement on a case-by-case basis.

Only when clearly demonstrable savings can be realized shall credit enhancement be utilized.

Cash-Funded Reserve v. Surety. If the issuance of debt requires a cash-funded debt service reserve fund, then the District may purchase a surety policy or replace an existing cash-funded debt service reserve fund when deemed prudent and advantageous. The District may permit the use of guaranteed investment agreements for the investment of reserve funds pledged to the repayment of any of the District's debt when it is approved by the District Board.

Call Provisions. In general, the District's securities should include optional call provisions. The District shall avoid the sale of non-callable, long-term fixed rate bonds, absent careful evaluation of the value of the call option.

Additional Bonds Test/Rate Covenants. The amount and timing of debt shall be planned to comply with the additional bonds test and rate covenants outlined in the appropriate legal and financing documents and this policy.

Investment of Bond Proceeds. Bond proceeds shall be invested in accordance with the permitted investment language outlined in the bond documents for each transaction, unless further restricted or limited in the District's investment policy. The District shall seek to maximize investment earnings within the investment parameters set forth in the respective bond financing documentation. The reinvestment of bond proceeds will be incorporated into the evaluation of each financing decision, specifically addressing arbitrage/rebate position, and evaluating alternative debt structures and refunding savings on a "net" debt service basis, where appropriate.

3. Refinancing Outstanding Debt

The General Manager, in consultation with the District's financial advisor and bond counsel, shall have the responsibility of evaluating potential refunding opportunities. The District shall consider the following issues when analyzing potential refunding opportunities:

- ✓ Debt Service Ratings. The District shall establish a target savings level equal to three percent (3%) of the par of debt refunded on a net present value (NPV) basis. This figure will serve only as a guideline and the District may determine that a different savings target is appropriate. The District shall evaluate each refunding opportunity on a case-by-case basis.
- ✓ Remaining time to maturity
- ✓ Size of the issue;
- ✓ Current interest rate environment;
- ✓ Annual cash flow savings;
- ✓ The value of the call option; and
- ✓ Other factors approved by the District Board.

The decision to take all savings upfront or on a deferred basis must be explicitly approved by the District Board.

Restructuring. The District may seek to refinance a bond issue on a non-economic basis, in order to restructure debt, to mitigate irregular debt service payments, accommodate revenue shortfalls, release reserve funds, or comply with and/or eliminate rate/bond covenants.

Term/Final Maturity. The District may consider the extension of the final maturity of the refunding bonds in order to achieve a necessary outcome, provided that such extension is legal. The term of the bonds should not extend beyond the reasonably expected useful life of the asset being financed. The District may also consider shortening the final maturity of the bonds. The remaining useful life of the assets and the concept of inter-generational equity will guide these decisions.

Economic vs. Legal Defeasance. When evaluating an economic versus legal defeasance, the District shall take into consideration both the financial impact on a NPV basis as well as the rating/credit impact. The District shall take all necessary steps to optimize the yield on its refunding escrows investments and avoid negative arbitrage.

4. Relationship of Debt to Capital Improvement Program and Budget

- a. The District intends to issue debt for the purposes stated in this Debt Policy and to implement policy decisions incorporated in the District's capital budget and the capital improvement plan.
- b. The District shall strive to fund the upkeep and maintenance of its infrastructure and facilities due to normal wear and tear through the expenditure of available operating revenues. The District shall seek to avoid the use of debt to fund infrastructure and facilities improvements that are the result of normal wear and tear.
- c. The District shall integrate its debt issuances with the goals of its capital improvement program by timing the issuance of debt to ensure that projects are available when needed in furtherance of the District's public purposes.
- d. The District shall seek to avoid the use of debt to fund infrastructure and facilities improvements in circumstances when the sole purpose of such debt financing is to reduce annual budgetary expenditures.
- e. The District shall seek to issue debt in a timely manner to avoid having to make unplanned expenditures for capital improvements or equipment from its general fund.

5. Policy Goals Related to Planning Goals and Objectives

- a. The District is committed to long-term financial planning, maintaining appropriate reserves levels and employing prudent practices in governance, management and budget administration. The District intends to issue debt for the purposes stated in this Debt Policy and to implement policy decisions incorporated in the District's annual operations budget.
- b. It is a policy goal of the District to protect taxpayers, ratepayers (if applicable) and constituents by utilizing conservative financing methods and techniques so as to obtain the highest practical credit ratings (if applicable) and the lowest practical borrowing costs.
- c. The District will comply with applicable state and federal law as it pertains to the maximum term of debt and the procedures for levying and imposing any related taxes, assessments, rates and charges.

6. Internal Control Procedures

- a. When issuing debt, in addition to complying with the terms of this Debt Policy, the District shall comply with any other applicable policies regarding initial bond disclosure, continuing disclosure, post-issuance compliance, and investment of bond proceeds. Without limiting the foregoing, the District will periodically review the requirements of and will remain in compliance with the following:
 - ✓ Any continuing disclosure undertakings entered into by the District in accordance with SEC Rule 15c2-12.

- ✓ Any federal tax compliance requirements, including, without limitation, arbitrage and rebate compliance.
- ✓ The District's investment policies as they relate to the use and investment of bond proceeds.

b. Proceeds of debt will be held either (a) by a third-party trustee or fiscal agent, which will disburse such proceeds to or upon the order of the District upon the submission of one or more written requisitions by the Finance Director of the District (or his or her written designee), or (b) by the District, to be held and accounted for in a separate fund or account, the expenditure of which will be carefully documented by the District.

7. Policy Requirements

This Debt Policy shall be reviewed periodically and updated as needed.

Section 2(i)(2) of Government Code section 8855 states that in the case of an issue of bonds the proceeds of which will be used by a government entity other than the issuer, the issuer may rely upon a certification by that other entity that it has adopted the policies required by that section. The District shall rely upon the debt management policies adopted by such other government entities and upon their implementation of appropriate internal controls.

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

Date: August 11, 2017
To: Board of Directors
From: Finance Committee Staff
Subject: Consider Payment of Consulting Fees for Preparation of the Capital Improvement and Water Augmentation Fees Report

RECOMMENDED ACTION

Approve payment to Coastland Civil Engineering for consulting fees for preparation of the Capital Improvement and Water Augmentation Fees Report, fifty percent (50%) from Capital Improvements Projects Reserves and fifty percent (50%) from Water Augmentation Reserves.

BACKGROUND

The Board approved the funding of a Coastland Civil Engineering C.I. and Water Augmentation at their regular monthly meeting on November 16, 2016. In booking Coastland's invoices for work related to this study, staff realized that there was no mention of how / where the study was to be funded. Staff is looking for direction from the Board as to how this project should be paid for and recorded in the general ledger.

The original memorandum to the Board, Coastland's proposal, and the meeting minutes approving the study are included for your review.

MEMORANDUM

Date: November 10, 2016
To: Board of Directors
From: Finance Committee Staff
Subject: Consider Approval of Proposal from Coastland Engineering to Update the District's Capital Improvement and Water Augmentation Fees

RECOMMENDED ACTION

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

BACKGROUND

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

The Finance Committee recommends approval.



COASTLAND

CIVIL ENGINEERING - CONSTRUCTION MANAGEMENT - BUILDING DEPARTMENT SERVICES

October 31, 2016

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

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

Dear Darlene,

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

Project Background/Understanding and Approach

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

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

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

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

Santa Rosa
1400 Neotomas Avenue
Santa Rosa, CA 95405

Auburn
11865 Edgewood Road
Auburn, CA 95603

www.coastlandcivil.com

SCOPE OF WORK

Task 1 – Meetings and Project Management

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

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

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

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

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

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

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

Task 2 – Review Background Information

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

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

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



Task 3 – Identify Development Projects and Update EDU Ratios

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

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

Task 4 – Identify Capital Improvement Program Projects and Costs

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

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

Task 5 – Identify Reclaimed Water Program Capital Projects and Costs

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

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



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

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

Task 6 – Prepare Report

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

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

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

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

Exceptions to Scope of Services

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

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

Schedule

The following is the proposed schedule for the project:

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



17. REVIEW MEETING DATES/TIMES

Director Martel is not available for meetings on December 2, 2016. Darlene Thiel suggested that the December Security Committee meeting be cancelled and the RFP for the Security Department Review go directly to the Board in December for review and approval. By consensus, the Board agreed.

18. COMMENTS/SUGGESTIONS – BOARD MEMBERS AND STAFF

Eric Thompson stated that 2015-2016 audit will be presented at the December Board meeting.

Chief Paul Wagner stated that he received five (5) responses to the Security RFP.

Director Martel stated that a resident commented to him that a complaint that was made to Director Graf in January has not been taken care of. Director Martel will forward the information on to staff.

Director Pasek asked about the status of the closing out of the Water Treatment Plant project. Darlene J. Thiel stated that a counter offer has been made to GE and staff is waiting to hear back.

Director Ferraro thanked Richard Shanahan, District General Counsel, staff, and the current Board of Directors for all their hard work over the years and welcomed the new Directors. She stated that the staff does an outstanding job.

Director Pecotich thanked Directors Ferraro and Martel for their service.

Darlene J. Thiel also thanked Director Ferraro and Martel.

19. ADJOURNMENT

Motion/Ferraro to adjourn at 5:58 p.m. Second/Graf. Ayes: Pasek, Ferraro, Graf, Martel, Pecotich. Noes: None. Absent: None. Abstain: None.

Respectfully submitted,



Suzanne Lindenfeld
District Secretary

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

Project Fee

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

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

Sincerely,



Dane H. Schilling, P.E.
Managing Engineer

cc: John Griffin





WORK ESTIMATE

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



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Board of Directors Meeting

MINUTES

November 16, 2016

Closed Session at 4:00 p.m. ~ Open Session at 5:00 p.m.

1. CALL TO ORDER/ROLL CALL

President Gerald Pasek called the regular meeting of the Board of Directors of Rancho Murieta Community Services District to order at 4:00 p.m. in the District meeting room, 15160 Jackson Road, Rancho Murieta. Directors present were Gerald Pasek, Betty Ferraro, Morrison Graf, and Michael Martel. Also present were Darlene J. Thiel, General Manager; Paul Wagner, Security Chief; Paul Siebensohn, Director of Field Operations; Suzanne Lindenfeld, District Secretary; and Richard Shanahan, District General Counsel. Director Pecotich arrived at 4:03 p.m.

2. ADOPT AGENDA

Motion/Ferraro to adopt the agenda. Second/Graf. Ayes: Pasek, Ferraro, Graf, Martel. Noes: None. Absent: Pecotich. Abstain: None.

3. BOARD ADJOURNED TO CLOSED SESSION AT 4:01 P.M. TO DISCUSS THE FOLLOWING ITEMS:

Under Government Code Section 54956.9(d)(2): Conference with Legal Counsel Regarding Anticipated Litigation – Significant Exposure to Litigation Involving One (1) Potential Case Relating to Government Claims Act Claim Filed by M&R Investment One Company.

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

Under Government Code Section 54956.9(d)(2): Conference with Legal Counsel Regarding Anticipated Litigation – Significant Exposure to Litigation Involving One (1) Potential Case Relating to Government Claims Act Claim Filed by M&R Investment One Company. Nothing to report.

5. SPECIAL ANNOUNCEMENTS AND ACTIVITIES

None.

6. COMMENTS FROM THE PUBLIC

None.

7. CONSENT CALENDAR

Under Agenda Item 7B1, Director Pecotich stated that the Request for Proposal (RFP) for the Security Department Study closed today.

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

8. STAFF REPORTS

Under Agenda Item 8A, Darlene J. Thiel stated that the correct date for the closing of the RFP for the Security Department Study is November 16, 2016 not November 14, 2016.

Director Pecotich stated that he is happy to see the email notifications (Mailchimp) put in place.

9. CORRESPONDENCE

None.

10. CONSIDER GOVERNMENT CLAIMS ACT CLAIM FILED BY M&R INVESTMENT ONE COMPANY

Motion/Pecotich to return the claim by M&R Investment One Company, Inc. as untimely to the extent it relates to causes of action that accrued prior to one year before the claim submittal, to deny the claim to the extent that it's timely, and to direct District counsel to send a claim rejection letter. **Second/Ferraro. Roll Call Vote: Ayes: Pasek, Ferraro, Graf, Martel, Pecotich. Noes: None. Absent: None. Abstain: None.**

11. CONSIDER APPROVAL OF PROPOSAL FROM COASTLAND ENGINEERING TO UPDATE THE DISTRICT'S CAPITAL IMPROVEMENT AND WATER SUPPLY AUGMENTATION FEES

Darlene J. Thiel gave a brief summary of the recommendation to approve the proposal from Coastland Civil Engineering to update the District's Capital Improvement and Water Supply Augmentation Fees.

Motion/Ferraro to approve the proposal from Coastland Civil Engineering to update the District's Capital Improvement and Water Supply Augmentation Fees, in an amount not to exceed \$56,700. **Second/Graf. Ayes: Pasek, Ferraro, Graf, Martel, Pecotich. Noes: None. Absent: None. Abstain: None.**

12. CONSIDER APPROVAL OF RECALCULATED CONTRIBUTION TO SACRAMENTO CENTRAL GROUNDWATER AUTHORITY

Darlene J. Thiel gave a summary of the recommendation to approve the recalculated contribution to Sacramento Central Groundwater Authority (SCGA) for the 2016/2017 fiscal year. At the June 10, 2016 Board of Directors meeting, the Board directed staff and District Legal Counsel to submit a letter to the SCGA to withdraw from participation due to the substantial increase in the 2016/2017 annual contribution and not knowing if the basin boundary adjustment filed by the Sloughhouse Resource Conservation District (SRCD) would be approved. Since that time, the Department of Water Resources denied the basin boundary adjustment requested by SRCD keeping the District within the South American Sub-basin. The SCGA Budget Subcommittee has reviewed and re-evaluated the basis upon which the Rancho Murieta contribution is calculated.

Motion/Pecotich to approve the recalculated 2016/2017 contribution to Sacramento Central Groundwater Authority in the amount of \$10,511. Funding to come from Water Operations Budget. **Second/Graf. Ayes: Pasek, Ferraro, Graf, Pecotich. Noes: None. Absent: None. Abstain: Martel.**

13. CONSIDER APPOINTMENT OF DIRECTOR MARK PECOTICH TO THE PARKS COMMITTEE SUBCOMMITTEE REGARDING RANCHO MURIETA TRAILS

Darlene J. Thiel gave a brief summary of the recommendation to appoint Director Pecotich as the District's representative on the Parks Subcommittee regarding Rancho Murieta Trails, if and/or when it is formed.

Director Martel stated he wanted it on the record that the District could get in trouble for violating the Federal laws regarding ADA accommodations on the trails.

Motion/Graf to appoint Director Pecotich as the District's representative on the Parks Subcommittee regarding Rancho Murieta Trails, if and/or when it is formed. **Second/Ferraro. ROLL CALL VOTE: Ayes: Pasek, Ferraro, Graf, Martel, Pecotich. Noes: None. Absent: None. Abstain: None.**

14. RECEIVE AND CONSIDER UPDATES

A. Parks Committee

The Committee discussed the District developing some sort of financing alternative for payment of the Water Supply Augmentation fees due for the Parks, to allow the money Rancho Murieta Association (RMA) currently has in the Parks funds to be used for actual construction of parks and allow payment to the District over some period of time with interest. Staff will research if the District has the authority/ability to act in a financing capacity.

B. Pending and Proposed Land Development Projects

The next Stakeholder meeting is scheduled for Thursday November 17, 2016.

C. Midge Fly Ad Hoc Committee

The Midge Fly Ad Hoc Committee is done meeting. The last committee meeting was held on October 24, 2016.

D. Solar Power Installation

Wastewater Treatment Plant Site

Solar City is in the process of executing the contract for Bockman Woody (BW) to complete the SMUD power supply upgrade. They issued a Notice to Proceed to BW and BW is in process of determining a schedule as to when they will be back onsite.

Water Treatment Plant Site

Construction has yet to begin as Solar City is still waiting for approval from Sacramento County Permit Office/ Sacramento Metro Fire Department (SMFD) before proceeding. Revision three of the site plans were submitted to SMFD October 28, 2016. The subcontractor of SMFD who is reviewing the plans, Interwest Consulting Group, met with Solar City and SMFD on November 16, 2016. Paul Siebensohn attended. Official outcome of the meeting will be forthcoming.

12" Force Main Assessment

The District is waiting for direction from Kennedy Jenks as to what specific soil tests they recommend we have the soil surrounding the pipe be tested for. We also have pieces of the pipe from the top end and bottom end of the pipeline secured in zip lock bags for whatever recommended testing Kennedy Jenks suggests.

15. RECEIVE QUARTERLY UPDATE ON 2016 BOARD GOALS

President Pasek asked what the plan was for improving customer service. Darlene J. Thiel stated that she plans to have a link on the District's website for residents to make comments/kudos/complaints regarding their interaction with District staff.

President Pasek suggested that the Security Department follow up with residents that have made a report to Security. Chief Wagner should follow up to get feedback from the residents.

Director Martel stated that he has heard nothing but good things about the water department except that some residents have stated that return calls are not being made when they have left a voice mail message.

16. CONSIDER CONFERENCE/EDUCATION OPPORTUNITIES

No discussion.

17. REVIEW MEETING DATES/TIMES

Director Martel is not available for meetings on December 2, 2016. Darlene Thiel suggested that the December Security Committee meeting be cancelled and the RFP for the Security Department Review go directly to the Board in December for review and approval. By consensus, the Board agreed.

18. COMMENTS/SUGGESTIONS – BOARD MEMBERS AND STAFF

Eric Thompson stated that 2015-2016 audit will be presented at the December Board meeting.

Chief Paul Wagner stated that he received five (5) responses to the Security RFP.

Director Martel stated that a resident commented to him that a complaint that was made to Director Graf in January has not been taken care of. Director Martel will forward the information on to staff.

Director Pasek asked about the status of the closing out of the Water Treatment Plant project. Darlene J. Thiel stated that a counter offer has been made to GE and staff is waiting to hear back.

Director Ferraro thanked Richard Shanahan, District General Counsel, staff, and the current Board of Directors for all their hard work over the years and welcomed the new Directors. She stated that the staff does an outstanding job.

Director Pecotich thanked Directors Ferraro and Martel for their service.

Darlene J. Thiel also thanked Director Ferraro and Martel.

19. ADJOURNMENT

Motion/Ferraro to adjourn at 5:58 p.m. Second/Graf. Ayes: Pasek, Ferraro, Graf, Martel, Pecotich. Noes: None. Absent: None. Abstain: None.

Respectfully submitted,



Suzanne Lindenfeld
District Secretary

MEMORANDUM

Date: August 9, 2017
To: Board of Directors
From: Improvements Committee Staff
Subject: Consider Approval of Quote from N.J. McCutchen for Replacement of Wastewater Reclamation Plant Hydropneumatic Tank

RECOMMENDED ACTION

Approve quote from N.J. McCutchen, Inc. for replacement of the wastewater reclamation plant hydropneumatic tank, in an amount not to exceed \$29,671 + tax. Funding to come from Wastewater Replacement Reserves.

BACKGROUND

The hydropneumatic tank at the wastewater reclamation plant has been in operation since 1982 and its metal housing is wearing thin. It is a pressurized steel vessel that is used to supply process water within the facility for facility use. Process water is water that has been treated through the tertiary treatment process and used within the facility for non-potable uses such as for the chlorine gas system, sprayer systems as hose bibs around the Dissolved Air Floatation (DAF) units and tertiary filters, and for chemical delivery into the treatment process. A worker died in northern California as a result of one of these failing.



Per the Improvements Committee, staff has requested the tank be built with stainless steel with an exterior coating. We contacted many vendors to obtain quotes but only two responded. The lowest is the bid attached, a reputable company we have done work with in the past.

Improvements Committee recommends approval.



N.J. McCUTCHEN, INC

METAL FABRICATION · MACHINE SHOP
123 W. SONORA ST. · STOCKTON, CA 95203
(209) 466-9704 · FAX (209) 465-7718
www.njminc.com

Rancho Murieta Community Services

District
Rancho Murieta, CA

Proposal No.: RMCS-040517

Date: 8/2/2017

Total Pages: 1

Attention: Paul Siebensohn
Office: 916 354 3700

Subject: Hydro Pneumatic
Water Tank

Labor and material to fabricate and install 1 each hydro pneumatic water tank per our 9 March 2017 meeting as follows:

- Design code: Designed and certified to ASME Section VIII, Division 1.
- MAWP: 100 psig at 400° F
- Vessel material: T-304 stainless steel
- Coating: 2 Part Epoxy primer/2 part urethane exterior only color to be determined
- Blasting: Exterior to be media blasted for coating
- Configuration: Horizontal
- Diameter: 48" outside diameter
- Shell length: 112"
- Capacity: 940 gallons (approximate)
- Shell nozzles: Like existing. Loose flanges for field fitting and welding to match fixed existing connections.
- Head fittings: Fittings for sight glass (sight glass provided by RMCS, installed by NJM)
Nozzles and associated plumbing for external level probe well
- Saddles: 2 each with anchor holes
- Installation: Please allow 2 days for installation.

Price for stainless steel vessel option: \$25,497

Price for installation: \$8,705

Delivery time is about 12 weeks after receipt of order.
Any applicable tax is not included in the pricing above.

With regards,

Alan McCutchen

MEMORANDUM

Date: August 9, 2017
To: Board of Directors
From: Improvements Committee Staff
Subject: Consider Approval of Quote from Prodigy Electric, Inc., for Replacement of the Michigan Bar Sub-Drain Panel Replacement

RECOMMENDED ACTION

Approve quote from Prodigy Electric, Inc., for the replacement of the Michigan Bar Sub-Drain Panel replacement, in an amount not to exceed for \$14,000. Funding to come from Wastewater Replacement Reserves.

BACKGROUND

The Michigan Bar sub-drain pump station pumps water from the foot of Michigan Bar Dam #1, which is the dam that holds water on the south end of wastewater secondary storage reservoirs 1 & 2. The panel is over 20 years old and has been failing in multiple ways. The bid attached is to remove and install new sub-drain motor control panel, including demo of old concrete, install of new concrete, wiring as needed, new panel, and controls. It was the lowest bid received. This bid includes all applicable taxes and wage requirements.

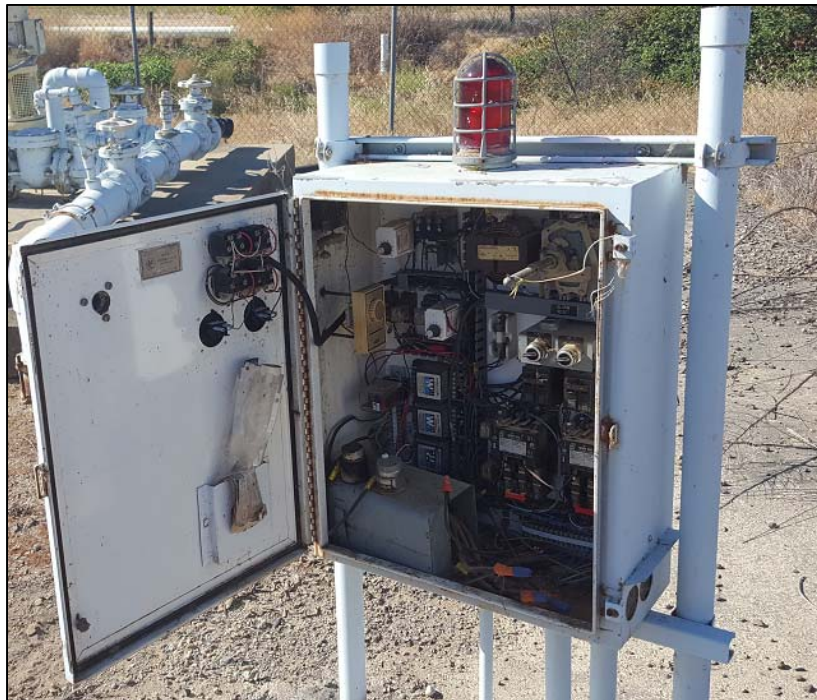


Photo of existing panel

The Improvements Committee recommends approval.



Please Remit To This Address: **Prodigy Electric And Controls, Inc.**
PO Box 141
Lincoln, CA 95648

Bill To: Rancho Murieta CSD
15160 Jackson Road
Rancho Murieta, CA

Quote #	40349
Date	5/30/2017
Total Due:	\$14,000.00
Terms	Net 30
P.O. No.	

Phone # 916.997.0798

CA License # 998361

Job Description

WWRP New Sub Drain panel

Description	Qty	Rate	Total
Provide and install new sub drain motor control panel. including demo of old concrete, install of new concrete, wiring as needed, start-up.	1	14,000.00	14,000.00

Total	\$14,000.00
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MEMORANDUM

Date: August 9, 2017
To: Board of Directors
From: Improvements Committee Staff
Subject: Consider Approval of Proposal from HDR for Well Project Environmental Mitigation Measures Implementation

RECOMMENDED ACTION

Approve the quote from HDR, Inc. for Well Project Environmental Mitigation Measures Implementation, in an amount not to exceed \$8,223. Funding to come from Water Augmentation Reserves.

BACKGROUND

The CEQA Environmental Initial Study and Proposed Mitigation Negative Declaration (IS-MND) that was prepared, submitted, and recorded for this project outlines mitigation measures to be implemented during the project. These mitigation measures, noted as MM BIO-1 and MM BIO-2, would reduce impacts to special status species to a designation of “less than significant” when implemented. MM BIO-1 is for protection of Elderberry bushes which are the host plant of the Valley Elderberry Longhorn Beetle, a protected species. MM BIO-2 is for mitigation measures to accommodate protected raptors species such as the Swainson Hawk. The proposal attached is from David Beauchamp of HDR Engineering, the author of the IS-MND for this project. This proposal also includes optional tasks for Regional Board Stormwater Permit coverage, totaling \$6,600, which has been determined to not be necessary.

Should the work commence after August 31, 107, then the raptor study is not necessary and will be deleted from the approved project scope and budget.

The Improvements Committee recommends approval.



July 13, 2017

Paul Siebensohn
Rancho Murieta Community Services District
151620 Jackson Road
Rancho Murieta, CA 95683

RE: Cost Proposal to Provide Migratory Bird Treaty Act; Bald Eagle/Raptor Pre-Construction Nesting Surveys

Dear Paul Siebensohn,

The Rancho Murieta Community Services District (RMCS D) plans to drill, construct, and operate a groundwater well (PW-B) as a new water supply source to augment its surface water supplies during drought conditions. PW-B is sited at the western edge of an agricultural field, about 2,000 feet west of the western end of the airport runway.

HDR Engineering, Inc. (HDR) understands the importance of this effort and the environmental conditions within the project alignment and proposes to provide biological resources services, specifically, Migratory Bird Treaty Act/Bald Eagle/raptor survey for compliance with the RMCS D's Initial Study and Mitigated Negative Declaration (IS-MND) (adopted March 2014).

The attached scope of work and cost proposal detail the measures and methods to be implemented in accordance with RMCS D IS-MND and/or environmental permit conditions to mitigate potential project impacts to existing biological resources, nesting birds, special-status species, and sensitive habitat(s).

We trust that our proposal effectively communicates our team's approach, as well as our team's commitment to proactively support RMCS D on this important project. If you have any questions, please don't hesitate to contact David Beauchamp at 916.817.4937 or David.Beauchamp@hdrinc.com.

Sincerely,
HDR Engineering, Inc.

Holly L.L. Kennedy, PE
Vice President

David Beauchamp
Project Manager

Cost Proposal to Provide Migratory Bird Treaty Act (MBTA); Bald Eagle/Raptor Pre-Construction Nesting Surveys with Optional Tasks: Worker Environmental Awareness Training and Low Threat Discharge to Land for the Groundwater Augmentation Well Project

Project Description

Rancho Murieta Community Services District (RMCS D) plans to install and operate a new groundwater well as the first component of an overall plan to install and operate up to three new groundwater wells to augment RMCS D surface water supplies in drought years. The first groundwater well will be installed (Well Site PW-B) at the western edge of an agricultural field, about 2,000 feet west of the western end of the airport runway. At this time, only one groundwater well will be installed at Well Site PW-B.

Combined, the new wells could have adequate capacity to extract up to 600 acre-feet/year (AFY). The proposed project also includes necessary water treatment facilities, disinfection equipment, above- and below-ground piping, electronic controls, security lighting, and fencing.

Overview of Scope of Work for Biological Resources

This scope of work and cost proposal detail the measures and methods as provided for in RMCS D's adopted Initial Study and Mitigated Negative Declaration (IS-MND) to be implemented to mitigate potential project impacts to existing biological resources, special-status species, and sensitive habitat(s).

Task 1: Project Management, Coordination, and Meetings

Project management and coordination will include planning and the technical tasks, including attending a kick-off meeting, as well as additional project-related meetings; making sure that project standards are in-place, protocols are adhered to, and mitigation measures (MM BIO-1 and MM BIO-2) are implemented properly; project tracking; managing schedules; and contracting administrative tasks. For budgeting purposes, we assume that approximately 30 percent of the budget for this task will be used for responding to RMCS D requests or inquiries or participating in conference calls with the RMCS D to discuss interim data requests, mitigation monitoring status, and other coordination. We estimate the level of effort to perform this task at 24 hours.

Deliverables: project management responsibilities include contract processing, monthly progress reports and invoices, preparation of meeting agendas/minutes, fulfilling data requests, participation in conference calls, and coordination efforts with staff and client project manager.

Task 2.0: Biological Resources Services

Based on the March 2014 IS-MND prepared for RMCS D Groundwater Augmentation Well Project, mitigation measures are required to protect biological resources that could potentially

occur within the project area. This scope of work assumes all necessary environmental permits (namely, Central Valley Regional Water Quality Control Board (CVRWQCB) Low Threat Discharge permit) will be available prior to the start of construction activities. In fact, based on the permit conditions, construction activities are prohibited until the necessary permits are obtained from the respective resource agencies. We assume RMCS D will have keys for any gates, as well as all permissions to access private property. Moreover, we assume PW-B and the surrounding areas will be accessible by vehicle or on foot.

HDR will provide the following tasks to comply with the biological resources mitigation measures and environmental permit conditions as described for this project.

Task 2.1: Migratory Bird Treaty Act (MBTA), Bald Eagle/Raptor Pre-Construction Nest Surveys

Our project biologist will conduct the required preconstruction nesting bird surveys, if construction activities are expected to start during the migratory bird nesting season (February 1 to August 31). As required by MM Bio-2, migratory nesting bird preconstruction clearance surveys will be conducted within 72 hours of the start of construction. Surveys will be consistent with resource agency approved survey methods. Should any migratory nesting birds be found during preconstruction survey efforts, we will coordinate with the construction contractor and the RMCS D to implement an appropriate construction buffer from the nesting site. If an adequate buffer is not feasible, HDR will coordinate with the appropriate resource agency, the construction contractor, and RMCS D personnel to identify a solution to minimize groundwater well drilling and construction interruptions.

If construction activities occur during the Bald Eagle nesting season (February 1 to August 31), our biologist will conduct the required Bald Eagle (and raptor) nesting surveys. Within 72 hours of the start of construction, a pre-construction survey within and adjacent to the project will be conducted to determine if nesting Bald Eagles are present. If any nesting activity is observed, HDR will coordinate with the construction contractor, RMCS D, and appropriate wildlife management agencies.

Note: If project construction is postponed, delayed, or stalled for more than two weeks within MBTA timeframe and Bald Eagle breeding season, another pre-construction survey must be conducted prior to the start of construction activities to determine if raptors or migratory birds have established nests within the project area. If these additional bird surveys are necessary, a separate scope and budget will be prepared by HDR and transmitted the RMCS D.

HDR will provide a brief technical memorandum (TM) of the results of the pre-construction MBTA and Bald Eagle (raptor survey). The TM will discuss the nesting bird preconstruction survey methods, results, and (if any) appropriate avoidance measures to comply with the MBTA and California Fish and Game Code. We estimate task 2.1 will be completed in 36 hours.

Deliverables: TM of results of pre-construction MBTA/Bald Eagle/raptor nesting bird survey and avoidance measures

Task 2.2: Inspect Protective Fencing around Sensitive Species and Delineate 100-foot Buffer Zone

Verify installation of avoidance buffer zone including ingress/egress at least 100-feet north of existing elderberry beetle bushes. Confirm installation of protective fencing around existing elderberry beetle bushes. For efficiency purposes, HDR biologists will perform Task 2.2 while our biologists are performing task 2.1. Note: If necessary, HDR can install this protective fencing as an add-on to this scope of work.

Deliverables: Exhibit with photo documentation of protective fencing and sensitive habitat buffer zone.

Schedule

Tasks 1 and 2 are assumed to be short-term tasks that will be completed in approximately 30 days.

Task1 – PM will be ongoing from NTP through completion in approximately 30 days.

Task 2 - HDR will prepare for and complete the MBTA/Bald Eagle/raptor nesting survey within two days. The draft TM will follow within seven days, and assuming one consolidated set of comments from RMCSO, the final TM will be revised and submitted to RMCSO within four business days. Scope of work assumes minimal RMCSO review times and complexity of comments, if any.

Cost Estimate

Our fee estimate is detailed in Attachment 1.

Optional Tasks

Optional Tasks 1 and 2 are recommended to comply with Water Quality Order No. 2003-0003-DWQ Statewide General Waste Discharge Requirements (WDR) to Land and Worker Environmental Awareness Program (WEAP) training for well drillers/installation and associated construction activities.

Optional Task 1: CVRWQCB Low Threat Discharge Notice of Intent to Comply (Water Quality Order No. 2003-0003-DWQ Statewide General WDRs for Discharges to Land with a Low Threat to Water Quality)

Section 13260(a) of the California Water Code (CWC) requires that any person discharging waste or proposing to discharge waste within any region, other than to a community sewer system, which could affect the quality of the waters of the State, file a report of waste discharge (ROWD). The discharges to land with a low threat to water quality listed in Table 1 are low volume discharges with minimal pollutant concentrations and are disposed of by similar means. These discharges are appropriately regulated under General WDRs.



Table 1. Categories of Low Threat Discharges

CATEGORY
Wells, Boring Waste
Well Development Discharge
Monitoring Well Purge Water Discharge
Boring Waste Discharge
Clear Water Discharge
Water Main/Water Storage Tank/Water Hydrant Flushing
Pipelines/Tank Hydrostatic Testing Discharge
Commercial and Public Swimming Pools
Small Dewatering Projects
Small/Temporary Dewatering Projects (such as excavations during construction)
Miscellaneous
Small Inert Solid Waste disposal Operations
Cooling Discharge

Optional Task 1.1

Under this optional task, HDR will prepare a State Water Resources Control Board (SWRCB) Notice of Intent (NOI) to comply with the terms of Water Quality Order No. 2003-0003-DWQ Statewide General WDRs for Discharges to Land with a Low Threat to Water Quality. The NOI for Low Threat Discharge will be prepared using the SWRCB Water Quality Order No. 2003-0003-DWQ process to prepare complete and satisfactory NOI. A draft NOI will be submitted to RMCS D for review and comment. After receipt of one set of consolidated comments, HDR will finalize the NOI and, on behalf of RMCS D, will submit the complete NOI to the appropriate water board staff for review, processing, and approval. According to the, Water Quality Order No. 2003-0003-DWQ monitoring and reporting is not required for well development discharges.

Optional task 1.1 will require up to 30 hours of professional time, estimated at \$4,500 – actual cost estimate will be submitted upon request. We will complete the draft and final NOI in approximately four weeks depending on RMCS D review times and complexity of comments.

Deliverables: Draft and final NOI for submittal to SWRCB

Optional Task 1.2

Upon completion of the PW-B well drilling and installation project, HDR will use the Waste Discharge ID to prepare SWRCB Notice of Termination (NOT) to comply with the terms of Water Quality Order No. 2003-0003-DWQ WDRs. The NOT for Low Threat Discharge will be prepared using the SWRCB WQ Order No. 2003-0003-DWQ as the guidance document. A draft NOT will be submitted to RMCS D for review and comment. After receipt of one set of consolidated comments, HDR will finalize the NOT and, on behalf of RMCS D, will submit the complete NOT to the appropriate water board staff for review, processing, and approval.

Optional task 1.2 will require up to 10 hours of professional time, estimated at \$1,700 – actual cost estimate will be submitted upon request. We will complete the draft and final NOT in approximately one week depending on RMCS D review times and complexity of comments.

Deliverables: Draft and final NOT for submittal to SWRCB

Optional Task 2: WEAP Training

HDR's environmental team will prepare a WEAP complete with project-specific information about special-status species, protective/mitigation measures, and protocols. HDR will conduct environmental awareness trainings prior to the start of construction to inform and educate the project team and on-site personnel of pertinent commitments outlined in the environmental documents. Environmental trainings will include specific project information for each resource and will be given in accordance with the appropriate resource agency standards. This task assumes one environmental training session will be required for the project. At RMCS D's request, HDR can provide additional trainings over the construction period. This could be necessary as the on-site conditions could change over time based on the current activities.

Special consideration will be given to avoidance of special-status species, as well as the necessity to avoid elderberry plants and stay within designated work areas. The training will include discussions of the biology resources, distribution, and ecology of the valley elderberry longhorn beetle (VELB), migratory birds, Bald Eagle and raptors; required best practices before the start of construction; general measures that are being implemented to conserve these species, penalties for non-compliance; and boundaries of the work area and of the permitted disturbance zones.

Training materials and information (hardcopies and electronic) will be provided by HDR and distributed during training. Upon completion of training, all construction personnel will sign an environmental awareness form stating that they have attended the training and understand all the conservation measures.

Optional Task 2 will require up to 22 hours of professional time, estimated at \$2,100 – actual cost estimate will be submitted upon request.

Deliverables: WEAP training materials; conduct one WEAP training

ATTACHMENT 1:
Cost for MBTA-Raptor Survey for Groundwater Augmentation Well
Rancho Murieta Community Services District

		Project Manager	Biologist	GIS Analyst	Administration	Labor Hours	Labor (\$)	Expenses (\$)*	TOTAL
Project Mgt	Project Management - Coordination								
1.0	Project Mgt	6	6		4	16	\$ 2,368		\$ 2,368
1.1	Coordination Meetings (PM_Bio)	4	4			8	\$ 1,270	\$ 102	\$ 1,372
	TOTAL PM-Mtgs	10	10		4	24	\$ 3,639	\$ 102	\$ 3,740
Bio Tasks	Biological Resources								
2.0	Biological Resources					0	\$ -	\$ -	\$ -
2.1	Prepare WEAP Training Materials					0	\$ -	\$ -	\$ -
2.2	Conduct WEAP Training					0	\$ -	\$ -	\$ -
2.3	Conduct Nesting MBTA_Raptor Survey		10			10	\$ 926	\$ 174.07	\$ 1,100
2.4	Prepare Nesting MBTA_Raptor Survey TM	4	16	4	2	26	\$ 3,040	\$ 343.17	\$ 3,383
2.5	CTS_VELB Exclusion Fence Installation_Monitoring					0	\$ -	\$ -	\$ -
2.6	CTS_VELB Exclusion Fence Installation_Monitoring TM					0	\$ -	\$ -	\$ -
	TOTAL BIO EFFORT	4	26	4	2	36	\$ 3,966	\$ 517	\$ 4,483
CR Tasks	Cultural Resources								
3.0	Cultural Resources					0	\$ -	\$ -	\$ -
3.1	Prepare CR Monitoring Plan					0	\$ -		\$ -
3.2	Pre-Field_Monitoring Preparation					0	\$ -		\$ -
3.3	CR Monitoring					0	\$ -		\$ -
3.4	Prepare CR Monitoring TM					0	\$ -		\$ -
	TOTAL CR EFFORT	0		0	0	0	\$ -	\$ -	\$ -
	TOTAL EFFORT	14	36	4	6	60.0	7,604	619	8,223

MEMORANDUM

Date: August 14, 2017
To: Board of Directors
From: Improvements Committee Staff
Subject: Consider Acceptance of Apparent Low Bid and Consider Contract Award to Bradley & Sons, Inc., for the Emergency Well Project

RECOMMENDED ACTION

Approve bid from Bradley & Sons, Inc. for the Emergency Well Project drilling of well, in an amount not to exceed \$319,088. Funding to come from Water Augmentation Reserves.

BACKGROUND

Bids were received and opened on July 21, 2017 after 11:30 a.m., read aloud, and recorded. Seven (7) bids were received. The lowest base bid coming from Bradley & Sons Inc. The lowest base bid plus alternative bid also came from Bradley and Sons, Inc. This bid is to drill one well at the most probable site for water, designated in all prior studies as TH-B, located on the Anderson Ranch, west of the airport, and north of the river at a borehole depth of 350'. The bids received are listed in the table below from lowest base bid to highest.

Company	Base Bid Price	Alternate Bid Price	Total with Alt. Bid
Bradley & Sons Inc.	\$198,725	\$91,355	\$290,080
Nor-Cal Pump & Well Drilling	\$204,491	\$153,837	\$358,328
Well Industries Inc., dba Northstate Drilling	\$223,115	\$144,950	\$368,065
Maggiore Bros Drilling, Inc.	\$239,705	\$85,443	\$325,148
Eaton Drilling Co. Inc.	\$261,395	\$155,325	\$416,720
Zim Industries	\$279,140	\$147,145	\$426,285
Cascade Drilling, L.P	\$493,215	\$225,265	\$718,480

* Awarding of the bid was specified in the bid packet as being based on the base bid items.

Awarding of the project was predicated on the District receiving a Right of Entry Agreement or ownership for the proposed well site. The Agreement for Limited Right of Entry for Test Well Drilling, signed by Carol Anderson Ward, received Friday, August 11, 2017, is attached.

For the long term viability of the well, it is recommended that the alternate bid items for stainless steel be included. As the window of opportunity is relatively short for this project, staff recommends awarding the project to Bradley and Sons Inc. for the base bid plus all alternative items, as well as a ten percent (10%) contingency, to cover all potential costs for the awarded contractor for this project to avoid any potential delays with additional approvals. Should we proceed and a contract be awarded, we would approve only the base bid plus the stainless steel items. Any costs needing an alternative item or be from contingency would

have to be approved by the General Manager and would be conveyed to the Board and public in the project updates.

The Improvements Committee recommends approval.

**AGREEMENT FOR LIMITED RIGHT OF ENTRY
FOR TEST WELL DRILLING**

Sacramento County, California
APN: Parcel of 073-0180-027

This Agreement for Limited Right of Entry for Test Well Drilling (Agreement) is made and entered into as of this 11th day of August, 2017, by and between CAROL ANDERSON WARD, TRUSTEE OF THE CAROL ANDERSON WARD TRUST ESTABLISHED FEBRUARY 6, 2002 (Ward) and RANCHO MURIETA COMMUNITY SERVICES DISTRICT (District).

RECITALS

WHEREAS, Ward owns that certain real property located in the County of Sacramento, State of California, identified as Sacramento County Assessor's Parcel No. 073-0180-027 (Property).

WHEREAS, the District desires to drill a test well for water at a location on the western side of the Property as depicted in **Exhibit A** attached hereto (Test Well), and if that well meets the District's requirements, the District intends to seek an easement from Ward to allow it to drill, operate, and maintain a water well on the Property.

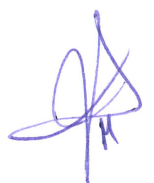
WHEREAS, the District has requested permission to enter Ward's Property for itself and its geotechnical engineering firm NV5, its selected well driller, and other contractors, subcontractors, and consultants (hereinafter collectively referred to as "District Team") for the purpose of drilling the Test Well.

WHEREAS, Ward is willing to permit the District and the District Team to enter the Property for the limited purpose of drilling the Test Well at the location on the Property identified in the attached **Exhibit A**, subject to the limitations set forth below.

NOW, THEREFORE, it is mutually agreed as follows:

1. PERMISSION TO ENTER.
 - 1.1. Ward hereby grants to District and the District Team a right to enter upon the Property, as set forth herein, for the purpose of drilling the Test Well and accomplishing such other activities that are necessary to the completion of the drilling of the Test Well.
 - 1.2. District and District Team shall access the Property only through that a point of entry located at [DESCRIBE] and shall traverse the Property only within the fifteen-foot (15') wide path [confirm] as generally depicted in **Exhibit A** attached hereto.
 - 1.3. District and/or District Team shall not interfere with Ward and/or her employees, contractors, subcontractors, consultants, or other representative's use of the land

ORIGINAL



and/or their land management practices on the Property, including, without limitation, their use of the Property for agricultural purposes.

- 1.4. Before District and/or District Team access the Property under this Agreement, Ward and District shall mutually agree upon a general schedule for District and District Team's access to the Property to complete the work permitted pursuant to this Agreement in order to avoid conflicts with the land uses and land use management practices of Ward and her employees, contractors, subcontractors, consultants, and/or other representatives.
- 1.5. District and/or District Team shall notify Ward of their intent to enter the Property for the purpose of performing those activities permitted under this Agreement no less than forty-eight (48) hours in advance of any such entry.
- 1.6. In the event of the need for emergent repair or maintenance, District shall have the right to enter the Property in the manner provided under this Agreement, but at dates and/or times other than set forth in the agreed-upon schedule, subject to reasonable prior notice to Ward.

2. SCOPE OF PERMISSION. The grant of permission to enter the Property is expressly and specifically limited to **non-exclusive** access to only that limited portion of the Property identified herein and only for the purposes stated herein. The permission provided under this Agreement does not constitute a grant of any permanent right or interest in or to the Property. Any conveyance of any interest or right to the Property, or any portion thereof, shall be by a separate instrument negotiated, agreed to, and executed by Ward and the District with specific descriptions of any easement or interest that may be conveyed by such a separate document.

3. AUTOMATIC TERMINATION. The privileges granted herein are valid for twelve (12) months from the date that Ward approves and executes this Agreement, and this Agreement shall automatically terminate on that date unless otherwise agreed to by the parties in a signed, written agreement.

4. OWNERSHIP/REMOVAL OF EQUIPMENT. All tools, equipment, and other personal property taken upon or placed upon the Property by District and/or District Team shall remain the property of District and/or District Team, but must be removed by District and/or District Team within a reasonable time after the termination of the right of entry granted herein, which period shall not exceed sixty (60) days, unless an extension of time to store such property is expressly agreed to by the parties hereto in a separate signed, written agreement. Ward is authorized to remove and dispose of or sell any and all tools, equipment, and other personal property left on the Property for more than sixty (60) days following the termination of this Agreement, or following any other deadline agreed upon in a separate signed, written document, and District shall indemnify Ward for any costs and fees incurred by Ward for such efforts and indemnify and defend Ward against claims, causes of action, demands, or charges, and from any loss or liability, including but not limited to all costs, penalties, expenses, attorney's fees, litigation costs, and other fees that may result from Ward's actions pursuant to, and as provided by, this provision.



5. COSTS/FEES. District shall bear responsibility for all costs of developing and constructing the Test Well, including any current or future permitting costs or fees relating to the development and/or operation of the Test Well.

6. RESPONSIBILITY FOR DAMAGE. If any action of District and/or District Team's officers, employees, assigns, agents, contractors, subcontractors, consultants, or other representatives results in physical damage to the real Property and/or any personal property located at the Property, District and/or District Team will, at Ward's election, either repair such damage to a similar condition or make an appropriate settlement with Ward to compensate for such damage. This includes any damage that results from the drilling of the Test Well in the event that no future agreement for a permanent easement is reached. In no event shall such repair or settlement exceed \$3,500,000 above the fair market value of the fee interest of the Property at the time immediately preceding such physical damage, without any reduction in value that may be caused by this Agreement. In advance of any work under this Agreement, the District and/or District Team shall present a certificate of insurance to Ward confirming current and comprehensive liability insurance coverage in the amount of at least \$2,000,000.00. Any environmental damage caused by District and/or District Team will not be subject to any limitation and shall be the sole responsibility of District to mitigate.

7. INDEMNIFICATION/HOLD HARMLESS. District shall indemnify, defend, and hold Ward and any and all of her directors, officers, employees, volunteers, representatives, and agents harmless from any and all claims, causes of action, demands, or charges, and from any loss or liability, including but not limited to all costs, penalties, expenses, attorney's fees, litigation costs, and other fees, caused or contributed to in whole or in part, whether directly or indirectly, by reason of any negligent act or omission or fault or any willful or intentional act or misconduct, whether active or passive of District, District Team, and/or their officers, employees, assigns, agents, contractors, subcontractors, consultants, or other representatives.

8. NOTICE. Notice as required by this Agreement shall be considered given by contacting the following by telephone and/or email:

7.1. Notice to Carol Anderson Ward, Trustee:

Carol Anderson Ward
14300 Jackson Road
P. O. Box 1280
Rancho Murieta, CA 95683
916.803.4363

Or

John M. Sullivan
14670 Cantova Way Suite 220
P.O. Box 1280
Rancho Murieta, CA 95683-1280
916.807.4360



7.2. Notice to District / District Team:

General Manager
Rancho Murieta CSD
P. O. Box 1050
Rancho Murieta, CA 95683

9. AUTHORITY. The undersigned, by their respective signatures, represent that: (i) Ward is the owner of the subject Property and has the legal authority to grant the limited right of entry provided in this Agreement; and (ii) the District representative has the authority to execute this Agreement on behalf of District and bind District to all of the promises and obligations set forth herein.

10. ENTIRE AGREEMENT. This Agreement and any attachments hereto constitute the entire agreement between the parties concerning the subject matter hereof.

IN WITNESS HEREOF, the parties hereto have caused this Agreement to be duly executed on this ____ day of _____ 2017.

CAROL ANDERSON WARD, TRUSTEE
OF THE CAROL ANDERSON WARD
TRUST ESTABLISHED FEBRUARY 6, 2002

RANCHO MURIETA COMMUNITY
SERVICES DISTRICT

By _____
Carol Anderson Ward, Trustee
Telephone: 916.803.4363

By _____
Name:
Title:
Telephone:
Email:

Attachment:

Figure – Well Site location

As shown on the RMCS D initial study as to the Anderson Ward West Ranch location



7.2. Notice to District / District Team:
General Manager
Rancho Murieta CSD
P. O. Box 1050
Rancho Murieta, CA 95683

9. AUTHORITY. The undersigned, by their respective signatures, represent that: (i) Ward is the owner of the subject Property and has the legal authority to grant the limited right of entry provided in this Agreement; and (ii) the District representative has the authority to execute this Agreement on behalf of District and bind District to all of the promises and obligations set forth herein.

10. ENTIRE AGREEMENT. This Agreement and any attachments hereto constitute the entire agreement between the parties concerning the subject matter hereof.

IN WITNESS HEREOF, the parties hereto have caused this Agreement to be duly executed on this 11th day of August 2017.

CAROL ANDERSON WARD, TRUSTEE
OF THE CAROL ANDERSON WARD
TRUST ESTABLISHED FEBRUARY 6, 2002

RANCHO MURIETA COMMUNITY
SERVICES DISTRICT

By Carol Anderson Ward
Carol Anderson Ward, Trustee
Telephone: 916.803.4363

By _____
Name:
Title:
Telephone:
Email:



Attachment:
Figure – Well Site location
As shown on the RMCS D initial study as to the Anderson Ward West Ranch location

ORIGINAL SIGNATURE

Test Well CSD 2017

EXHIBIT A

Legend

-  Cosumes
-  PW-B Elev. 131.2' 073-0180-027



 PW-B Elev. 131.2' 073-0180-027

Google Earth

© 2017 Google

1000 ft



MEMORANDUM

Date: August 9, 2017
To: Board of Directors
From: Debby Bradberry, Accounting Supervisor
Subject: Consider Approval of Quote from A Leap Ahead IT for Replacement of Administration Network Server

RECOMMENDED ACTION

Approve the quote from A Leap Ahead IT for replacement of the administration network server in an amount not to exceed \$6,465.80 and a charge not to exceed \$900 for the installation and migration from our existing server to the new server. Funding to come from Administration Capital Replacement Reserves.

BACKGROUND

As part of the upgrades to our computer network, we are replacing a network server for the administration building. It is recommended that servers be replaced after no longer than five (5) years in service. This server was scheduled to be replaced in the 2016-2017 budget year but was not ordered. Attached is a quote for an HP server sized for us to meet our current and future needs.

Our current network SQL server has a XeonE5345 CPU at 2.33 Ghz, 24GB DDR2 RAM, and 4 – 10,000rpm 300gb hard drives purchased in2008. The new server has an 8 core 1.9 GHz Xeon processor, with 64 gb DDR4 RAM, and 2 – 300 GB 10,000 rpm hard drives with 4 – 1.2TB 10,000 rpm drives. The reason there will be six hard drives and 64GB's of ram is to accommodate virtualization of existing servers moving forward along with replacement of the current SQL server.

In addition, the server operating system software will be upgraded to Windows 2016 with a site license for 25 devices (this part of the cost is \$750). The charge for the installation and migration from our existing server to the new server is pre-negotiated at a flat rate of \$900. This server purchase was approved in the 2017-18 Budget.

A Leap Ahead IT

Invoice

5150 Fair Oaks Blvd.
 #101-312
 Carmichael, CA 95608

Phone # 9162488326
 Fax #

billing@alait.com
 www.alait.com

Date	Invoice #
8/7/2017	5209

Bill To
Rancho Murieta CSD P.O. Box 1050 Rancho Murieta, CA 95683 Attn: Accounts Payable

Ship To
Rancho Murieta CSD P.O. Box 1050 Rancho Murieta, CA 95683 Attn: Accounts Payable

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project	
	Due on receipt		8/7/2017				
Quantity	Item Code	Description			U/M	Price Each	Amount
1	HardwareSales	HP ProLiant DL160 G9 1U Rack Server 1 x Intel Xeon E52609 v4 Octacore (8 Core) 1.90 GHz 2 Processor Support SDRAM Maximum RAM 12Gb/ s SAS RAID Supported Controller Gigabit Ethernet RAID Level: 0, 1, 5 1 x 550 W Matrox G200eH2 Graphic Card				1,623.52	1,623.52T
4	HardwareSales	HP 16GB (1x16GB) Dual Rank x4 DDR42133 CAS151515 Registered Memory Kit 16 GB (1 x 16 GB) DDR4 SDRAM 2133 MHz Registered				257.79	1,031.16T
4	HardwareSales	HP 1.2TB 2.5" Internal Hard Drive SAS 10000 Hot Pluggable				321.0025	1,284.01T
2	HardwareSales	HP 300 GB 10000 RPM 2.5" Internal Hard Drive SAS Hot Pluggable				198.00	396.00T
1	HardwareSales	HP Internal DVDReader Jack Black DVDROM Support 24x CD Read 8x DVD Read Doublelayer Media Supported SATA/150				78.77	78.77T
8	HardwareSales	Microsoft Windows Server 2016 Standard License 1 Server, 8 Core Government Use Volume, Government MOLP: Open License for Government PC English				100.61	804.88T
					Total		

A Leap Ahead IT

5150 Fair Oaks Blvd.
 #101-312
 Carmichael, CA 95608

Phone # 9162488326
 Fax #

billing@alait.com
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Date	Invoice #
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Rancho Murieta CSD P.O. Box 1050 Rancho Murieta, CA 95683 Attn: Accounts Payable

Ship To
Rancho Murieta CSD P.O. Box 1050 Rancho Murieta, CA 95683 Attn: Accounts Payable

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
	Due on receipt		8/7/2017			

Quantity	Item Code	Description	U/M	Price Each	Amount
25	SoftwareSales	MICROSOFT : MicrosoftWindowsServerCAL 2016 Sngl OLP 1License NoLevel DvcCAL		30.00	750.00T
1	Shipping & Han...	S & Shipping & Handling Sales Tax		19.99 8.00%	19.99 477.47

				Total	\$6,465.80
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CONFERENCE/EDUCATION SCHEDULE

Date: August 9, 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)

CSDA Annual Conference	September 25-28, 2017	Monterey
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GOLDEN STATE RISK MANAGEMENT ASSOCIATION (GSRMA)

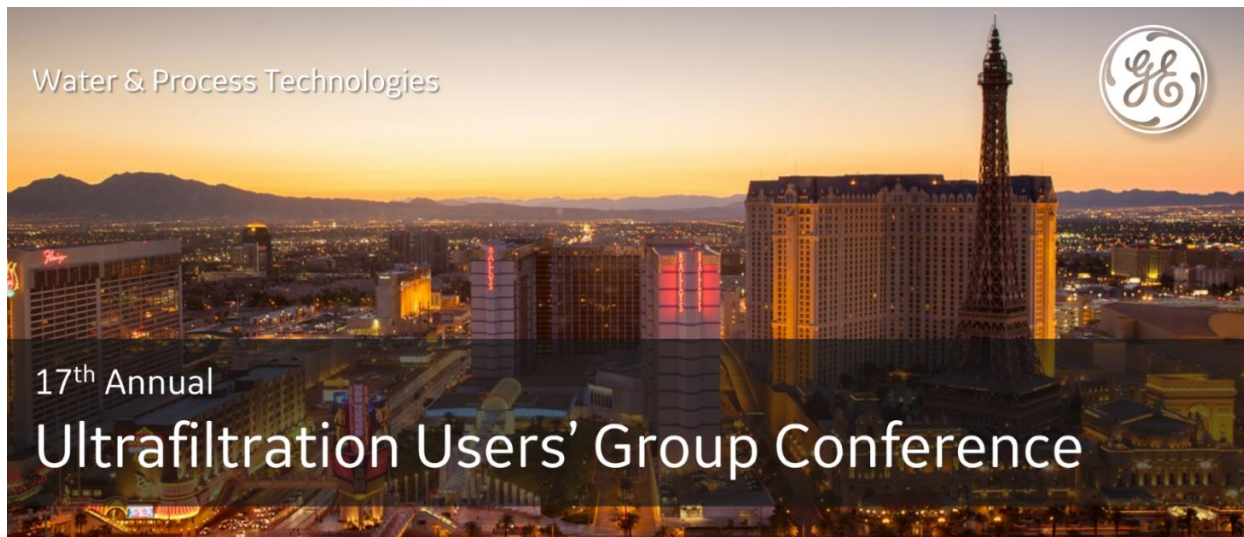
GSRMA 13 th Annual Training Conference	October 19-20, 2017	Corning
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ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA)

No Information Currently Available on Upcoming Conferences.

WATER & PROCESS TECHNOLOGIES (GE)

17 th Annual Ultrafiltration User's Group Conference	September 17-19, 2017	Las Vegas
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Registration, payment and hotel reservations can be completed online using the following link:

[Registration Link - Click Here](#)

GE Water & Process Technologies is pleased to confirm the 17th Annual Ultrafiltration Users Group Conference. Our host will be The Clark County Water Reclamation District, located in Las Vegas, Nevada.

This conference is intended to provide updates on technology advances regarding membrane plant operation, maintenance and optimization. This is the most cost-effective opportunity you'll find to obtain focused membrane training, and learn of opportunities to improve plant performance, reduce operational costs and optimize plant start up. It's a great chance to access GE Water & Process Technologies' technical staff while networking with other experienced water operation specialists utilizing the same products and processes.

The two-day session will be held in Las Vegas, Nevada. This conference is open to all ultrafiltration customers with non-MBR systems.

The conference will be held at the Las Vegas Renaissance. GE has negotiated a preferred group rate of \$99. This rate is also available three days prior/post conference dates based on availability.

Registered attendees are responsible for booking and the cost of flight, ground transportation (between airport and hotel), hotel accommodations and a \$250 USD registration fee.

GE Water will provide meals from Sunday dinner to Tuesday lunch for registered attendees. Significant others/guests are invited to the Sunday and Monday dinners and the plant tour. They are responsible for the cost of all other meals.

For additional information, please contact:

Kav Kehal

Business Operations & Marketing Leader, Lifecycle

T: +1 905-465-3030 x3693 C: +1 289-242-9067

E: kav.kehal@qe.com



2016 UFUG Dallas



2015 UFUG Scottsdale