



# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

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

## AGENDA

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

### REGULAR BOARD MEETING

**April 19, 2023**

Open Session 5:00 p.m.  
Rancho Murieta, CA 95683

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#### BOARD MEMBERS

Tim Maybee	President
Martin Pohll	Vice President
Linda Butler	Director
Randy Jenco	Director
Stephen Booth	Director

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#### STAFF

Michael Fritschi	Interim General Manager
Paula O’Keefe	Director of Administration
Andrew Ramos	District General Counsel
Amelia Wilder	District Secretary
Kelly Benitez	Security Supervisor
Travis Bohannon	Interim Director of Operations

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

April 19, 2023

## REGULAR BOARD MEETING

Call to Order

Open Session 5:00 p.m.

Note that this meeting will be held in-person at the address set forth above, and not via videoconference. In order to comply with the State's COVID-related Guidance for the use of face coverings, it is strongly recommended that all persons, regardless of vaccination status, continue to mask while in indoor public settings and businesses.

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 5:00

### 1. CALL TO ORDER - Determination of Quorum – Vice President Pohll **(Roll Call)**

### 2. CONSIDER ADOPTION OF AGENDA **(Motion)**

*The Board will discuss items on this agenda, and may take action on those items, including informational items and continued items. No action or discussion will be undertaken on any item not appearing on the agenda, except that (1) directors or staff may briefly respond to statements made or questions posed during public comments on non-agenda items, (2) directors or staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities, (3) a director may request staff to report back to the Board at a subsequent meeting concerning any matter or request staff to place a matter on a future Board meeting agenda, and (4) the Board may add an item to the agenda by a two-thirds vote determining that there is a need to take immediate action and that the need for action came to the District's attention after posting the 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.*

### 3. CONSENT CALENDAR **(Motion) (Roll Call Vote)** (5 min.) All items in this agenda item will be approved as one motion if they are not excluded from the motion adopting the consent calendar.

#### A. Approval of Board Meeting and Committee Meeting Minutes

1. March 2, 2023 Communications Committee Minutes
2. March 15, 2023 Regular Board Meeting Minutes
3. March 18, 2023 Special Communication Meeting Minutes
4. March 27, 2023 Special Board Meeting Minutes
5. April 4, 2023 Finance Committee Meeting Minutes

6. *April 6, 2023 Communications and Technology Committee Meeting Minutes*

7. *April 6, 2023 Security Committee Meeting Minutes*

8. *April 12, 2023 Special Board Meeting Minutes*

B. Approval of Bills Paid Listing March, 2023

C. Continuation of Repairs to Lake 11 and Continue the Contracting Emergency Declaration

D. Continuation of Repairs to Rio Oso and Continue the Contracting Emergency Declaration

#### **4. STAFF REPORTS** (Receive and File)

A. General Manager's Report

B. Administration/Financial Report

C. Security Report

D. Utilities Report

#### **5. REVIEW DISTRICT MEETING DATES/TIMES FOR MAY/JUNE 2023**

A. Townhall Meeting – April 26, 2023 at 6:00 p.m. at RMCC

B. Personnel – May 2, 2023 at 7:30 a.m.

C. Improvements – May 2, 2023 at 8:00 a.m.

D. Finance – May 2, 2023 at 10:00 a.m.

E. Communications – May 4, 2023 at 8:30 a.m.

F. Security – May 4, 2023 at 10:00 a.m.

G. Regular Board Meeting – Rescheduled from May 17, 2022 to June 7, 2023 - Open Session at 5:00 p.m.

#### **6. CORRESPONDENCE**

A. Letter from Wendell Coon

#### **7. 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 agendaized. Members of the public wishing to address a specific agendaized 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 agendaized 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.*

#### **8. IDENTIFY BOARD'S NEGOTIATION TEAM FOR GENERAL MANAGER CONTRACT**

(Discussion)

#### **9. RECEIVE UPDATE FROM MARTIN POHLL ON THE GENERAL MANAGER TRANSITION AD HOC COMMITTEE** (Receive and File)

**10. CONSIDER ADOPTION OF RESOLUTION R2023-07 TO AUTHORIZE SENATE BILL 1383 CAL-RECYCLE LOCAL ASSISTANCE GRANT PROGRAM APPLICATION** (Discussion/Action) (Motion) **(Roll Call Vote)**

**11. CONSIDER NEXT STEPS IN SAFETY CENTER REMODEL** (Discussion/Action) (Motion) **(Roll Call Vote)**

**12. 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.*

**13. 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 24 hours prior to a special 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.

In compliance with federal and state laws concerning disabilities, if you are an individual with a disability and you need a disability-related modification or accommodation to participate in this meeting or need assistance to participate in this meeting, please contact the District Office at 916-354-3700 or [awilder@rmcsd.com](mailto:awilder@rmcsd.com). Requests must be made as soon as possible.

Note: This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of this posting is April 13, 2023. Posting locations are: 1) District Office; 2) Rancho Murieta Post Office; 3) Rancho Murieta Association; 4) Murieta Village Association.

# MEMORANDUM

Date: April 12, 2023  
To: Board of Directors  
From: Communication & Technology Committee Staff  
Subject: Amended March 2, 2023, Communication & Technology Committee Meeting Minutes

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## 1. CALL TO ORDER

Director Butler called the meeting to order at 8:30 a.m. Present were Director Butler and Director Booth. Present from District staff were Michael Fritschi, Interim General Manager; Kelly Benitez, Security Supervisor; and Amelia Wilder, District Secretary.

## 2. COMMENTS FROM THE PUBLIC

None.

## 3. MONTHLY WEBSITE AND SOCIAL MEDIA UPDATE AND FAQ'S

Amelia Wilder, District Secretary, gave an update of the statistics related to the number of visits per page to Facebook and RMCSO.com.

## 4. DISCUSS PIPELINE

Director Butler reviewed how the Pipeline is set up. The Directors would like to more detail in the Meeting notes. **700+ residents were added to the printing and mailing list of the Pipeline to all residents no matter how they pay their bill.** The previous sentence was added to the minutes for approval that the April 19, 2023 Regular Board meeting.

## 5. COMMUNICATIONS WITH THE COMMUNITY CONCERNING INTEGRATED WATER MASTER PLAN (IWMP)

Direction was given to Staff on the advertisement of the IWMP. Assignments were given as follows:

Director Booth – Flyers

Director Butler – Banners, contact Lucy & Company regarding progress on banner design and other items.

## 6. DIRECTOR AND STAFF COMMENTS

Director Butler discussed a letter she received from Mr. Coons concerning biodegradable bags in Organic Waste.

## 7. Adjournment

The meeting was adjourned at 8:11 a.m.



# RANCHO MURIETA COMMUNITY SERVICES DISTRICT REGULAR BOARD MEETING MINUTES

March 15, 2023

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

## 1. CALL TO ORDER/ROLL CALL

President Maybee called the Regular Board Meeting of the Board of Directors of Rancho Murieta Community Services District to order at 4:00 p.m. in the District meeting room, 15160 Jackson Road, Rancho Murieta. Director's present at the District office were Tim Maybee, Randy Jenco, Linda Butler Martin Pohll and Stephen Booth. Also present at the District office were Michael Fritschi, Interim General Manager; Paula O'Keefe, Director of Administration, Travis Bohannon, Interim Director of Operations; Kelly Benitez, Security Supervisor; Andrew Ramos, District General Counsel; and Michelle Rose, Temporary Office Technician.

## 2. CONSIDER ADOPTION OF AGENDA

**Motion/Maybee** to adopt the Agenda and pull item # 14 review year end projections and Prop 218 Proposals. **Second/Booth. Roll Call Vote: Ayes: Maybee, Pohll, Jenco, Butler, Booth. Noes: None. Absent: None. Abstain: None.**

## 3. BOARD ADJOURNED TO CLOSED SESSION TO DISCUSS THE FOLLOWING ITEMS:

- A. Conference with legal counsel concerning significant exposure to litigation pursuant to Gov. Code 54956.9(d)(2) and (e)(1) (one case) and potential initiation of litigation pursuant to Gov. Code 54956.9(d)(4) (one case)
- B. Closed session for public employee performance evaluation of Interim General Manager

## 4. OPEN SESSION/REPORT ACTION FROM CLOSED SESSION

Director Maybee reported that no decisions were made.

## 5. CONSENT CALENDAR

**Motion/Maybee** to approve Consent Calendar without the item 8E. March 2, 2023 Communications & Technology Committee Minutes. These will be added to the April 19, 2023 Consent Calendar. **Second/Butler. Roll Call Vote: Ayes: Maybee, Jenco, Butler, Pohll, Booth. Noes: None. Absent: None. Abstain: None.**

## 6. DISCUSS BOAT RAMP AT CALERO

Travis Bohannon, Director of Operations, introduced Rod Hart, Operations Manager at RMA, who discussed the proposed dock to be added at Calero. There was a discussion from the Board. Director Butler opposed this dock. Mr. Hart reviewed how the dock will be constructed. This needs to go to the RMA Board for approval. Director Maybee asked for a copy of the presentation he makes to RMA. **Motion/Maybee** to move forward with RMA to put in a boat dock at Calero. **Second/Booth. Roll Call Vote: Ayes: Maybee, Jenco, Pohll, Booth. Noes: Butler. Absent: None. Abstain: None.**

## 7. STAFF REPORTS

Under Agenda Item 6A, Mr. Fritschi gave a summary of activities during the previous month, highlighting the following topics:

- Administration
  - General Staffing Update
  - FEMA Disaster Relief
- Development
  - Developer Billings
  - Murieta Gardens Drainage Tax Analysis
  - Riverview
  - Retreats North
- Outreach & Regional Communication
  - Rancho Murieta Association
  - RM Anglers
    - Black Fish will be released in Calero
    - 30 Bass will be released in Chesbro
  - Integrated Water Master Plan

Under Agenda Item 6B, Paula O’Keefe, Director of Administration, gave the Board the Administration/Finance Report. She highlighted the following topics:

- Accounting Updates
- Tyler Technologies Implementation
- Monthly Budget to Actuals
- Procurement and Contracts
- Interfund Borrowing
- Utility Billing
- Account Corrections/Refunds
- Aging Report
- Revenue Funds Balance Sheet
- Investment Report

Under Agenda Item 6C, Kelly Benitez, Security Supervisor, updated the Board with a summary of August’s activities in the Security Department, including:

- Operations Update
- Rancho Murieta Association Activity
- Village Manager
- Incidents of Note
- RMA Violation Report
- Gate Entries Denied Reports
- Cases by Breakdown Report

Under Agenda Item 6D, Travis Bohannon, Interim Director of Operations, gave a summary of the utility update, including:

- Water Treatment Facility
- Water Consumption
- Raw Water Storage & Delivery
- Wastewater Facility
- Utility Crew Report

- Infrastructure
  - SB 170 Funded Projects
  - Water Treatment Facility
  - Lift Stations
- Emergency Projects
  - Rio Oso
  - Lake 11
- Lift Stations
  - 3B
  - Alameda & Starter Shack
  - Cantova & FAA

Development

### **8. REVIEW DISTRICT MEETING DATES/TIMES FOR JANUARY 2023**

The March 18, 2023 Special Communication meeting to discuss the Integrated Water Master Plan will be held at 10:00 a.m.

### **9. CORRESPONDENCE**

Director Maybee acknowledged the correspondence in the Board Packet. There was a discussion about Organic Waste. Rudy Vaccarezza from Cal-Waste answered questions about rates and Organic Waste.

### **10. COMMENTS FROM THE PUBLIC**

Richard Gehrs clarified the time for the March 18, 2023 Special Communications & Technology Committee Meeting.

### **11. RECEIVE UPDATE FROM MARTIN POHLL ON THE GENERAL MANAGER TRANSITION AD HOC COMMITTEE**

Director Pohll Updated the Board on the progress of the Ad Hoc Committee.

### **12. ADOPT ORDINANCE O2023-01 AMENDING DISTRICT CODE CHAPTERS 14, 15, 16, 21 AND 31 REGARDING REFUND REQUESTS AND COLLECTION OF DELINQUENCIES**

**Motion/Maybee to adopt Ordinance O2023-01 amending District Code Chapters 14, 15, 16, 21 and 32. Second/Butler. Roll Call Vote: Ayes: Maybee, Jenco, Butler, Pohll, Booth. Noes: None. Absent: None. Abstain: None.**

### **13. AUTHORIZE GENERAL MANAGER TO EXECUTE TASK ORDER #1 WITH ADKINS ENGINEERING & SURVEYING AND MADDAUS WATER MANAGEMENT, INC FOR PUBLIC OUTREACH IN CONJUNCTION WITH THE INTEGRATED WATER MASTER PLAN IN THE AMOUNT OF \$40,737 (CIP# 23-09-01); AND AMEND FY 2022-23 BUDGET AND APPROPRIATE FUNDS**

Mr. Fritschi stated that the Resolution has not been prepared, and Staff would like to bring this item to the March 27, 2023. There was a discussion by the Board. ***This item will be included on the March 27, 2023 Special Board Meeting Agenda.***

### **14. REVIEW YEAR END PROJECTIONS AND PROP 218 PROPOSALS**

This item was removed from the Agenda.



**15. APPROVE BID FOR WASTEWATER PLANT DRYING BED WITH PRODIGY ELECTRIC IN THE AMOUNT OF \$69,626 FOR CIP #23-16-02**

Mr. Bohannon updated the Board on the need to approve the bid received from Prodigy Electric to rehabilitate the drying bed pump station panel for the wastewater plant. Director Booth asked that the memo that was in packet be updated with the one presented tonight. **Motion/Maybee** to accept Staff's recommendation to approve \$75,000 for repairs to the drying and enter into contract negotiations and begin work. If there is any money needed over the contract amount the General Manager is authorized to approve funds to the amount of \$75,000 which was approved in the Budget for this CIP. **Second/Pohll**. **Roll Call Vote: Ayes: Maybee, Jenco, Butler, Pohll, Booth. Noes: None. Absent: None. Abstain: None.**

**16. ADOPT RESOLUTION R2023-06 ACCEPTING RIVERVIEW INFRASTRUCTURE**

Mr. Fritschi updated the Board on the infrastructure. The District will be named in the Warranty Bond once we accept the infrastructure. **Motion/Maybee** to adopt Resolution R2023-06 accepting Riverview Infrastructure. **Second/Booth**. **Roll Call Vote: Ayes: Maybee, Jenco, Butler, Pohll, Booth. Noes: None. Absent: None. Abstain: None.**

**17. DIRECTOR COMMENTS/SUGGESTIONS**

None.

**18. ADJOURNMENT**

**Motion/Maybee** to adjourn at 8:15 p.m. **Second/Butler**. **Roll Call Vote: Ayes: Maybee, Jenco, Butler, Pohll, Booth. Noes: None. Absent: None. Abstain: None.**

Respectfully submitted,

Amelia Wilder  
District Secretary

## MEMORANDUM

Date: April 17, 2023  
To: Board of Directors  
From: Communication & Technology Committee Staff  
Subject: March 18, 2023, Special Townhall Communication & Technology Committee Meeting Minutes

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### **1. CALL TO ORDER**

Director Butler called the meeting to order at 10:00 a.m. at the Rancho Murieta Country Club, 7000 Alameda Dr., Rancho Murieta. Present were Director Butler and Director Booth. Present from District staff were Michael Fritschi, Interim General Manager; and Travis Bohannon, Interim Director of Operations.

### **2. COMMENTS FROM THE PUBLIC**

None.

### **3. DISCUSS INTEGRATED WATER MASTER PLAN**

There was a discussion about the Integrated Water Master Plan involving the community, staff, directors and the consultants preparing the document.

### **4. DIRECTOR AND STAFF COMMENTS**

None.

### **5. Adjournment**

The meeting was adjourned at 12:46 p.m.



## RANCHO MURIETA COMMUNITY SERVICES DISTRICT SPECIAL BOARD MEETING MINUTES

March 27, 2023

Open Session 2:00 p.m.

### 1. CALL TO ORDER/ROLL CALL

President Maybee called the Special Board Meeting of the Board of Directors of Rancho Murieta Community Services District to order at 2:00 p.m. in the District meeting room, 15160 Jackson Road, Rancho Murieta. Director's present at the District office were Tim Maybee, Martin Pohll, Randy Jenco, Linda Butler, and Stephen Booth. Also present were Michael Fritschi, Interim General Manager; Paula O'Keefe, Director of Administration; Travis Bohannon, Interim Director of Operations; and Kelly Benitez, Security Supervisor.

### 2. CONSIDER ADOPTION OF AGENDA

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

### 3. CORRESPONDENCE

Director Maybee acknowledged the correspondence in the Board Packet.

### 4. COMMENTS FROM THE PUBLIC

None.

### 5. MARCH 2, 2023 COMMUNICATIONS MINUTES WITH CORRECTIONS FOR ITEMS #4 & #5

This was previously discussed with Staff.

### 6. REVIEW FISCAL YEAR 2023-2024 DRAFT BUDGET

#### A. Presentation of 2023/2024 Draft Budget

Michael Fritschi, Interim General Manager, introduced Russ Branson with Russ Branson Consulting, who has been hired by the District to prepare financial analysis for the rate increase. He continued with a presentation of the FY 2023-24 Draft Budget. Paula O'Keefe led a discussion on solid waste rates.

#### B. Authorize Staff to Mail a Prop 218 Notice of Proposed Water Utility Rate Increases and Public Hearing

**Motion/Maybee to authorize Staff to mail a Prop 218 Notice of Proposed Water Utility Rate Increases and Public Hearing. Second/Jenco. Roll Call Vote: Ayes: Maybee, Pohll, Jenco, Butler. Noes: Booth. Absent: None. Abstain: None.**

#### C. Authorize Staff to Mail a Prop 218 Notice of Proposed Sewer Utility Rate Increases and Public Hearing

**Motion/Maybee to authorize Staff to mail a Prop 218 Notice of Proposed Sewer Utility Rate Increases and Public Hearing. Second/Butler. Roll Call Vote: Ayes: Maybee, Pohll, Jenco, Butler. Noes: Booth. Absent: None. Abstain: None.**

#### D. Authorize Staff to Mail a Prop 218 Notice of Proposed Solid Waste Utility Rate Increases and Public Hearing

**Motion/Maybe** to authorize Staff to mail a Prop 218 Notice of Proposed Solid Waste Utility Rate Increases and Public Hearing. **Second/Jenco. Roll Call Vote: Ayes: Maybee, Pohll, Jenco, Butler, Booth. Noes: None. Absent: None. Abstain: None.**

E. The Budget Hearing was set for May 17, 2023, at 5:00 p.m.

#### **7. DEBRIEF RE: MARCH 18<sup>TH</sup> INTEGRATED WATER MASTER PLAN SPECIAL COMMUNICATIONS MEETING**

Mr. Fritschi discussed observations and notes from the March 18<sup>th</sup> Integrated Water Master Plan Special Communications Meeting.

#### **8. RATIFY CONTRACT APPROVAL FOR THE INTEGRATED WATER MASTER PLAN IN THE AMOUNT OF \$295,000, AUTHORIZE GENERAL MANAGER TO EXECUTE TASK ORDER #1 WITH ADKINS ENGINEERING & SURVEYING AND MADDAUS WATER MANAGEMENT, INC FOR PUBLIC OUTREACH IN CONJUNCTION WITH THE INTEGRATED WATER MASTER PLAN IN THE AMOUNT OF \$40,737 (CIP# 23-09-01); AND AMEND FY 2022-23 BUDGET AND APPROPRIATE FUNDS**

**Motion/Maybe** Ratify Contract Approval For The Integrated Water Master Plan In The Amount Of \$295,000, Authorize General Manager To Execute Task Order #1 With Adkins Engineering & Surveying And Maddaus Water Management, Inc For Public Outreach In Conjunction With The Integrated Water Master Plan In The Amount Of \$40,737 (Cip# 23-09-01); And Amend Fy 2022-23 Budget And Appropriate Funds **Second/Booth. Roll Call Vote: Ayes: Maybee, Pohll, Jenco, Butler, Booth. Noes: None. Absent: None. Abstain: None.**

#### **9. DIRECTOR COMMENTS/SUGGESTIONS**

None.

#### **10. ADJOURNMENT**

**Motion/Maybee** to adjourn at 6:23 p.m. **Second/Butler. Roll Call Vote: Ayes: Maybee, Pohll, Jenco, Butler, Booth. Noes: None. Absent: None. Abstain: None.**

Respectfully submitted,

Amelia Wilder  
District Secretary

## MEMORANDUM

Date: April 10, 2023  
To: Board of Directors  
From: Finance Committee Staff  
Subject: April 4, 2023 Finance Committee Meeting Minutes

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### 1. CALL TO ORDER

Director Pohll called the meeting to order at 11:00 a.m. Present were Director Pohll and Director Booth. Present from District staff were Michael Fritschi, Interim General Manager; Paula O’Keefe, Director of Administration; and Amelia Wilder, District Secretary.

### 2. COMMENTS FROM THE PUBLIC

None.

### 3. DISCUSS PROP 218 TOWN HALL MEETING MESSAGING

Michael Fritschi, Interim General Manager announced that there will be a Town Hall meeting to discuss the Prop 218 notice on April 26, 2023 at the Murieta Room at the Country Club beginning at 6:00 p.m. Directors Booth and Maybee will host this meeting. The Committee would like to use the PowerPoint created by Russ Branson that was presented at the March 27<sup>th</sup> Special Board meeting, with some modifications. Detailed instructions were given to Staff. The Committee also suggested a better PA system, and having microphones that attendees can walk up to and ask questions.

### 4. ADJOURNMENT

The meeting was adjourned at 10:54 a.m.

# MEMORANDUM

Date: April 12, 2023  
To: Board of Directors  
From: Communication & Technology Committee Staff  
Subject: April 6, 2023, Communication & Technology Committee Meeting Minutes

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## **1. CALL TO ORDER**

Director Butler called the meeting to order at 8:30 a.m. Present were Director Butler and Director Booth. Present from District staff were Paula O’Keefe, Director of Finance; Kelly Benitez, Security Supervisor; Travis Bohannon, Interim Director of Operations; and Amelia Wilder, District Secretary.

## **2. COMMENTS FROM THE PUBLIC**

None.

## **3. MONTHLY WEBSITE AND SOCIAL MEDIA UPDATE AND FAQ’S**

Amelia Wilder, District Secretary, gave an update of the statistics related to the number of visits per page to Facebook and RMCS.com.

## **4. DISCUSS PIPELINE**

Director Butler reviewed how the Pipeline and liked that all residents are now receiving it in the mail. She would like more bullet points. The Directors do not want to have a full page article about Organic Waste again.

## **5. COMMUNICATIONS WITH THE COMMUNITY CONCERNING INTEGRATED WATER MASTER PLAN (IWMP)**

There was a discussion about who was managing the communications on this topic. Travis Bohannon, Interim Director of Operations stated that he had answered resident questions, and was willing to give tours to interested parties.

## **6. DIRECTOR AND STAFF COMMENTS**

Director Butler thanked everyone for their input.

## **7. Adjournment**

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

# MEMORANDUM

Date: April 12, 2023  
To: Board of Directors  
From: Security Committee Staff  
Subject: April 6, 2023 Security Committee Meeting Minutes

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## 1. CALL TO ORDER

Director Maybee called the meeting to order at 10:00 a.m. Present was Director Maybee. Present from District staff were Paula O'Keefe, Director of Administration; Kelly Benitez, Security Supervisor; and Amelia Wilder, District Secretary.

## 2. COMMENTS FROM THE PUBLIC

None.

## 3. MONTHLY UPDATES

Kelly Benitez, Security Supervisor gave the Operations Updates, touching on the following topics:

- Operations Update
- New Patrol Vehicle
- Safety Center
- Ballistic Vests
- Death Investigation at the Village

Gail Bullen asked why the death investigation was not on the daily log on the day the person died. Mr. Benitez explained that the request was not received through dispatch on 3/14. The Sacramento County Sheriff was called. It was logged on 3/21, the day that the Manager at the Village called and asked for a follow up investigation.

## 4. DISCUSS FRONT DESK SAFETY UPDATES

Ms. O'Keefe discussed recent interactions with the public at the front counter, citing safety concerns. She received a bid to transform the front counter into a safer space, with safety glass and two separate work areas for over \$100,000. She will make this a CIP project for next fiscal year and include it in the budget to receive direction from the Board. The cameras have been moved to capture more of the interactions at the front counter. All phone calls are recorded at the front desk. Ms. O'Keefe is researching de-escalation training for Staff.

## 5. Discuss hiring part time in lieu of full time (patrol)

Mr. Benitez proposed the District change the Security Sergeant position from temporary to permanent and hire part-time patrol staff with the savings from not using ABA staff. ***This will be on the May Board Agenda.***

## 6. DIRECTOR & STAFF COMMENTS

Director Maybee mentioned that we are at a safe competent level with Kelly. He encouraged de-escalation training, stating threats or inappropriate language need to be addressed.

## 7. ADJOURNMENT

The meeting adjourned at 10:53 a.m.



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

April 12, 2023

Open Session 4:00 p.m.

**1. CALL TO ORDER/ROLL CALL**

President Maybee called the Special Board 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. Director's present at the District office were Tim Maybee, Martin Pohll, Randy Jenco, Linda Butler, and Stephen Booth. Also present were Paula O'Keefe, Director of Administration; Travis Bohannon, Interim Director of Operations; and Kelly Benitez, Security Supervisor; Andrew Ramos, District General Counsel; and Amelia Wilder, District Secretary.

**2. CONSIDER ADOPTION OF AGENDA**

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

**3. COMMENTS FROM THE PUBLIC**

None. Director Maybee followed up on a question asked at the last Board meeting concerning the vacation hours of the former GM. He stated that he had 218.7 vacation hours.

**4. CONSIDER RESCHEDULING REGULAR MAY 17, 2023 BOARD MEETING**

The Board discussed rescheduling the Regular Board meeting from May 17, 2023 to May 31, 2023 to allow 45 days from the date residents received the Prop 218 Notice. The Board agreed to this change. This item was brought back up after Closed Session and the Board agreed to reschedule this meeting to June 7, 2023. Director Jenco will not be available on June 7, 2023.

**5. BOARD ADJOURNED TO CLOSED SESSION TO DISCUSS THE FOLLOWING ITEMS:**

- A. *Conference with legal counsel concerning significant exposure to litigation pursuant to Gov. Code 54956.9(d)(2) and (e)(1) (one case) and potential initiation of litigation pursuant to Gov. Code 54956.9(d)(4) (one case)*
- B. *Closed session regarding appointment of the General Manager (Gov. Code, § 54957.)*

**6. OPEN SESSION/REPORT ACTION FROM CLOSED SESSION**

Director Maybee reported that no decisions were made.

**7. DIRECTOR COMMENTS/SUGGESTIONS**

None.

**8. ADJOURNMENT**

**Motion/Maybee to adjourn at 8:07 p.m. Second/Butler. Ayes: Maybee, Pohll, Jenco, Butler, Booth. Noes: None. Absent: None. Abstain: None.**

Respectfully submitted,



Amelia Wilder  
District Secretary

DRAFT

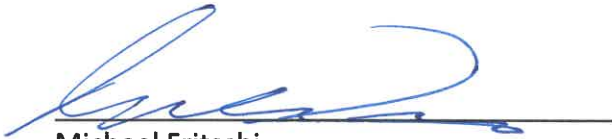
## MEMORANDUM

Date: April 17, 2023  
To: Board of Directors  
From: Paula O'Keefe, Director of Administration  
Subject: Approval of Check Register and Payroll Cash Requirements, March 2023

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Enclosed are the Check Register Report for March 2023, Payroll Cash Requirements reports dated March 3, 2023, March 17, 2023 and March 31, 2023.

Reviewed by:



Michael Fritschi  
General Manager

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

## INVESTMENT REPORT

March 31, 2023

### CSD FUNDS

#### EL DORADO SAVINGS BANK

Savings	\$	2,094,122
Checking	\$	463,419
Payroll	\$	69,298

<b>BANNER BANK EFT PAYMENTS ACCOUNT</b>	<b>\$</b>	<b>1,654,462</b>
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### CSD OPERATING CAPITAL

<b>TOTAL AVAILABLE CASH*</b>	<b>\$</b>	<b>4,281,300</b>
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### CSD INVESTMENT

<b>LOCAL AGENCY INVESTMENT FUND (LAIF)</b>	<b>\$</b>	<b>8,418,654</b>
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<b>CALIFORNIA ASSET MGMT PROGRAM (CAMP)</b>	<b>\$</b>	<b>654,225</b>
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<b>TOTAL</b>	<b>\$</b>	<b>13,354,179</b>
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### MELLO ROOS BOND

#### COMMUNITY FACILITIES DISTRICT NO. 2014-1 (CFD)

<b>BANK OF AMERICA</b>	<b>\$</b>	<b>118,827</b>
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#### WILMINGTON TRUST

Bond Special Tax Fund	\$	103,516
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Bond Redemption Account	\$	-
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Bond Acq & Construction	\$	24,528
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Bond Reserve Fund	\$	394,229
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Bond Surplus	\$	216,951
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Bond Admin Expense	\$	22,926
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Bond Principal	\$	-
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Bond Interest	\$	-
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<b>\$</b>	<b>880,977</b>
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\*Investments comply with the CSD adopted investment policy.

PREPARED BY: Paula O'Keefe

REVIEWED BY: , District Treasurer

Ranges: From: To: From: To:  
 Check Number First Last Check Date 3/1/2023 3/31/2023  
 Vendor ID First Last Checkbook ID First Last  
 Vendor Name First Last

Sorted By: Check Date

\* Voided Checks

Check Number	Check Date	Vendor	Checkbook ID	Amount
0010905	3/7/2023	ABA Protection Inc.	CSD CHECKING	\$3,887.01
0010906	3/7/2023	Adkins Consulting Engineering, LLP	CSD CHECKING	\$1,847.50
0010907	3/7/2023	Apple One Employment Services	CSD CHECKING	\$4,433.68
0010908	3/7/2023	Aramark Uniform & Career Apparel, LLC	CSD CHECKING	\$570.36
0010909	3/7/2023	Arnolds For Awards	CSD CHECKING	\$41.70
0010910	3/7/2023	Bartkiewicz, Kronick & Shanahan	CSD CHECKING	\$15,528.33
0010911	3/7/2023	Borges & Mahoney	CSD CHECKING	\$1,083.60
0010912	3/7/2023	California CAD Solutions inc.	CSD CHECKING	\$3,675.00
0010913	3/7/2023	CIT	CSD CHECKING	\$983.71
0010914	3/7/2023	Clark Pest Control	CSD CHECKING	\$739.00
0010915	3/7/2023	Concentra DBA Occupational Health Centers	CSD CHECKING	\$89.00
0010916	3/7/2023	Daily Journal Corporation	CSD CHECKING	\$160.65
0010917	3/7/2023	Domenichelli and Associates, Inc	CSD CHECKING	\$24,067.38
0010918	3/7/2023	Domino Solar LTD	CSD CHECKING	\$7,237.69
0010919	3/7/2023	Ferguson Enterprises, Inc 1423	CSD CHECKING	\$128.86
0010920	3/7/2023	Folsom Lake Ford, Inc.	CSD CHECKING	\$413.61
0010921	3/7/2023	Hastie's Capitol Sand and Gravel Co.	CSD CHECKING	\$673.68
0010922	3/7/2023	LUXURY CLEANING SERVICE	CSD CHECKING	\$2,000.00
* 0010923	3/7/2023	Mobile Mini Solutions	CSD CHECKING	\$225.00
0010924	3/7/2023	Mobile Mini Solutions	CSD CHECKING	\$299.83
0010925	3/7/2023	Municipal Resource Group, LLC	CSD CHECKING	\$2,748.75
0010926	3/7/2023	NBS	CSD CHECKING	\$3,789.46
0010927	3/7/2023	Professional Lock & Safe, Inc.	CSD CHECKING	\$598.00
0010928	3/7/2023	R&S Overhead Doors and Gates of Sacramento	CSD CHECKING	\$386.49
0010929	3/7/2023	Shauna Tiner	CSD CHECKING	\$100.00
0010930	3/7/2023	Tree Tech Services	CSD CHECKING	\$14,250.00
0010931	3/7/2023	United Rentals Northwest, Inc.	CSD CHECKING	\$3,549.47
0010932	3/7/2023	Walker's Office Supplies, Inc	CSD CHECKING	\$136.93
0010933	3/7/2023	W.W. Grainger Inc.	CSD CHECKING	\$1,918.74
0010934	3/7/2023	A Leap Ahead IT	CSD CHECKING	\$6,971.44
0010935	3/7/2023	Safety Center, Inc.	CSD CHECKING	\$2,400.00
0010936	3/7/2023	S. M. U. D.	CSD CHECKING	\$41,156.34
0010937	3/7/2023	Shauna Tiner	CSD CHECKING	\$100.00
0010938	3/7/2023	W.W. Grainger Inc.	CSD CHECKING	\$542.12
* 0010939	3/9/2023	FIDELITY NATIONAL TITLE	CSD CHECKING	\$201.75
0010940	3/9/2023	FIDELITY NATIONAL TITLE	CSD CHECKING	\$136.01
0010941	3/9/2023	FIDELITY NATIONAL TITLE	CSD CHECKING	\$33.19
0010942	3/9/2023	FIDELITY NATIONAL TITLE	CSD CHECKING	\$32.55
* 0010943	3/16/2023	Apple One Employment Services	CSD CHECKING	\$1,487.40
* 0010944	3/16/2023	Bartkiewicz, Kronick & Shanahan	CSD CHECKING	\$6,327.98
* 0010945	3/16/2023	California Waste Recovery Systems	CSD CHECKING	\$99,460.32
* 0010946	3/16/2023	Camberos Landscaping	CSD CHECKING	\$385.00
* 0010947	3/16/2023	County of Sacramento	CSD CHECKING	\$32,599.08
* 0010948	3/16/2023	Domenichelli and Associates, Inc	CSD CHECKING	\$710.00
* 0010949	3/16/2023	Kelly Benitez	CSD CHECKING	\$114.76
* 0010950	3/16/2023	Liebert Cassidy Whitmore	CSD CHECKING	\$1,949.00
* 0010951	3/16/2023	Mobile Mini Solutions	CSD CHECKING	\$306.22
* 0010952	3/16/2023	Pacific Copy & Print	CSD CHECKING	\$304.08
* 0010953	3/16/2023	Rancho Murieta Association	CSD CHECKING	\$594.75
* 0010954	3/16/2023	Robert Half	CSD CHECKING	\$20,000.00
* 0010955	3/16/2023	Streamline	CSD CHECKING	\$600.00
* 0010956	3/16/2023	Tyler Technologies, INC	CSD CHECKING	\$4,940.00
* 0010957	3/16/2023	Walker's Office Supplies, Inc	CSD CHECKING	\$646.67
* 0010958	3/16/2023	Ueware, Inc.	CSD CHECKING	\$1,520.00
* 0010959	3/16/2023	Volt Management Corp.	CSD CHECKING	\$1,484.16
* 0010960	3/16/2023	Wenker, Ryan	CSD CHECKING	\$182.80

\* Voided Checks

Check Number	Check Date	Vendor	Checkbook ID	Amount
0010961	3/16/2023	Apple One Employment Services	CSD CHECKING	\$1,487.40
0010962	3/16/2023	Bartkiewicz, Kronick & Shanahan	CSD CHECKING	\$6,327.98
0010963	3/16/2023	California Waste Recovery Systems	CSD CHECKING	\$99,460.32
0010964	3/16/2023	Camberos Landscaping	CSD CHECKING	\$385.00
0010965	3/16/2023	County of Sacramento	CSD CHECKING	\$32,599.08
0010966	3/16/2023	Domenichelli and Associates, Inc	CSD CHECKING	\$710.00
0010967	3/16/2023	Kelly Benitez	CSD CHECKING	\$114.76
0010968	3/16/2023	Liebert Cassidy Whitmore	CSD CHECKING	\$1,949.00
0010969	3/16/2023	Mobile Mini Solutions	CSD CHECKING	\$306.22
0010970	3/16/2023	Pacific Copy & Print	CSD CHECKING	\$304.08
0010971	3/16/2023	Rancho Murieta Association	CSD CHECKING	\$594.75
0010972	3/16/2023	Robert Half	CSD CHECKING	\$20,000.00
0010973	3/16/2023	Streamline	CSD CHECKING	\$600.00
0010974	3/16/2023	Tyler Technologies, INC	CSD CHECKING	\$4,940.00
0010975	3/16/2023	Useware, Inc.	CSD CHECKING	\$1,520.00
0010976	3/16/2023	Volt Management Corp.	CSD CHECKING	\$1,484.16
0010977	3/16/2023	Walker's Office Supplies, Inc	CSD CHECKING	\$646.67
0010978	3/16/2023	Wenker, Ryan	CSD CHECKING	\$182.80
0010979	3/16/2023	Greenfield Communications	CSD CHECKING	\$897.98
0010980	3/29/2023	A&D Automatic Gate and Access	CSD CHECKING	\$418.98
0010981	3/29/2023	ABA Protection Inc.	CSD CHECKING	\$5,367.39
0010982	3/29/2023	Applications By Design, Inc.	CSD CHECKING	\$1,260.00
0010983	3/29/2023	Aqua-Metric Sales Company	CSD CHECKING	\$10,575.67
0010984	3/29/2023	Aramark Uniform & Career Apparel, LLC	CSD CHECKING	\$755.50
0010985	3/29/2023	Aramark Uniform & Career Apparel, LLC	CSD CHECKING	\$18.30
0010986	3/29/2023	B & M BUILDERS	CSD CHECKING	\$22,473.00
0010987	3/29/2023	California Laboratory Services	CSD CHECKING	\$2,419.00
0010988	3/29/2023	Compressed Air Services	CSD CHECKING	\$1,040.37
0010989	3/29/2023	Domenichelli and Associates, Inc	CSD CHECKING	\$14,680.00
0010990	3/29/2023	Domino Solar LTD	CSD CHECKING	\$9,814.27
0010991	3/29/2023	EDCO Enterprises	CSD CHECKING	\$3,200.00
0010992	3/29/2023	Hach Company	CSD CHECKING	\$3,979.25
0010993	3/29/2023	Holt of California	CSD CHECKING	\$2,083.63
0010994	3/29/2023	Industrial Electrical Company	CSD CHECKING	\$1,496.87
0010995	3/29/2023	United States Treasury	CSD CHECKING	\$352.32
0010996	3/29/2023	Pac Machine Co., Inc.	CSD CHECKING	\$4,323.32
0010997	3/29/2023	Pace Supply Corp	CSD CHECKING	\$16,554.07
0010998	3/29/2023	Solitude Lake Management LLC	CSD CHECKING	\$8,125.00
0010999	3/29/2023	Tesco Controls, Inc.	CSD CHECKING	\$1,088.50
0011000	3/29/2023	Tree Tech Services	CSD CHECKING	\$2,400.00
0011001	3/29/2023	USA Blue Book	CSD CHECKING	\$1,029.98
0011002	3/29/2023	W.W. Grainger Inc.	CSD CHECKING	\$323.87
0011003	3/29/2023	Zep Sales & Service	CSD CHECKING	\$1,084.63
Total Checks:	99		Total Amount of Checks:	\$436,084.20

# CASH REQUIREMENTS

**CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 03/03/23: \$93,563.60**

**IMPORTANT COVID-19 INFORMATION:** If you filed IRS Form 7200, please notify your Paychex representative to avoid owing a balance at the end of the quarter and ensure your Form 941 is accurate.

**TRANSACTION DETAIL**

**ELECTRONIC FUNDS TRANSFER** - Your financial institution will initiate transfer to Paychex *at or after 12:01 A.M.* on transaction date.

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<b>BANK DRAFT AMOUNTS &amp; OTHER TOTALS</b>
03/02/23	EL DORADO SAVINGS BANK,	xxxxxxxxxxxxx751	Direct Deposit	Net Pay Allocations	76,480.75	<b>76,480.75</b>
03/02/23	EL DORADO SAVINGS BANK,	xxxxxxxxxxxxx751	Readychex®	Check Amounts	197.10	<b>197.10</b>
03/02/23	EL DORADO SAVINGS BANK,	xxxxxxxxxxxxx751	Garnishment	Employee Deductions	150.00	<b>150.00</b>
03/02/23	EL DORADO SAVINGS BANK,	xxxxxxxxxxxxx947	Taxpay®	Employee Withholdings		
				Medicare	1,455.57	
				Fed Income Tax	9,450.47	
				CA Income Tax	3,125.46	
				CA Disability	890.88	
				<b>Total Withholdings</b>	<b>14,922.38</b>	
				Employer Liabilities		
				Medicare	1,455.62	
				CA Disability	2.70	
				CA Unemploy	347.66	
				CA Emp Train	7.39	
				<b>Total Liabilities</b>	<b>1,813.37</b>	<b>16,735.75</b>
				<b>EFT FOR 03/02/23</b>		<b>93,563.60</b>
				<b>TOTAL EFT</b>		<b>93,563.60</b>

**REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES** - Paychex does not remit these funds. You must ensure accurate and timely payment of applicable items.

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<u>TOTAL</u>
03/03/23	Refer to your records for account	Information	Payroll	Employee Deductions		
				6.75% PERSx	3,778.00	
				7% PERSx	2,190.97	
				AFLAC	430.71	
				AFLSTD	219.19	
				DCOMP	2,410.72	
				Deduction	73.76	
				HEALTH	2,730.23	
				LEGSHI	55.70	

# CASH REQUIREMENTS

**CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 03/03/23: \$93,563.60**

**REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES (cont.)** - *Paychex does not remit these funds. You must ensure accurate and timely payment of applicable items.*

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
03/03/23	Refer to your records for account	Information	Payroll	Employee Deductions (cont.)	
				LIFE INS	8.52
				PERSM Post Tax	282.72
				SURB	27.90
				Union dues	365.52
				<b>Total Deductions</b>	<b>12,573.94</b>
<b>TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES</b>					<b>12,573.94</b>

**PAYCHEX WILL MAKE THESE TAX DEPOSIT(S) ON YOUR BEHALF** - *This information serves as a record of payment.*

<u>DUE DATE</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	
03/08/23	Taxpay®	FED IT PMT Group	12,361.66
03/08/23	Taxpay®	CA IT PMT Group	4,019.04

# CASH REQUIREMENTS

**CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 03/17/23: \$86,088.61**

**IMPORTANT COVID-19 INFORMATION:** If you filed IRS Form 7200, please notify your Paychex representative to avoid owing a balance at the end of the quarter and ensure your Form 941 is accurate.

**TRANSACTION DETAIL**

**ELECTRONIC FUNDS TRANSFER** - Your financial institution will initiate transfer to Paychex *at or after 12:01 A.M.* on transaction date.

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<b>BANK DRAFT AMOUNTS &amp; OTHER TOTALS</b>
03/16/23	EL DORADO SAVINGS BANK,	xxxxxxxxxxxxx751	Direct Deposit	Net Pay Allocations	70,956.37	70,956.37
03/16/23	EL DORADO SAVINGS BANK,	xxxxxxxxxxxxx751	Garnishment	Employee Deductions	200.00	200.00
03/16/23	EL DORADO SAVINGS BANK,	xxxxxxxxxxxxx947	Taxpay®	Employee Withholdings		
				Medicare	1,350.60	
				Fed Income Tax	8,538.33	
				CA Income Tax	2,699.17	
				CA Disability	838.31	
				<b>Total Withholdings</b>	<b>13,426.41</b>	
				Employer Liabilities		
				Medicare	1,350.61	
				CA Unemploy	151.99	
				CA Emp Train	3.23	
				<b>Total Liabilities</b>	<b>1,505.83</b>	14,932.24
				<b>EFT FOR 03/16/23</b>		<b>86,088.61</b>
				<b>TOTAL EFT</b>		<b>86,088.61</b>

**REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES** - Paychex does not remit these funds. You must ensure accurate and timely payment of applicable items.

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<u>TOTAL</u>
03/17/23	Refer to your records for account	Information	Payroll	Employee Deductions		
				6.75% PERSx	3,747.13	
				7% PERSx	2,161.57	
				AFLAC	430.71	
				AFLSTD	219.19	
				DCOMP	2,397.63	
				Deduction	73.76	
				HEALTH	2,770.01	
				LEGSHI	55.70	
				LIFE INS	8.52	
				PERSM Post Tax	282.72	
				SURB	27.90	



# CASH REQUIREMENTS

**CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 03/17/23: \$86,088.61**

**REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES (cont.)** - Paychex does not remit these funds. You must ensure accurate and timely payment of applicable items.

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
03/17/23	Refer to your records for account	Information	Payroll	Employee Deductions (cont.)	
				Union dues	365.52
				<b>Total Deductions</b>	<b>12,540.36</b>
<b>TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES</b>					<b>12,540.36</b>

**PAYCHEX WILL MAKE THESE TAX DEPOSIT(S) ON YOUR BEHALF** - This information serves as a record of payment.

<u>DUE DATE</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	
03/22/23	Taxpay®	FED IT PMT Group	11,239.54
03/22/23	Taxpay®	CA IT PMT Group	3,537.48

# CASH REQUIREMENTS

**CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 03/31/23: \$86,152.17**

**IMPORTANT COVID-19 INFORMATION:** If you filed IRS Form 7200, please notify your Paychex representative to avoid owing a balance at the end of the quarter and ensure your Form 941 is accurate.

**TRANSACTION DETAIL**

**ELECTRONIC FUNDS TRANSFER** - Your financial institution will initiate transfer to Paychex *at or after 12:01 A.M.* on transaction date.

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<b>BANK DRAFT AMOUNTS &amp; OTHER TOTALS</b>
03/30/23	EL DORADO SAVINGS BANK,	xxxxxxxxxxxx751	Direct Deposit	Net Pay Allocations	70,558.22	<b>70,558.22</b>
03/30/23	EL DORADO SAVINGS BANK,	xxxxxxxxxxxx751	Readychex®	Check Amounts	98.55	<b>98.55</b>
03/30/23	EL DORADO SAVINGS BANK,	xxxxxxxxxxxx751	Garnishment	Employee Deductions	200.00	<b>200.00</b>
03/30/23	EL DORADO SAVINGS BANK,	xxxxxxxxxxxx947	Taxpay®	Employee Withholdings		
				Medicare	1,353.67	
				Fed Income Tax	8,893.75	
				CA Income Tax	2,778.99	
				CA Disability	830.33	
				<b>Total Withholdings</b>	<b>13,856.74</b>	
				Employer Liabilities		
				Medicare	1,353.67	
				CA Disability	2.70	
				CA Unemploy	80.28	
				CA Emp Train	2.01	
				<b>Total Liabilities</b>	<b>1,438.66</b>	<b>15,295.40</b>
				<b>EFT FOR 03/30/23</b>		<b>86,152.17</b>
				<b>TOTAL EFT</b>		<b>86,152.17</b>

**REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES** - Paychex does not remit these funds. You must ensure accurate and timely payment of applicable items.

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<u>TOTAL</u>
03/31/23	Refer to your records for account Information		Payroll	Employee Deductions		
				6.75% PERSx	3,642.94	
				7% PERSx	2,182.57	
				AFLAC	430.71	
				AFLSTD	219.19	
				DCOMP	2,344.16	
				Deduction	73.76	
				HEALTH	2,746.07	
				LEGSHI	55.70	

# CASH REQUIREMENTS

**CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 03/31/23: \$86,152.17**

**REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES (cont.)** - Paychex does not remit these funds. You must ensure accurate and timely payment of applicable items.

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
03/31/23	Refer to your records for account	Information	Payroll	Employee Deductions (cont.)	
				LIFE INS	8.52
				PERSM Post Tax	282.72
				SURB	26.97
				Union dues	335.06
				<b>Total Deductions</b>	<b>12,348.37</b>
<b>TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES</b>					<b>12,348.37</b>

**PAYCHEX WILL MAKE THESE TAX DEPOSIT(S) ON YOUR BEHALF** - This information serves as a record of payment.

<u>DUE DATE</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	
04/05/23	Taxpay®	FED IT PMT Group	11,601.09
04/05/23	Taxpay®	CA IT PMT Group	3,612.02

## MEMORANDUM

Date: April 19, 2023  
To: Board of Directors  
From: Michael Fritschi, Interim General Manager  
Subject: General Manager's Report

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### **ADMINISTRATION**

#### GENERAL STAFFING UPDATE

The District would like to announce the addition of Beverly Sutliff as our new full time Utility Billing Clerk and Jaelyn Farris as our new full time Office Technician.

The District is actively searching to fill the open Accounting Manager position and has recently received some potential candidates for interview.

#### Workman's Comp Claims

The District is proud to announce that there are no workman's compensation claims for the last (2) quarters (10-1-22 to 3-31-23).

#### FEMA DISASTER RELIEF

On April 3<sup>rd</sup> the District met with representatives from OES and FEMA to discuss documented damage from the New Year's Eve Storm. The District has submitted the Damage Estimation Forms and is in the process of uploading other District documentation in the FEMA portal. Staff have met with the onsite FEMA inspector on the 18<sup>th</sup>. CIA ditch repair is considered to be over 90% completed and use of the ditch should be reestablished soon.

### **DEVELOPMENT**

#### DEVELOPER BILLINGS

Progress has been made on bringing the Developer billings up to date, including Riverview and Retreats North & East. There are currently less than 15 billings that still need to be brought up to speed, many of which are under current review. This effort is being balanced with other administrative rehabilitation efforts. The District is working to restore the process of providing quarterly statements.

#### AIRPORT TAX ANALYSIS

The District met with representatives from the Murieta Airport to discuss past security and drainage tax calculations. In the next month, the District will provide a letter to the Airport representatives outlining the District's understanding of their applicable tax rates and potential for reimbursement for past charges.

#### RESIDENCES EAST

The Developer has submitted the Drainage study for Residence East. The District will be reviewing this drainage study and providing comments.

## RETREATS EAST & NORTH

With the exception of work that cannot be accessed based on soil saturation, contractual updates to Lift station 6B, and storm drain correction issues, the K Hovnanian Homes is nearing completion of punch list items for utilities for The North and East phases of the Retreats. K Hovnanian will likely be submitting the required items to have the District Board formally accept the infrastructure and start the warranty period for the donated infrastructure within the next few months. Once accepted, the infrastructure will be booked into a District depreciation schedule.

## **OUTREACH & REGIONAL COMMUNICATION**

### RANCHO MURIETA ASSOCIATION

On March 30<sup>th</sup> the District and District IT met with the outgoing Manager of the Rancho Murieta Association and the District IT to discuss the planning and installation of a VLAN that would assist in integrating the District and RMA camera utilization. District IT will be providing a quote to perform the work. The District will then resume discussions with RMA on implementation.

### INTEGRATED WATER MASTER PLAN & PROP 218

The District held a special communications committee townhall meeting on March 18<sup>th</sup> to discuss the District Integrated Water Master Plan.

The District plans to hold a townhall meeting to address proposed rate increases on April 26<sup>th</sup> at 6:00 p.m. at the Rancho Murieta Country Club Murieta Room.

## **EMERGENCY RESPONSE**

### CHLORINE RELEASE

On Saturday the April 15<sup>th</sup>, the water treatment facility experienced a small chlorine leak and residents were restricted from the surrounding area for approximately 2 hours. An employee accidentally initiated a chlorine alarm button which caused the chlorine cylinders to automatically lock down. When the cylinders automatically locked down, a regulator became loose and a very limited amount of chlorine gas trapped in the feed tube was released. Less than 1 pound of chlorine gas was released and was isolated in the chlorine building.

Since this event, the chlorine regulator has been checked and reinstalled to the correct torque. The District is in the design process of replacing the chlorine gas disinfection process with sodium hypochlorite at the water treatment facility and at the wastewater treatment facility. The design for the water treatment plant project is almost 100% complete. The District is in the process of conducting and completing an after-action inspection and report.

# MEMORANDUM

Date: April 20, 2023  
To: Board of Directors  
From: Paula O’Keefe, Director of Administration  
Subject: Administration / Financial Update

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The following items were discussed during the March finance Committee Meeting:

- Discussion on Prop 218 Town Hall Presentation

The following is the summary of the March 2023 monthly Board Financial Report. The 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.

### **Accounting Updates**

District staff have provided all of the necessary information to the PUN Group for submission to Richardson CPAs. Staff expect to engage with Richardson over the next couple of weeks for testing and validation.

### **Tyler Technologies Implementation**

The Tyler team is working to eliminate any account anomalies and correct any outstanding general ledger errors. Staff have corrected these errors internally and have assigned corrected G/L accounts to some revenue codes to eliminate manual adjustments in the monthly journal postings. Additionally, staff tested the new system against the current system and have found a workaround for the tenant/landlord accounts.

On April 18, the Tyler Team requested a data pull and are working towards our go live date of April 24. The week of April 24<sup>th</sup>, staff will be in testing and will run the utility bills in the new system. Staff will be in training from 8:30 – 3:30 from Monday through Thursday to ensure a seamless transition.

### **Monthly Budget to Actuals**

District staff are continuing to focus on Tyler utility billing implementation, residential and commercial account cleanups, training, day to day operations and other catchup and will provide Q3 budget vs actuals at the June 7 Board meeting.

### **Procurement and Contracts**

The District has no new contracts under \$25,000 to report.

### **Interfund Borrowing**

The following are the updated totals for the repayment of the interfund borrowing as of March 31, 2023.

<i>Inter-fund Borrowing</i>	<i>Fiscal Yr Beg Balance 7/1/2022</i>	<i>Prior Month Ending Balance</i>	<i>Monthly Payment</i>	<i>YTD Repayment</i>	<i>Period End Balance 03/31/2023</i>
WTP Construction Loan from Sewer	444,774	339,077	11,732	117,429	327,345
WTP Construction Loan from WSA	148,264	113,031	3,911	39,143	109,121
<b>Total Inter-fund Borrowing</b>	<b>593,038</b>	<b>452,108</b>	<b>15,643</b>	<b>156,572</b>	<b>436,466</b>

### ***Utility Billing***

The District continues to work with residents each month to prevent water shutoffs. The District currently has 2 payment installment agreements with residents and continues to encourage residents to resolve outstanding payments and bring their accounts current and in good standing. The District has locked off three residents and continues to work through the most egregious outstanding balances. Currently the district has 45 residents who are 90 days past due. We appreciate the residents who have been proactive in contacting us and working with us to bring their accounts current.

We encourage residents to work with the District to prevent additional late fee assessments and highly encourage all residents with past-due balances to contact the District immediately to rectify their account status. If entering into a payment plan, you are required to pay your monthly balance (including past due balance) in full or it will void the terms of the payment plan agreement. This means the account is now due and payable immediately and District staff will initiate the 3-day shut off notification. The District has encountered several residents who entered into payment agreements and subsequently voided them after nonpayment, however those residents brought their accounts current immediately in order to prevent utility shut offs.

### ***Account Corrections/Refunds***

District staff continue to review accounts and are working to ensure all accounts are being charged correctly. As previously reported, the analysis of the trash resulted in several residences that either were owed a refund or owed the District additional dollars to cover misapplied flat charges. With the passing of Ordinance O2023-01 on March 15, 2023, which added language allowing refunds and collections was approved, impacted residents can expect to receive letters notifying them of any corrections to their billing.

### ***Aging Report***

The total amount due to the District for outstanding 60 and 90 day past due balances is \$53,663.08. There are 81 residents who are 60 days past due for a total of \$17,027.82 and 45 residents 90 days past due in the amount of \$36,635.26. Staff have resumed water shutoffs and continue to encourage all residents to bring their accounts current to avoid shutoff.

Through the process of reconciling the accounts for the Tyler Utility Billing implementation, staff have identified 487 accounts that have a past due balance on them that is considered uncollectible. The amount totals \$17,245.891. The aging history on the majority of these accounts dates back to 2012. More research is needed on each account and staff will bring updated information to the Finance Committee for resolution in the near future.

### ***Reserve Funds Balance Sheet***

Staff will not be presenting a reserve fund sheet for the month of March. The PUN Group are wrapping up the fund balance totals and will have updated reserve amounts at a later date.

### ***Investment Report***

The District investment is attached for review.

## MEMORANDUM

Date: April 19, 2023  
To: Board of Directors  
From: Kelly Benitez, Security Supervisor  
Subject: Security Update Report for the Month of March

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### **OPERATIONS UPDATES**

The Department is currently working on the following projects:

- Currently we have 8 full-time and 2 part-time, gate officers and 3 patrol officers.
- 3 patrol officer positions – (Hard Hire Freeze).
- Utilizing only 1 ABA contract security officer for gate relief.
- Patrol shifts 93 could not cover 23. The board-directed hiring freeze and no overtime can fill in patrol shifts.
- Safety Center Repairs contracts signed work submitted.
- Toyota Truck in process/supply-demand issues.
- Vest fittings completed.

### **Rancho Murieta Association activity:**

We continue to work with the RMA Leadership on a regular focus to improve our level of service and have positive contact with residents. The following list is the current focus of our meetings.

- General non-arch rules enforcement (see Violation Summary Report): continued to attend RMA Compliance meetings.
- Spoke with the Director of Compliance (Chris Smith)
- New speed limit signs before the wooden bridge of 10PMH
- Working with CSD for best dash cams
- RMA jurisdictions along the river (bonfire)

### **The Village Manager:**

- Death investigation

### **Community Crime Concern**

- Met with a community member squatting incident.
- Met with community members Bonfire issue.



**Rancho Murieta Association**  
**Violation Item Summary Report -- 2023**  
(This report includes RMA & CSD issued violations)

	Jan		Feb		March		April		May		June		July	
<b>Violation Item Summary Report</b>	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA
<b>Motor vehicle violations:</b>														
Motorcycle														
No drivers license			0	1										
Speeding	0	37	16	70	19	47								
Speeding - twice speed limit														
Stop signs	17	7	35	18	11	9								
Bus stop signs														
Use of streets														
<b>Parking:</b>														
Driveway parking	0	3			12	16								
Guest parking					3	0								
Overnight street parking	0	1			2	13								
Unauthorized Vehicle (24 hr pass)			1	0	1	6								
<b>Accumulation/dumping of debris</b>			0	2										
Boat Usage					1	0								
Barbeques, open fires, bonfires														
Carrying passengers/overloaded cart														
Clothes lines														
Commercial vehicle lettering	0	1												
<b>Construction overnight parking</b>														
Park hours / curfew			2	0										
Decorative lights														
Discharge of firearm														
Chickens					0	1								
Dwelling exterior alterations														
Failure to identify														
Fences, screens & enclosures														
Guest w/o resident in comm areas			1	0										
Home business activities														
Noxious activities														
Open garage doors														
Pets - off leash / teathered / noise	0	1	1	0	0	1								
Property maintenance			0	4	0	3								
Sign rules					0	1								
Skating in common area														
Sports equip/trampoline/basketball	0	2	0	2	0	6								
Storage of building materials														
Stored vehicles														
Trash containers			0	2	0	3								
Use of common areas & facilities	0	2	0	2										
Vandalism														
Vehicle repair or maintenance														
Interference RMA/RMCS														
Working days & hours														
<b>Total Violations</b>	<b>17</b>	<b>54</b>	<b>56</b>	<b>101</b>	<b>49</b>	<b>106</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Citations written by RMCS		17		56		49		0		0		0		0
Citations written by RMA		54		101		106		0		0		0		0
<b>Total Violations</b>		<b>71</b>		<b>157</b>		<b>155</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>

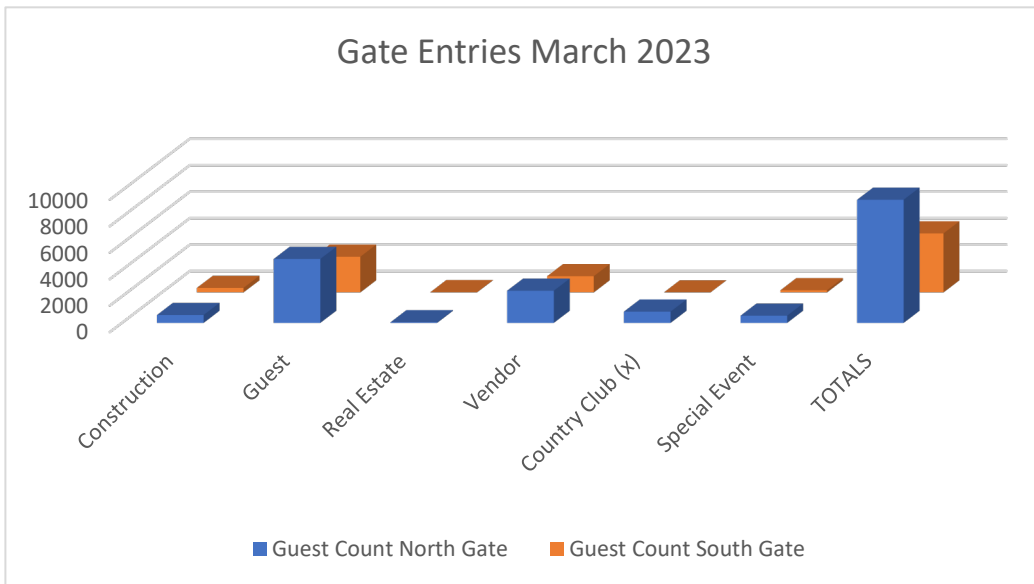
Violation Item Summary Report	August		September		October		November		December		Totals	
	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA
<b>Motor vehicle violations:</b>												
Motorcycle											0	0
No drivers license											0	1
Speeding											35	154
Speeding - twice speed limit											0	0
Stop signs											63	34
Bus stop signs											0	0
Use of streets											0	0
<b>Parking:</b>												
Driveway parking											12	19
Guest parking											3	0
Overnight street parking											2	14
Unauthorized Vehicle (24 hr pass)											2	6
Accumulation/dumping of debris											0	2
Boat Usage											1	0
Barbeques, open fires, bonfires											0	0
Carrying passengers/overloaded cart											0	0
Clothes lines											0	0
Commercial vehicle lettering											0	1
Construction overnight parking											0	0
Park hours / curfew											2	0
Decorative lights											0	0
Discharge of firearm											0	0
Chickens											0	1
Dwelling exterior alterations											0	0
Failure to identify											0	0
Fences, screens & enclosures											0	0
Guest w/o resident in comm areas											1	0
Home business activities											0	0
Noxious activities											0	0
Open garage doors											0	0
Pets - off leash / teathered / noise											1	2
Property maintenance											0	7
Sign rules											0	1
Skating in common area											0	0
Sports equip/trampoline/basketball											0	10
Storage of building materials											0	0
Stored vehicles											0	0
Trash containers											0	5
Use of common areas & facilities											0	4
Vandalism											0	0
Vehicle repair or maintenance											0	0
Interference RMA/RMCSD											0	0
Working days & hours											0	0
<b>Total Violations</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>122</b>	<b>261</b>
Citations written by RMCSD		0		0		0		0		0		122
Citations written by RMA		0		0		0		0		0		261
<b>Total Violations</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>383</b>	

# Gate Entries by Type

## March 2023

Pass Type	Guest Count North Gate	Guest Count South Gate	Count by Pass Type
Construction	286	287	573
Guest	4,922	2,493	7,415
Real Estate	102	18	120
Vendor	3,346	1,388	4,734
Country Club (x)	628	1	629
Special Event	428	38	466
<b>TOTALS</b>	<b>9,712</b>	<b>4,225</b>	<b>13,937</b>

Prior Month Totals: 8,460 3,526 14,118

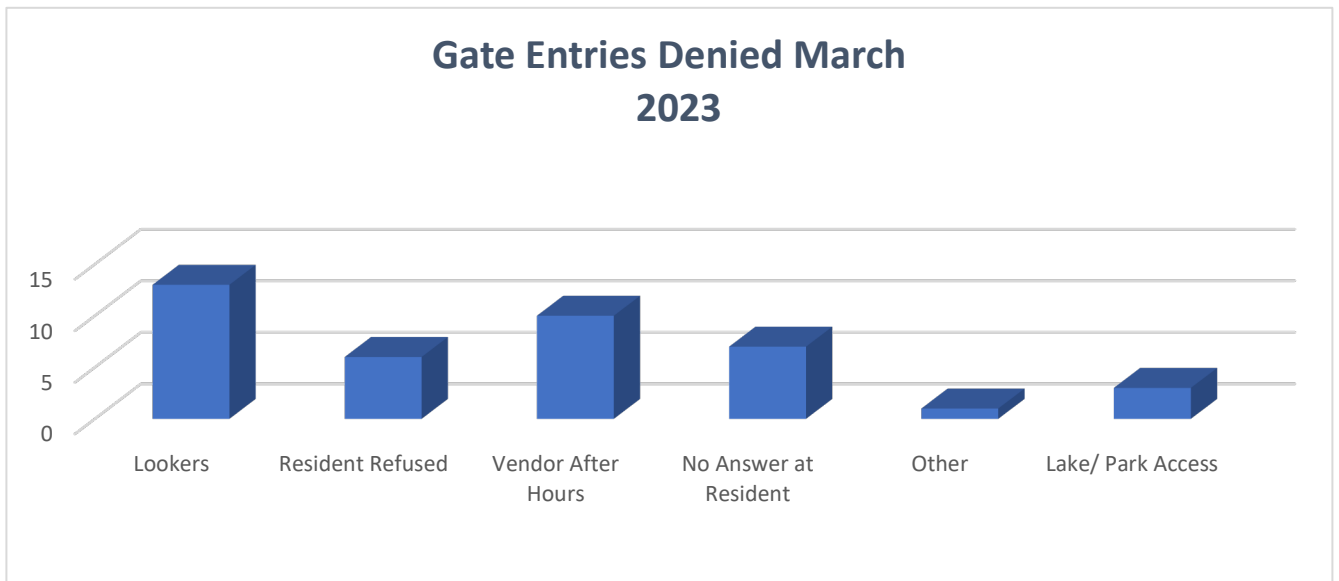


# Gate Entries Denied

## March 1-31, 2023

	Lookers	Resident Refused	Vendor After Hours	No Answer at Resident	Other	Lake/ Park Access	TOTAL
<b>All Gates</b>	13	6	10	7	1	3	40

**Prior Month Totals:**                      15                      10                      19                      6                      2                      7                      59





**Rancho Murieta CSD Security**

15160 Jackson Rd  
Rancho Murieta, CA 95662

**Cases - Breakdown by Type**

ABANDONED DISABLED VEH	1
ALARM	6
ANIMAL COMPLAINT	8
ASSIST OTHER AGENCY	2
CITATION	56
DISTURBANCE	1
EXTRA PATROL	15
FIRE	3
FOLLOW UP	11
GAS LEAK	1
GUN SHOTS	3
JUVENILE DELIQUENCY	3
LOST/FOUND PROPERTY	5
MISCELLANEOUS	10
OPEN DOOR	1
PARKING	4
PATROL DETAIL	1
REFUSED ENTRY	36
RESIDENT COMPLAINT	12
RMA RULE VIOLATION	7
SUSPICIOUS ACTIVITY	2
SUSPICIOUS PERSON	10
SUSPICIOUS VEHICLE	3
TRAFFIC ENFORCEMENT	30
TRASH-PICK UP	2

TRESPASSING	5
VANDALISM	3
VEHICLE ACCIDENT	8
WATER LEAK	8
WEATHER RELATED	3
WELFARE CHECK	5
Total	265



**INCIDENTS OF NOTE**  
**MARCH 1 – 27, 2023**

On 03/02/2023, at 2335 hours, CSD security was on routine patrol in the village area when the officer observed a vehicle parked alongside the entrance into the village with its emergency hazards lights on. The officer approached the vehicle and discovered nobody was in the vehicle. The officer had CSD dispatch run the license plate and discovered the vehicle came back to a resident from RM-South. A male walking from the village approached the security officer and was questioned about the vehicle. The resident stated that he owned the vehicle and that is why it was parked there. The resident refused to identify himself and the security officer left the scene.

The CSD security officer then departed for his next security stop at the Catholic Church parking lot. The resident followed the security officer and began to apologize for his behavior back at the village complex. The resident stated that he was not comfortable with a security officer asking him questions about his vehicle and why he was at the village in the first place.

As the security officer explained that he has a right to question the resident and to attempt to prevent crime, the resident became belligerent and began to yell profanity at the officer. The security officer returned to his vehicle and departed the location and the resident did the same.

On 03/21/2023 at 1235 hours our Security Sergeant responded to a request to conduct a follow-up investigation of a death report at the village complex. Sergeant Outram discovered that on 03/17/2023 a resident had reported a deceased body was inside a vehicle that was parked in the guest parking lot. The Village manager responded to the scene and verified a deceased individual and a firearm were inside the vehicle. SSD and Metro Fire responded and eventually turned the case over to the County Corners officer for a death investigation.

**MEMORANDUM**

Date: April 13, 2023  
To: Board of Directors  
From: Travis Bohannon – Interim Operations Director  
Subject: Operations Report

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**WATER**

**Water Treatment Facility**

Water Treatment Facility #1 is currently offline for annual cleaning and maintenance. Plant 2 is in operation and is currently producing potable water at a rate of 864,000 gallons a day.

**Water Consumption**

As of February 28, cumulative potable water production for the current year is 61.0 million gallons. That is currently 26.5 million gallons (30%) **less** than the same use period in 2022 and 21.5 million gallons (25%) **less** than 2020.

**Raw Water Storage & Delivery**

As of April 5, 2023, the total water currently stored between Clementia, Chesbro, and Calero totaled 4034 acre-ft (1314 MG).

As of April 5, 2023, we have pumped about 1,046 acre-ft (341 MG) from Cosumnes River this pumping season. The batter boards were installed on April 17<sup>th</sup> in all three reservoirs. We are currently pumping for the river with at about 7 MGD using 2 - 125hp pumps.

*Table 1. Current water and wastewater storage comparison from 2022 - 2023*

	March 2023		March 2022		difference from 2022	%diff
	mgal	acre-ft	mgal	acre-ft		
<b>Clementia Storage</b>	295.5	907.1	295.5	907.1	0	0
<b>Chesbro Storage</b>	311.7	956.7	330.4	1,014.2	-57.5	-5.6
<b>Calero Storage</b>	704.4	2,161.9	765.5	2,349.6	-187.7	-7.9%
<b>Total of all Raw Water Reservoirs</b>	<b>1,311.6</b>	<b>4,025.7</b>	<b>1,391.4</b>	<b>4,270.9</b>	<b>-245.2</b>	<b>-5.7%</b>
<b>Wastewater Storage Reservoir available for production</b>	138.0	423.4	116.6	357.8	65.6	15.5%



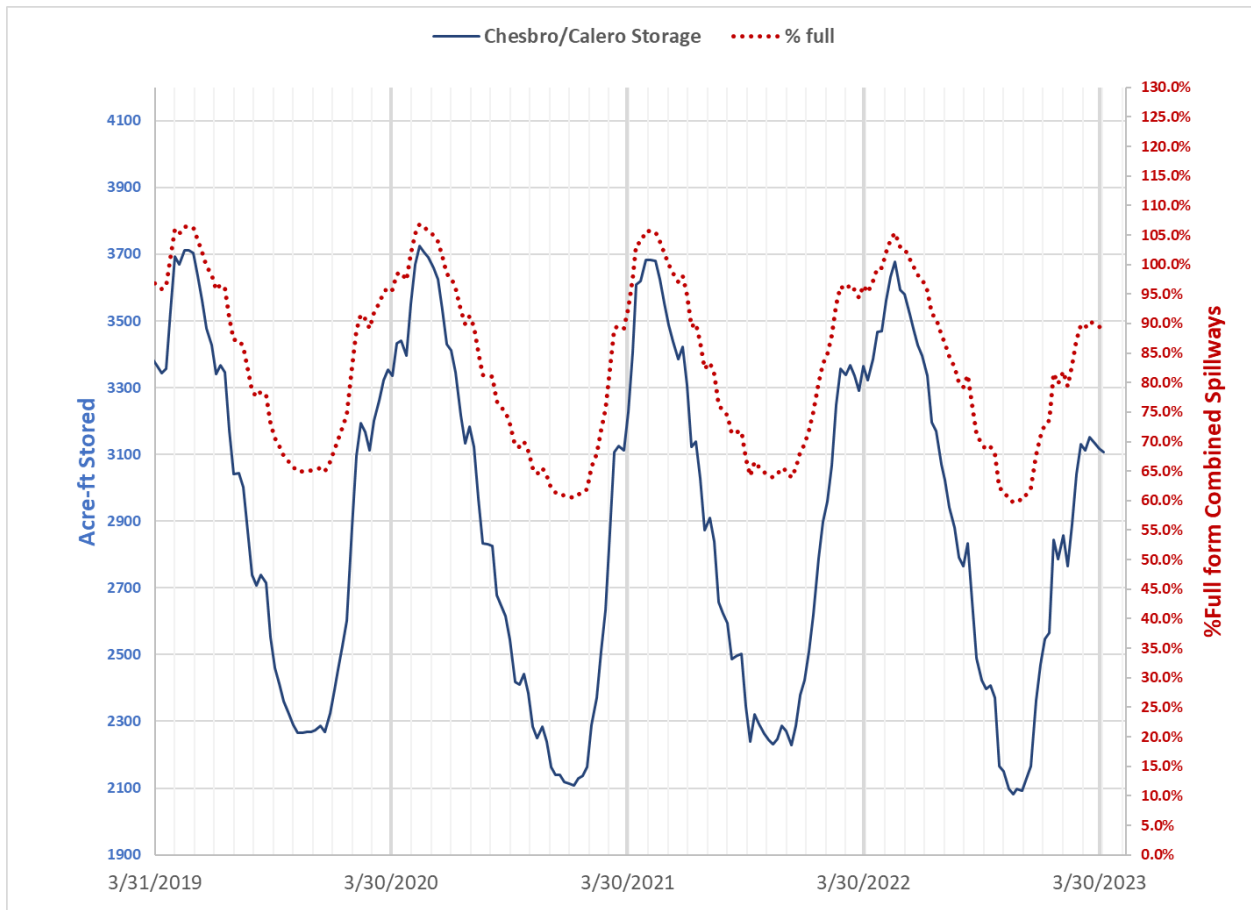


Figure 1. Five-year Chesbro / Calero Storage Curves

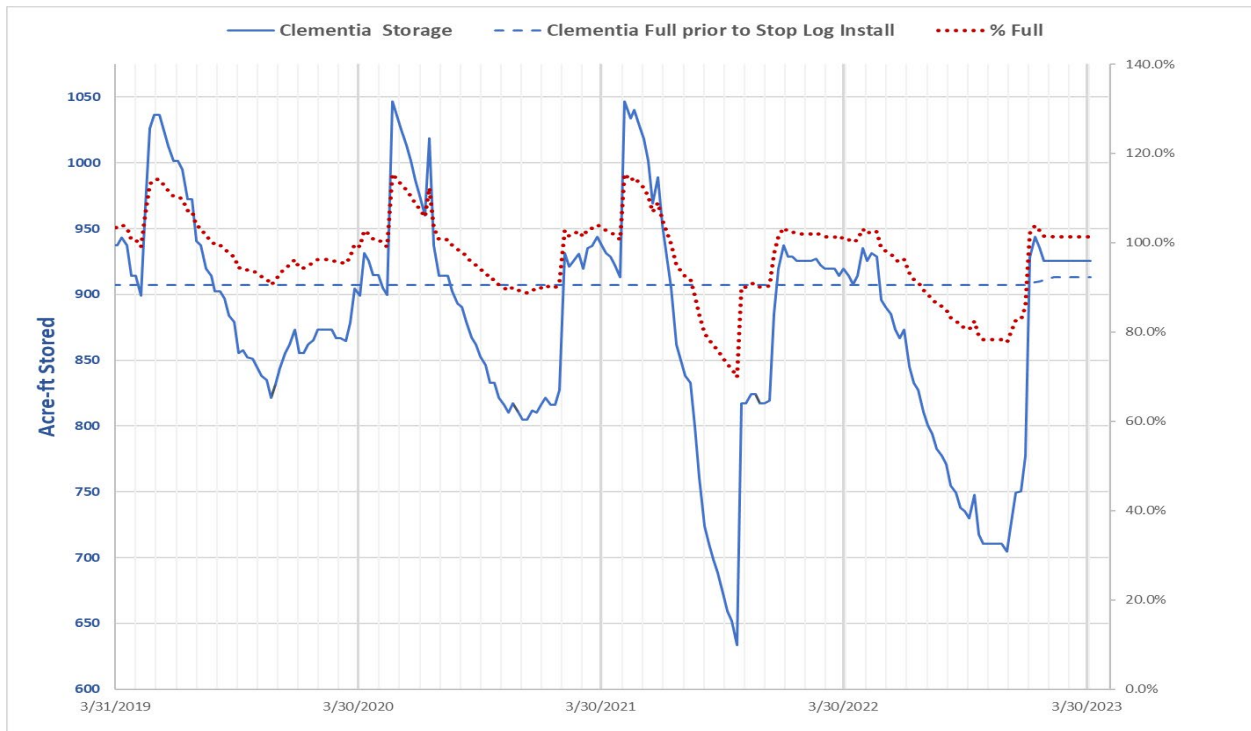


Figure 2. Four-year Clementia Storage Curves

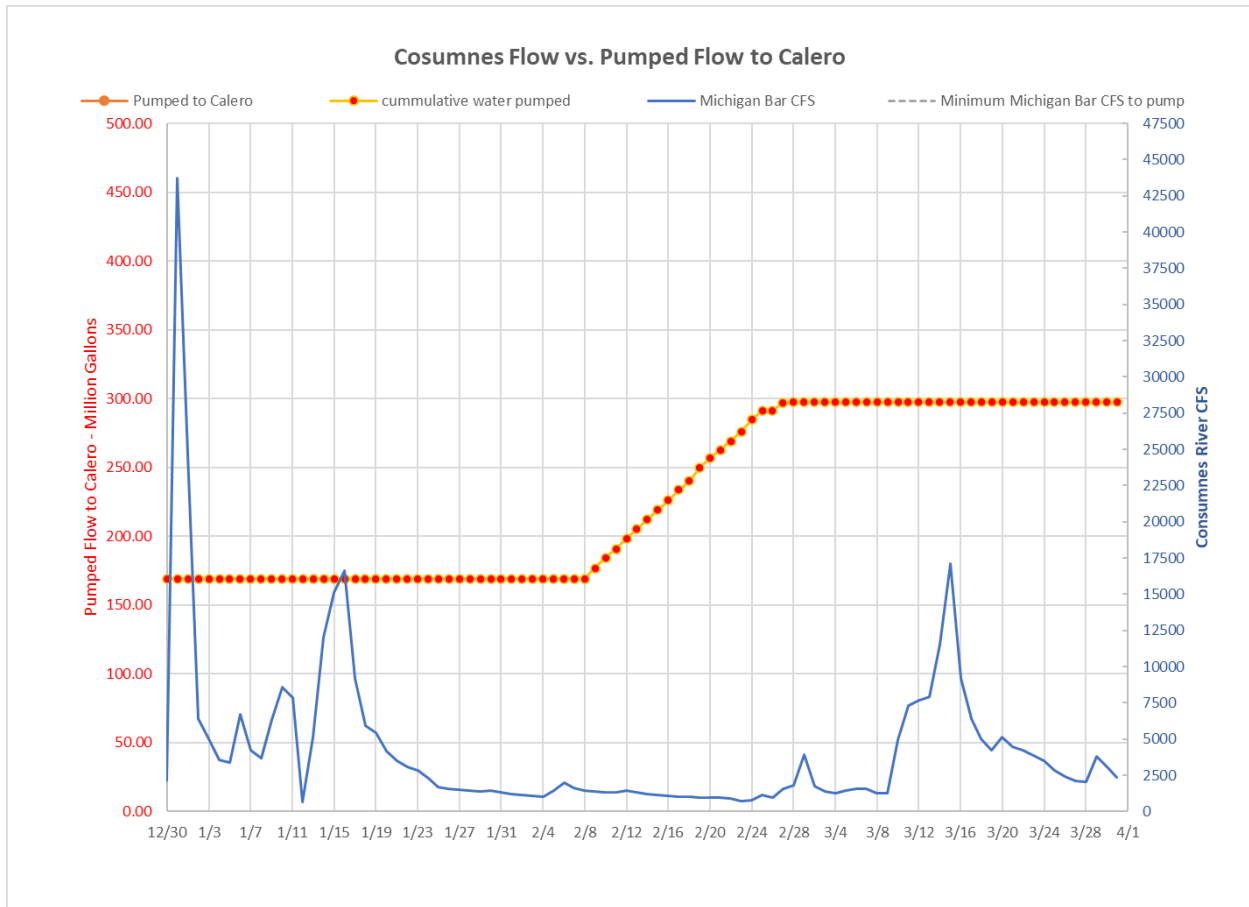


Figure 3. Cosumnes River Flow vs Gallons pumped to Calero

Figure 3 is a graph that shows the flow in the Cosumnes River in CFS and the cumulative water pumped for the current pumping season. The blue line indicates the flow in the Cosumnes River. The dotted yellow line shows the amount of water pumped to date for the current pumping season.

**SEWER**

**Wastewater Facility**

The wastewater facility is off for the season. The current average dry weather influent to the wastewater facility for March was .619 MG

We are in our window to be able to produce recycled water for the golf course, but due to the heavy rains, everything is still saturated. The tertiary process is tentatively scheduled to turn on the first week of May.

## UTILITY

### Utility Crew Report March 2023

- 1) The district had twelve utility star work order completed. Utility Star work orders are for final reads, rebates, meter swaps request, issues with homeowner water usage concerns and are doing water shut offs once again.
- 2) We had nine field markings for 811 USA locations completed.
- 3) We had two homeowner calls for water related issues; both of them were homeowners with water leaks that is their responsibility to repair, and they were notified.
- 4) We had one water leak in the month of March, it was a leaking meter gasket, and it was replaced.
- 5) 22 valves exercised and 34,232 gallons of water flushed through fire hydrants and or a blow-off in the month of March.
- 6) One blow-off flushed due to color in the water. This was a dead-end line and flushing solved the problem.
- 7) 25 water meters were replaced in March to minimize going out and manually reading meters.
- 8) Four Smart points/ MXU's were replaced in March.
- 9) We had no sewer issue in the month of March.
- 10) Utilities staff jetted/cleaned 8,970 feet of sewer main lines between Rancho Murieta North and South as preventative maintenance.
- 11) We had 5,426 feet of sewer main line video inspected as part of the NASCCO sewer mainline rating being completed by EDCO in Rancho Murieta North Unit #1. This will continue into April.
- 12) Drainage was inspected several times throughout March to check for any obstructions. All obstructions were cleared.

### **INFRASTRUCTURE (No change or update since last month)**

**SB 170 Funded Projects** – An update of the SB 170 funded projects are as follows:

**Water Treatment Facility Sodium Hypochlorite Conversion** – No update since last month, HDR is working on the 100% design and is expected to be completed in the early spring.

**History:** HDR has completed the design to the 60% level Design. The 60% design provided an AACE Class 2 construction cost range of \$520,000 - \$660,000 (not including design costs). The district had previously envisioned \$892,500 to complete the project, with \$352,000 allocated from the SB 170 funding. Adding in the \$238,300 design fees would bring the range of estimated total cost of the project to \$758,300 - \$898,300.

**Recycled Water Disinfection Project** – Dewberry has provided a preliminary report to the district. District staff have been reviewing and provided comments and questions back to Dewberry for answers. They will be coming on site within the next couple of weeks to discuss further.

**Granlees Safety Improvements** – The District Engineer has been awarded the design contract and will be submitting a drawing in the near future.

**History:** The District has received the preliminary engineering report (PER) for the Granlees safety improvements. The report has been reviewed and the district provided comments to HDR. The preliminary engineering report provided an AACE Class 5 construction cost range of \$300,000 - \$720,000 (not including design costs). The district had previously envisioned \$945,000 to complete the project, with \$170,000 allocated from the SB 170 funding.

The district performed a condition assessment in the forebay structure. This procedure required isolating the structure and utilizing RMCS D equipment to clean out accumulated debris. The condition assessment will be referenced during the design phase for any potentially needed structural repairs.

**Lake 11 Update:** The lid has been completed. Now we are waiting to get a permanent locking mechanism to keep it secure.

**Rio Oso Update:** Prodigy Electric informed me that the other VFD has been delivered and we will set up a date for installation. Tesco is in the process of configuring the programming for the PLC.

### **Lift Stations (No change or update since last month)**

Task orders for rehab of 3B, Alameda & Starter Shack are currently being worked on by the district engineer.

**History:** Staff met with the District Engineer and will be reviewing and approving a design task order approval for various upcoming lift station rehabilitation projects:

**Lift 3B** - Pumps have been delivered and are ready for installation once the design and bid information are completed.

**Alameda & Starter Shack Stations** – The District is planning on working with the District Engineer on replacing these antiquated stations with prefabricated package stations. This work will be designed and completed this fiscal year.

**Cantova & FAA Stations** – The District has contracted with the District Engineer for electrical engineering related to generator sizing and design. The district will also evaluate options for proper maintenance access to the FAA lift station.

### **DEVELOPMENT**

**Riverview:** Construction on homes has started. All underground work for the first phase is completed and has been accepted by the district.

**Retreats:** Contractor is working on the elevation issues for the underground storm drain. Teichert was asked to re-evaluate the elevation discrepancies for the storm drain. The evaluation was completed and sent to the district engineer for his evaluation and recommendation on how to proceed.

**Circle K/Shell:** The contractor is working on getting their fire service pressure test approved by the Fire Marshall. The contractor is continuing construction on the Circle K building.

**Murieta Gardens Lot 2 (Tractor Supply):** Tractor Supply is completed, and this will be the last time it is mentioned in this report.

**Murieta Gardens Pet Hospital (Lot 12):** Construction is being done on the building for the pet hospital. There is still the issue with the underground water line and the retaining wall. The contractor will be doing the moving of the water line at some point before the retaining wall is constructed.

# Rancho Murieta Community Services District

## May 2023

### Board/Committee Meeting Schedule

#### May 2, 2023

Personnel	7:30 a.m.
Improvements	8:00 a.m.
Finance	10:00 a.m.

#### May 4, 2023

Communications & Technology	8:30 a.m.
Security	10:00 a.m.

#### June 7, 2023

Regular Board Meeting - Open Session @ 5:00 p.m.  
Rescheduled from May 17, 2023



*All meetings will be held in person at the District Office: 15160 Jackson Rd.*

Letter to the Editor

April 5, 2023

River Valley Times

Subject Cal-Waste/CSD food recycling problem (again)

As RVT readers know, I have been in a dust-up with Cal-Waste/CSD over the deceptive information they have used in refusing to allow compostable bags in the RM food scrap recycle program.

The choices are:

(1)-----As permitted by State law, allow the most efficient and sanitary food scrap recycle process alternative through use of compostable bags in the kitchen recycle buckets and placement of these full bags in the grey recycle can. OR

(2)---- require the use of a much more inconvenient and unsanitary process requiring use of makeshift paper containers, freezing garbage, continually washing residue out of pails and cans, risking can odor, flies and maggots and worrying about disposal of can slop after grey can washing. Cal-Waste and CSD are requiring all RM area residents to pick number two.

Of all of the websites of Sacramento county government jurisdictions which I checked, (covering 1.5 million residents) Cal-Waste is the only food scrap recycler (used only by RM and Galt) which will not accept appropriate compostable bags.

For months Cal-Waste tried to hide behind the silly argument that "these bags do not degrade at the same rate as the organic material they would contain." In fact these bags turn into harmless residue faster than pizza boxes, pork ribs and many other mandatory recycle items decompose.

Then at the March 15 CSD meeting, the Cal-Waste Manager finally told the truth and said they do not want to become "plastic bag police." In effect, he said they can't trust the RM folks because compostable bag use will encourage the use of other plastic bags.

Cal-Waste would like to avoid their responsibility for possibly fishing out a few more plastic bags in their process by making several thousand RM residents use a much more inconvenient recycle process. The sad part was that the CSD Board just sat there and acted like what Cal Waste said made sense for RM residents.

Why does the CSD Board let Cal-Waste make the Board a lackey for their self serving business interests?

Wendell Coon 

PS.— for the Board members. At your meeting, the Board helped Cal-Waste whitewash the bag issue by wasting an opportunity to ask Cal-Waste such basic questions as naming other jurisdictions where bags are prohibited and specifically saying why the bags are not a problem for other food scrap processors. Cal-Waste's statement that bag usage is a problem everywhere was B.S.

As examples, the City of Sacramento offered its 500,000 residents a free roll of BPI approved compostable bags to help get the program started. The City of Davis officially encourages the use of the bags to keep the odor down. (Odor draws flies which lay eggs which turn into maggots in one day.) So much for the argument that bagless slop is sanitary because of weekly grey can pick up.

The law requires jurisdictions to fine residents who contaminate the collection of organics. Is CSD going to enforce the bag prohibition by fining RM residents who contaminate the process with compostable bags which are legally authorized to facilitate the collection of organics? The Board needs to fine itself for being dumb enough to discourage program participation by making it harder for residents to legally comply with the program.

You need to admit Cal-Waste bamboozled CSD into being on the wrong side of things-----and fix it.

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## MEMORANDUM

Date: April 18, 2023  
To: Board of Directors  
From: Paula O'Keefe, Director of Administration  
Subject: Update Resolution R2022-05 for SB 1383 Local Assistance Grant Application

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### **RECOMMENDED ACTION**

Staff recommend the Board update Resolution R 2022-05 with Resolution 2023-07 updating the length of time the resolution will be in effect.

### **BACKGROUND**

In March of 2022, the Board adopted Resolution R2022-05 which allowed the application for the SB 1383 CalRecycle Local Assistance Grant Program and authorized the General Manager to execute all the necessary documents. The original resolution did not specify a time frame, and Cal Recycle considered expired after one year. They are now offering a third round of funds, and Staff has updated the resolution so we can apply for additional funding.

### **FINANCIAL IMPACT**

Authorization of the General Manager to apply for these funds could result in a grant award with a minimum of \$20,000 to \$50,000 maximum. These funds would be used to offset District costs associated with the education needed to ensure maximum compliance with the newly enacted program. Staff are requesting Board approval of the resolution, with the intent to return for approval of funding, once CalRecycle has determined eligibility and amount of award.

**RESOLUTION 2023-07**

**RESOLUTION OF THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT AUTHORIZING THE RATIFICATION  
THE SUBMISSION OF APPLICATION FOR ALL CAL-RECYCLE GRANT AND PAYMENT PROGRAMS FOR WHICH  
RANCHO MURIETA COMMUNITY SERVICES DISTRICT IS ELIGIBLE**

**WHEREAS**, Public Resources Code sections 48000 et seq., 14581, and 42023.1(g), authorize the Department of Resources Recycling and Recovery (CalRecycle) to administer various grant and payment programs in furtherance of the State of California's (state) efforts to reduce, recycle and reuse solid waste generated in the state thereby preserving landfill capacity and protecting public health and safety and the environment; and

**WHEREAS**, in furtherance of this authority, CalRecycle is required to establish procedures governing the administration of the payment programs; and administration of the application, awarding, and management of the grant programs; and

**WHEREAS**, CalRecycle's procedures for administering payment and grant programs require, among other things, an applicant's governing body to declare by resolution certain authorizations related to the administration of the payment and grant program, and;

**Now, therefore, be it resolved** that Rancho Murieta Community Services District is authorized to submit an application to CalRecycle for any and all grant and payment programs offered for a period of five (5) years from the date of this Resolution; and

**Be it further resolved** that the General Manager is hereby authorized and empowered to execute in the name of the Rancho Murieta Community Services District all documents, including but not limited to, applications, agreements, amendments and requests for payment, necessary to secure funds and implement the approved grant or payment project; and

**PASSED AND ADOPTED** this 19<sup>th</sup> day of April, 2023 by the following roll call vote:

**Ayes:**

**Noes:**

**Absent:**

**Abstain:**

\_\_\_\_\_  
Timothy E. Maybee, President of the Board  
Rancho Murieta Community Services District

[SEAL]

Attest:

\_\_\_\_\_  
AMELIA WILDER, DISTRICT SECRETARY

## MEMORANDUM

Date: April 19, 2023  
To: Board of Directors  
From: Michael Fritschi, Interim General Manager  
Subject: Safety Center Rehabilitation Update and Options

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### RECOMMENDED ACTION

Staff recommend purchasing or leasing a refurbished 24' x 40' mobile unit to replace the dilapidated Safety Center.

### BACKGROUND

In January of 2023, the District entered into a contract with Staples Construction to rehabilitate the Safety Center, which is a mobile unit located at the District office. This space houses the Security Department and has offices, restrooms, a small kitchen and a conference area. This unit was manufactured in 2004 and has sustained water damage from leaking windows over the years, resulting in suspected mold and dry rot to the siding, beams, insulation and interior of the unit. The rehab included replacing all the windows. When the work began and the siding was removed, the contractor found that there was extensive damage to the building. This work will require mold remediation, plus replacing more beams, siding and insulation than previously considered.

Staff investigated alternatives to repairing the unit and investigated purchasing/leasing a refurbished (like new) unit and renting space at Murieta Plaza. While evaluating the options below, keep in mind that a total of \$36,148.13 has been spent to date including the windows and related thermal protection, wood and plastics procured, and general mobilization, which the District would incur in any of the alternatives as an additional cost to the alternative total.

### DISCUSSION ITEMS

Staff researched all available options and are providing the Board with the following information to assist in with the recommended action:

#### Option 1: Repair Existing 24' x 48" Mobile Unit

- Total cost to repair the existing building is estimated at \$142,081, plus any additional cost for unanticipated repairs. District has paid approximately \$15,000 for windows to be installed for this project.

#### Option 2: Purchase or Lease 24' x 40' refurbished mobile unit

- Purchasing a refurbished mobile unit is estimated at \$183,625, including tax, delivery, set up and removal of old unit
- Leasing the same size model will cost \$1,200 per month, \$4,000 set up fee and \$20,000 removal of old unit (20 year estimated cost of \$290,400)

#### Option 3: Purchase or Lease 12' x 40' refurbished mobile unit

- Purchasing a refurbished mobile unit is estimated at \$97,200, including tax, delivery, delivery, set up and removal of old unit
- Leasing the same size model will cost \$700 per month, \$4,000 set up fee and \$20,000 removal of old unit (20 year estimated cost of \$192,000)

Option 4: Rent office space at Murieta Plaza

- 300 sq ft - \$717 monthly, no restroom. \$20,000 to remove existing safety center without replacement (20 year estimated cost of \$192,080, assumes no rent increase)
- 600 sq ft - \$1,434 monthly, no restroom. \$20,000 to remove existing safety center without replacement (20 year estimated cost of \$364,160, assumes no rent increase)
- 1,500 sq ft - \$3,750 monthly with restroom. \$20,000 to remove existing safety center without replacement (20 year estimated cost of \$920,000, assumes no rent increase)

**FINANCIAL IMPACT**

With approval from the Board, staff will bring an updated item to the next Board meeting. CIP# 23-19-03 has a total project appropriation of \$89,218. If the Board chooses to move forward with a leasing option, the District will not need to appropriate additional funds for the upfront expenses and will incorporate the monthly into the FY24 budget. If the Board chooses to purchase a refurbished mobile unit, there will be a need for an additional budget amendment and appropriation increase to complete the full purchase as yet to be determined.