



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

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RANCHO MURIETA, CA 95683
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AGENDA

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

REGULAR BOARD OF DIRECTORS MEETINGS ARE HELD
3rd Wednesday of Each Month

REGULAR BOARD MEETING Wednesday, May 16, 2012

Closed Session 4:00 p.m. - Open Session 5:00 p.m.
RMCS D Administration Building – Board Room
15160 Jackson Road
Rancho Murieta, CA 95683

BOARD MEMBERS

Roberta Belton	President
Richard Taylor	Vice President
Betty Ferraro	Director
Steven Mobley	Director
Gerald Pasek	Director

STAFF

Edward R. Crouse	General Manager
Darlene Gillum	Director of Administration
Greg Remson	Security Chief
Paul Siebensohn	Director of Field Operations
Suzanne Lindenfeld	District Secretary

RANCHO MURIETA COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
May 16, 2012

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

AGENDA

	RUNNING TIME
1. CALL TO ORDER - Determination of Quorum - President Belton (Roll Call)	4:00
2. ADOPT AGENDA (Motion)	4:05
3. EMPLOYEE RECOGNITION - PROMOTIONS – CERTIFICATIONS - AWARDS	4:10
4. CLOSED SESSION <i>Under Government Code 54956.9(a): Conference with Legal Counsel – Anticipated Litigation – Significant Exposure to Litigation Pursuant to 54956.9: One Potential Case.</i> <i>Under Government Code 54956.8: Real Property Negotiations - Real Property APN 128-0080-067; APN 128-0080-068; APN 128-0080-069; APN 128-0080-076; and APN 128-0100-029. Real Property Agency Negotiator: Edward R. Crouse, General Manager. Negotiating Party: Rancho Murieta 670, LLC. Under Negotiation: Price and Terms.</i>	4:15
5. OPEN SESSION <i>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.</i> <i>The running times listed on this agenda are only estimates and may be discussed earlier or later than shown. At the discretion of the Board, an item may be moved on the agenda and or taken out of order. TIMED ITEMS as specifically noted, such as Hearings or Formal Presentations of community-wide interest, will not be taken up earlier than listed.</i>	
6. REPORT ACTION FROM CLOSED SESSION	5:00
7. COMMENTS FROM THE PUBLIC <i>The public shall have the opportunity to directly address the Board on any item of interest before or during the Board's consideration of that item. Public comment on items within the jurisdiction of the Board is welcome, subject to reasonable time limitations for each speaker.</i>	5:05

If you wish to address the Board at this time, as a courtesy, please state your name and address, and reserve your comments to no more than 3 minutes so that others may be allowed to speak. No action will be taken.

- 8. CONSENT CALENDAR (Motion) (Roll Call Vote) (5 min.)** 5:15
All the following items in Agenda Item 8 will be approved as one item if they are not excluded from the motion adopting the consent calendar.
- a. **Approval of Board Meeting Minutes**
 - 1. April 18, 2012 Board Meeting
 - b. **Committee Meeting Minutes (Receive and File)**
 - 1. April 16, 2012 Safety Committee Meeting
 - 2. May 1, 2012 Security Committee Meeting
 - 3. May 1, 2012 Improvements Committee Meeting
 - 4. May 1, 2012 Finance Committee Meeting
 - 5. May 3, 2012 Communication & Technology Committee Meeting
 - 6. May 3, 2012 Personnel Committee Meeting
 - c. **Approval of Bills Paid Listing**
- 9. STAFF REPORTS (Receive and File) (5 min.)** 5:20
- a. General Manager's Report
 - b. Administration/Financial Report
 - c. Security Report
 - d. Water/Wastewater/Drainage Report
- 10. CORRESPONDENCE (5 min.)** 5:25
- a. Rob and Kerri Schultz e-mail, dated April 18, 2012
 - b. S. Keith Swanson letter, dated April 28, 2012
- 11. REVIEW OF THE PROPOSED 2012/2013 BUDGET AND CAPITAL PROJECTS** 5:30
(30 min.)
- a. Presentation by Staff.
 - b. Public comment on the 2012-2013 Budget, including Capital Projects.
 - c. Board Discussion/Approval of Resolution 2012-06, a Resolution approving the Proposed Budget for Fiscal Year 2012-2013, including Capital Projects. (Discussion/Action) (Motion) (Roll Call Vote)
- 12. TIMED ITEM - PUBLIC HEARING – 5:30 P.M. – REVIEW OF THE PROPOSED RATE INCREASES AND SPECIAL TAX ADJUSTMENTS (20 min.)** 6:00
(Time is approximate but will not be conducted before 5:30 p.m.)
- a. Presentation by Staff.

- b. The Board President will open a public hearing for public comment on Ordinance 2012-01, Amending Chapter 14 of the District Code, Relating to Water; Amending Chapter 15 of the District Code Relating to Sewer; Amending Chapter 16 of the District Code Relating to Drainage; Amending Chapter 16A of the District Code Relating to Drainage Tax, and Amending Chapter 21 of the District Code Relating to Security.
- c. The Board President will close the public hearing on Ordinance 2012-01, Amending Chapter 14 of the District Code, Relating to Water; Amending Chapter 15 of the District Code Relating to Sewer; Amending Chapter 16 of the District Code Relating to Drainage; Amending Chapter 16A of the District Code Relating to Drainage Tax, and Amending Chapter 21 of the District Code Relating to Security.
- d. Board Discussion/Introduction of Ordinance 2012-01, an Ordinance Amending Chapter 14 of the District Code, Relating to Water; Amending Chapter 15 of the District Code Relating to Sewer; Amending Chapter 16 of the District Code Relating to Drainage; Amending Chapter 16A of the District Code Relating to Drainage Tax, and Amending Chapter 21 of the District Code Relating to Security. (Discussion/Action) (Motion) (Roll Call Vote)

- 13. **ADOPT DISTRICT POLICY 2012-04, IN-CAR/BODY-WORN VIDEO SYSTEM** 6:20
(Discussion/Action) (Motion) (Roll Call Vote) (5 min.)
- 14. **ADOPT DISTRICT POLICY 2012-06, PRE-EMPLOYMENT PHYSICAL EXAMS** 6:25
(Discussion/Action) (Motion) (Roll Call Vote) (5 min.)
- 15. **ADOPT PAY FOR PERFORMANCE MANUAL UPDATE** 6:30
(Discussion/Action) (Motion) (Roll Call Vote) (5 min.)
- 16. **APPROVE UPDATED EMPLOYEE PERFORMANCE EVALUATION** 6:35
(Discussion/Action) (Motion) (Roll Call Vote) (5 min.)
- 17. **APPROVE UTILITY CART PURCHASE** (Discussion/Action) (Motion) (5 min.) 6:40
- 18. **REVIEW AND SELECT CONFERENCE/EDUCATION OPPORTUNITIES** 6:45
- 19. **MEETING DATES/TIMES FOR THE FOLLOWING:** (5 min.) 6:50

Next Regular Board Meeting: June 20, 2012

Committee Meeting Schedule:

✚ Security -	Tuesday, June 5, 2012 at 8:30 a.m.
✚ Improvements –	Tuesday, June 5, 2012 at 9:00 a.m.
✚ Finance -	Tuesday, June 5, 2012 at 10:00 a.m.
✚ Communications -	Thursday, June 7, 2012 at 8:30 a.m.
✚ Personnel -	Thursday, June 7, 2012 at 9:00 a.m.
✚ Joint Security -	T.B.A.

20. COMMENTS/SUGGESTIONS – BOARD MEMBERS AND STAFF

6:55

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.

21. ADJOURNMENT (Motion)

7:00

"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 May 11, 2012. Posting locations are: 1) District Office; 2) Plaza Foods; 3) Rancho Murieta Association; 4) Murieta Village Association.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Board of Directors Meeting

MINUTES

April 18, 2012

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

1. CALL TO ORDER/ROLL CALL

Vice President Richard Taylor called the 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 Richard Taylor, Betty Ferraro, Steven Mobley, and Gerald Pasek. Also present were Edward R. Crouse, General Manager; Darlene Gillum, Director of Administration; Greg Remson, Security Chief; Paul Siebensohn, Director of Field Operations; and Suzanne Lindenfeld, District Secretary. President Belton was absent.

2. ADOPT AGENDA

Motion/Ferraro to adopt the agenda. **Second/Pasek.**

Director Taylor asked that the District Code, Chapter 2 be removed from Agenda Item 12. Jonathan Hobbs, District's legal counsel, stated that it was only in for reference, no action was going to be taken on it. No new motion was made.

Ayes: Ferraro, Mobley, and Pasek. Noes: Taylor. Absent: Belton.

3. EMPLOYEE PROMOTIONS – CERTIFICATIONS- AWARDS

None.

4. BOARD ADJOURNED TO CLOSED SESSION AT 4:04 P.M. TO DISCUSS THE FOLLOWING ITEMS:

Under Government Code 54956.9(a): Conference with Legal Counsel – Anticipated Litigation – Significant Exposure to Litigation Pursuant to 54956.9: One Potential Case.

Under Government Code 54956.8: Real Property Negotiations - Real Property APN 128-0080-067; APN 128-0080-068; APN 128-0080-069; APN 128-0080-076; and APN 128-0100-029. Real Property Agency Negotiator: Edward R. Crouse, General Manager. Negotiating Party: Rancho Murieta 670, LLC. Under Negotiation: Price and Terms.

5/6. BOARD RECONVENED TO OPEN SESSION AT 5:00 P.M. AND REPORTED THE FOLLOWING:

Under Government Code 54956.9(a): Conference with Legal Counsel – Anticipated Litigation – Significant Exposure to Litigation Pursuant to 54956.9: One Potential Case. No reportable action.

Under Government Code 54956.8: Real Property Negotiations - Real Property APN 128-0080-067; APN 128-0080-068; APN 128-0080-069; APN 128-0080-076; and APN 128-0100-029. Real Property Agency Negotiator: Edward R. Crouse, General Manager. Negotiating Party: Rancho Murieta 670, LLC. Under Negotiation: Price and Terms. No reportable action.

7. COMMENTS FROM THE PUBLIC

None.

8. CONSENT CALENDAR

Motion/Mobley to adopt the consent calendar. **Second/Pasek. ROLL CALL VOTE: Ayes: Taylor, Ferraro, Mobley, and Pasek. Noes: None. Absent: Belton.**

6. STAFF REPORTS

Under Agenda Item 6d, Director Pasek asked the status of the water storage. Paul Siebensohn reported that staff is in the process of installing the batter boards.

Chief Remson stated that over the weekend, the chains/locks to Granlees Dam pump house, Clementia Park and the river pump were cut. Nothing was taken or disturbed.

10. CORRESPONDENCE

No comments.

12. PROVIDE DIRECTION TO PARKS COMMITTEE REPRESENTATIVE REGARDING COMMUNITY RECREATION CENTER AND AQUATIC COMPLEX (taken out of order)

Director Ferraro gave a brief summary of the history of the Parks Committee, the agenda for the upcoming Parks Committee meeting, the business plan for the Community Recreation Center and Aquatic Complex and asked the Board for direction on the District's position regarding Rancho Murieta Association (RMA) using the funds currently earmarked for future contributions to Parks and future credits for the Community Recreation Center and Aquatic Complex. A discussion followed.

Director Ferraro stated that she has asked for the Parks Committee to hold a meeting prior to the May 10, 2012 meeting to address housekeeping items so the May 10, 2012 meeting can be focused on the Community Recreation Center and Aquatic Complex. To date, that has not been scheduled.

Director Pasek stated that according to the Parks Agreement, money cannot be used for anything that is not listed on the Parks matrix and feels the costs RMA is quoting for maintaining the pools are too low.

Director Pasek suggested that the District representative abstain from voting on this item. Director Taylor suggested that the District's representative not attend the meeting, which would keep the vote from taking place as there would not be a quorum.

Motion/Taylor for the District's Parks Committee representative to not attend the Parks Committee meeting. **Second/Mobley. Ayes: Taylor, Ferraro, Mobley. Noes: Pasek. Absent: Belton.**

11. RECEIVE 2011 DIVERSION REPORT – Presentation by Jack Fiori, California Waste Recovery Systems

Jack Fiori, California Waste Recovery Systems (CWRS), gave a presentation regarding the 2011 Diversion Report for Rancho Murieta. The items covered in the report included the consolidated

tons collected in Rancho Murieta: 1,901 tons of solid waste, 1121 tons of green-waste and 657 tons of recycled materials for a total of 3,679 tons. The shift of solid waste and recycled materials going down decreased the community's diversion rate from 50% to 48%. A question and answer period followed.

Director Pasek commented on what a great job CWRS does. Mr. Fiori stated that Rancho Murieta is a great community to work in.

13. ADOPT DISTRICT RESOLUTION 2012-05, AMENDING FIXED EMPLOYER'S CONTRIBUTION FOR PUBLIC REPRESENTED EMPLOYEE MEDICAL AND HOSPITAL CARE ACT

Ed Crouse gave a brief summary of the recommendation to adopt Resolution 2012-05. This resolution corrects the language in Resolution 2011-11, which was revised prior to adopting of the Memorandum of Understanding (MOU). This does not affect the amount of the District's contribution.

Motion/Pasek to adopt Resolution 2012-05 amending the fixed employer's contribution for represented Public Employee's Medical and Hospital Care Act. **Second/Mobley. ROLL CALL VOTE: Ayes: Taylor, Ferraro, Mobley, and Pasek. Noes: None. Absent: Belton.**

14. REVIEW DRAFT TASTE AND ODOR MITIGATION PLAN

Paul Siebensohn gave a brief summary of his recommendations for proceeding with the taste and odor mitigation plan. Director Pasek suggested a letter be sent out to the residents explaining what is going to be done and what can be expected.

Motion/Pasek to proceed with Option 1 of the Taste and Odor Mitigation Plan. **Second/Taylor. Ayes: Taylor, Ferraro, Mobley, and Pasek. Noes: None. Absent: Belton.**

15. REVIEW SUMMARY OF INTEGRATED WATER MASTER PLAN FINDINGS MEMO

Ed Crouse gave a brief summary of the Technical Memorandum summarizing the Integrated Water Master Plan (IWMP) Update Revisions and Findings, Task Order 12-01 and Task Order 12-02.

John Sullivan commented on his concerns regarding running various scenarios through the model to see if augmentation will be needed. Director Pasek suggested Mr. Sullivan provide the information to Ed to run the scenarios. A short discussion followed.

Motion/Taylor to approve Task Order 12-01, Review Water Shortage Contingency Plan, with Maddaus Water Management, in the amount of \$29,600. Funding to come from Water Supply Augmentation Reserves. **Second/Pasek. Ayes: Taylor, Ferraro, Mobley, and Pasek. Noes: None. Absent: Belton.**

Motion/Taylor to approve Task Order 12-02, Update Policy 90-2, with Maddaus Water Management, in the amount of \$9,300. Funding to come from Water Supply Augmentation Reserves. **Second/Ferraro. Ayes: Taylor, Ferraro, Mobley, and Pasek. Noes: None. Absent: Belton.**

16. APPROVE PROPOSAL FOR EXPANDED RECYCLED WATER FEASIBILITY REPORT

Ed Crouse gave a brief summary of the proposal from Person.Brustad.Inc for the preparation of a Title XVI Feasibility Report for Rancho Murieta's future residential recycled water program. The District has applied for a grant to help cover the costs for this project but has not heard back yet. The District also hopes to partner with Rancho Murieta Country Club in looking at recycled water phasing and pipeline alignments. Partnering for this would provide a cost savings for both entities.

John Sullivan suggested a meeting be held with all stakeholders prior to the start of this project.

Motion/Taylor to approve the proposal from Person.Brustad.Inc., for preparation of a Title XVI Feasibility Report for Rancho Murrieta's future residential recycled water program, in an amount not to exceed \$52,945. Funding to come from Water Supply Augmentation Reserves. Final execution of the contract is pending word from the Bureau of Reclamation on our grant request.
Second/Mobley. Ayes: Taylor, Ferraro, Mobley, and Pasek. Noes: None. Absent: Belton.

17. APPROVE PLANT #2 SEDIMENTATION BASIN 1 – CHAIN OF FLIGHT

Paul Siebensohn gave a brief summary of the recommendation to approve the proposal from JBI Water & Wastewater Equipment, Inc., for water plant #2 sedimentation basin 1 chain of flight replacement.

Motion/Ferraro to approve up to \$12,000 to JBI Water and Wastewater Equipment, Inc., for water plant #2 sedimentation basin 1 chain of flight. Funding to come from the Water Replacement Reserves. **Second/Pasek. Ayes: Taylor, Ferraro, Mobley, and Pasek. Noes: None. Absent: Belton.**

18. APPROVE LEASE AGREEMENT FOR NEW SECURITY VEHICLE

Chief Remson gave a brief summary of the recommendation to approve the purchase by capital lease of a new 2012 Ford Escape from Harrold Ford. The total cost includes a four (4) year/100,000 mile bumper to bumper limited warranty.

Motion/Pasek to approve the purchase by capital lease of a new 2012 Ford Escape from Harrold Ford in an amount not to exceed \$22,782.51, including tax and a four (4) year/100,000 mile bumper to bumper limited warranty. Funding to come from insurance reimbursement of \$10,450.00, salvage of \$3,150.00 and a lease for \$9,182.51. The lease cost will come from Security Operating Expenses.

There will also be a cost of \$845.84 for decals and striping and an estimate of \$1,000 for installation/replacement/purchase of radio/electronics, antennas, consoles and miscellaneous parts required to equip the new vehicle. This cost will also come from Security Operating Expenses.

Second/Mobley. Ayes: Taylor, Ferraro, Mobley, and Pasek. Noes: None. Absent: Belton.

19. APPROVE HOUSEHOLD HAZARDOUS WASTE COLLECTION EVENT

Ed Crouse gave a brief summary of the recommendation to approve the proposal from Clean Harbors Environmental Services, Inc. to conduct a household hazardous waste collection event for Rancho Murieta.

Motion/Taylor to approve the proposal from Clean Harbors Environmental Services, Inc., to conduct a household hazardous waste collection event for Ranch Murieta. **Second/Pasek. Ayes: Taylor, Ferraro, Mobley, and Pasek. Noes: None. Absent: Belton.**

20. REVIEW AND SELECT CONFERENCE/EDUCATION OPPORTUNITIES

Motion/Mobley to approve Rob McLeod and Floyd McLaughlin to attend the California Rural Water Association's Expo in Lake Tahoe, Nevada. **Second/Taylor. Ayes: Taylor, Ferraro, Mobley, and Pasek. Noes: None. Absent: Belton.**

21. MEETING DATES/TIMES

No changes.

22. COMMENTS/SUGGESTIONS – BOARD MEMBERS AND STAFF

Chief Remson gave a brief summary of the ISC West Expo he and Director Mobley attended.

Paul Siebensohn reported that he sent a letter to MTI regarding the midge fly treatment. Director Pasek suggested notice be sent to the residents notifying them of the treatments. Staff has put up No Trespassing signs around Calero Dam.

Director Pasek asked that the Improvements Committee review the Van Vleck piping.

Ed Crouse gave a brief summary of the topics discussed at the Presidents Meeting. Those topics included: the recreational center, RMCC operations, repairs at Lakes 16 and 17, the District's proposed budget and rate increase, water supply and recycled water supply.

Ed will be attending the ACWA conference May 7 – 10, 2012.

23. ADJOURNMENT

Motion/Taylor to adjourn at 7:01 p.m. **Second/Pasek. Ayes: Taylor, Ferraro, Mobley, and Pasek. Noes: None. Absent: Belton.**

Respectfully submitted,

Suzanne Lindenfeld
District Secretary

MEMORANDUM

Date: April 16, 2012
To: Edward R. Crouse, General Manager
From: Greg Remson, Safety Chairman
Subject: Safety Committee Meeting, January 16, 2012

The meeting was called to order at 11:35 a.m. Present were Greg Remson, Safety Chairman; Rob McLeod and Suzanne Lindenfeld.

NEW ACCIDENT REPORTS

None.

FACILITY INSPECTION REPORTS

Security is missing February and March 2012.

OTHER ITEMS

First (1st) quarter awards were purchased.

SAFETY AWARDS

The Committee agreed on the annual safety awards to be gift cards from Target.

ADJOURNMENT

The meeting adjourned at 1:48 p.m.

MEMORANDUM

Date: May 1, 2012
To: Board of Directors
From: Security Committee Staff
Subject: May 1, 2012 Security Committee Meeting

Director Ferraro called the meeting to order at 8:30 a.m. Present was Director Ferraro. Present from District staff were Edward R. Crouse, General Manager; Darlene Gillum, Director of Administration; Greg Remson, Security Chief; Paul Siebensohn, Director of Field Operations; and Suzanne Lindenfeld, District Secretary. Director Mobley was absent.

COMMENTS FROM THE PUBLIC

None.

MONTHLY OPERATIONS REVIEW

Operations

Paving repairs have begun in both the North and South. Paving will also be done on the North Gate inbound lanes near the gate entrance to smooth out the ruts.

PTF has installed posts and gates for the back area.

Incidents of Note

No discussion.

RMA Citations/Advisals

Chief Remson reported on the following Rancho Murieta Association (RMA) rule violation citations for the month of April: 20 speeding, 9 driveway parking and 4 overnight street parking. RMA rule violation admonishments and/or complaints for the month of April: 53 loose/off leash dogs, 23 open garage doors, 19 stop sign, 12 back area without resident, and 11 speeding

RMA Compliance/Grievance/Safety Committee Meeting

At the April 2, 2012, meeting, there were appearances regarding speeding and stop sign. The next meeting will be on Monday, May 7, 2012 at 1:00 p.m.

Joint Security Committee Meeting

The Joint Security Committee meetings have been cancelled until further notice.

James L. Noller Safety Center

The Safety Center has been open on Monday and Wednesday from 10:00 a.m. to 2:00 p.m. It is also available to all law enforcement officers for report writing, meal breaks and any other needs that arise.

New North Gate

No forward progress has been made.

REVIEW IN-CAR VIDEO POLICY

Chief Remson gave a brief summary of the recommendation to adopt the in-car video policy. Each Patrol Officer will have their own. Each patrol vehicle has a decal on stating the use of video. **This item will be on the May 16, 2012 Board of Directors meeting agenda.**

DIRECTOR & STAFF COMMENTS

Chief Remson commented on some graffiti on stop signs and the water tank. The parents of a 13-year-old boy asked security to put up a sign warning the community of their son being unruly. Security declined.

Paul Siebensohn stated that staff put up keep off the face of the dam signs last week at Calero Dam. One sign has already been broken off. New signs will be posted this week.

ADJOURNMENT

The meeting adjourned at 8:54 a.m.

DRAFT

MEMORANDUM

Date: May 1, 2012
To: Board of Directors
From: Improvements Committee Staff
Subject: May 1, 2012 Committee Meeting Minutes

Director Pasek called the meeting to order at 9:00 a.m. Present were Directors Ferraro and Pasek. Present from District staff were Edward R. Crouse, General Manager; Darlene Gillum, Director of Administration; Greg Remson, Security Chief; Paul Siebensohn, Director of Field Operations; and Suzanne Lindenfeld, District Secretary.

COMMENTS FROM THE PUBLIC

None.

RECEIVE GRANT UPDATE

DWR Grant for Augmentation Well

Nothing new to report.

New Bureau of Reclamation Grant

Nothing new to report.

REVIEW CAPITAL IMPROVEMENT PROJECTS PROGRAM (taken out of order)

Paul Siebensohn gave a brief summary of the proposed FY 2012/13 capital improvement projects. These projects include: hole 15 culvert replacement, main lift north wet well rehabilitation, wastewater reclamation plant valve replacement, wastewater facility paving, dump truck, wastewater facility fencing, and 6B generator replacement.

Ed Crouse gave a brief summary of the 5 year Capital Improvements Project Plan Program. A discussion followed.

DISCUSS VAN VLECK WDR RENEWAL

Ed Crouse gave a brief overview of Director Pasek's request for the Improvements Committee to discuss the District's approach to pursuing a non-permanent approach to the Van Vleck piping. Since the District adopted our new recycled water policy for requiring the use of recycled water for all new development, the VVR spray fields will not be needed as a primary disposal system. Kevin Kennedy, of Peterson Brustad, Inc., will be preparing a road map of the administrative and regulatory approvals related to the District's new recycled water policy on new development. The District will be pursuing a Master Reclamation Permit from the Regional Water Quality Control Board.

The roadmap will highlight the District's approach to utilize the VVR spray fields on an as needed basis. Accordingly, we will pursue authority to utilize a temporary pipe concept to minimize expenditures.

DISCUSS 5-YEAR BUILDING MAINTENANCE PLAN

Ed Crouse stated staff is developing a 5-year maintenance plan for all District buildings. This plan will address all needed repairs and create an on-going maintenance schedule. The goal is to present the final plan at the June 2012 Improvements Committee meeting.

DISCUSS HOLE 16/17 TRANSFER PIPE REPAIR

Ed Crouse gave a brief summary of the plan to partner with both Rancho Murieta Association and Rancho Murieta Country Club to help in cutting costs for hole 16/17 transfer pipe repairs.

UTILITY CART PURCHASE

Paul Siebensohn gave a brief summary of the proposal to purchase a utility cart. A short discussion followed. **This item will be on the May 16, 2012 Board of Directors meeting agenda.**

PROPOSAL TO PREPARE RECYCLED WATER STANDARDS

Ed Crouse gave a brief summary of the proposal to develop recycled water standards for residential and non-residential customers. The goal is to have this completed three (3) months from the date of Board approval. **This item will be on the May 16, 2012 Board of Directors meeting agenda.**

DIRECTORS' & STAFF COMMENTS/SUGGESTIONS

Director Ferraro commented on comments she received from some residents that feel they have cut their water use by 20% already as the 20 x 2020 plan indicates. Darlene Gillum stated it is not 20% per residence; it is 20% District wide. A short discussion followed. Ed Crouse suggested residents be referred to the District office when inquiring about water use.

John Sullivan suggested staff look at and re-define what an EDU really means.

Paul Siebensohn stated that a midge fly treatment is scheduled for Thursday. Director Pasek asked if any notification has been made to residents in the area regarding the treatments. Paul stated that he did notify MTI but nothing has been sent out. Ed Crouse stated something could be added to the back of the taste and odor notice that is going out.

The wastewater reclamation plant is up and running and sending water to the north course.

Ed Crouse stated that May is Water Awareness Month. The District is offering three (3) new rebates and offering water-wise house calls to all residents. Information is available on the District's website.

Lisa Maddaus will be meeting with staff regarding the water contingency plan.

ADJOURNMENT

The meeting was adjourned at 10:37 a.m.

MEMORANDUM

Date: May 1, 2012
To: Board of Directors
From: Finance Committee Staff
Subject: May 1, 2012 Finance Committee Meeting

Director Pasek called the meeting to order at 10:44 a.m. Present was Director Pasek. Present from District staff were Edward R. Crouse, General Manager; Darlene Gillum, Director of Administration; Greg Remson, Security Chief; Paul Siebensohn, Director of Field Operations; and Suzanne Lindenfeld, District Secretary. Director Belton was absent.

COMMENTS FROM THE PUBLIC

None.

RECEIVE GRANT UPDATE

DWR Grant for Augmentation Well

Nothing new to report.

New Bureau of Reclamation Grant

Nothing new to report.

FINAL BUDGET REVIEW

Review FY 2012/13 Projections

Darlene Gillum gave a brief summary of the Draft 2012-13 Budget and the possible reductions identified since the last meeting. These reductions include: removal of paper Pipeline, removal of additional monies in the 2012/13 budget for the Household Hazardous Waste event, decrease in Security Department legal fees, decrease in supplies and training in the Security Department, decrease in supplies for the Water, and a decrease in supplies, copy machine maintenance for Sewer. Staff is still working on the implementation of a credit card processing fee. A discussion followed.

Darlene stated she has received six (6) letters of protest to the rate increase. Ed Crouse stated he received one (1) phone call regarding the Union contract.

Review FY 2012/13 CIP Projects

No discussion.

Review FY 2012/13 5-Year CIP Plan

No discussion.

DIRECTORS' & STAFF COMMENTS/SUGGESTIONS

None.

ADJOURNMENT

The meeting was adjourned at 11:00 a.m.

DRAFT

MEMORANDUM

Date: May 3, 2012
To: Board of Directors
From: Communication & Technology Committee Staff
Subject: May 3, 2012 Communication & Technology Committee Meeting

Director Taylor called the meeting to order at 8:30 a.m. Present were Directors Taylor and Ferraro. Present from District staff were Edward Crouse, General Manager; Darlene Gillum, Director of Administration; Greg Remson, Security Chief; Paul Siebensohn, Director of Field Operations; and Suzanne Lindenfeld, District Secretary.

COMMENTS FROM THE PUBLIC

None.

UPDATES

Communications Survey

The communications survey went out with the February billing statements and is available on the District's website. To date, 215 surveys have been returned. The top three (3) District communications most valuable are: 1) bill stuffer; 2) special mailings; and 3) website. Of the 212 surveys returned, about 100 of them provided email addresses that have been added to our Pipeline mailing list.

Water Awareness Month

May is Water Awareness Month. A banner has been put up in front of the District's Administration Building and two (2) more will be put up, one at each gate. Information has been put on the District's website, including information for three (3) rebates available during the month of May. The rebates are for rotator head sprinklers, installation of drip system and weather based controllers. Lawn signs are available for people who have earned their Blue Thumb through the Regional Water Authority. The District is also offering Water-Wise House Calls to residents. Paul will be bringing coloring/activity books to the kindergarten thru second (2nd) graders at Cosumnes Elementary School.

DIRECTOR & STAFF COMMENTS/SUGGESTIONS

Director Ferraro stated that the Sacramento Bee had a short article in today's paper regarding the water feasibility study grant the District was approved for.

ADJOURNMENT

The meeting was adjourned at 8:54 a.m.

MEMORANDUM

Date: May 3, 2012
To: Board of Directors
From: Personnel Committee Staff
Subject: May 3, 2012 Personnel Committee Meeting

Director Taylor called the meeting to order at 9:02 a.m. Present was Director Taylor. Present from District staff were Edward R. Crouse, General Manager; Darlene Gillum, Director of Administration; Greg Remson, Security Chief; Paul Siebensohn, Director of Field Operations; and Suzanne Lindenfeld, District Secretary. Director Belton was absent.

COMMENTS FROM THE PUBLIC

None.

UPDATES

Employee Relations

Employee appreciation lunch has been scheduled for Thursday, June 21, 2012 at Clementia Park.

Chief Remson reported that it may be another month before the Gate Officer leaves.

Paul Siebensohn reported that interviews will be held Monday, May 14, 2012 for the Utility Worker 1 position and on May 18, 2012 for the Temporary Utility Worker position.

Koff & Associates – Core Competency Implementation

Ed Crouse gave a brief overview of the new Pay for Performance Manual and new Employee Performance Evaluation. The new evaluation form will include department and individual goals for each employee. **This item will be included on the May 16, 2012 Board of Directors meeting agenda.**

DISTRICT POLICIES

Policy 2012-05, Use of District Owned Vehicles

Ed Crouse gave a brief summary of draft Policy 2012-05, which updates current District Policy 85-2. A discussion followed. The title of the Policy will be changed to District Driving Policy and a few wording changes will be made. This policy will be brought back to the Personnel Committee in June, 2012.

Policy 2012-06, Pre-Employment Physical Examinations

Darlene Gillum gave a brief summary of draft Policy 2012-06, Pre-Employment Physical Examinations, which updates current District Policy 92-2, Pre-Placement Drug Testing. Only employees hired for a public health and safety related position can be required to take a

substance test. Thos positions include Security Patrol Officers, Plant Operators, Utility Workers and Equipment Mechanic. **This item will be included on the May 16, 2012 Board of Directors meeting agenda.**

DIRECTORS' & STAFF COMMENTS/SUGGESTIONS

None.

ADJOURNMENT

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

DRAFT

MEMORANDUM

Date: May 9, 2012
To: Board of Directors
From: Darlene Gillum, Director of Administration
Subject: Bills Paid Listing

Enclosed is the Bills Paid Listing Report for **April 2012**. 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:

Vendor	Project/Purpose	Amount	Funding
Borges & Mahoney Co.	Annual C12 System Service – WWTP & WTP	\$7,576.84	Operating Expense
California Waste Recovery Systems	Solid Waste Contract	\$42,475.73	Operating Expense
Golden State Flow Measurement	Handheld Meter Reading Device	\$7,456.30	Operating Expense
Groeniger and Company	Meter Supplies, Hydrant Replacement	\$5,228.64	Operating Expense
Carrillo Enterprises	Line Repair, Hydrant Replacement, Drying Beds	\$6,036.80	Operating Expense
County of Sacramento	Quarterly Waste Disposal Fee	\$8,211.84	Operating Expense
NTU Technologies, Inc.	Chemicals	\$5,314.54	Operating Expense
SMUD	Monthly Power	\$13,110.74	Operating Expense
Harrold Ford	2012 Ford Escape – Down payment	\$13,207.51	Capital Lease

Rancho Murieta Community Services District
Bills Paid Listing for April 2012

Ck Number	Date	Vendor	Amount	Purpose
EFT	4/2/2012	Internal Revenue Service	\$7,949.40	Bi-Weekly Payroll Taxes
CM25126	4/4/2012	California Public Employees' Retirement Sys	\$31,006.75	Payroll
CM25127	4/4/2012	Guardian Life Insurance	\$4,993.71	Payroll
CM25128	4/4/2012	Vision Service Plan (CA)	\$474.87	Payroll
CM25129	4/13/2012	Ace Hardware	\$276.79	Monthly Supplies
CM25130	4/13/2012	Action Cleaning Systems	\$67.06	Cleaning Supplies
CM25131	4/13/2012	Association of California Water Agencies	\$695.00	2012 Annual Conference
CM25132	4/13/2012	Administrative Professional Today	\$79.00	Subscription
CM25133	4/13/2012	Alabama Specialty Products, Inc.	\$63.04	Labt Tests
CM25134	4/13/2012	Allied Waste Services #922	\$335.56	Container Service
CM25135	4/13/2012	American Express	\$305.48	Monthly Bill
CM25136	4/13/2012	Aramark Uniform Services	\$134.56	Uniform Service - Water
CM25137	4/13/2012	Baxter Auto Parts Headquarters	\$108.27	Supplies
CM25138	4/13/2012	Borges & Mahoney Co.	\$7,576.84	Annual C12 System Service - WWTP & WTP
CM25139	4/13/2012	California Waste Recovery Systems	\$42,475.73	Solid Waste Monthly Contract
CM25140	4/13/2012	Brian Chenoweth	\$450.00	IT Support
CM25141	4/13/2012	Costco Wholesale	\$789.58	Monthly Supplies
CM25142	4/13/2012	County of Sacramento, Environmental Mgt. De	\$593.00	Annual Haz Mat Permit: Crest
CM25143	4/13/2012	Cravens Administrative Services	\$850.00	Pipeline - Spring 2012
CM25144	4/13/2012	Dept. of Public Health	\$3,628.80	Permit Fees
CM25145	4/13/2012	Employment Development Department	\$17,410.18	Payroll
CM25146	4/13/2012	Stacey Ettl	\$300.00	Toilet Rebate
CM25147	4/13/2012	Fastsigns #60601	\$157.32	North & South Gate Signs
CM25148	4/13/2012	Franchise Tax Board	\$249.52	Payroll
CM25149	4/13/2012	Golden State Flow Measurement	\$7,456.30	Handheld Meter Reading Device
CM25150	4/13/2012	Groeniger and Company	\$5,228.64	Meter Supplies, Hydrant Replacement
CM25151	4/13/2012	Hach Company	\$601.33	Chemicals
CM25152	4/13/2012	Irrigation Consultation & Evaluation	\$294.75	Water Wise House Calls
CM25153	4/13/2012	Jobs Available, Inc.	\$39.00	Annual Subscription
CM25154	4/13/2012	Pollardwater.com - West	\$457.91	Drain Guards
CM25155	4/13/2012	Law Office of Valentina Reiner	\$2,146.00	Legal Consulting
CM25156	4/13/2012	National Payment Center	\$189.50	Payroll
CM25157	4/13/2012	Nationwide Retirement Solution	\$1,553.23	Payroll
CM25158	4/13/2012	NORMAC	\$293.50	Maintenance and Repair
CM25159	4/13/2012	Operating Engineers Local Union No. 3	\$487.44	Payroll
CM25160	4/13/2012	P. E. R. S.	\$37,163.37	Payroll
CM25161	4/13/2012	Larry Patterson	\$42.76	Fix-a-Leak Rebate
CM25162	4/13/2012	PERS Long Term Care Program	\$132.19	Payroll
CM25163	4/13/2012	Phenix Print & Image	\$581.85	Prop 218 Notice Envelopes
CM25164	4/13/2012	Romo Landscaping	\$325.00	Landscaping
CM25165	4/13/2012	Roto Rooter Service & Plumbing	\$850.00	Hydro Truck Rental

Rancho Murieta Community Services District
Bills Paid Listing for April 2012

Ck Number	Date	Vendor	Amount	Purpose
CM25166	4/13/2012	Sierra Chemical Company	\$257.30	Chemicals
CM25167	4/13/2012	Sierra Foothill Fire Extinguisher Service	\$967.34	Fire Extinguisher Annual Maintenance
CM25168	4/13/2012	Somach, Simmons & Dunn	\$325.00	Legal Consulting
CM25169	4/13/2012	Ruth Swindle	\$250.00	Toilet Rebate and Fix-a-Leak Rebate
CM25170	4/13/2012	TASC	\$179.11	Payroll
CM25171	4/13/2012	TelePacific Communications	\$495.25	Monthly Phone Bill
CM25172	4/13/2012	William Thacher	\$100.00	Toilet Rebate
CM25173	4/13/2012	The Ed Jones Co.	\$145.69	Security Uniform Badge and CA Seal
CM25174	4/13/2012	U.S. Bank Corp. Payment System	\$4,734.34	Monthly Gasoline Bill
CM25175	4/13/2012	U.S. Healthworks Medical Group, PC	\$251.18	Medical Exam
CM25176	4/13/2012	USA Blue Book	\$3,357.51	Supplies
CM25177	4/13/2012	Aurello Villegas	\$200.00	Toilet Rebate
CM25178	4/13/2012	Ken Yi	\$50.00	Fix-a-Leak Rebate
CM25179	4/13/2012	Zep Sales & Service	\$1,932.24	Chemicals
EFT	4/16/2012	Internal Revenue Service	\$9,209.83	Bi-Weekly Payroll Taxes
EFT	4/26/2012	US Postmaster	\$1,500.00	Postage
CM25180	4/27/2012	Accounting & Association Software Group	\$145.00	GP Support
CM25181	4/27/2012	Action Cleaning Systems	\$1,172.00	Monthly Cleaning Service
CM25182	4/27/2012	Applications By Design, Inc.	\$125.00	Security Data Backup
CM25183	4/27/2012	Aramark Uniform Services	\$86.28	Uniform Service - Water
CM25184	4/27/2012	AT&T	\$1,228.78	Monthly Phone Bill
CM25185	4/27/2012	Atlantic Coast Promotions, Inc.	\$170.00	Blue Thumb Banners
CM25186	4/27/2012	Borges & Mahoney Co.	\$2,261.06	Maintenance and Repair Supplies
CM25187	4/27/2012	California Rural Water Association	\$730.00	CRWA Expo
CM25188	4/27/2012	CWEA - TCP	\$205.00	Lab Analyst Certification Renewal
CM25189	4/27/2012	Caltronics Business Systems	\$768.09	Monthly Admin Copier Maintenance
CM25190	4/27/2012	Carrillo Enterprises	\$6,036.80	Line Repair, Hydrant Replacement, Drying Beds
CM25191	4/27/2012	CDW Government Inc.	\$529.00	Annual Server Maintenance Renewal
CM25192	4/27/2012	CVCWA	\$95.00	2012 Annual Conference
CM25193	4/27/2012	CLS Labs	\$1,808.10	Monthly Lab Tests
CM25194	4/27/2012	County of Sacramento	\$8,211.84	Quarterly Waste Disposal Fees
CM25195	4/27/2012	Cummins West	\$75.42	Crest Generator
CM25196	4/27/2012	Edward R. Bacon Company, Inc.,	\$150.00	Maintenance
CM25197	4/27/2012	Employment Development Department	\$2,515.58	Payroll
CM25198	4/27/2012	Express Office Products, Inc.	\$447.11	Office Supplies
CM25199	4/27/2012	Folsom Lake Fleet Services	\$540.06	Service on #519, #517, & #217
CM25200	4/27/2012	Franchise Tax Board	\$21.60	Payroll
CM25201	4/27/2012	Golden State Flow Measurement	\$2,957.31	Meters
CM25202	4/27/2012	Hach Company	\$637.05	Maintenance and Repair Supplies
CM25203	4/27/2012	Howe It's Done	\$199.34	Board Meeting Dinner
CM25204	4/27/2012	J B Bostick Company	\$1,250.00	Street Repair

**Rancho Murieta Community Services District
Bills Paid Listing for April 2012**

Ck Number	Date	Vendor	Amount	Purpose
CM25205	4/27/2012	Kronick Moskovitz Tiedemann & Girard	\$2,816.70	Legal Consulting
CM25206	4/27/2012	National Payment Center	\$189.50	Payroll
CM25207	4/27/2012	Nationwide Retirement Solution	\$1,553.23	Payroll
CM25208	4/27/2012	NTU Technologies, Inc.	\$5,314.54	Chemicals
CM25209	4/27/2012	Operating Engineers Local Union No. 3	\$487.44	Payroll
CM25210	4/27/2012	P. E. R. S.	\$12,252.01	Payroll
CM25211	4/27/2012	PERS Long Term Care Program	\$132.19	Payroll
CM25212	4/27/2012	Pitney Bowes	\$696.70	Postage Machine Lease
CM25213	4/27/2012	Public Agency Retirement Services	\$400.00	Trust Admin Fees
CM25214	4/27/2012	Rancho Murieta Association	\$280.47	Landscaping/Cable/Internet
CM25215	4/27/2012	Regional Water Authority	\$3,750.00	RWA Public Relations Program
CM25216	4/27/2012	Romo Landscaping	\$325.00	Landscaping
CM25217	4/27/2012	S. M. U. D.	\$13,110.74	Monthly Utilities
CM25218	4/27/2012	Sacramento Uniforms	\$109.44	Security Uniform
CM25219	4/27/2012	Sierra Chemical Co.	\$593.19	Chemicals
CM25220	4/27/2012	Sierra Office Supplies	\$375.71	Letterhead
CM25221	4/27/2012	Sprint	\$575.89	Monthly Cell Phone
CM25222	4/27/2012	TASC	\$179.11	Payroll
CM25223	4/27/2012	The Westmark Group, Inc.	\$290.70	Groundwater Reporting
CM25224	4/27/2012	W.W. Grainger Inc.	\$567.18	Maintenance and Repair Supplies
CM25225	4/27/2012	WaterISAC	\$300.00	2012 Membership
CM25226	4/27/2012	Western Exterminator Co.	\$387.50	Monthly Service and Pest Control
CM25227	4/27/2012	Harrold Ford	\$13,207.51	2012 Ford Escape Downpayment
CM25228	4/27/2012	Lisa Wood Design	\$953.59	Creek Week Banners
EFT	4/30/2012	El Dorado Savings Bank	\$15.00	Bank Fees
EFT	4/30/2012	Internal Revenue Service	\$9,716.33	Bi-Weekly Payroll Taxes
EFT	4/30/2012	El Dorado Savings Bank	\$20.00	Bank Fees
EFT	4/30/2012	Global Pay	\$1,034.46	Merchant Service Fees
EFT	4/30/2012	Payment Tech	\$654.14	Merchant Service Fees
EFT	4/30/2012	Premier West Bank	\$79.00	Bank Fees
		TOTAL	\$305,500.71	

**Rancho Murieta Community Services District
Bills Paid Listing for April 2012**

Ck Number	Date	Vendor	Amount	Purpose
		CFD#1 Bank of America Checking		
CM2641	4/13/2012	CoreLogic Solutions, LLC.	\$165.00	CFD#1 Admin Fees
CM2642	4/13/2012	US Bank Corporate Trust	\$15.00	CFD#1 Admin Fees
CM2643	4/27/2012	Bank of America	\$17.30	CFD#1 Admin Fees
		TOTAL	\$197.30	
		EL DORADO PAYROLL		
Payroll (El Dorado)				
Checks: # CM10762 to CM10776 and Direct Deposits: DD05568 to DD5626			\$ 103,937.76	Payroll
EFT	4/30/2012	National Payment Corporation	\$ 125.18	Payroll
		TOTAL	\$104,062.94	

MEMORANDUM

Date: May 10, 2012
To: Board of Directors
From: Edward R. Crouse, General Manager
Subject: General Manager's Report

The following are highlights since our last Board Meeting.

Employee Relations

The Board will be asked to adopt the Pay for Performance Manual Update and approve the new Employee Performance Evaluation form. This is the follow on efforts of Koff and Associates. Once approved, the new evaluation forms will be rolled out as part of the employee's annual review. It is planned, starting next year, for all employee evaluations to be conducted at the same time each year, not on each employee's individual anniversary date.

Suzanne is just starting to plan the District's Employee Appreciation luncheon, again to be held at Clementia Park. Stay tuned for more details.

On May 4, 2012, Suzanne coordinated a Cinco de Mayo eve party. The food was excellent and we all had a good time getting together.

Finance/IT

Darlene and staff are working on the final draft budget, which will be presented at the May 16, 2012 Board meeting.

Security

No major incidents to report. Patrol Officers continue to conduct speeding and stop sign enforcement on a more regular basis since Rancho Murieta Association's (RMA) change to driveway parking enforcement.

Water

Usage is up, with warmer weather leading spring to early summer sooner than anticipated. Paul's crew did a great job getting both plants on line just in time for higher production to match higher demands.

We will see how our residents respond to May's Water Awareness messages and rebates. We are hopeful this will be a good start, over the next several years, to get us on track for 2020 compliance.

We are topping off the reservoirs, to match consumption so they will be full leading into summer.

Wastewater

With Rancho Murieta Country Club (RMCC) a little late in stopping river diversions, Paul believes the District should have no problem in meeting RMCC's summer and fall irrigation demands. This is good news, as this year's wastewater flows have been very low for the entire year. We are not sure of the cause; it could be due to more efficient indoor water use or our collection system maintenance efforts paying off.

Drainage

Basin 5 on the South looks good, heading into summer. Too early to tell if the improvements really will enhance the water quality and reduce algae.

Solid Waste

Nothing new to report. All seems well, given the lack of complaints.

Grant Funding

The District received notification that the application for the WaterSmart Development of Feasibility Study Under the Title XVI Water Reclamation and Reuse Program grant has been accepted. We have been trading emails about getting started early as the Bureau thinks final grant agreements will not be executed until September.

Like last month, our Regional Water Authority (RWA) grant for the augmentation well is still on hold, pending final DWR agreements.

Linda Heffelfinger is looking into a grant for storm drainage, which was recently released by DWR.

Engineering

Nothing new to report this month. Recall, last month more cost information on the Reynen & Bardis (R&B) reimbursement for previously constructed facilities was provided to the 670 Group for consideration. We are still working through other cost issues that have arisen due to the slow economic outlook.

Conservation

May is Water Awareness Month. The District is offering rebates for sprinkler replacements and weather based controllers. We are also offering the Water Wise audits to all residents.

MEMORANDUM

Date: May 9, 2012
To: Board of Directors
From: Darlene Gillum, Director of Administration
Subject: Administration/Financial Reports

Enclosed is a financial summary report for **April 2012**. Following are highlights from various internal financial reports. Please feel free to call me before the board meeting regarding any questions you may have relating to these reports.

This information is provided to the Board to assist in answering possible questions regarding under or over-budget items. In addition, other informational items of interest are included.

Water Consumption - Listed below are year-to-date water consumption numbers using weighted averages:

	12 month rolling % increase	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Residences	0.1	2511	2511	2511	2511	2512	2512	2512	2512	2513	2513		
	Weighted average	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Cubic Feet	1620	2871	3043	2753	1989	1306	978	1071	851	842	970		
Gallons per day	404	716	759	686	496	326	244	267	212	210	242		

Lock-Offs

For the month of April, there were 29 lock-offs.

Aging Report - Delinquent accounts total \$81,648.25 which is 17.4% of the total accounts receivable balance of \$470,256. Past due receivables, as a percent of total receivables, have increased approximately 2% since March.

Summary of Reserve Accounts as of April 30, 2012 – The District's reserve accounts have increased \$545,673 year to date since July 2011. The increase is due to the reserve amounts collected in the Water and Sewer base rates and interest earned. The District has expended \$224,142 of reserves since the beginning of the fiscal year, which started July 1, 2011. The total amount of reserves held by the District as of April 30, 2012 is \$8,440,224. Please see the Reserve Fund Balances table below for information by specific reserve account.

Reserve Fund Balances

Reserve Descriptions	Fiscal Yr Beg Balance July 1, 2011	YTD Collected & Interest Earned	YTD Spent	Period End Balance April 30, 2012
Water Capital Replacement (200-2505)	2,466,331	164,031	(88,907)	2,541,455
Sewer Capital Replacement (250-2505)	2,504,993	243,072	(105,152)	2,642,913
Security Capital Replacement (500-2505)	50,973	98	(0)	51,071
Sewer Capital Improvement Connection (250-2500)	3,981	8	(0)	3,989
Capital Improvement (200-2510/250-2510)	433,949	3,195	(0)	437,144
Water Supply Augmentation (200-2511)	2,567,525	9,091	(30,083)	2,546,533
Water Debt Service Reserves (200-2512)	25,087	43,846	(0)	68,933
Sewer Debt Service Reserves (250-2512)	63,697	82,328	(0)	146,025
Rate Stabilization (200/250/500-2515)	2,156	4	(0)	2,160
Total Reserves	8,118,693	545,673	(224,142)	8,440,224

PARS GASB 45 Trust: The PARS GASB 45 Trust, which is the investment trust established to fund Other Post Employment Benefits, had returns of 7.03% over the most recent 3-month period ended March 31, 2012. The investment return for the comparable CalPERS investment program (CERBT-Strategy 1) during the same 3-month period was.

Financial Summary Report:

Revenues:

Water Charges, year-to-date, are **below** budget \$15,889 or 1.3%

Sewer Charges, year-to-date, are **below** budget \$896 or 0.1%

Drainage Charges, year-to-date, are **below** budget \$280 or 0.2%

Security Charges, year-to-date, are **above** budget \$247 or 0%

Solid Waste Charges, year-to-date, are **above** budget \$1,819 or 0.4%

Total Revenues, which include other income and interest income year-to-date, are **below** budget **\$2,627 or .1%**. Revenue areas that exceeded budget are primarily Late Charges.

Expenses: Year-to-date total expenses are **below** budget \$141,017 or 3.4%. Year-to-date operational reserve expenditures total \$117,278. 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 \$12,969 or 1.2%, prior to reserve expenditures**. The majority of the over-run is due to the Water Supply Assessment and Response Plan completed by HDR in response to the Taste and Odor issue experienced in August 2011. Wages and Employer Costs are over budget primarily due to the variance between the actual allocation of labor charges between Water, Sewer and Drainage and the forecasted budgetary allocation percentages. Other areas running over budget are Lab Tests, Training/Safety, Equipment Rental, Dam Inspections, Supplies, Vehicle Maintenance, Fuel, Post Repair Road Paving and Tools. Power, Chemicals, Maintenance & Repairs, Meters, Conservation and Permits are running below budget. Year-to-date, \$117,278 of expenses have been incurred from reserves expenditures; primarily for the meter retrofit project and the IWMP Update.

Sewer Expenses, year-to-date, are **below budget by \$86,488 or 11.0%, prior to reserve expenditures**. Wages and Employer Costs are under budget primarily due to the variance between the actual allocation of labor charges between Water, Sewer and Drainage and the forecasted budgetary allocation percentages. Other areas running below budget are Power, Chemicals, Lab Tests, Supplies, Hazardous Waste Removal, Legal, Vehicle Maintenance, Fuel and IT Systems Maintenance. Areas running over budget are Permits, Training/Safety and Equipment Rental. Year-to-date, there have been no expenses incurred from reserves expenditures.

Drainage Expenses, year-to-date, are **below budget by \$5,002 or 5.2%**. Wages and Employer Costs are under budget primarily due to the variance between the actual allocation of labor charges between Water, Sewer and Drainage and the forecasted budgetary allocation percentages. Areas running over budget are Power, Permits, Tools and Improvements. The largest areas running below budget are Equipment Rental and Chemicals.

Security Expenses, year-to-date, are **below budget by \$38,197 or 4.5%**. Employers Costs are below budget due to variances in elected employee benefit coverage compared to budget. Areas running over budget are Telephones, Equipment Repairs, Vehicle Maintenance and Legal. In addition to Employers Costs, IT Systems Maintenance, Vehicle Lease, Uniforms and Off Duty Sheriff are the largest areas running under budget.

Solid Waste Expenses, year-to-date, are **below budget by \$8,182 or 1.8%**. This under-run is due to the mix in actual service provided (i.e., the size of collection cart used per residence) compared to the anticipated mix in service used to formulate the budget. In addition, Consulting is running below budget.

General Expenses, year-to-date, are **below budget by \$16,119 or 1.8%**. Wages, Supplies, Memberships, Community Communications, Consulting, Vehicle Maintenance, Building Maintenance (due to replacement of one HVAC unit) and Director Expenses/Reimbursements are the largest categories running over budget. Employer Costs, Director Meeting Stipends, Travel/Meetings, Legal, Vehicle Fuel and IT Systems Maintenance are the largest areas running below budget.

Net Income: Year-to-date unadjusted net income, before depreciation, is \$274,092. Net income/(Loss) adjusted for estimated depreciation expense of \$931,447 is (\$657,355).

The YTD expected net operating income before depreciation, per the 2011-2012 budget, is \$135,702. The actual net operating income is \$138,390 higher than the budget expectation due to revenue running \$2,627 below budget and total operating expenses running under budget \$141,017.

Rancho Murieta Community Services District
Summary Budget Performance Report
YTD THROUGH APRIL 2012

	% of Total	Annual Budget	% of Total	YTD Budget	YTD Actuals	% of Total	YTD VARIANCE	
							Amount	%
REVENUES								
Water Charges	29.9%	\$1,543,782	29.6%	\$1,268,580	\$1,252,691	29.3%	(\$15,889)	(1.3%)
Sewer Charges	21.9%	1,128,190	22.0%	940,230	939,334	21.9%	(896)	(0.1%)
Drainage Charges	3.2%	163,320	3.2%	136,100	135,820	3.2%	(280)	(0.2%)
Security Charges	21.7%	1,122,360	21.8%	935,300	935,547	21.9%	247	0.0%
Solid Waste Charges	11.4%	586,920	11.4%	489,100	490,919	11.5%	1,819	0.4%
Other Income	1.6%	80,212	1.5%	65,340	87,595	2.0%	22,255	34.1%
Interest Earnings	0.0%	2,180	0.0%	1,760	445	0.0%	(1,315)	(74.7%)
Property Taxes	10.4%	534,960	10.4%	445,800	437,232	10.2%	(8,568)	(1.9%)
Total Revenues	100.0%	5,161,924	100.0%	4,282,210	4,279,583	100.0%	(2,627)	(0.1%)
OPERATING EXPENSES								
Water/Sewer/Drainage								
Wages	13.8%	710,970	14.2%	590,670	581,275	14.5%	(9,395)	(1.6%)
Employer Costs	6.5%	337,620	6.8%	281,400	267,619	6.7%	(13,781)	(4.9%)
Power	6.3%	325,860	6.1%	251,773	232,693	5.8%	(19,080)	(7.6%)
Chemicals	4.1%	209,140	3.6%	147,725	126,222	3.2%	(21,503)	(14.6%)
Maint & Repair	5.5%	285,400	5.4%	225,525	214,752	5.4%	(10,773)	(4.8%)
Meters/Boxes	1.1%	55,000	1.1%	44,000	21,392	0.5%	(22,608)	(51.4%)
Lab Tests	1.6%	85,000	1.5%	62,000	58,774	1.5%	(3,226)	(5.2%)
Permits	1.1%	59,130	1.1%	46,600	49,007	1.2%	2,407	5.2%
Training/Safety	0.3%	17,500	0.3%	11,650	20,991	0.5%	9,341	80.2%
Equipment Rental	0.8%	43,000	1.0%	39,850	47,479	1.2%	7,629	19.1%
Other	6.5%	333,520	6.0%	248,500	250,969	6.3%	2,469	1.0%
Subtotal Water/Sewer/Drainage	47.7%	2,462,140	47.0%	1,949,693	1,871,173	46.7%	(78,520)	(4.0%)
Security								
Wages	11.2%	578,400	11.6%	481,400	474,178	11.8%	(7,222)	(1.5%)
Employer Costs	6.4%	332,500	6.7%	278,000	258,048	6.4%	(19,952)	(7.2%)
Insurance	0.1%	4,500	0.1%	3,750	3,750	0.1%		0.0%
Off Duty Sheriff Patrol	0.2%	10,500	0.2%	8,750	2,337	0.1%	(6,413)	(73.3%)
Other	2.4%	123,479	2.0%	83,144	78,535	2.0%	(4,609)	(5.5%)
Subtotal Security	20.3%	1,049,379	20.6%	855,044	816,848	20.4%	(38,196)	(4.5%)
Solid Waste								
CWRS Contract	10.0%	513,600	10.3%	428,000	424,451	10.6%	(3,549)	(0.8%)
Sacramento County Admin Fee	0.6%	32,400	0.7%	27,000	27,367	0.7%	367	1.4%
Consulting	0.1%	5,000	0.1%	5,000		0.0%	(5,000)	(100.0%)
HHW Event	0.2%	12,000	0.0%			0.0%		0.0%
Subtotal Solid Waste	10.9%	563,000	11.1%	460,000	451,818	11.3%	(8,182)	(1.8%)
General / Admin								
Wages	9.0%	462,500	9.3%	385,800	393,602	9.8%	7,802	2.0%
Employer Costs	4.9%	254,100	5.1%	211,100	198,101	4.9%	(12,999)	(6.2%)
Insurance	1.0%	54,060	1.1%	45,050	45,121	1.1%	71	0.2%
Legal	0.5%	25,000	0.5%	20,000	13,540	0.3%	(6,460)	(32.3%)
Office Supplies	0.4%	19,200	0.4%	16,000	19,263	0.5%	3,263	20.4%
Director Meetings	0.3%	18,000	0.4%	15,000	11,100	0.3%	(3,900)	(26.0%)
Telephones	0.1%	4,140	0.1%	3,450	3,725	0.1%	275	8.0%
Information Systems	1.8%	95,000	1.6%	66,400	40,603	1.0%	(25,797)	(38.9%)
Community Communications	0.2%	9,900	0.1%	4,500	9,949	0.2%	5,449	121.1%
Postage	0.4%	18,600	0.4%	15,500	16,302	0.4%	802	5.2%
Janitorial/Landscape Maint	0.3%	16,800	0.3%	14,000	16,551	0.4%	2,551	18.2%
Other	2.1%	109,810	2.0%	84,971	97,795	2.4%	12,824	15.1%
Subtotal General / Admin	21.1%	1,087,110	21.3%	881,771	865,652	21.6%	(16,119)	(1.8%)
Total Operating Expenses	100.0%	5,161,629	100.0%	4,146,508	4,005,491	100.0%	(141,017)	(3.4%)
Operating Income (Loss)	100.0%	295	100.0%	135,702	274,092	100.0%	138,390	102.0%
Non-Operating Expenses								
Water Reserve Expenditure	0.0%		0.0%		117,278	100.0%	117,278	0.0%
Total Non-Operating Expenses	0.0%	0.0%	0.0%	0.0%	117,278	100.0%	117,278	0.0%
Net Income (Loss)	100.0%	295	100.0%	135,702	156,814	100.0%	21,112	15.6%

Rancho Murieta Community Services District
Budget Performance Report by FUND
YTD THROUGH APRIL 2012

	% of Total	Annual Budget	% of Total	YTD Budget	YTD Actuals	% of Total	YTD VARIANCE	
							Amount	%
WATER								
REVENUES								
Water Charges	98.6%	\$1,543,782	98.6%	\$1,268,580	\$1,252,691	98.2%	(\$15,889)	(1.3%)
Interest Earnings	0.0%	420	0.0%	390	(211)	0.0%	(601)	(154.1%)
Other Income	1.3%	20,890	1.4%	17,410	22,835	1.8%	5,425	31.2%
Total Water Revenues	100.0%	1,565,092	100.0%	1,286,380	1,275,315	100.0%	(11,065)	(0.9%)
EXPENSES (excluding depreciation)								
Wages	28.4%	383,970	30.0%	319,000	342,972	31.8%	23,972	7.5%
Employer Costs	13.5%	182,330	14.3%	151,970	157,477	14.6%	5,507	3.6%
Power	12.5%	169,000	12.2%	130,263	112,774	10.5%	(17,489)	(13.4%)
Chemicals	8.9%	120,245	8.5%	90,270	76,299	7.1%	(13,971)	(15.5%)
Maint & Repair	9.6%	129,500	10.0%	106,025	99,115	9.2%	(6,910)	(6.5%)
Meters/Boxes	4.1%	55,000	4.1%	44,000	21,392	2.0%	(22,608)	(51.4%)
Lab Tests	3.0%	40,000	2.3%	25,000	30,456	2.8%	5,456	21.8%
Permits	2.4%	32,000	2.3%	25,000	19,413	1.8%	(5,587)	(22.3%)
Training/Safety	0.6%	7,500	0.6%	6,200	7,532	0.7%	1,332	21.5%
Equipment Rental	1.6%	21,500	1.9%	20,000	27,095	2.5%	7,095	35.5%
Other Direct Costs	15.6%	211,470	13.8%	147,220	183,392	17.0%	36,172	24.6%
Operational Expenses	100.0%	1,352,515	100.0%	1,064,948	1,077,917	100.0%	12,969	1.2%
Water Income (Loss)	15.7%	212,577	20.8%	221,432	197,398	18.3%	(24,034)	(10.9%)
38.9% Net Admin Alloc	15.7%	211,751	15.7%	167,647	163,754	15.2%	(3,893)	(2.3%)
Reserve Expenditures	0.0%		0.0%		117,278	10.9%	117,278	0.0%
Total Net Income (Loss)	0.1%	826	5.1%	53,785	(83,634)	-7.8%	(137,419)	(255.5%)
SEWER								
REVENUES								
Sewer Charges	98.7%	1,128,190	98.7%	940,230	939,334	98.6%	(896)	(0.1%)
Interest Earnings	0.1%	820	0.1%	655	(53)	0.0%	(708)	(108.1%)
Other Income	1.2%	13,590	1.2%	11,320	13,851	1.5%	2,531	22.4%
Total Sewer Revenues	100.0%	1,142,600	100.0%	952,205	953,132	100.0%	927	0.1%
EXPENSES (excluding depreciation)								
Wages	28.3%	277,240	29.2%	230,330	203,666	29.0%	(26,664)	(11.6%)
Employer Costs	13.4%	131,660	13.9%	109,740	94,095	13.4%	(15,645)	(14.3%)
Power	14.7%	143,960	14.2%	112,060	106,978	15.3%	(5,082)	(4.5%)
Chemicals	8.1%	79,310	6.7%	52,530	49,157	7.0%	(3,373)	(6.4%)
Maint & Repair	15.0%	147,500	14.3%	112,500	109,473	15.6%	(3,027)	(2.7%)
Lab Tests	4.6%	45,000	4.7%	37,000	28,318	4.0%	(8,682)	(23.5%)
Permits	2.4%	23,130	2.7%	21,600	24,742	3.5%	3,142	14.5%
Training/Safety	1.0%	10,000	0.7%	5,450	13,407	1.9%	7,957	146.0%
Equipment Rental	1.6%	16,000	1.8%	14,350	16,739	2.4%	2,389	16.6%
Other Direct Costs	10.9%	106,460	11.7%	92,280	54,777	7.8%	(37,503)	(40.6%)
Operational Expenses	100.0%	980,260	100.0%	787,840	701,352	100.0%	(86,488)	(11.0%)
Sewer Income (Loss)	16.6%	162,340	20.9%	164,365	251,780	35.9%	87,415	53.2%
29.7% Net Admin Alloc	16.5%	161,672	16.2%	127,999	125,025	17.8%	(2,974)	(2.3%)
Total Net Income (Loss)	0.1%	668	4.6%	36,366	126,755	18.1%	90,389	248.6%
DRAINAGE								
REVENUES								
Drainage Charges	99.9%	163,320	99.9%	136,100	135,820	99.9%	(280)	(0.2%)
Interest Earnings	0.1%	240	0.1%	185	136	0.1%	(49)	(26.5%)
Total Drainage Revenues	100.0%	163,560	100.0%	136,285	135,956	100.0%	(329)	(0.2%)
EXPENSES (excluding depreciation)								
Wages	38.5%	49,760	42.7%	41,340	34,637	37.7%	(6,703)	(16.2%)
Employer Costs	18.3%	23,630	20.3%	19,690	16,047	17.5%	(3,643)	(18.5%)
Power	10.0%	12,900	9.8%	9,450	12,941	14.1%	3,491	36.9%
Chemicals	7.4%	9,585	5.1%	4,925	766	0.8%	(4,159)	(84.4%)
Maint & Repair	6.5%	8,400	7.2%	7,000	6,164	6.7%	(836)	(11.9%)
Permits	3.1%	4,000	0.0%		4,852	5.3%	4,852	0.0%
Equipment Rental	4.3%	5,500	5.7%	5,500	3,645	4.0%	(1,855)	(33.7%)
Other Direct Costs	12.1%	15,590	9.3%	9,000	12,851	14.0%	3,851	42.8%
Operational Expenses	100.0%	129,365	100.0%	96,905	91,903	100.0%	(5,002)	(5.2%)
Drainage Income (Loss)	26.4%	34,195	40.6%	39,380	44,053	47.9%	4,673	11.9%
6.1% Net Admin Alloc	25.7%	33,206	27.1%	26,290	25,679	27.9%	(611)	(2.3%)
Total Net Income (Loss)	0.8%	989	13.5%	13,090	18,374	20.0%	5,284	40.4%
SECURITY								
REVENUES								
Security Charges	96.7%	1,122,360	96.7%	935,300	935,547	95.5%	247	0.0%
Interest Earnings	0.0%	100	0.0%	80	321	0.0%	241	301.3%
Other Income	3.3%	37,932	3.3%	31,610	43,551	4.4%	11,941	37.8%
Total Security Revenues	100.0%	1,160,392	100.0%	966,990	979,419	100.0%	12,429	1.3%

Rancho Murieta Community Services District
Budget Performance Report by FUND
YTD THROUGH APRIL 2012

	% of	Annual	% of	YTD	YTD	% of	YTD VARIANCE	
	Total	Budget	Total	Budget	Actuals	Total	Amount	%
EXPENSES (excluding depreciation)								
Wages	55.1%	\$578,400	56.3%	\$481,400	\$474,178	58.0%	(\$7,222)	(1.5%)
Employer Costs	31.7%	332,500	32.5%	278,000	258,048	31.6%	(19,952)	(7.2%)
Insurance	0.4%	4,500	0.4%	3,750	3,750	0.5%		0.0%
Equipment Repairs	2.2%	23,400	0.4%	3,670	9,800	1.2%	6,130	167.0%
Vehicle Maintenance	0.6%	6,700	0.7%	5,575	7,013	0.9%	1,438	25.8%
Vehicle Fuel	2.1%	21,960	2.1%	18,050	17,926	2.2%	(124)	(0.7%)
Off Duty Sheriff Patrol	1.0%	10,500	1.0%	8,750	2,337	0.3%	(6,413)	(73.3%)
Other	6.8%	71,419	6.5%	55,849	43,795	5.4%	(12,054)	(21.6%)
Operational Expenses	100.0%	1,049,379	100.0%	855,044	816,847	100.0%	(38,197)	(4.5%)
Security Income (Loss)	10.6%	111,013	13.1%	111,946	162,572	19.9%	50,626	45.2%
20.3% Net Admin Alloc	10.5%	110,503	10.2%	87,487	85,455	10.5%	(2,032)	(2.3%)
Total Net Income (Loss)	0.0%	510	2.9%	24,459	77,117	9.4%	52,658	215.3%
SOLID WASTE REVENUES								
Solid Waste Charges	99.9%	586,920	99.9%	489,100	490,919	99.9%	1,819	0.4%
Interest Earnings	0.1%	600	0.1%	450	252	0.1%	(198)	(44.0%)
Total Solid Waste Revenues	100.0%	587,520	100.0%	489,550	491,171	100.0%	1,621	0.3%
EXPENSES (excluding depreciation)								
CWRS Contract	91.2%	513,600	93.0%	428,000	424,451	93.9%	(3,549)	(0.8%)
Sacramento County Admin Fee	5.8%	32,400	5.9%	27,000	27,367	6.1%	367	1.4%
Consulting	0.9%	5,000	1.1%	5,000		0.0%	(5,000)	(100.0%)
HHW Event	2.1%	12,000	0.0%			0.0%		0.0%
Operational Expenses	100.0%	563,000	100.0%	460,000	451,818	100.0%	(8,182)	(1.8%)
Solid Waste Income (Loss)	4.4%	24,520	6.4%	29,550	39,353	8.7%	9,803	33.2%
5.0% Net Admin Alloc	4.8%	27,218	4.7%	21,549	21,048	4.7%	(501)	(2.3%)
Total Net Income (Loss)	-0.5%	(2,698)	1.7%	8,001	18,305	4.1%	10,304	128.8%
OVERALL NET INCOME(LOSS)	100.0%	295	100.0%	135,701	156,917	100.0%	21,216	15.6%

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

INVESTMENT REPORT

CASH BALANCE AS OF April 30, 2012

INSTITUTION	YIELD	BALANCE
CSD FUNDS		
<i>EL DORADO SAVINGS BANK</i>		
SAVINGS	0.07%	\$ 143,998.24
CHECKING	0.05%	\$ 4,669.58
PAYROLL	0.05%	\$ 6,148.09
<i>STOCKMANS BANK</i>		
EFT	N/A	\$ 56,678.95
<i>LOCAL AGENCY INVESTMENT FUND (LAIF)</i>		
UNRESTRICTED		\$ -
RESTRICTED RESERVES	0.37%	\$ 5,166,955.67
<i>CALIFORNIA ASSET MGMT (CAMP)</i>		
OPERATION ACCOUNT	0.25%	\$ 3,787,031.89
<i>UNION BANK</i>		
PARS GASB45 TRUST		\$ 265,900.43
TOTAL		\$ 9,431,382.85

BOND FUNDS

COMMUNITY FACILITIES DISTRICT NO. 1 (CFD)

<i>BANK OF AMERICA</i>		
CHECKING	N/A	\$ 393,224.63
<i>CALIFORNIA ASSET MGMT (CAMP)</i>		
SPECIAL TAX	0.25%	\$ 8,280.35
<i>US BANK</i>		
SPECIAL TAX REFUND	0.00%	\$ -
BOND RESERVE FUND/ SPECIAL TAX FUND	0.00%	\$ 876,000.00
TOTAL		\$ 1,277,504.98
TOTAL ALL FUNDS		\$ 10,708,887.83

The investments comply with the CSD adopted investment policy.

PREPARED BY: *Darlene Gillum*
Director of Administration

MEMORANDUM

Date: May 9, 2012
To: Board of Directors
From: Greg Remson, Security Chief
Subject: Security Report for the Month of April 2012

OPERATIONS

JB Bostick Company has begun paving repairs in the North and South. They will be paving the North Gate inbound lanes near the entrance gates. This will smooth out the roadway where the ruts are.

The gates leading to PTF property have been installed, but are still open. Prior to closing the gates, signs will be installed on the gates explaining access and use of the property.

INCIDENTS OF NOTE

April 1, Sunday, 2:55 p.m. Stonehouse Park. Two (2) cell phones were taken from a golf cart. One (1) was later recovered. The victim was referred to the VIPS to make a report.

April 3, Tuesday, 12:05 a.m. Reynosa Drive. Resident reported that their house was toilet papered and a truck parked in the driveway was egged. A small white vehicle was observed leaving the area.

April 4, Wednesday, 9:21 p.m. Callaway Drive. Theft from refrigerator in open garage.

April 9, Monday, 8:19 p.m. Villas. Marijuana use. Parent notified.

April 16, Monday, 9:46 a.m. Clementia Park, Clementia Amphitheater and Granlees Dam Pump Station. Chains and locks cut. Power turned off to Pump Station. No other damage or missing property.

April 17, Tuesday, 6:01 p.m. Lago Drive. Golf cart taken from in front of house. Recovered the next day on the North Course.

April 19, Thursday, 6:45 a.m. Murieta Village. Vehicle was stolen overnight, located on Jackson Road between the Country Store and bridge.

April 21, Saturday, 11:19 a.m. Anillo Way. Wallet was found missing from vehicle. Found in bushes, but missing cash.

April 22, Sunday, 9:56 a.m. Trinidad Drive. A lit firework was thrown on house wall. Referred to Sacramento Sheriff's Department (SSD) and Sacramento Metro Fire Department (SMFD).

April 22, Sunday, 12:33 a.m. Murieta Parkway at 2nd Guadalupe Drive. Street sign knocked down.

April 22, Sunday, 5:38 p.m. Water tank on Lone Pine Drive. Graffiti was found on tank, stop sign, and yield sign. SSD report filed.

April 25, Wednesday, 6:51 p.m. Country Club. Report that a black Mercedes backed into a silver Toyota and left the area.

During April, District Patrol Officers responded to complaints of juvenile disturbances, doorbell ditching, loud people and parties.

RANCHO MURIETA ASSOCIATION COMPLIANCE/GRIEVANCE/SAFETY COMMITTEE MEETING

The meeting was held on April 2, 2012. There were two (2) appearances regarding speeding and stop sign violations and letters were sent in regarding speeding, stop sign and visible sports equipment. The next meeting will be on May 7, 2012.

JOINT SECURITY COMMITTEE MEETING

Meetings have been cancelled until further notice.

JAMES L. NOLLER SAFETY CENTER

The Safety Center has been open most Mondays and Wednesdays from 10:00 a.m. to 2:00 p.m. VIPS Jackie Villa and Steve Lentz in patrolling the District as another set of "eyes and ears".

The Safety Center is also available to all law enforcement officers for report writing, meal breaks and any other needs that arise.

Anyone who is interested in joining the VIPS program or would like information on the Neighborhood Watch program can contact the VIPS at the Safety Center office at 354-8509.

NEW NORTH GATE

There has been no forward progress on building a new gate.

MEMORANDUM

Date: May 8, 2012
To: Board of Directors
From: Paul Siebensohn, Director of Field Operations
Subject: Water/Wastewater/Drainage Report

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

Water

Water Treatment Plant #1 & Plant #2 production are at 0.75 million gallons per day (MGD) each for a total of 1.5 MGD Plant #2 is only operating one sedimentation basin until the new sludge collection chain of flights arrives and is installed. Total potable water production for April 2012 was approximately 28.1million gallons (MG) or approximately 86.3 acre-feet. Maintenance this past month included flushing of the main raw water line, drying bed management and weed abatement.

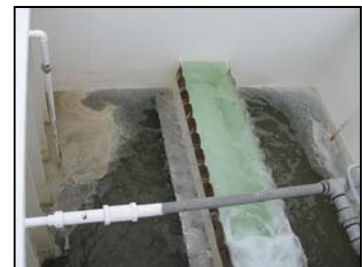
Water Source of Supply

Raw water diversion continues from the Cosumnes River to storage in Calero and Chesbro Reservoirs. On May 2, 2012 the combined raw water storage for Calero, Chesbro, and Clementia Reservoirs was measured at 4,660 acre-feet. The total storage volume for Calero and Chesbro was 3,771 acre-feet. Two (2) feet worth of stop logs have been installed in the spillways and so we can continue to fill the reservoirs even more. Rodent abatement continues with the use of bait stations secured on the slope of the dams. These bait stations have been placed further down the dam faces than in the past due to reports of resident's loose dogs. As of this report, all bait stations have been confirmed to be securely closed and fixed to the ground. Some of the signs we placed around Calero Dam to keep people off the slopes of the dam, such as in the photo on the right, have been broken off, therefore we have ordered aluminum signs that hope to be more durable.



Wastewater

Influent wastewater flow averaged 0.474 MGD, approximately 43.7 acre-feet, to the wastewater plant during April 2012. A total of 377 acre-feet of secondary wastewater was measured in the secondary storage reservoirs on May 2, 2012. We began sending reclaimed water to Rancho Murieta Country Club (RMCC) for their North Course at Bass Lake on May 2, 2012. Currently, there is no word from RMCC as to when we may begin supplying reclaimed water to their South Course. The photo on the right shows a tertiary filter currently in operation.



Maintenance this past month included continued cleaning and preparing the biosolids drying beds (shown in picture on right), purchasing and receiving chemicals for operation, testing and setting up instrumentation for the tertiary plant for the upcoming reclamation season. TESCO Controls is continuing to work with staff on the PLC upgrade project which is nearly complete.



Collections

Utility staff has been inspecting sewer collection lines throughout the District for obstructions, finding a lot of non-approved plantings in easements. They are making contact with the residents to work out removing obstructions as it is practical. If not, staff is adding the areas to their “hot spots” maintenance list for annual maintenance. Maintenance this past month included replacing generator batteries at Main Lift North and South, replacement of a pump at the 6A lift station, and topping off generators with diesel fuel.

Drainage



The subsurface aerators have been turned on in Basin 5 as per the manufacturer’s recommendations with the water temperature nearing 65°. Some algae can be seen growing along the shorelines as show in the bottom of the attached picture. Staff is beginning weed abatement in drainage ditches as we are moving into the drier season, however, many ditches are still full of water due to over-irrigation by residents.

Utility Operations

Meter maintenance completed last month included replacement of twenty-seven (27) water meters and one (1) MXU radio read unit. Utility staff had eight (8) calls for water leaks, two (2) of which were District service lines and were repaired. The photo on the right shows staff excavating to make a repair of a service on Reynosa Drive.



From: Rob and Kerri Schultz [rob.kerri@sbcglobal.net]
Sent: Wednesday, April 18, 2012 10:49 PM
To: directors@rmcsd.com
Subject: Rate Increase Proposal

I will not be able to attend the board hearing regarding the rate increases on May 16, but I would like to pass along some observations and concerns. The letter that was sent out to residents largely explained why the expenses to the Community Services District were going up. It did not identify any cost cutting efforts, nor did it provide any scenarios on what the impacts would be if there were cost cutting efforts put into place. In other words, if the rate increases are not approved, what steps would be taken? What would happen? What are the consequences if the rate increases do not pass? Assuming an automatic need to approve increases is dangerous.

I do not want to take a position that increased rates to some degree may not be warranted, but there should not be an increase in rates unless it is examined what could be cut, and what the consequences would be.

The easiest approach from management is to tell you they need more money to run their operations. The hard approach is to scrutinize every aspect of the business and try to make ends meet. It is a very difficult, time consuming, and in a small organization, it is a disruptive task.

Some examples: If CSD had to operate with two less staff people, who would they be, what would the impact be, and what would not get done? Not just what those two would not get done, but what tasks would be covered by others, and what tasks those others would not get done? In other words, how would the work be reallocated? At what point in the past was CSD staffed at that level and how were things organized at that point in time? What would a 5% reduction scenario look like to the organization? What would a 10% reduction scenario look like to the organization?

Almost all government labor organizations have had to take concessions either in salaries, layoffs, or furloughs. Has there been any renegotiation of contracts to accommodate cost reductions? It is not a pleasant area to approach, it trashes moral, and you do risk the possibility of losing some really good key people that may have to be replaced by others less experienced. If you are operating in a mode that your organization can only run with those key people in place, no matter the cost, then you have a significant vulnerability. Are you contracting at the same tiers for pensions, or are you adopting the new lower-payout tiers for new hires?

What does the organization chart look like? What is your supervisor to worker classification ratio? If you have less than 8 to 12 workers per supervisor classification, you are top heavy. If you have less than a 4 or 5 to 1 supervisor to manager ratio, you are top heavy. How much overtime or comp time off is the organization incurring? Can that be better monitored?

Are there services that can be dropped? Are there services that can be contracted out? Are there areas where efficiencies can be gained? Examples may be, are there two staff going out to do field work where one could do the job? Could any vehicle costs be saved if we ran fewer security patrols without significant reduction in our security? (How much of our security comes from the presence at the gate vs patrols?). The Sheriff's Department, and the County in general, has sort of abandoned Rancho Murieta to its own resources. Is it worth pressing for more Sheriff's patrols, not as an additional service at additional expense, but at a level expected in other parts of the County? Things slow down at the Sheriff's Department after 10PM, start up a bit a 2AM, then drop down until about 5 AM. Instead of random patrols, could you ask for patrols at specific time windows if they are not on 911 calls? As our new County Board representative is working to establish a foothold in the community, this may be an opportunity for her to make a tangible change.

Generally, what is the mileage usage on the vehicles, who is using them, and for what? Are there any vehicles that are underutilized that could be sold to lower on-going operating costs?

The letter sent by CSD indicates that a substantial increase in expenditures is in funding Other Post Employment Benefits. It is obviously desirable to have an organization with the best training possible if you can afford it. Our organization was forced to reduce from a security presence of over twenty Sheriff Deputies to less than ten. The shift we had to make was to extend video surveillance, extend the use of non-POST certified staff in areas that really do not require that level of training (observe and report), and keep fewer POST certified staff that were in more of a response mode. How many POST certified staff do you need on duty at any one time? Can some functions such as traffic monitoring or general patrols be done by non-post certified staff?

Are there steps community members could take such as neighborhood watches to offset patrols? If more people used the bar-code gates, would it make a difference? Could any type of automation be put in place that allowed for the remote operation of the second gate via video during late night hours?

Before approving a rate increase, I encourage you to take some time to extensively review where the costs are in the current organization, and where reductions might be made. As labor is probably the largest cost, an assessment of what people are doing and what the alternatives might be to better utilize down-time, automate, or contract out should be a key focal point.

Arguably, it may be fair to point out that CSD is asking for money residents used to pay in property tax, that used to come back to CSD, but residents are now keeping. This letter is not to argue a "no" vote on the rate increase specifically, but to encourage the Board to take some time to examine carefully the organization's expenses and opportunities for savings before moving forward with any rate increases.

Thank you for your consideration to these comments.

Sincerely,

Robert Schultz
6320 Rio Oso Drive
Rancho Murieta, CA 95683
(916) 354-2537

April 28, 2012

Rancho Murieta Community Services District

Rancho Murieta, CA 95683

7191 Murieta Parkway

Ms Roberta Belton, President

RECEIVED

MAY 01 2012

Rancho Murieta
Community Services District

Dear Ms Belton,

I am writing to request an audience at the May 16, 2012 Board of Directors Meeting. I want to make the Board aware of a significant health hazard between the homes located at 6239 and 6243 to the south and 6229 to the north of 13 Park on Puerto Drive. The cause of the health hazard is a drainage ditch which carries water from the storm drains on Puerto Drive during the entire year because of rain and garden watering along and above the homes on Puerto Drive. Because of inadequate draining during the year, the stagnant water is noxious and supports continuous mosquito breeding.

The attached letter which was hand delivered to the receptionist on April 20, 2012 more fully explains the situation. I have written over the past three years requesting correction of the problem but no fix has been implemented.

I will appreciate 5 to 10 minutes at any time of the May 16 meeting. Please advise me when to appear.

Sincerely,



S. Keith Swanson

6243 Puerto Drive

(916) 354-9674

COPY

April 20, 2012

Rancho Murieta Association

7191 Murieta Parkway

Rancho Murieta, CA 95683

Once again, I am writing about the situation along Puerto Drive between the homes located at 6239 and 6243 to the south, and 6229 to the north, and specifically the drainage ditch between the homes. This ditch is fed by the storm drains on Puerto Drive which carries rain water during the winter, and garden water overflow from homes along and above Puerto during the entire year.

This ditch is filled with stagnant water because of non-existent drainage even though the areas below the residences are significantly lower in elevation. Work crews have come out each year and cleared the weeds, but the problem is one of excavation along the entire ditch to create a continuous downfall.

Once again, we are plagued with mosquitos and other insects, a noxious odor, and a generally unhealthy situation. I respectfully request an engineering evaluation and subsequent excavation. It is too big of a job for an individual, but not a major one for a work crew properly planned and directed.

Sincerely,

S. Keith Swanson

6243 Puerto Drive

MEMORANDUM

Date: May 10, 2012
To: Board of Directors
From: Darlene J. Gillum, Director of Administration
Subject: Review of the Proposed 2012-13 Budget and Capital Projects

RECOMMENDED ACTION

Introduce Resolution 2012-06, waive the first reading and continue to the June 20, 2012 Board meeting for adoption.

BACKGROUND

The purpose of this budget presentation is to receive community input on the budget as well as to receive Board direction addressing adjustments based on community input. The final budget will be adopted at the June Board of Directors meeting.

It should be noted, that the budget previewed in March 2012 was the basis for rate adjustment notices to the community.

Budget Overview

Staff began the budget process in January 2012 for the fiscal year 2012-13 budget. It has been an iterative process up until the most recent draft budget presented to the Finance Committee in May. Staff has continued to work on fine tuning the proposed 2012/13 budget in an effort to keep rate increases at a minimal level while still providing the quality of services expected by the Rancho Murieta community.

At the March meeting, the Board approved suspending the Van Vleck Ranch Permanent Irrigation Spray Fields debt service prefunding in the amount of \$147,000. The Board is hopeful that the Regional Water Quality Control Board will agree to allow the current above-ground irrigation piping to remain in place rather than requiring the District to install the permanent spray fields. The suspension of this debt service prefunding reduced the monthly average increase for a residential metered lot from 9.37% to 6.37%.

Also, since the March Board Meeting, the following reductions have been identified:

	Savings
1. The Communications Committee recommends removing the cost for the paper Pipeline (Administration)	\$ 4,000
2. The Finance Committee recommends removing the additional monies added in 2012-13 for the Household Hazardous Waste Event (Solid Waste)	\$ 8,000

3. The Improvements Committee recommends adopting Option 1 of the Taste & Odor Mitigation Plan (Water)	\$24,000
4. Decrease Security Legal	\$ 3,000
5. Decrease in supplies, training and miscellaneous for Security	\$ 2,850
6. Decrease in supplies and miscellaneous for Water	\$ 2,450
7. Decrease in supplies, copy machine maintenance and miscellaneous for Sewer	\$ 5,700
Total Reductions	\$50,000

Implementing the above reductions and the final contract increase for Solid Waste reduces the monthly average increase for a residential metered lot from 6.37% to 5.37%. Please refer to the attached Sample Bill and Budget Reports by Department for additional detail.

Staff is continuing to research the implementation of a credit card processing fee to ensure compliance with Prop 26 requirements.

Revenues

1. Property tax reduction of \$33,120 based on projections provided by Sacramento County. This reduction is caused primarily by \$33 million of tax base currently at risk for pending Prop 8 assessed value appeals and last year Prop 8 assessed value reductions being larger than anticipated.
2. No new development growth in 2012 – 13
3. Late charges are estimated at 1% of total service charges
4. Water usage based on calendar year 2011 data with a 2% projected decrease in consumption
5. Sewer revenue base updated based on calendar year 2011 data
6. No increases to the Debt Service Prefunding for the Water Treatment Plant 1 filter media rehab. The associated reserve contribution increased \$.30
7. Debt Service Prefunding for the Van Vleck Permanent Irrigation Fields suspended for 2012 – 13.
8. Please refer to the following chart for a summary of the Debt Service Prefunding collections:

Water Treatment Plant 1 Rehab							
Principal Prefunding	10/11	11/12	12/13	Interim Total	Projected 13/14	Projected 14/15	Total
Planned \$	\$ 36,500	\$ 73,000	\$ 109,500		\$ 219,000	\$ 146,000	\$ 146,000
Actual \$	\$ 25,061	\$ 53,364	\$ 53,196	\$ 131,621	\$ 140,093	\$ 238,832	\$ 510,546
Planned Rate							
Base Rate \$	\$ 0.43	\$ 1.03	\$ 1.70		\$ 2.45	\$ 2.45	
Usage Rate \$	\$ 0.0002	\$ 0.0008	\$ 0.0011		\$ 0.0012	\$ 0.0012	
Actual Rate							
Base Rate \$	\$ 0.43	\$ 0.75	\$ 0.75		\$ 2.25	\$ 4.75	
Usage Rate \$	\$ 0.0002	\$ 0.0005	\$ 0.0005		\$ 0.0012	\$ 0.0016	
Replacement Reserves	10/11	11/12	12/13	Interim Total	Projected 13/14	Projected 14/15	Total
Planned \$	\$ 6,518	\$ 13,140	\$ 19,711		\$ 39,369	\$ 26,281	\$ 26,281
Actual \$	\$ 6,574	\$ 9,844	\$ 19,703	\$ 36,121	\$ 27,913	\$ 27,913	\$ 91,947
Planned Rate							
\$	\$ 0.20	\$ 0.40	\$ 0.60		\$ 0.80	\$ 0.80	
Actual Rate							
\$	\$ 0.20	\$ 0.30	\$ 0.60		\$ 0.85	\$ 0.85	
VVR Permanent Irrigation Fields							
Principal Prefunding	10/11	11/12	12/13	Interim Total	Projected 13/14	Projected 14/15	Total
Planned \$	\$ 60,500	\$ 121,000	\$ 181,500		\$ 363,000	\$ 242,000	\$ 242,000
Actual \$	\$ 63,140	\$ 98,520	\$ -	\$ 161,660	TBD	TBD	\$ 161,660
Planned Rate							
\$	\$ 1.84	\$ 3.68	\$ 5.53		\$ 7.37	\$ 7.37	
Actual Rate							
\$	\$ 2.00	\$ 3.00	\$ -		TBD	TBD	
Replacement Reserves	10/11	11/12	12/13	Interim Total	Projected 13/14	Projected 14/15	Total
Planned \$	\$ 10,837	\$ 21,675	\$ 32,512		\$ 65,024	\$ 43,349	\$ 43,349
Actual \$	\$ 10,861	\$ 16,420	\$ -	\$ 27,281	TBD	TBD	\$ 27,281
Planned Rate							
\$	\$ 0.33	\$ 0.66	\$ 0.99		\$ 1.32	\$ 1.32	
Actual Rate							
\$	\$ 0.30	\$ 0.50	\$ -		TBD	TBD	
Green shading denotes projected numbers							

Expenses

1. Wages
 - a. Provisions of OE3/District Memorandum of Understanding included.
 - b. Non-represented merit pool based on 5% of salary costs.
 - c. Operator in Training position, which was removed in the 2011-2012 budget, has not been reinstated for Water/Sewer/Drainage.
2. Employer Costs
 - a. PERS Employer Contribution rate of 11.938%, essentially the same as last year.
 - b. District's PERS Employer Paid Member Contributions reduced to 4% (contribution previously was 7%).
 - c. Medical Insurance – Estimated 5% increase on January 1, 2013.
 - d. Life, Dental and Vision – no change to current rates.
 - e. Other Post Employment Benefit (OPEB) funding increased \$48,000 to fully fund the Annual Required Contribution as determined by 2010 Actuarial. This amount includes \$21,000 make-up contribution for 2011/12.
3. Workers Comp Insurance Premiums – no increase in rate; approx. \$4,000 premium increase related to increased wages
4. Liability and Property Insurance Premiums – no increase in rate; premium will increase if base value (i.e., covered property) increases.
5. Election cost – added \$5,000.
6. Postage - rates increased 17% from \$.36 to \$.42 (pre-sort postage rate).
7. Audit – estimated increase of 5%.
8. Community Communications – **\$4,000 for the paper Pipeline removed from budget. Pipeline will be published on-line in 2012/13**
9. SMUD power cost – currently no rate increase expected.
10. Fuel – Estimated at \$4.25 per gallon; budget includes Federal and State excise tax refund.
11. Water SOS – 4 Midge Fly treatments planned.
12. Water SOS and Water Treatment Taste and Odor Treatment – **in April, the board of directors approved Option 1 of the Taste and Odor treatment plan for an estimated cost of \$61,000 resulting in budget reduction of \$24,000**
13. Increased non-routine maintenance by \$25k in Water and \$20k in Sewer (third year of four year funding timeframe; recall that the second year increase was not implemented in 2011/12). These funds are included in the operations budget to avoid depleting the capital replacement reserves prematurely.
14. Sewer – legal/consulting increased \$49k for the design of **Main Lift North improvements (previously identified as sludge drying bed design improvement but need has been reprogrammed due to recent sludge removal activities).**
15. The cost of Chemicals is projected to increase 16% on average based on recent quotes from our supply vendors.
16. Drainage – maintenance/repairs and improvements increased in preparation for potential repairs due to the age and condition of the drainage culverts.
17. Drainage – power increased to support Basin 5 aeration.

18. Security Vehicle Lease – budgeted for replacement of Security vehicle.
19. Security Legal Consulting – **reduced \$3,000**
20. Solid Waste – **5.2% increase based on escalation indices provided for by contract with California Waste Recovery Services. Staff recommends removing \$5,000 in consulting to off-set a portion of the Cal-Waste increase. The Sacramento County surcharge will be \$1.16.**
21. Solid Waste – Household Hazardous Waste Event **2012/2013 increase of \$8,000 removed**
22. Information Technology – planned replacement of 2 Security workstations (gates), 2 Water/Sewer workstations and 1 Administration workstation.
23. Security – **reduction of \$2,850 in supplies, training, and miscellaneous expenses**
24. Water – **reduction of \$2,450 in supplies and miscellaneous expenses**
25. Sewer – **reduction of \$5,700 in supplies, copy machine maintenance, and miscellaneous expenses**

Sample Bill

The attached Sample Bill shows the proposed rate adjustments according to the most recent budget draft (also attached). The average monthly increase for a residential metered lot, based on the above recommendations, is 5.37%.

Budget Summaries by fund

Columns include a column showing percentage of variance between the current budget and the projected 2011-12 actuals through the end of this budget year. Another column shows the percent change from the projected actuals for 2011-12 to the proposed draft budget for 2012-13. And the last column shows the percent change from the adopted 2011-12 budget to the proposed draft budget for 2012-13.

Capital Project Listing

The Capital Project Listing for FY12/13 is attached. In 2012-13, there are seven (7) new projects, fourteen (14) carryover projects and one (1) cancelled project. Work on two (2) of the carryover projects is in process to varying degrees.

Sample Bill



May 11, 2012

Rancho Murieta Community Services District

Average Monthly Customer Bill		Current	Proposed Monthly Rates	%
		Monthly Rates	July 1, 2012	Change
		July 1, 2011		
Residential Metered Lot				
Water	Average Usage in CF	1,823	1,787	
Averaged over 12 months				
old rate (\$31.92 Flat rate + .0129 Usage)		55.44		
new rate (\$35.42 Flat rate + .0145 Usage)			61.33	10.6%
Sewer		46.07	46.09	0.0%
Solid Waste (avg. 64 Gallon Container)		19.26	20.03	4.0%
Security Tax (Maximum Tax Ceiling \$25.37)		24.55	25.55	4.1%
Drainage Tax (Maximum Tax Ceiling \$4.46)		4.20	4.55	8.3%
		\$ 149.52	\$ 157.55	
% Change over prior year				5.37%
<hr/>				
Murieta Village Lot				
Water	Average Usage in CF	520	515.00	
Averaged over 12 months				
old rate (\$31.92 Flat rate + .0129 Usage)		38.63		
new rate (\$35.42 Flat rate + .0145 Usage)			42.89	11.0%
Sewer		46.07	46.09	0.0%
Solid Waste (avg. 64 Gallon Container)		19.26	20.03	4.0%
Security Tax (Maximum Tax Ceiling \$6.12)		5.91	6.15	4.1%
Drainage Tax (Maximum Tax Ceiling \$2.98)		2.80	3.04	8.6%
		\$ 112.67	\$ 118.20	
% Change over prior year				4.91%
<hr/>				
Vacant or Unmetered Lot				
Security Tax (Maximum Tax Ceiling \$20.30)		19.26	20.04	4.0%
* Water Standby \$10.00 PER YEAR		0.83	0.83	0.0%
* Sewer Standby \$10.00 PER YEAR		0.83	0.83	0.0%
Drainage Tax (Maximum Tax Ceiling \$4.46)		4.20	4.55	8.3%
		\$25.12	\$26.25	
% Change over prior year				4.50%

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

denotes increase in rates



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

BUDGET SUMMARY COMBINED FUNDS

	<i>Actual</i> 2010-11	<i>Adopted</i> Budget 2011-12	<i>Projected</i> 2011-12	<i>%</i> Variance 2011-12	<i>Proposed</i> Budget 2012 - 2013	<i>% Change</i> Projected 2011-12
Revenues:						
Service Charges	4,386,280	4,544,562	4,535,649	-0.2%	4,934,346	8.8%
Property Taxes	522,207	534,960	514,968	-3.7	501,840	-2.5
Interest Earnings	1,225	1,580	706	-55.3	1,100	55.8
Other Charges / Reimbursements	103,351	80,812	96,984	20.0	85,175	-12.2
Total Revenues:	5,013,063	5,161,914	5,148,306	-0.3%	5,522,461	7.3%
Expenditures:						
Total Operating Expenses:	4,822,365	5,165,129	5,073,333	-1.8%	5,523,215	8.9%
<i>Initial Overage (Deficit)</i>	<i>190,697</i>	<i>(3,216)</i>	<i>74,973</i>	<i>-2431.6</i>	<i>(754)</i>	<i>-101.0</i>
<i>Trans from Misc Reserves</i>	<i>0</i>	<i>8,750</i>	<i>0</i>	<i>-100.0</i>	<i>0</i>	<i>0.0</i>
<i>Trans from Rate Stab. Fund</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0.0</i>	<i>0</i>	<i>0.0</i>
<i>Transfer from Fund Balance</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0.0</i>	<i>0</i>	<i>0.0</i>
Net Income (Loss)	190,697	5,534	74,973	1254.7	(754)	-101.0
<i>Rate Transfers to Repl Reserves</i>	<i>0</i>	<i>417,000</i>	<i>450,450</i>	<i>8.0</i>	<i>472,123</i>	<i>4.8</i>
<i>Add'l Transfers to Repl Reserves</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0.0</i>	<i>0</i>	<i>0.0</i>
Depreciation	1,070,127	1,071,096	1,094,218	2.2%	1,100,095	0.5%

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

BUDGET SUMMARY - SECURITY FUND

	<i>Actual</i> 2010-11	<i>Adopted</i> <i>Budget</i> 2011-12	<i>Projected</i> 2011-12	<i>%</i> <i>Variance</i> 2011-12	<i>Proposed</i> <i>Budget</i> 2012 - 2013	<i>% Change</i> <i>Projected</i> 2011-12	<i>% Change</i> <i>Budget</i> 2011-12
Revenues:							
Residential Special Taxes	943,918	962,760	963,025	0.0%	1,001,998	4.0%	4.1%
Commercial Special Taxes	156,360	159,600	159,544	0.0	165,900	4.0	3.9%
Late Charges	27,906	22,680	26,940	18.8	24,720	-8.2	-1005%
Title Transfer Fees	3,120	2,400	3,200	33.3	2,400	-25.0	0.0%
Bar Code Income	8,060	6,600	7,050	6.8	6,600	-6.4	0.0%
Fines, Enforcement	2,100	2,100	2,100	0.0	2,100	0.0	0.0%
Special Events Permits	0	0	0	0.0	0	0.0	0%
Interest Income	51	100	345	244.5	640	85.8	540.0%
Investment Income	310	0	0	0.0	0	0.0	0%
Investment Expense	(484)	0	0	0.0	0	0.0	0%
Misc	4,948	4,152	5,349	28.8	4,150	-22.4	0.0%
Operating Revenues	1,146,290	1,160,392	1,167,553	0.6%	1,208,508	3.5%	4.1%
Expenditures:							
Security Gates	<i>10-11 Actual</i>	<i>11-12 Budget</i>	<i>Projected</i>	<i>Variance</i>	<i>12-13 Budget</i>	<i>Variance</i>	<i>Variance</i>
Wages	268,912	271,900	266,772	-1.9%	283,000	6.1%	4.1%
Employers Costs	152,733	173,000	153,653	-11.2	176,800	15.1	2.2%
Information Systems Maint	6,999	6,700	2,860	-57.3	6,700	134.3	0.0%
Equipment Repairs	22,547	22,300	21,419	-3.9	3,300	-84.6	-85.2%
Bar Codes	2,984	4,950	4,992	0.8	5,360	7.4	8.3%
Telephones	4,681	4,350	5,147	18.3	4,850	-5.8	11.5%
Building Maint	3,558	2,940	3,539	20.4	2,950	-16.6	0.3%
Power	2,323	3,179	2,497	-21.5	2,810	12.5	-11.6%
Uniforms	1,643	2,400	600	-75.0	2,400	300.0	0.0%
Supplies	47	1,800	450	-75.0	300	-33.3	-83.3%
Training/Safety	255	1,000	240	-76.0	750	212.5	-25.0%
Other	3,054	3,700	3,259	-11.9	3,700	13.5	0.0%
Subtotals	469,737	498,219	465,428	-6.6%	492,920	5.9%	-1.1%
Security Patrol	<i>10-11 Actual</i>	<i>11-12 Budget</i>	<i>Projected</i>	<i>Variance</i>	<i>12-13 Budget</i>	<i>Variance</i>	<i>Variance</i>
Wages	220,187	229,700	226,856	-1.2%	246,200	8.5%	7.2%
Employers Costs	117,645	121,900	120,376	-1.3	130,500	8.4	7.1%
Vehicle Fuel	20,230	21,960	21,840	-0.5	20,460	-6.3	-6.8%
Off Duty Sheriff Patrol	4,267	10,500	4,962	-52.7	6,000	20.9	-42.9%
Vehicle Maint.	6,236	6,700	8,434	25.9	6,700	-20.6	0.0%
Vehicle Lease	0	5,000	1,250	-75.0	5,400	332.0	8.0%
Information Systems Maint	700	7,500	1,875	-75.0	7,500	300.0	0.0%
Training/Safety	1,320	1,320	1,303	-1.3	1,320	1.3	0.0%
Safety Center	2,321	2,580	2,614	1.3	2,580	-1.3	0.0%
Uniforms	1,607	2,400	1,459	-39.2	2,400	64.5	0.0%
Telephones	2,652	3,930	3,336	-15.1	3,930	17.8	0.0%
Equipment Repairs	275	1,100	478	-56.5	1,100	130.1	0.0%
Supplies	0	1,500	375	-75.0	300	-20.0	-80.0%
Other	1,227	3,000	1,497	-50.1	2,000	33.6	-33.3%
Subtotals	378,668	419,090	396,654	-5.4%	436,390	10.0%	4.1%

BUDGET SUMMARY - SECURITY FUND

	<i>Actual</i> 2010-11	<i>Adopted</i> Budget 2011-12	<i>Projected</i> 2011-12	<i>%</i> Variance 2011-12	<i>Proposed</i> Budget 2012 - 2013	<i>% Change</i> Projected 2011-12	<i>% Change</i> Budget 2011-12
Security Administration							
Wages	75,961	76,800	78,596	2.3%	83,900	6.7%	9.2%
Employers Costs	28,153	41,100	33,277	-19.0	44,000	32.2	7.1%
Insurance	4,500	4,500	4,500	0.0	4,500	0.0	0.0%
Legal/Consulting	6,292	3,150	6,026	91.3	3,500	-41.9	11.1%
Supplies	5,321	2,400	4,363	81.8	5,000	14.6	108.3%
Telephones	478	420	394	-6.1	420	6.5	0.0%
Information System Maint	2,919	3,000	4,146	38.2	3,000	-27.6	0.0%
Training/Safety	1,262	1,200	1,137	-5.2	1,200	5.5	0.0%
Travel/Meetings	0	800	247	-69.1	800	224.0	0.0%
Uniforms	0	400	120	-70.0	400	233.3	0.0%
Bad Debts	1,172	600	(514)	-185.7	600	-216.6	0.0%
Equipment Maint	0	600	150	-75.0	600	300.0	0.0%
Other	294	600	2,197	266.1	600	-72.7	0.0%
Subtotals	126,352	135,570	134,639	-0.7%	148,520	10.3%	9.6%
Operating Expenses	974,756	1,052,879	996,721	-5.3%	1,077,830	8.1%	2.4%
General Fund Net Allocation	100,175	111,592	110,885	-0.6	131,110	18.2	17.5%
Total Expenses	1,074,931	1,164,471	1,107,606	-4.9%	1,208,940	9.1%	3.8%
Initial Overage(Deficit)	71,359	(4,079)	59,947	-1569.7%	(432)	-100.7%	-89.4%
<i>Transfer from Misc Reserves</i>	0	0	0		0		
<i>Transfer from Rate Stab Resr</i>	0	0	0		0		
Net Income (Loss)	71,359	(4,079)	59,947	-1569.7%	(432)	-100.7%	-89.4%
Depreciation	39,654	39,780	38,561	-3.1%	36,300	-5.9%	-8.7%

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

BUDGET SUMMARY - WATER FUND

May 9, 2012

	<i>Actual</i> 2010-11	<i>Adopted</i> Budget 2011-12	<i>Projected</i> 2011-12	<i>%</i> Variance 2011-12	<i>Proposed</i> Budget 2012 - 2013	<i>% Change</i> Projected 2011-12	<i>% Change</i> Budget 2011-12
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Revenues:

Residential Sales	1,269,993	1,388,400	1,378,052	-0.7%	1,553,429	12.7%	11.9%
Commercial Sales	131,827	146,600	147,336	0.5	171,756	16.6	17.2%
Other Sales	7,872	8,412	8,415	0.0	8,415	0.0	0.0%
Availability Fees	370	360	350	-2.8	350	0.0	-2.8%
Late Charges	13,953	11,400	13,485	18.3	12,360	-8.3	8.4%
Telephone Line Contracts	4,619	4,990	5,146	3.1	5,195	1.0	4.1%
Meter Installation Fees	400	0	400	0.0	0	-100.0	0.0%
Interest Income	395	420	(110)	-126.2	0	-100.0	-100.0%
Investment Income	248	0	0	0.0	0	0.0	0.0%
Investment Expense	(387)	0	0	0.0	0	0.0	0.0%
Inspection Fees	127	0	125	0.0	0	-100.0	0.0%
Project Reimbursement	0	0	0	0.0	0	0.0	0.0%
Other	9,168	4,500	6,150	36.7	4,500	-26.8	0.0%
Operating Revenues	1,438,585	1,565,082	1,559,349	-0.4%	1,756,005	12.6%	12.2%

Expenditures:

Water Source of Supply	<i>10-11 Actual</i>	<i>11-12 Budget</i>	<i>Projected</i>	<i>Variance</i>	<i>12-13 Budget</i>	<i>Variance</i>	<i>Variance</i>
Wages	5,651	9,260	11,430	23.4%	9,876	-13.6%	6.7%
Employers Costs	4,599	4,390	5,659	28.9	4,638	-18.0	5.6%
Power	38,784	48,000	42,333	-11.8	45,400	7.2	-5.4%
Dam Inspection	36,136	39,500	44,950	13.8	37,000	-17.7	-6.3%
Chemicals - Routine	12,517	5,245	6,745	28.6	6,500	-3.6	23.9%
Chemicals - Taste & Odor	0	0	0	0.0	50,000	100.0	100.0%
Maint/Repairs	12,309	8,500	16,167	90.2	15,000	-7.2	76.5%
Equipment Rental	627	1,500	5,327	255.1	1,500	-71.8	0.0%
Supplies	0	600	150	-75.0	500	233.3	-16.7%
Other	0	500	251	-49.8	250	-0.4	-50.0%
Subtotals	110,623	117,495	133,013	13.2%	170,664	28.3%	45.3%

Water Treatment	<i>10-11 Actual</i>	<i>11-12 Budget</i>	<i>Projected</i>	<i>Variance</i>	<i>12-13 Budget</i>	<i>Variance</i>	<i>Variance</i>
Wages	103,166	106,670	111,837	4.8%	113,910	1.9%	6.8%
Employers Costs	42,476	50,660	47,318	-6.6	53,520	13.1	5.6%
Power	73,049	84,000	83,366	-0.8	82,570	-1.0	-1.7%
Chemicals	73,552	115,000	106,452	-7.4	123,800	16.3	7.7%
Maint/Repairs	46,805	40,000	66,202	65.5	45,070	-31.9	12.7%
Lab Tests	15,003	40,000	46,949	17.4	40,000	-14.8	0.0%
Equipment Rental	7,889	8,000	9,486	18.6	8,000	-15.7	0.0%
Taste & Odor Treatment	0	0	0	0.0	11,000	100.0	100.0%
Supplies	228	1,100	1,100	0.0	500	-54.5	-54.5%
Other	0	1,000	250	-75.0	500	100.0	-50.0%
Subtotals	362,169	446,430	472,961	5.9%	478,870	1.2%	7.3%

Water Transmission & Distr	<i>10-11 Actual</i>	<i>11-12 Budget</i>	<i>Projected</i>	<i>Variance</i>	<i>12-13 Budget</i>	<i>Variance</i>	<i>Variance</i>
Wages	152,896	170,630	176,121	3.2%	182,256	3.5%	6.8%
Employers Costs	64,780	81,030	75,191	-7.2	85,635	13.9	5.7%
Maint/Repairs	34,518	48,000	22,906	-52.3	48,000	109.6	0.0%
Meters/Box/Valve	81,279	55,000	36,185	-34.2	55,000	52.0	0.0%
Power	35,808	37,000	37,663	1.8	36,480	-3.1	-1.4%

BUDGET SUMMARY - WATER FUND

May 9, 2012

	<i>Actual</i> 2010-11	<i>Adopted</i> Budget 2011-12	<i>Projected</i> 2011-12	<i>%</i> Variance 2011-12	<i>Proposed</i> Budget 2012 - 2013	<i>% Change</i> Projected 2011-12	<i>% Change</i> Budget 2011-12
Equipment Rental	10,231	12,000	14,057	17.1	12,000	-14.6	0.0%
Post Repair Road Paving	33,603	24,000	26,140	0.0	24,000	-8.2	0.0%
Supplies	3,932	4,000	7,088	77.2	4,000	-43.6	0.0%
Other	1,851	1,500	10,942	629.4	1,500	-86.3	0.0%
Subtotals	418,898	433,160	406,292	-6.2%	448,871	10.5%	3.6%

Water Administration

	10-11 Actual	11-12 Budget	Projected	Variance	12-13 Budget	Variance	Variance
Wages	112,041	97,410	111,379	14.3%	104,040	-6.6%	6.8%
Employers Costs	68,822	46,250	56,781	22.8	48,886	-13.9	5.7%
Permits	19,094	32,000	28,913	-9.6	32,000	10.7	0.0%
Equipment Maint	28,015	8,000	10,012	25.2	8,000	-20.1	0.0%
Legal/Consulting	22,754	15,500	51,695	233.5	15,500	-70.0	0.0%
Vehicle Fuel	13,425	15,360	17,473	13.8	18,610	6.5	21.2%
Training/Safety	13,246	7,500	8,661	15.5	9,140	5.5	21.9%
Regional Water Authority	6,845	4,500	11,406	153.5	11,410	0.0	153.6%
Central Ground Water Authority	3,000	6,000	3,250	-45.8	6,000	84.6	0.0%
South Area Water Council	3,000	6,000	3,250	-45.8	6,000	84.6	0.0%
Supplies	6,809	5,500	5,834	6.1	5,500	-5.7	0.0%
Telephones	6,570	6,840	7,262	6.2	7,000	-3.6	2.3%
Information Systems Maint	9,007	6,000	4,505	-24.9	6,000	33.2	0.0%
Vehicle Maint.	14,744	10,000	15,818	58.2	15,000	-5.2	50.0%
Tools	8,484	4,000	6,171	54.3	4,000	-35.2	0.0%
CIA Ditch Operations	637	4,500	1,875	-58.3	4,500	140.0	0.0%
Uniforms	3,967	4,000	2,856	-28.6	3,800	33.0	-5.0%
Conservation	8,863	38,000	15,589	-59.0	38,000	143.8	0.0%
Travel/Meetings	1,079	2,500	1,608	-35.7	2,500	55.5	0.0%
Memberships	2,023	1,480	2,375	60.5	2,390	0.6	61.5%
Bad Debts	508	500	(188)	-137.6	500	-365.8	0.0%
Building Maint	1,555	1,590	1,576	-0.9	1,590	0.9	0.0%
Nonroutine Maint/Repair	455	25,000	25,000	0.0	50,000	100.0	100.0%
Other	1,863	7,000	3,536	-49.5	6,000	69.7	-14.3%
Subtotals	356,805	355,430	396,637	11.6%	406,366	2.5%	14.3%
Operating Expenses	1,248,494	1,352,514	1,408,903	4.2%	1,504,771	6.8%	11.3%
Reserve Expenditures	58,164	0	117,278		0		
General Fund Net Alloc	191,456	212,841	212,484	-0.2	251,240	18.2	18.0%
Total Expenses	1,439,950	1,565,355	1,738,665	11.1%	1,756,011	1.0%	12.2%

Initial Overage(Deficit)	(1,365)	(273)	(179,317)	65499.6%	(6)	-100.0%	-97.8%
<i>Transfer from Fund Balance</i>	0	8,750	0		0		
<i>Transfer from Rate Stab Resr</i>	0	0	0		0		
Net Income (Loss)	(1,365)	8,477	(179,317)		(6)		

Depreciation 463,491 464,257 471,252 1.5% 469,200

Replacement Reserves and Debt Service Summary

Debt Service Prefunding Collected	25,462	53,196
Debt Service Repl Rsrv Collected	6,523	19,703
Water Reserves Collected	180,692	182,147

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

BUDGET SUMMARY - SEWER FUND

May 9, 2012

	<i>Actual</i> 2010-11	<i>Adopted</i> <i>Budget</i> 2011-12	<i>Projected</i> 2011-12	<i>%</i> <i>Variance</i> 2011-12	<i>Proposed</i> <i>Budget</i> 2012 - 2013	<i>% Change</i> <i>Projected</i> 2011-12	<i>% Change</i> <i>Budget</i> 2011-12
Revenues:							
Residential Service	1,019,280	1,019,880	1,019,008	-0.1%	1,124,442	10.3%	10.3%
Commercial Service	107,946	107,880	107,832	0.0	118,882	10.2	10.2%
Availability Fees	420	430	400	-7.0	410	2.5	-4.7%
Late Charges	13,953	11,400	13,485	18.3	12,360	-8.3	8.4%
Interest Income	509	820	231	-71.8	180	-22.0	-78.0%
Investment Income	176	0	0	0.0	0	0.0%	0.0%
Investment Expense	(274)	0	0	0.0	0	0.0%	0.0%
Project Reimbursement	2,184	2,190	2,190	0.0	2,190	0.0	0.0%
Inspection Fees	127	0	127	0.0	0	-100.0	0.0%
Other	3,393	0	0	0.0	0	0.0	0.0%
Operating Revenues	1,147,714	1,142,600	1,143,272	0.1%	1,258,464	10.1%	10.1%

Expenditures:

Sewer Collection	<i>10-11 Actual</i>	<i>11-12 Budget</i>	<i>Projected</i>	<i>Variance</i>	<i>12-13 Budget</i>	<i>Variance</i>	<i>Variance</i>
Wages	83,610	99,540	71,374	-28.3%	106,316	49.0%	6.8%
Employers Costs	36,994	47,270	33,500	-29.1	49,955	49.1	5.7%
Power	15,263	17,450	15,676	-10.2	17,450	11.3	0.0%
Maint/Repairs	45,498	35,000	47,029	34.4	40,000	-14.9	14.3%
Equipment Rental	7,895	6,000	6,561	9.3	6,000	-8.5	0.0%
Supplies	123	4,000	2,638	-34.1	3,000	13.7	-25.0%
Other	52	2,000	1,000	-50.0	1,000	0.0	-50.0%
Subtotals	189,435	211,260	177,778	-15.8%	223,721	25.8%	5.9%

Sewer Treatment & Disposal	<i>10-11 Actual</i>	<i>11-12 Budget</i>	<i>Projected</i>	<i>Variance</i>	<i>12-13 Budget</i>	<i>Variance</i>	<i>Variance</i>
Wages	143,573	135,060	129,328	-4.2%	144,286	11.6%	6.8%
Employers Costs	61,775	64,140	57,089	-11.0	67,795	18.8	5.7%
Power	112,300	126,510	123,687	-2.2	126,510	2.3	0.0%
Maint/Repairs	139,765	75,000	73,600	-1.9	75,000	1.9	0.0%
Chemicals	48,434	79,310	76,250	-3.9	79,310	4.0	0.0%
Lab Tests	35,230	45,000	39,164	-13.0	38,250	-2.3	-15.0%
Supplies	1,168	3,000	807	-73.1	1,800	123.0	-40.0%
Equipment Rental	9,492	10,000	9,866	-1.3	10,000	1.4	0.0%
Sludge Removal Off Site	8,670	19,000	6,331	-66.7	9,000	42.2	-52.6%
Subtotals	560,408	557,020	516,122	-7.3%	551,951	6.9%	-0.9%

BUDGET SUMMARY - SEWER FUND

May 9, 2012

	<i>Actual</i> 2010-11	<i>Adopted</i> Budget 2011-12	<i>Projected</i> 2011-12	<i>%</i> Variance 2011-12	<i>Proposed</i> Budget 2012 - 2013	<i>% Change</i> Projected 2011-12	<i>% Change</i> Budget 2011-12
Sewer Administration							
Wages	39,348	42,640	49,519	16.1%	45,564	-8.0%	6.9%
Employers Costs	14,947	20,250	21,976	8.5	21,410	-2.6	5.7%
Equipment Maint	42,741	17,500	22,204	26.9	17,500	-21.2	0.0%
Vehicle Fuel	14,409	14,720	11,271	-23.4	13,970	23.9	-5.1%
Permits	23,033	23,130	26,862	16.1	26,540	-1.2	14.7%
Legal/Consulting	4,026	21,000	15,052	-28.3	70,000	365.1	233.3%
Training/Safety	29,167	10,000	14,967	49.7	14,200	-5.1	42.0%
Supplies	5,116	4,200	4,869	15.9	4,200	-13.7	0.0%
Information Systems Maint	5,425	8,250	4,492	-45.6	8,250	83.7	0.0%
Vehicle Maint.	4,252	8,200	2,775	-66.2	8,200	195.5	0.0%
Tools	9,052	5,000	6,480	29.6	5,000	-22.8	0.0%
Telephones	6,429	6,000	6,482	8.0	6,600	1.8	10.0%
Uniforms	4,900	3,400	2,556	-24.8	3,400	33.0	0.0%
Travel/Meetings	1,079	2,000	1,633	-18.4	2,000	22.5	0.0%
Building Maint	1,555	1,590	1,575	-0.9	1,590	0.9	0.0%
Copier Maintenance	0	500	1,466	193.1	500	-65.9	0.0%
Bad Debts	410	600	(20)	-103.3	600	-3136.4	0.0%
Sewer General Fine	870	0	400	0.0	0	-100.0	0.0%
Nonroutine Maint/Repair	13,854	20,000	20,000	0.0	40,000	100.0	100.0%
Other	839	3,000	1,858	-38.1	2,000	7.7	-33.3%
Subtotals	221,452	211,980	216,414	2.1%	291,524	34.7%	37.5%
Operating Expenses	971,295	980,260	910,315	-7.1%	1,067,196	17.2%	8.9%
Reserve Expenditures	37,071	0	0		0		
General Fund Net Allocation	146,518	162,761	162,231	-0.3	191,820	18.2	17.9%
Total Expenses	1,154,883	1,143,021	1,072,545	-6.2%	1,259,016	17.4%	10.1%
Initial Overage(Deficit)	(7,170)	(421)	70,727	-16918.8%	(552)	-100.8%	31.4%
<i>Transfer from Misc Reserve:</i>	0	0	0		0		
<i>Transfer from Rate Stab Res</i>	0	0	0		0		
Net Income (Loss)	(7,170)	(421)	70,727		(552)		
Depreciation	566,982	567,059	584,405	3.1	594,595	1.7	-9.7

Replacement Reserves and Debt Service Summary

Debt Service Prefunding Collected	98,520	0
Debt Service Repl Rsrv Collected	16,420	0
Sewer Reserves Collected	270,274	270,273

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

BUDGET SUMMARY - DRAINAGE FUND

May 9, 2012

	<i>Actual</i> 2010-11	<i>Adopted</i> <i>Budget</i> 2011-12	<i>Projected</i> 2011-12	<i>%</i> <i>Variance</i> 2011-12	<i>Proposed</i> <i>Budget</i> 2012-13	<i>% Change</i> <i>Projected</i> 2011-12	<i>% Change</i> <i>Budget</i> 2011-12
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Revenues:

Residential Special Taxes	136,537	136,800	136,535	-0.2%	148,254	8.6%	8.4%
Commercial Special Taxes	26,448	26,520	26,448	-0.3	28,654	8.3	8.0%
Interest Income	269	240	241	0.3	280	16.4	16.7%
Investment Income	31	0	0	0.0	0	0.0	0.0%
Investment Expense	(48)	0	0	0.0	0	0.0	0.0%
Inspection Fees	0	0	0	0.0	0	0.0	0.0%
Other	0	0	0	0.0	0	0.0	0.0%
Operating Revenues	163,237	163,560	163,224	-0.2%	177,188	8.6%	8.3%

Expenditures:

	<i>10-11 Actual</i>	<i>11-12 Budget</i>	<i>Projected</i>	<i>Variance</i>	<i>12-13 Budget</i>	<i>Variance</i>	<i>Variance</i>
Wages	50,181	49,760	45,161	-9.2	53,158	17.7	6.8%
Employers Costs	20,736	23,630	20,569	-13.0	24,980	21.4	5.7%
MS4 Permit	3,600	4,000	8,852	121.3	4,000	-54.8	0.0%
Power	14,974	12,900	15,163	17.5	15,500	2.2	20.2%
Chemicals	2,807	9,585	5,926	-38.2	5,400	-8.9	-43.7%
Maint/Repairs	10,267	8,400	8,264	-1.6	12,000	45.2	42.9%
Equipment Rental	5,028	5,500	4,145	-24.6	5,500	32.7	0.0%
Improvements	0	11,040	14,551	31.8	12,000	-17.5	8.7%
Legal/Consulting	1,573	2,000	2,780	39.0	3,000	7.9	50.0%
Uniforms	0	500	500	0.0	200	-60.0	-60.0%
Tools	114	50	2,254	4407.9	400	-82.3	700.0%
Bad Debts	202	0	2	0.0	0	-100.0	0.0%
Other	1,315	2,000	741	-63.0	1,500	102.6	-25.0%
Subtotals	110,797	129,365	128,908	-0.4%	137,638	6.8%	6.4%
Operating Expenses	110,797	129,365	128,908	-0.4%	137,638	6.8%	6.4%
General Fund Net Allocation	29,959	33,205	33,320	0.3	39,400	18.2	18.7%
Total Expenses	140,756	162,570	162,228	-0.2%	177,038	9.1%	8.9%
Net Income (Loss)	22,481	990	995	0.6%	150	-84.9%	-84.8%

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

BUDGET SUMMARY - SOLID WASTE FUND

May 9, 2012

	<i>Actual</i> 2010-11	<i>Adopted</i> <i>Budget</i> 2011-12	<i>Projected</i> 2011-12	<i>%</i> <i>Variance</i> 2011-12	<i>Proposed</i> <i>Budget</i> 2012-2013	<i>% Change</i> <i>Projected</i> 2011-12	<i>% Change</i> <i>Budget</i> 2011-12
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Revenues:

Solid Waste Charges	585,308	586,920	588,705	0.3%	611,857	3.9%	4.2%
Other	410	600	552	-8.0	600	8.7%	0.0%
Operating Revenues	585,718	587,520	589,257	0.3	612,457	3.9%	4.2%

Expenditures:

	<i>10-11 Actual</i>	<i>11-12 Budget</i>	<i>Projected</i>	<i>Variance</i>	<i>12-13 Budget</i>	<i>Variance</i>	<i>Variance</i>
CWRS Contract	500,904	513,600	509,521	-0.8%	534,120	4.8%	4.0%
Sac. County Admin. Fee	32,012	32,400	32,738	1.0	33,960	3.7%	4.8%
Consulting	0	5,000	2,500	-50.0	0	-100.0%	-100.0%
HHW Event	0	12,000	12,000	0.0	12,000	0.0%	0.0%
Bad Debts	495	0	0	0.0	0	0.0%	0.0%
Total Expenses	533,411	563,000	556,759	-1.1	580,080	4.2%	3.0%
Operating Expenses	533,411	563,000	556,759	-1.1	580,080	4.2%	3.0%
General Fund Net Allocation	25,000	23,951	27,312	14.0	32,290	18.2%	34.8%
Total Expenses	558,411	586,951	584,070	-0.5	612,370	4.8%	4.3%
Net Income (Loss)	27,307	569	5,187	812.2	87	-98.3%	-84.7%

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

BUDGET SUMMARY - GENERAL FUND

May 9, 2012

	<i>Actual</i> 2010-11	<i>Adopted</i> Budget 2011-12	<i>Projected</i> 2011-12	<i>%</i> Variance 2010-11	<i>Proposed</i> Budget 2012-2013	<i>% Change</i> Projected 2011-12	<i>% Change</i> Budget 2011-12
Revenues:							
Property Taxes	522,207	534,960	514,968	-3.7%	501,840	-2.5%	-6.2%
Title Transfer Fees	6,039	4,800	5,800	20.8	4,800	-17.2	0.0%
Project Reimbursement	97	0	0	0.0	0	0.0	0.0%
Interest	551	0	102	0.0	200	96.4	0.0%
Investment Income	269	0	0	0.0	0	0.0	0.0%
Investment Expense	(419)	0	0	0.0	0	0.0	0.0%
CIA Ditch Admin Service Charges	1,800	1,800	1,800	0.0	1,800	0.0	0.0%
Other	957	1,200	2,983	148.6	1,200	-59.8	0.0%
Total Operating Revenues	531,502	542,760	525,653	-3.2%	509,840	-3.0%	-6.1%

	<i>10-11 Actual</i>	<i>11-12 Budget</i>	<i>Projected</i>	<i>Variance</i>	<i>12-13 Budget</i>	<i>Variance</i>	<i>Variance</i>
Expenditures:							
Wages	460,006	462,500	470,036	1.6%	502,500	6.9%	8.6%
Director Meeting Stipends	13,240	18,000	14,800	-17.8	18,000	21.6	0.0%
Employers Costs	223,716	254,100	235,830	-7.2	275,200	16.7	8.3%
Liability Insurance	54,017	54,060	54,113	0.1	54,060	-0.1	0.0%
Information Systems Maintenance	43,059	95,000	74,744	-21.3	95,400	27.6	0.4%
Community Communications	8,247	9,900	10,977	10.9	5,900	-46.3	-40.4%
Legal	48,431	25,000	19,616	-21.5	25,000	27.5	0.0%
Office Supplies	16,974	19,200	23,236	21.0	19,200	-17.4	0.0%
Building/Grounds Maintenance	20,012	16,800	19,618	16.8	16,800	-14.4	0.0%
Postage	18,572	18,600	20,242	8.8	21,780	7.6	17.1%
Telephones	10,685	4,140	4,392	6.1	4,320	-1.6	4.3%
Contingency	0	11,000	11,000	0.0	11,000	0.0	0.0%
Audit	15,100	15,100	15,100	0.0	15,850	5.0	5.0%
Consulting	20,724	3,600	11,085	207.9	3,600	-67.5	0.0%
Memberships	9,042	9,300	11,256	21.0	9,890	-12.1	6.3%
Training/Safety	6,793	6,000	5,661	-5.6	6,000	6.0	0.0%
Power	8,258	8,700	8,499	-2.3	8,670	2.0	-0.3%
Meetings	7,057	7,380	5,638	-23.6	7,000	24.2	-5.1%
Director Expense Reimbursement	4,169	5,220	7,149	37.0	5,200	-27.3	-0.4%
Vehicle Fuel	3,555	4,590	3,120	-32.0	4,590	47.1	0.0%
Equipment Maint	465	2,000	2,090	4.5	2,000	-4.3	0.0%
Election Costs	1,654	0	0	0.0	5,000	0.0	0.0%
Mail Machine Lease	2,344	2,820	2,796	-0.8	2,840	1.6	0.7%
Copy Machine Maintenance	8,017	8,100	7,798	-3.7	8,100	3.9	0.0%
Vehicle Maint	0	2,000	4,372	118.6	2,000	-54.3	0.0%
Clerical Services	0	0	0	0.0	0	0.0	0.0%
Other	19,510	24,000	28,559	19.0	25,800	-9.7	7.5%
Total Operating Expenses	1,023,646	1,087,110	1,071,728	-1.4%	1,155,700	7.8%	6.3%

Overage(Deficit)	(492,144)	(544,350)	(546,075)	0.3%	(645,860)	18.3%	18.6%
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Rancho Murieta Community Services District
2012-13 Capital Projects List

11-May-12

Project Number	Est Qtr	Project Description	Budget Amount	Funding Source	Life Years	Status
Water / Sewer Department						
1	01-03-1	Geographical Information System (GIS)	100,000	Capital Improvement Reserves	N/A	
2	03-06-2	Security Access System - Water & Wastewater Facilities	40,000	Replacement Reserves - Water / Sewer	10	
3	03-07-1	Wastewater PLC upgrade	30,000	Capital Improvement Reserves	10	90% Complete
4	05-06-1	Granlees Site Access Restriction Improvements	100,000	Capital Improvement Reserves	20	
5	08-05-1	WTP Paint & Exterior Siding Repair	30,000	Replacement Reserves - Water	20	
6	08-07-1	Bobcat Compact Track Loader	54,000	Replacement Reserves - Water & Sewer		
7	40-04-4	WWRP Chlorine Scrubber Installation	48,000	Unrestricted Cash		<i>cancelled</i>
8	10-05-1	Excavate Sediment out of Calero	20,000	Replacement Reserves		
9	11-01-1	Utility Cart (awd)	15,000	Capital Improvement Reserves	5	<i>in process</i>
10	11-02-1	Truck Purchase (1 ton, 4wd, tool box)	45,000	Replacement Reserves - Water	5	
11	11-03-1	Fueling Station	40,000	Replacement Reserves - borrow & repay	10	
12	12-xx-2	Dump Truck	100,000	Capital Improvements Reserves (Water/Sewer)		
13	12-xx-2	Wastewater Facility Fencing	25,000	Capital Improvements Reserves - Sewer		
14	12-xx-2	Hole 15 Culvert Replacement	60,000	Drainage Reserves and Fund Balance		
15	12-xx-2	Main Lift North Wet Well Rehabilitation	250,000	Sewer Replacement Reserves and Operating Budget		
16	12-xx-2	Wastewater Facility Paving	45,000	Replacement Reserves - Sewer		
17	12-xx-2	Wastewater Reclamation Plant Valve Replacement	35,000	Replacement Reserves - Sewer		
18	12-xx-2	6B Generator Replacement	35,000	Replacement Reserves - Sewer		
Department Subtotal			\$1,024,000			
Security Department						
19	05-12-3	Wireless Network Site Survey, Acquisition & Startup Costs	100,000	Capital Improvement Reserves	15	
Department Subtotal			\$ 100,000			
Admin Department						
20	04-12-4	Records Storage Vault	20,000	Capital Improvement Reserves	25	
21	10-07-4	Electronic Document Management System	25,000	Unrestricted Cash		
22	10-08-4	Email Exchange Server	20,000	Unrestricted Cash		
Department Subtotal			\$ 65,000			
2011-12 Grand Totals			\$1,189,000			

Project number consists of AA-BB-C
AA - The year the project is to begin
BB - The actual project number assigned for the current year
C - The department requesting the project
1 - Water
2 - Sewer / Drainage
3 - Security
4 - Admin

CAPITAL EXPENDITURE REQUEST**Date:** April 5, 2012**PROJECT REQUEST SUMMARY****Department:** Sewer / Water**PROJECT NAME:** Dump Truck**PLANNING:** District staff**PROJECT CATEGORY:** Capital Improvements

DESIGN: N/A

PROJECT NUMBER: 12-1-*

CONSTRUCTION: N/A

PROJECT STAFFING:

PLANNING: Paul Siebensohn

DESIGN: N/A

CONSTRUCTION: N/A

WORK ORDERS:

PLANNING:

DESIGN:

CONSTRUCTION:

SCOPE/DESCRIPTION:

PLANNING: N/A

ENVIRONMENTAL: N/A

DESIGN: N/A

CONSTRUCTION: N/A

PHASE	START DATE	ESTIMATED COMPLETION DATE	ESTIMATED TIME REQUIRED
PLANNING			1 month
ENVIRONMENTAL			
BID			1 month
COMPLETION			

PROJECT OBJECTIVES: Obtain a dump truck to be able to haul material as necessary for District work; spoils from and fill material for water leak repairs, sewer repairs, drainage maintenance and solids handling from Water and Wastewater facilities.

POTENTIAL BENEFITS:

TANGIBLE: Allows staff an appropriate dump truck vs current flatbed, which will help expedite projects and response time vs renting.

INTANGIBLE: Prevention of potential for future failure.

CAPITAL EXPENDITURE REQUEST

Date: April 5, 2012

PROJECT REQUEST SUMMARY

Department: Sewer / Water

PROJECT NAME: Dump Truck**PROJECT IMPACTS:**

ENVIRONMENTAL: N/A

RIGHT OF WAY: N/A

AGENCY APPROVALS: N/A

WATER RIGHTS: N/A

OPERATING: N/A

CAPACITY: N/A

PROJECT BUDGET	PLAN	ENVIRON	DESIGN	COMPLETION	TOTAL
ORIGINAL BUDGET					
INITIAL PERIODS OF FUNDING	0	0	0	0	0
CURRENT PROJECT BUDGET	0	0	0	0	0
ADJUSTED PROJECT BUDGET					
PROJECT FUNDING					
REPLACEMENT RESERVES					
UNRESTRICTED CASH	0				
CAPITAL IMPROVEMENT FEES	0			\$100,000	\$100,000
DEVELOPER CONTRIBUTIONS	0				
OTHER					
TOTAL				\$100,000	\$100,000

PROJECT FUNDING COMMENTS:

Funding to come from Sewer and Water capital improvement reserves as equipment would serve both departments.

CAPITAL EXPENDITURE REQUEST**Date:** March 28, 2012**PROJECT REQUEST SUMMARY****Department:** Sewer**PROJECT NAME:** Wastewater Facility Fencing**PLANNING:** Paul Siebensohn**PROJECT CATEGORY:** Capital Improvements

DESIGN: N/A

PROJECT NUMBER: 12-1-*

CONSTRUCTION:

PROJECT STAFFING:

PLANNING: Paul Siebensohn

DESIGN: Paul Siebensohn

CONSTRUCTION: Awarded contractor

WORK ORDERS:

PLANNING:

DESIGN:

CONSTRUCTION:

SCOPE/DESCRIPTION:

PLANNING: Consultant

ENVIRONMENTAL: n/a

DESIGN: n/a

CONSTRUCTION: n/a

PHASE	START DATE	ESTIMATED COMPLETION DATE	ESTIMATED TIME REQUIRED
PLANNING	July 2012		
ENVIRONMENTAL	n/a	n/a	
BID	July 2012	Sept. 2012	1 months
COMPLETION		October 2012	5 days

PROJECT OBJECTIVES: Replace existing five foot fence with a seven foot fence with three-strands of barbed wire. Highly recommended by Sacramento County EMD for facility security due to hazardous chemicals and equipment kept on site.

POTENTIAL BENEFITS:**TANGIBLE:** Safety and security.**INTANGIBLE:**

CAPITAL EXPENDITURE REQUEST

Date: March 28, 2012

PROJECT REQUEST SUMMARY**Department:** Sewer**PROJECT NAME:** Wastewater Facility Fencing**PROJECT IMPACTS:**

ENVIRONMENTAL: N/A

RIGHT OF WAY: N/A

AGENCY APPROVALS: N/A

WATER RIGHTS: N/A

OPERATING: Field Operations and Security staff access.

CAPACITY: N/A

PROJECT BUDGET	PLAN	ENVIRON	DESIGN	COMPLETION	TOTAL
ORIGINAL BUDGET					
INITIAL PERIODS OF FUNDING	0	0	0	0	0
CURRENT PROJECT BUDGET	0	0	0	0	\$0
ADJUSTED PROJECT BUDGET					
PROJECT FUNDING					
REPLACEMENT RESERVES					
UNRESTRICTED CASH	0				
CAPITAL IMPROVEMENT FEES	0			\$25,000	\$25,000
DEVELOPER CONTRIBUTIONS	0				
OTHER					

PROJECT FUNDING COMMENTS:

Funding to come from Sewer Capital Improvement reserves as fencing secures wastewater facility.

CAPITAL EXPENDITURE REQUEST**Date:** April 6, 2012**PROJECT REQUEST SUMMARY****Department:** Drainage**PROJECT NAME:** Hole 15 Culvert Replacement**PLANNING:** RMCCSD / RMCC**PROJECT CATEGORY:** Fund balance / Reserves**DESIGN:** Paul Siebensohn**PROJECT NUMBER:** 12-1-***CONSTRUCTION:****PROJECT STAFFING:**

PLANNING: Paul Siebensohn

DESIGN: Paul Siebensohn

CONSTRUCTION: District staff and contractor

WORK ORDERS:

PLANNING:

DESIGN:

CONSTRUCTION:

SCOPE/DESCRIPTION:

PLANNING: District staff & RMCC

ENVIRONMENTAL: n/a

DESIGN: Drainage flow must accommodate existing flow through 36" pipe as well as minimal flow during construction, utilizing long lasting materials at a reasonable cost.

CONSTRUCTION: n/a

PHASE	START DATE	ESTIMATED COMPLETION DATE	ESTIMATED TIME REQUIRED
PLANNING	September 2012	September 2012	1 week
ENVIRONMENTAL	N/A		
BID	September 2012	October 2012	3 weeks
COMPLETION	To be coordinated	with RMCC	3 weeks

PROJECT OBJECTIVES: Replace 36" squash CMP with two 24" HDPE pipes to restore functionality of collapsing drainage pipe.**POTENTIAL BENEFITS:****TANGIBLE:** Function of drainage.**INTANGIBLE:** Safety for golf course.

CAPITAL EXPENDITURE REQUEST

Date: April 6, 2012

PROJECT REQUEST SUMMARY**Department:** Drainage**PROJECT NAME:** Hole 15 Culvert Replacement**PROJECT IMPACTS:**

ENVIRONMENTAL: N/A

RIGHT OF WAY: Coordinate with RMCC for access

AGENCY APPROVALS: N/A

WATER RIGHTS: N/A

OPERATING: RMCC

CAPACITY: N/A

PROJECT BUDGET	PLAN	ENVIRON	DESIGN	COMPLETION	TOTAL
ORIGINAL BUDGET					
INITIAL PERIODS OF FUNDING	0	0	0		0
CURRENT PROJECT BUDGET	0	0		0	\$0
ADJUSTED PROJECT BUDGET					
PROJECT FUNDING					
REPLACEMENT RESERVES					\$60,000
UNRESTRICTED CASH	0				
CAPITAL IMPROVEMENT FEES	0				
DEVELOPER CONTRIBUTIONS	0				
OTHER					

PROJECT FUNDING COMMENTS:

Funding to come from Drainage replacement reserves and fund balance from previous years overages.

CAPITAL EXPENDITURE REQUEST**Date:** April 5, 2012**PROJECT REQUEST SUMMARY****Department:** Sewer**PROJECT NAME:** Main Lift North wet well rehabilitation**PLANNING:** District staff**PROJECT CATEGORY:** Reserve funding / Sewer Operations Budget**DESIGN:** Consultant**PROJECT NUMBER:** 12-1-***CONSTRUCTION:** Contractor**PROJECT STAFFING:**

PLANNING: Paul Siebensohn, David Herrmann, Rob McLeod

DESIGN: Engineering consultant

CONSTRUCTION: Awarded contractor

WORK ORDERS:

PLANNING:

DESIGN:

CONSTRUCTION:

SCOPE/DESCRIPTION:

PLANNING: District staff; provide existing engineering drawings, average and maximum flow rates of MLN and ideas for bypass and rehabilitation.

ENVIRONMENTAL: n/a

DESIGN: Engineering consultant; Determination of raw sewage bypass necessary to allow rehabilitation to occur and completing specifications for contractor bidding and construction.

CONSTRUCTION: Awarded contractor

PHASE	START DATE	ESTIMATED COMPLETION DATE	ESTIMATED TIME REQUIRED
PLANNING	August 2012	September 2012	1 month
ENVIRONMENTAL	n/a	n/a	
BID - Engineering	September 2012	October 2012	1 month
BID - Contractor	February 2013	March 2013	1 month
COMPLETION	May 2013	July 2013	2 months

PROJECT OBJECTIVES: Rehabilitate existing and future wet well at Main Lift North sewer collection and pumping station to prevent further concrete and steel corrosion.

POTENTIAL BENEFITS:**TANGIBLE:** Maintaining function of facility now and into the future.**INTANGIBLE:** Prevention of potential for future failure.

CAPITAL EXPENDITURE REQUEST

Date: April 5, 2012

PROJECT REQUEST SUMMARY**Department:** Sewer**PROJECT NAME:** Main Lift North wet well rehabilitation**PROJECT IMPACTS:**

ENVIRONMENTAL: N/A

RIGHT OF WAY: May need to stage equipment on adjacent RMA easement due to limited facility space.

AGENCY APPROVALS: N/A

WATER RIGHTS: N/A

OPERATING: One of the two wet wells needs to be functioning to allow other wet well to be rehabilitated.

CAPACITY: N/A

PROJECT BUDGET	PLAN	ENVIRON	DESIGN	COMPLETION	TOTAL
ORIGINAL BUDGET					
INITIAL PERIODS OF FUNDING	0	0	\$50,000	\$200,000	\$250,000
CURRENT PROJECT BUDGET	0	0	0	0	\$0
ADJUSTED PROJECT BUDGET					
PROJECT FUNDING					
REPLACEMENT RESERVES				\$200,000	\$200,000
UNRESTRICTED CASH	0				
CAPITAL IMPROVEMENT FEES	0				
DEVELOPER CONTRIBUTIONS	0				
OTHER – SEWER CONSULTING BUDGET			\$50,000		\$50,000
					\$250,000

PROJECT FUNDING COMMENTS:

Funding to come from Sewer replacement reserves and Sewer operating budget.

CAPITAL EXPENDITURE REQUEST**Date:** March 28, 2012**PROJECT REQUEST SUMMARY****Department:** Sewer**PROJECT NAME:** Wastewater Facility Paving**PLANNING:** Paul Siebensohn**PROJECT CATEGORY:** Reserve funding**DESIGN:****PROJECT NUMBER:** 12-1-***CONSTRUCTION:****PROJECT STAFFING:**

PLANNING: Paul Siebensohn

DESIGN: Consultant

CONSTRUCTION: Awarded contractor

WORK ORDERS:

PLANNING:

DESIGN:

CONSTRUCTION:

SCOPE/DESCRIPTION:

PLANNING: Consultant

ENVIRONMENTAL: n/a

DESIGN: n/a

CONSTRUCTION: n/a

PHASE	START DATE	ESTIMATED COMPLETION DATE	ESTIMATED TIME REQUIRED
PLANNING	June 2012	June 2012	1 month
ENVIRONMENTAL	n/a	n/a	
BID	July 2012	August 2012	1 months
COMPLETION		September 2012	1 week

PROJECT OBJECTIVES: Perform necessary maintenance to preserve roadways around wastewater facility, warehouse and equipment storage barn.

POTENTIAL BENEFITS:

TANGIBLE: Maintains roadway along wastewater pond #5 to prevent further erosion and degradation of subsurface which is containing pond.

INTANGIBLE: Aesthetics for a well a maintained facility.

CAPITAL EXPENDITURE REQUEST**Date:** March 28, 2012**PROJECT REQUEST SUMMARY****Department:** Sewer**PROJECT NAME:** Wastewater Facility Paving**PROJECT IMPACTS:**

ENVIRONMENTAL: N/A

RIGHT OF WAY: N/A

AGENCY APPROVALS: N/A

WATER RIGHTS: N/A

OPERATING: Field Operations and Security staff access.

CAPACITY: N/A

PROJECT BUDGET	PLAN	ENVIRON	DESIGN	COMPLETION	TOTAL
ORIGINAL BUDGET					
INITIAL PERIODS OF FUNDING	0		\$5,000		\$5,000
CURRENT PROJECT BUDGET	0			\$40,000	\$40,000
ADJUSTED PROJECT BUDGET					
PROJECT FUNDING					
REPLACEMENT RESERVES					\$45,000
UNRESTRICTED CASH	0				
CAPITAL IMPROVEMENT FEES	0				
DEVELOPER CONTRIBUTIONS	0				
OTHER					

PROJECT FUNDING COMMENTS:

Funding to come from Sewer replacement reserves as it is a portion of the wastewater process pond at the wastewater reclamation facility.

CAPITAL EXPENDITURE REQUEST**Date:** April 9, 2012**PROJECT REQUEST SUMMARY****Department:** Sewer**PROJECT NAME:** Wastewater Reclamation Plant Valve Replacement
PROJECT CATEGORY: Reserve funding**PLANNING:** Paul Siebensohn
DESIGN: N/A**PROJECT NUMBER:** 12-1-***CONSTRUCTION:****PROJECT STAFFING:**PLANNING: District Staff
DESIGN:
CONSTRUCTION: District Staff**WORK ORDERS:**PLANNING:
DESIGN:
CONSTRUCTION:**SCOPE/DESCRIPTION:**

PLANNING: District Staff

ENVIRONMENTAL: n/a

DESIGN: n/a

CONSTRUCTION: n/a

PHASE	START DATE	ESTIMATED COMPLETION DATE	ESTIMATED TIME REQUIRED
PLANNING	September 2012	September 2012	1 week
ENVIRONMENTAL	n/a	n/a	
BID	September 2012	October 2012	1 month
COMPLETION	November 2012	November 2012	2 weeks

PROJECT OBJECTIVES: Replace a minimum of two existing failed butterfly valves with sewer plug valves at junction near Pond 4, as well as repair or replace slide gate drain valves for Ponds 2, 3, and 4 and bypass structure.**POTENTIAL BENEFITS:****TANGIBLE:** Restore functionality of valves at facility**INTANGIBLE:**

CAPITAL EXPENDITURE REQUEST

Date: April 9, 2012

PROJECT REQUEST SUMMARY**Department:** Sewer**PROJECT NAME:** Wastewater Reclamation Plant Valve Replacement**PROJECT IMPACTS:**

ENVIRONMENTAL: N/A

RIGHT OF WAY: N/A

AGENCY APPROVALS: N/A

WATER RIGHTS: N/A

OPERATING: Field Operations and Security staff access.

CAPACITY: N/A

PROJECT BUDGET	PLAN	ENVIRON	DESIGN	COMPLETION	TOTAL
ORIGINAL BUDGET					
INITIAL PERIODS OF FUNDING	0	0	0		0
CURRENT PROJECT BUDGET	0	0		0	0
ADJUSTED PROJECT BUDGET					
PROJECT FUNDING					
REPLACEMENT RESERVES					\$35,000
UNRESTRICTED CASH	0				
CAPITAL IMPROVEMENT FEES	0				
DEVELOPER CONTRIBUTIONS	0				
OTHER					

PROJECT FUNDING COMMENTS:

Funding to come from Sewer replacement reserves.

CAPITAL EXPENDITURE REQUEST**Date:** April 10, 2012**PROJECT REQUEST SUMMARY****Department:** Sewer**PROJECT NAME:** 6B Generator Replacement**PLANNING:** Paul Siebensohn**PROJECT CATEGORY:** Reserve funding**DESIGN:** N/A**PROJECT NUMBER:** 12-1-***CONSTRUCTION:****PROJECT STAFFING:**

PLANNING: Paul Siebensohn

DESIGN: Paul Siebensohn

CONSTRUCTION: Awarded contractor

WORK ORDERS:

PLANNING:

DESIGN:

CONSTRUCTION:

SCOPE/DESCRIPTION:

PLANNING: Consultant

ENVIRONMENTAL: n/a

DESIGN: n/a

CONSTRUCTION: n/a

PHASE	START DATE	ESTIMATED COMPLETION DATE	ESTIMATED TIME REQUIRED
PLANNING	July 2012		
ENVIRONMENTAL	n/a	n/a	
BID	July 2012	Sept. 2012	1 months
COMPLETION		November 2012	5 days

PROJECT OBJECTIVES: Replace existing diesel generator with severe air quality restrictions with a liquid propane generator. Obtaining and installing a separate LP fuel tank and transfer switch integration would be part of this project as well. Current 6B generator could be staged at 6A lift station which currently has no backup power.

POTENTIAL BENEFITS:

TANGIBLE: Provides emergency power for 6B sewer lift station in close proximity to the Cosumnes River.

INTANGIBLE:

CAPITAL EXPENDITURE REQUEST

Date: April 10, 2012

PROJECT REQUEST SUMMARY

Department: Sewer

PROJECT NAME: 6B Generator Replacement

PROJECT IMPACTS:

ENVIRONMENTAL: N/A

RIGHT OF WAY: N/A

AGENCY APPROVALS: N/A

WATER RIGHTS: N/A

OPERATING:

CAPACITY: N/A

PROJECT BUDGET	PLAN	ENVIRON	DESIGN	COMPLETION	TOTAL
ORIGINAL BUDGET					
INITIAL PERIODS OF FUNDING	0	0	0	0	0
CURRENT PROJECT BUDGET	0	0	0	0	\$0
ADJUSTED PROJECT BUDGET					
PROJECT FUNDING					
REPLACEMENT RESERVES					\$35,000
UNRESTRICTED CASH	0				
CAPITAL IMPROVEMENT FEES	0				
DEVELOPER CONTRIBUTIONS	0				
OTHER					

PROJECT FUNDING COMMENTS:

Funding to come from Sewer replacement reserves.

RESOLUTION # 2012-05

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT APPROVING THE PROPOSED BUDGET FOR FISCAL YEAR 2012-13

WHEREAS, District departments have submitted estimates of budget requirements for Fiscal Year 2012-2013 and those estimates have been reviewed by the General Manager and Finance Committee; and

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

WHEREAS, the Board of Directors has reviewed and considered the proposed budget for Fiscal Year 2012-2013; and

BE IT RESOLVED AND ORDERED that the proposed budget for Fiscal Year 2012-2013, as submitted by the District Finance Officer and as reviewed by the Board of Directors is a proper financial program for the budget period and constitutes the proposed budget for 2012-2013; and

BE IT FURTHER RESOLVED AND ORDERED that a public presentation was conducted for the budget for the Fiscal Year 2012-2013 on May 16, 2012 at 5:00 p.m. in the Board Room at 15160 Jackson Road, Rancho Murieta, California.

NOW, THEREFORE, it is resolved that the District's 2012-2013 Budget is hereby adopted and ordered filed with the County Auditor of Sacramento County in accordance with Section 5931 of the Government Code.

PASSED AND ADOPTED this 20th day of June 2012, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Roberta Belton, President of the Board
Rancho Murieta Community Services District

[SEAL]
Attest:

Suzanne Lindenfeld, District Secretary

MEMORANDUM

Date: May 10, 2012
To: Board of Directors
From: Darlene Gillum, Director of Administration
Subject: PUBLIC HEARING - Review of 2012-13 Proposed Rate and Special Tax Adjustments

RECOMMENDED ACTION

Introduce Ordinance 2012-01, an Ordinance of the Rancho Murieta Community Services District, amending Chapter 14 of the District Code relating to Water; amending Chapter 15 of the District Code relating to Sewer; amending Chapter 16 of the District Code relating to Drainage; amending Chapter 16A of the District Code relating to Drainage Tax; amending Chapter 21 of the District Code relating to Security Code; and amending Chapter 31 of the District Code relating to Solid Waste Collection and Disposal, waive the full reading of the Ordinance and continue to the June 20, 2012 Board meeting for approval.

BACKGROUND

The purpose of this rate adjustment hearing is to receive community input on the rate adjustments as well as to receive Board direction addressing adjustments based on community input.

The budget previewed in March was the basis for rate adjustment notices to the community.

To formally adopt new rates, various chapters of the District Code will be changed by approving the attached Ordinance 2012-01, which reflects the rates associated with the March draft budget. The actual rates implemented will be lower if the most recent budget draft is approved by the board of directors.

Rate Adjustment Overview

Staff is recommending the following increases to the Water, Sewer and Solid Waste enterprise funds and the Security and Drainage special tax rates based on the May budget draft (these rates are lower than those published in Ordinance 2012-01 and lower than the Prop 218 notice rates):

Water

The proposed 2012-13 monthly bill changes for an average consumption residential metered lot are: **\$4.25 per month** increase inclusive of the operational increase, expected usage conservation of 2% related to 20% by 2020 Compliance, Taste & Odor mitigation, Other Post Employment Benefits (OPEB) funding, non-routine maintenance and WTP1 debt service prefunding held at last year's level.

	Current Rate 2011-12	Proposed 2012-13
Base Charge (w/o reserve contribution)	\$26.08	\$29.28
Reserve Contribution	\$5.84	\$6.14
Usage Charge (per cf)	\$.0129	\$.0145
<ul style="list-style-type: none"> Non-residential customers are charged one base charge per month per meter plus the reserve contribution times their Water EDU (equivalent dwelling unit) value plus usage 		

Sewer

The proposed 2012-13 monthly bill changes for a residential metered lot are: **\$.02 per month** increase inclusive of the operational increase, non-routine maintenance, OPEB funding and the suspension of the permanent reclaimed water irrigation fields debt service prefunding. It should be noted that without the suspension of the debt service prefunding, the monthly bill for a residential metered lot would have increased \$4.71.

	Current Rate 2011-12	Proposed 2012-13
Base Charge (w/o reserve contribution)	\$37.34	\$37.86
Reserve Contribution	\$8.73	\$8.23
<ul style="list-style-type: none"> Non-residential customers are charged the base charge plus the reserve contribution times their Sewer EDU (equivalent dwelling unit) value 		

Solid Waste

The proposed 2012-13 monthly bill changes for a 64 gallon container are: **\$.77 per month** increase (for the container and the Sacramento County Surcharge) inclusive of the operational increase in the California Waste Recovery Services and the increase in the Sacramento County Surcharge

	Current Rate 2011-12	Proposed 2012-13
38 gallon container (T38)	\$16.57	\$17.22
64 gallon container (T64)	\$18.15	\$18.87
96 gallon container (T96)	\$27.03	\$28.10
Sac County Surcharge	\$1.11	\$1.16
Extra Cart (38 gallon)	\$7.24	\$7.62
Extra Cart (64 gallon)	\$9.08	\$9.56
Extra Cart (96 gallon)	\$19.45	\$20.46
Extra Recycle Cart	\$5.72	\$6.02
Extra Yard Waste Cart	\$5.72	\$6.02
Yard Waste Exemption	(\$2.00)	(\$2.00)

Drainage

The proposed 2012-13 monthly bill changes for a residential metered lot are: **\$.35 per month** increase inclusive of the operational increase and an increase in maintenance and improvements to address the future repair and replacement of aging drainage culverts and infrastructure.

Developed Property	Current Rate 2011-12	Proposed 2012-13	Max Rate 2012-13
Residential (per lot)			
Metered	\$4.20	\$4.55	\$4.55
Unmetered	\$4.20	\$4.55	\$4.55
The Villas	\$2.80	\$3.04	\$3.04
Murieta Village	\$2.80	\$3.04	\$3.04
Non-Residential (per acre)			
1 Retail	\$20.993	\$22.724	\$22.724
2 Industrial/Whse	\$22.304	\$24.142	\$24.142
3 Light Industrial	\$17.055	\$18.461	\$18.461
4 Office	\$19.680	\$21.303	\$21.303
5 Landscape (golf course/park sites)	\$3.936	\$4.261	\$4.261
6 Murieta Equestrian Center	\$1.519	\$1.644	\$1.644
7 RMCC (club house and parking)	\$0.000	\$0.000	\$0.000
8 Airport	\$1.749	\$1.893	\$1.893
9 Geyer Property	\$13.120	\$14.201	\$14.201
Undeveloped Property			
Residential & Non-Residential	\$2.481	\$2.686	\$2.686

Security

The proposed 2012-13 monthly bill changes for a residential inside-gate metered lot are: **\$1.00 per month** increase inclusive of the operational increase and OPEB funding.

Developed Property	Current Rate 2011-12	Proposed 2012-13	Max Rate 2012-13
Residential (per lot) Inside Gates			
Metered	\$24.55	\$25.55	\$25.88
Unmetered	\$19.26	\$20.04	\$20.71
Outside Gates	\$5.91	\$6.15	\$6.24
Non-Residential (per Building square foot)			
1 Highway Retail	\$.2212	\$.2303	\$.2331
2 Other Retail/comm.	\$.0239	\$.0249	\$.0252
3 Industrial/Whse/Lt Industrial	\$.0521	\$.0542	\$.0549
4 Office	\$.0124	\$.0129	\$.0131
5 Institutional	\$.0124	\$.0129	\$.0131
6 Public Utility	\$.0397	\$.0413	\$.0418
7 Murieta Equestrian Center	\$.0035	\$.0036	\$.0038
8 RMCC	\$.0624	\$.0650	\$.0657
9 Airport	\$.0159	\$.0165	\$.0167
Undeveloped Property (per acre)			
Inside Gates	\$20.786	\$21.6382	\$21.8940
Outside Gates	\$3.0974	\$3.2244	\$3.2626

The average increase in the monthly bill for a residential metered lot is approximately 5.37% as a result of these recommended rate increases. Please refer to the attached Sample Bill.

Sample Bill



May 11, 2012

Rancho Murieta Community Services District

Average Monthly Customer Bill		Current	Proposed Monthly Rates	%
		Monthly Rates	July 1, 2012	Change
		July 1, 2011		
Residential Metered Lot				
Water	Average Usage in CF	1,823	1,787	
Averaged over 12 months				
old rate (\$31.92 Flat rate + .0129 Usage)		55.44		
new rate (\$35.42 Flat rate + .0145 Usage)			61.33	10.6%
Sewer		46.07	46.09	0.0%
Solid Waste (avg. 64 Gallon Container)		19.26	20.03	4.0%
Security Tax (Maximum Tax Ceiling \$25.37)		24.55	25.55	4.1%
Drainage Tax (Maximum Tax Ceiling \$4.46)		4.20	4.55	8.3%
		\$ 149.52	\$ 157.55	
% Change over prior year				5.37%
<hr/>				
Murieta Village Lot				
Water	Average Usage in CF	520	515.00	
Averaged over 12 months				
old rate (\$31.92 Flat rate + .0129 Usage)		38.63		
new rate (\$35.42 Flat rate + .0145 Usage)			42.89	11.0%
Sewer		46.07	46.09	0.0%
Solid Waste (avg. 64 Gallon Container)		19.26	20.03	4.0%
Security Tax (Maximum Tax Ceiling \$6.12)		5.91	6.15	4.1%
Drainage Tax (Maximum Tax Ceiling \$2.98)		2.80	3.04	8.6%
		\$ 112.67	\$ 118.20	
% Change over prior year				4.91%
<hr/>				
Vacant or Unmetered Lot				
Security Tax (Maximum Tax Ceiling \$20.30)		19.26	20.04	4.0%
* Water Standby \$10.00 PER YEAR		0.83	0.83	0.0%
* Sewer Standby \$10.00 PER YEAR		0.83	0.83	0.0%
Drainage Tax (Maximum Tax Ceiling \$4.46)		4.20	4.55	8.3%
		\$25.12	\$26.25	
% Change over prior year				4.50%

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

denotes increase in rates

ORDINANCE NO. 2012-01

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

BE IT ORDAINED by the Board of Directors of the Rancho Murieta Community Services District, Rancho Murieta, Sacramento County, California, as follows:

SECTION ONE:

I) The Water Code, Chapter 14, Section 7.00 Rates and Charges is amended as follows:

Section 7.05 Rates for Metered Service.

(a) General metered service shall be as follows:

MONTHLY CHARGES

Basic service charge	\$29.00/mo
Debt service prefunding	\$ 0.75/mo
Reserve contribution	<u>\$ 6.14/mo</u>

Total Basic Service Charge \$35.89/mo

Usage charge per cubic foot:

Basic volumetric rate	\$ 0.0142/cu. ft.
Debt service prefunding volumetric rate	<u>\$.0005/cu.ft.</u>

Total Usage Charge per cubic foot \$.0147/cu.ft.

(b) Metered service to residential lots at Murieta Village shall be as follows:

MONTHLY CHARGES

Basic service charge	\$29.00/mo
Debt service prefunding	\$ 0.75/mo
Reserve contribution	<u>\$ 6.14/mo</u>

Total Basic Service Charge \$35.89/mo

Usage charge per cubic foot:

Basic volumetric rate	\$ 0.0142/cu. ft.
Debt service prefunding volumetric rate	<u>\$.0005/cu.ft.</u>

Total Usage Charge per cubic foot \$.0147/cu.ft.

(c) Non-Residential metered service shall be as follows:

MONTHLY CHARGES

Basic service charge for non-residential shall be based on an EDU basis

Monthly Charges

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

Usage charge per cubic foot:

Basic volumetric rate \$ 0.0142/cu. ft.

Debt service prefunding volumetric rate \$.0005/cu.ft.

Total Usage Charge per cubic foot \$.0147/cu.ft.

II) The Sewer Code, Chapter 15, Section 7.00 Rates and Charges, is amended as follows:
Section 7.03 Rates and Charges for Service. The monthly service charge for each premise receiving sewer service from the District shall be:

Residential or other premises, each unit

Base rate \$38.03 per month

Debt service prefunding \$ 0.00 per month

Reserve contribution \$ 6.31 per month

CDO Reimbursement \$ 1.92 per month

Total monthly service charge \$46.26 per month

Murieta Village, per unit

Base rate \$38.03 per month

Debt service prefunding 0.00 per month

Reserve contribution \$ 6.31 per month

CDO Reimbursement \$ 1.92 per month

Total monthly service charge \$46.26 per month

Non-Residential

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

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

The Drainage Code, Chapter 16A, Section 3.00 Drainage Tax, is amended as follows:

Section 3.00 Rates and Charges for Operation and Maintenance of the District's system shall be:

Commencing July 1, 2012, property within the District shall be assessed a monthly drainage tax as follows. The maximum monthly tax rates shown reflect annual adjustments, per Section 5.00.

LAND USE		Monthly Special Tax Rates Fiscal Year 2012-13	Monthly Special Tax Rates Maximum Ceiling Rate Year 2012-13
DEVELOPED PROPERTY			
Residential			
-Metered Developed	Per Lot	\$ 4.55	4.55
-Unmetered Developed	Per Lot	\$ 4.55	4.55
-The Villas	Per Lot	\$ 3.04	3.04
-Murieta Village	Per Lot	\$ 3.04	3.04
Non-Residential			
-Retail	Per Acre	\$ 22.724	22.724
-Industrial/Warehouse	"	\$ 24.142	24.142
-Light Industrial	"	\$ 18.461	18.461
-Office	"	\$ 21.303	21.303
-Landscaped Areas (golf course & park site)	"	\$ 4.261	4.261
-Murieta Equestrian Center	"	\$ 1.644	1.644
-RMCC (club house & parking)	"	\$ 0.000	0.000
-Airport	"	\$ 1.893	1.893
-Geyer Property	"	\$ 14.201	14.201
UNDEVELOPED PROPERTY			
Uses Drainage System			
-Residential and Non-Residential	Per Acre	\$ 2.686	2.686
Does Not Use Drainage System			
-Lakeview	"	\$ 0.00	0.00
-PTF N of Cosumnes	"	\$ 0.00	0.00

IV) The Security Code, Chapter 21, Section 5.00 Security Tax, is amended as follows:
Commencing July 1, 2012, property within the District shall be assessed a monthly security tax as follows. The maximum tax rates shown reflect annual adjustments, per Section 5.00:

		Monthly Special Tax Rates Fiscal Year 2012-13	Monthly Special Tax Rates Maximum Ceiling Rate Year 2012-13
DEVELOPED PROPERTY			
Residential			
Inside Gates			
- Metered	Per Lot	\$ 25.82	25.88
- Unmetered	Per Lot	\$ 20.26	20.71
Outside Gate	Per Lot	\$ 6.21	6.24
Non-Residential			
- Highway Retail	Per Building Sq. Ft.	\$ 0.2327	0.2331

- Other Retail/Commercial	“	\$ 0.0251	0.0252
- Industrial/Warehouse/Lt Industrial	“	\$ 0.0548	0.0549
- Office	“	\$ 0.0130	0.0131
- Institutional	“	\$ 0.0130	0.0131
- Public Utility	“	\$ 0.0417	0.0418
- Murieta Equestrian Center	“	\$ 0.0037	0.0038
- RMCC	“	\$ 0.0656	0.0657
- Airport	“	\$ 0.0166	0.0167

UNDEVELOPED PROPERTY

- Inside Gates	Per Acre	\$21.8669	21.894
- Outside Gates	Per Acre	\$ 3.2585	3.2626

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

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

(1) Garbage Collection Services (rates include Sacramento County Surcharge)

38 gallon cart	\$ 18.58
64 gallon cart	\$ 20.25
96 gallon cart	\$ 29.59

(2) Additional Garbage Carts

38 gallon cart	\$ 7.62
64 gallon cart	\$ 9.56
96 gallon cart	\$ 20.46

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

38 gallon cart	N/A
64 gallon cart	\$ 6.02
96 gallon cart	\$ 6.02

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

38 gallon cart	N/A
64 gallon cart	\$ 6.02
96 gallon cart	\$ 6.02

(6) Sacramento County Surcharge \$ 1.14

SECTION TWO:

To the extent the terms and conditions of this Ordinance may be inconsistent or in conflict with the terms and provisions of any prior District ordinances, resolutions, rules, or regulations the terms of this Ordinance shall prevail with respect to the terms and provisions thereof, and such inconsistent or conflicting terms and provisions of prior ordinances, resolutions, rules, and regulations are hereby repealed.

SECTION THREE:

This Ordinance shall be in full force and effect thirty (30) days after adoption and shall be published not less than once in a newspaper of general circulation published in the District within ten (10) days after adoption. Upon the effective date of this Ordinance, Ordinance 2011-02 shall be automatically repealed.

SECTION FOUR:

The establishment, modification, structuring, restructuring and approval of the fees, rates, tolls, or other charges as set forth herein are for the purposes of continuing to meet the District's costs for operation and maintenance, supplies and equipment, financial reserves, and capital replacement needs, and are necessary to maintain service within the District's existing service area.

PASSED AND ADOPTED by the Board of Directors of the Rancho Murieta Community Services District, Sacramento County, California, at a meeting held on June 20, 2012, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Roberta Belton, President of the Board
Rancho Murieta Community Services District

[seal]

ATTEST:

Suzanne Lindenfeld, District Secretary

DRAFT

MEMORANDUM

Date: May 2, 2012
To: Board of Directors
From: Security Committee Staff
Subject: Adopt District Policy 2012-04, In-Car/Body-Worn Video System

RECOMMENDED ACTION

Adopt District Policy 2012-04, In-Car/Body-Worn Video System.

BACKGROUND

This purpose of this policy is to provide the necessary procedures for the in-car/body-worn video system's use as well as the management, storage and retrieval of audio/video material recorded by the in-car/body-worn video system. The District does not currently have such a policy in place. Legal counsel has reviewed the attached policy.

The Security Committee recommends adoption.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Category:	Security	Policy # 2012-04
Title:	In-Car/Body-Worn Video System	

PURPOSE

To provide Rancho Murieta Community Services District's (District) Security Patrol Officers (Patrol Officers) with the necessary procedures for the in-car/body-worn video system's use as well as the management, storage and retrieval of audio/video material recorded by in-car/body-worn video. Recorded data serves a dual purpose to the District by protecting both Officers and citizens.

POLICY STATEMENT

The use of an in-car/body-worn video system provides persuasive documentary evidence and helps defend against civil litigation and allegations of officer misconduct. Patrol Officers assigned the use of these devices shall adhere to the operational objectives and procedures outlined herein so as to maximize the effectiveness and utility for the in-car/body-worn video system and the integrity of evidence and related video documentation.

OBJECTIVES

The District's Security Department has adopted the use of in-car/body-worn video systems to accomplish the following objectives:

1. To enhance Patrol Officer safety and accountability.
2. To accurately capture statements and events during the course of an incident.
3. To enhance the Patrol Officer's ability to document and review statements and actions for both internal reporting requirements and for investigations.
4. To provide an impartial measurement for self-critique, evaluation, performance, and professionalism.
5. To capture visual and audio evidence/information for use in current and future investigations to protect against false accusations.

DISTRICT RESPONSIBILITIES

1. Issue and provide Officers and Sergeants with training on use of in-car/body-worn video systems.
2. Approve media viewing and duplication devices.

OFFICER RESPONSIBILITIES

1. The Patrol Officer shall activate the in-car/body-worn video system for any activity where video documentation could be needed for safety and/or documentation purposes.
2. The audio recording microphone is in the camera. When using the in-car video system and the Officer gets out of the vehicle, both front windows should be rolled down to aid in audio recording.
3. When the in-car/body-worn video system is activated to document an event, it shall not be deactivated until the event has been concluded unless:
 - a. The incident or event is of such duration that the in-car/body-worn video system may be deactivated to conserve recording times.
 - b. The Patrol Officer does not reasonably believe that deactivation will result in the loss of critical documentation.
 - c. The intention to stop recording shall be noted by the Patrol Officer verbally, visually or in written notation.
4. When used as a body-worn recording system, subjects within reasonable audio recording range will be notified that a body-worn camera is in use.
4. When necessary to help ensure accuracy and consistency of accounts for written reports, Patrol Officers should contact the Patrol Sergeant or the Security Chief and request to review the recording.
5. Patrol Officers shall not erase, alter, reuse, modify, or tamper with any in-car/body-worn video system recording or storage device. Only authorized personnel may erase and reissue previously recorded devices and may only do so pursuant to the provisions of this policy.
6. Patrol Officers shall notify the Patrol Sergeant or Security Chief when the in-car/body-worn video system has captured a felony, DUI, any event requested as evidence by a peace officer or any other significant event.
7. Patrol Officers should consider using the in-car/body worn video system as a means of documenting all citizen contact.
8. Patrol Officers shall conduct a daily inspection and general maintenance of in-car/body-worn video system installed in security vehicles.
9. Patrol Officers shall operate the in-car/body-worn video system in accordance with the manufacturer's guidelines, departmental policy and training.

10. Patrol Officers shall inspect the in-car/body-worn video system at the beginning of each shift to ensure that the equipment is functioning according to manufacturer's guidelines.
11. Patrol Officers shall immediately report any malfunction, damage or theft of in-car/body-worn video system to the Patrol Sergeant or Security Chief.
12. To reduce the risk of damage, original recordings shall not be viewed in any equipment other than the equipment authorized by the Security Chief.
13. In-car/body-worn systems will be stored in the designated area, and will not be left inside an unattended patrol vehicle.
14. The District shall provide one personal body-worn video system for each Patrol Officer.
15. Each Patrol Officer is responsible for his/her own body-work video system. There shall be no borrowing of equipment.

SERGEANT RESPONSIBILITIES

1. Sergeant shall be responsible for installing unrecorded media (memory cards) into all District in-car/body-worn video systems in accordance with number 2 below and removing all recorded media from District in-car/body-worn video systems.
2. Sergeant shall assign identification numbers to all unrecorded media (memory cards). The Sergeant shall record the identification number, along with the date issued, the Officer issued to, date submitted, officer submitting the media, and any evidence for which the media is held in the Chain of Custody Log.
2. When an incident arises that requires the immediate retrieval of the recording, the Patrol Sergeant, Security Chief or designee shall remove the memory card and the Security Chief shall transfer the recording to the Security Chief's computer video storage file on the District's Security Server and make an appropriate notation in the Chain of Custody Log.
 - a. Upon downloading, the Security Chief or designee shall flag the entry as evidence to ensure that it will not be inadvertently deleted after the thirty (30) day purging of the unnecessary video.
3. Security Chief or Sergeant shall conduct periodic reviews to:
 - a. Ensure the equipment is being used in accordance with policy and procedures.
 - b. To report and correct any Patrol Officer discrepancies in the use of the in-car/body-worn video system.

- c. To make recommendations for revision to the policy and/or procedures, officer training or equipment needed.
 - d. To inspect for equipment damage, loss or misuse and to report and investigate the cause.
 - e. To assess Patrol Officer performance.
4. Officer infractions (non-criminal) discovered during a routine review of recorded material should be viewed as training opportunities and not as routine disciplinary actions. Should the behavior or action become habitual after being formally addressed, the appropriate disciplinary or corrective action shall be documented against the appropriate personnel.

NOTICES

1. All Vehicles containing in-car/body-worn video system shall have appropriate signage or use of in-car/body-worn video system.
2. All Officers using in-car/body-worn video systems shall announce at initial contact that the incident/contact is being recorded.

MEDIA DUPLICATION

1. All recorded media, recorded images and audio/video recordings are the property of the District. Dissemination outside of the agency is strictly prohibited without specific written authorization from the Security Chief or General Manager.
2. Requests made under the Public Records Request shall be made through the Security Chief. Only those incidents specifically requested shall be duplicated.
3. To prevent damage to or the alteration of the original recorded media, it shall not be copied, viewed or otherwise inserted into any non-District approved device.
4. When possible and practical, a second copy of the original recorded media stored in evidence shall be used for viewing by investigators, staff, training personnel, etc., to preserve the original media in pristine condition.
5. At the conclusion of court proceedings and/or investigations or as otherwise authorized, all copies shall be submitted back to the Security Chief for retention.

MEDIA STORAGE

1. Recorded data from the in-car/body-worn video system shall be retained in the Security Chief's office for a minimum of thirty (30) days.

After thirty (30) days, if the data is not needed for training, disciplinary reviews, other investigative purposes, or linked to a citizen complaint, the data may be destroyed or erased to ensure ample storage of future data within the computer system with Security Chief authorization.

2. Recorded data from in-car/body-worn video system shall not be destroyed and/or erased without the Security Chief's approval.

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

MEMORANDUM

Date: May 10, 2012
To: Board of Directors
From: Personnel Committee Staff
Subject: Adopt District Policy 2012-06, Pre-Employment Physical Examinations

RECOMMENDED ACTION

Adopt District Policy 2012-06, Pre-Employment Physical Examinations. This policy supersedes District Policy 92-2.

BACKGROUND

District Policy 92-2 was adopted in 1992. Staff has reviewed the policy and recommends adoption of District Policy 2012-06 with the changes as indicated in the attached draft policy. Legal counsel has reviewed this policy.

The Personnel Committee recommends adoption.

Rancho MURIETA COMMUNITY SERVICES DISTRICT

Category:	Personnel	Policy # 2012-06
Title:	<u>Pre-placement Drug Testing Pre-Employment Physical Examinations</u>	

PURPOSE

Rancho Murieta Community Services District (District) requires all individuals who are offered employment with the District to submit to a physician's examination and, depending on the position, a controlled substance test, at District expense. The District has prepared the following guidelines/policy to ensure that it is enforced uniformly throughout the District.

POLICY

1. All individuals who are offered full-time, temporary, or part-time employment shall be required to submit to a physician's examination. For public health and safety related positions, (i.e., Security Patrol, Equipment Mechanic, Plant Operators and Utility Workers) a-and controlled substance test at District expense will also be required. The examining physician will be provided a description of the job involved (including physical requirements of typical tasks) to assist in a determination of the individual's fitness to work.
 - a. Employment will not occur until after a qualified physician has certified the individual as fit to perform the type of work required by the applied for position and, for public health and safety related positions, after the negative controlled substance test result is certified. ~~and until after a qualified physician has certified the individual as fit to perform the type of work required by the position applied for.~~ The General Manager may authorize the hiring of an individual in advance of these certifications if he/she believes waiting may jeopardize the District's opportunity to secure an appropriately qualified candidate or in emergency situations. However, such pre-certification offers of employment shall clearly specify that they are conditional upon a negative controlled substance test result and/or the physician's fitness-for-work certification and that employment will be terminated if the controlled substance test results in a positive outcome or if the physician does not certify the employee as fit to perform the type of work required for the position.
 - b. Employment will not occur if the individual refuses to cooperate in the examination and testing.
2. Retesting of an individual who was previously employed on a temporary, part-time or full-time basis will be required if more than three (3) months have elapsed since the individual's last day of work for the District.
3. Appointments with the medical facility providing the examination and controlled substance testing shall be made at least one (1) day prior to testing, if possible, with the

individual to be tested provided minimal advance notice (no more than one (1) day, if practical).

4. When the individual to be tested reports to the medical facility for the scheduled examination and/or controlled substance testing, they must provide proof of identification, such as a driver's license photo or a state issued photo identification card.

5. All test results shall be kept confidential. The applicant may be told they failed to pass the test, but only the General Manager and his/her confidential designee shall have access to the actual test results.

6. District employment application forms shall contain a notice to applicants as follows:

All applicants for employment in public health and safety related positions, including those for temporary positions, shall be scheduled for drug/alcohol testing as part of the pre-employment medical evaluation. The final job offer will be contingent upon successful completion of the medical evaluation.

~~Reference: Memorandum to Marion Cravens from Linda Eversole dated January 16, 1992~~

~~PURPOSE:~~

~~"I spoke today to Rich Brown and Bob Fisher regarding the possibility of the District including drug and alcohol testing along with the pre-placement medical examination for the District. As you recall we have discussed this in our staff meetings and all agree this is desirable.~~

~~Both Rich and Bob stated that this procedure could be part of the medical exam as outlined in our Personnel Manual; I was cautioned that this will need to be enforced uniformly throughout the District.~~

~~Upon your approval we can include this as part of the medical examination; please sign the bottom of this memo and as of this date this will be implemented".~~

~~Signed by Marion C. Cravens.~~

Approve by Rancho Murieta Community Services District Board of Directors	
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AGENDA ITEM 15

(Pay for Performance Manual Update)

WILL BE FORTHCOMING

AGENDA ITEM 16
(Employee Performance Evaluation)

WILL BE FORTHCOMING

MEMORANDUM

Date: May 10, 2012
To: Board of Directors
From: Improvements Committee Staff
Subject: Approve Utility Cart Purchase

RECOMMENDED ACTION

Approve proposal from Sacramento for Tractor, Inc., for the purchase of a utility cart, in an amount not to exceed \$13,800. Funding to come 50% from Sewer Operations and 50% from Water Operations, CIP #11-01-1.

BACKGROUND

This Capital Expenditure was identified in the 2011 budget to provide Field Operations staff a utility type vehicle for carrying staff, an herbicide tank/sprayer and equipment for remote area access as well as daily duties. This vehicle will provides necessary transportation of equipment for staff to complete duties in difficult to access areas along CIA ditch, drainage basins and channels and into easements. It will help in the prevention of injuries due to carrying equipment into difficult access areas, as well as to respond to and complete tasks more quickly in remote access areas. This vehicle also provides the potential for fuel savings vs. using a large $\frac{3}{4}$ ton truck.

Staff field tested the utility carts of the two (2) low bidders and unanimously determined that the Kubota was the preferred vehicle to purchase. The Kubota's construction was sturdier and drove better while loaded, as well as having a more widely known good reputation.

Attached is a summary of the bids received.

UTV Bids Sent & Received

	Sent to	UTV Make	Contact info	Bid
1	Valley Truck & Tractor	John Deere - Gator	dchase@vtco.net (916)714-2600	\$15,590.88
2	Bobcat West		ward@bobcatwest.com Wendyl Ward (916)565-0206	\$18,873.92
3	Sacramento for Tractor Inc.	Kubota – RTV 900	sactractor@gmail.com 454-4444	\$13,800
4	Placerville Polaris	Polaris - Ranger	Jake Joslin customerservice@atvpowertools.com (530)-622-0206	\$16,024.94
5	Turf Star	Club Car	donk@turfstar.com (800)585-8001	No Resp.
6	Nicks Golf Carts	Club Car	cathy@nicksgolfcarts.com	No Resp.
7	California Custom Trailers and Power Sport	Polaris - Ranger	karrin@calcustomtrailers.com 714-2310	No Resp.
8	P.C.P Motorsports	Yamaha - Rhino	info@pcpmotorsports.com 428-4040	No Resp.
9	GV West	Kioti - Mechron	bneal@gvwest.com	\$13,091.63

CONFERENCE/EDUCATION SCHEDULE

Date: May 10, 2012
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)

General Manager Leadership Summit	July 15 – 17, 2012	Napa Valley
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GOLDEN STATE RISK MANAGEMENT ASSOCIATION (GSRMA)

GSRMA Annual Training Day	October 25, 2012	Rolling Hills Resort Corning, CA
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SPECIAL DISTRICT AND LOCAL GOVERNMENT INSTITUTE (SDI)

No Information Currently Available on Upcoming Conferences.

ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA)

No Information Currently Available on Upcoming Conferences.

WATEREUSE ASSOCIATION

No Information Currently Available on Upcoming Conferences.

AMERICAN WATER WORKS ASSOCIATION (AWWA)

No Information Currently Available on Upcoming Conferences.

ISC WEST

No Information Currently Available on Upcoming Conferences.

CALIFORNIA RURAL WATER ASSOCIATION

No Information Currently Available on Upcoming Conferences.