



## RANCHO MURIETA COMMUNITY SERVICES DISTRICT

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

### AGENDA

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

#### REGULAR BOARD MEETING

**January 19, 2022**

Closed Session 4:00 p.m./Open Session 5:00 p.m.  
via ZOOM videoconference  
Rancho Murieta, CA 95683

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#### BOARD MEMBERS

Tim Maybee	President
Randy Jenco	Vice President
Linda Butler	Director
John Merchant	Director
Martin Pohll	Director

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#### STAFF

Tom Hennig	General Manager
Paula O’Keefe	Director of Administration
Richard Shanahan	District General Counsel
Amelia Wilder	District Secretary
Kelly Benitez	Security Supervisor
Michael Fritschi	Director of Operations

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

January 19, 2022

## REGULAR BOARD MEETING

Call to Order

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

**This meeting will be held via ZOOM** video conference only pursuant to Government Code section 55953(e). You can join the conference by (1) logging on to <https://us02web.zoom.us/j/88578844608>, entering Meeting ID no. 885 7884 4608, and using the audio on your computer, or (2) dialing into 1-669-900-9128 and entering the meeting code 885 7884 4608. Those wishing to join with audio only can simply call the telephone number above and enter the code. Participants wishing to join the call anonymously have the option of dialing \*67 from their phone. **PLEASE NOTE – MOBILE DEVICE USERS MAY NEED TO INSTALL AN APP PRIOR TO USE AND MAC AND PC DESKTOP AND LAPTOP USES WILL REQUIRE YOU TO RUN A ZOOM INSTALLER APPLICATION – PLEASE FOLLOW DIRECTIONS AS PROVIDED BY ZOOM. IT IS RECOMMENDED YOU ATTEMPT TO LOGIN AT LEAST 5 MINUTES BEFORE THE START OF THE MEETING.**

## AGENDA

ESTIMATED RUNNING TIME 5:00

- 1. CALL TO ORDER** - Determination of Quorum – Vice President Jenco **(Roll Call)**
- 2. CONSIDER FINDING BY A MAJORITY VOTE UNDER GOV. CODE § 54953(e)(3) THAT A RESULT OF THE CONTINUING COVID-19 EMERGENCY: (I) THE BOARD HAS RECONSIDERED THE CIRCUMSTANCES OF THE STATE OF EMERGENCY; (II) RENEW PRIOR FINDINGS THAT MEETING IN PERSON WOULD CONTINUE TO PRESENT IMMINENT RISKS TO THE HEALTH OR SAFETY OF ATTENDEES; AND (III) THE AUTHORIZATION FOR MEETINGS TO BE HELD BY TELECONFERENCE PURSUANT TO GOV. CODE, § 54953, SUBD. (e)(1)(C) IS RENEWED. (Motion)**
- 3. CONSIDER ADOPTION OF AGENDA (Motion)**

*The Board will discuss items on this agenda, and may take action on those items, including informational items and continued items. No action or discussion will be undertaken on any item not appearing on the agenda, except that (1) directors or staff may briefly respond to statements made or questions posed during public comments on non-agenda items, (2) directors or staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities, (3) a director may request staff to report back to the Board at a subsequent meeting concerning any matter or request staff to place a matter on a future Board meeting agenda, and (4) the Board may add an item to the agenda by a two-thirds vote determining that there is a need to take immediate action and that the need for action came to the District's attention after posting the agenda. The running times listed on this agenda are only estimates and may be discussed earlier or later than shown. At the discretion of the Board, an item may be moved on the agenda and or taken out of order. **TIMED ITEMS** as specifically noted, such as Hearings or Formal Presentations of community-wide interest, will not be taken up earlier than listed.*

#### **4. CLOSED SESSION**

- A. *Closed session for public employee performance evaluation of the General Manager position*

#### **5. OPEN SESSION/REPORT ACTION FROM CLOSED SESSION**

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

- A. Approval of Board Meeting and Committee Meeting Minutes
  - 1. *December 15, 2021 Regular Board Meeting Minutes*
  - 2. *January 4, 2022 Improvements Committee Meeting Minutes*
  - 3. *January 4, 2022 Finance Committee Meeting Minutes*
  - 4. *January 6, 2022 Communications and Technology Committee Meeting*
  - 5. *January 6, 2022 Security Committee Meeting Minutes*
- B. Approval of Bills Paid Listing December, 2021
- C. Terminate Contracting Emergency For Emergency Valve Replacement Declared Dec. 15, 2021 Under Public Contract Code Section 22050(A)(1) And District Code Section 4.01

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

- A. General Manager's Report
- B. Administration/Financial Report
- C. Security Report
- D. Utilities Report

#### **8. REVIEW DISTRICT MEETING DATES/TIMES FOR FEBRUARY 2022**

- A. Personnel – February 1, 2022 at 7:30 a.m.
- B. Improvements – February 1, 2022 at 8:00 a.m.
- C. Finance – February 1, 2022 at 10:00 a.m.
- D. Communications – February 3, 2022 at 8:30 a.m.
- E. Security – February 3, 2022 at 10:00 a.m.
- F. Regular Board Meeting – February 16, 2022 - Open Session at 5:00 p.m.

#### **9. CORRESPONDENCE**

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

*Members of the public may comment on any item of interest within the subject matter jurisdiction of the District and any item specifically agendaized. Members of the public wishing to address a specific agendaized item are encouraged to offer their public comment during consideration of that item. With certain exceptions, the Board may not discuss or take action on items that are not on the agenda.*

*If you wish to address the Board at this time or at the time of an agendaized item, as a courtesy, please state your name and address. Speakers presenting individual opinions shall have 3 minutes to speak. Speakers presenting opinions of groups or organizations shall have 5 minutes per group.*

**11. APPROVE BID AND CONTRACT FOR THE REBUILD OF THE WASTEWATER TERTIARY WETWELL FEED PUMPS** (Discussion/Action) (Motion) **(Roll Call Vote)**

**12. APPROVE MOVING FORWARD WITH SECURITY OPINION POLL RELATING TO SECURITY SERVICES AND TAX REVENUE** (Discussion/Action)

**13. DIRECTOR COMMENTS/SUGGESTIONS**

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

**14. ADJOURNMENT** (Motion)

In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item and is distributed less than 24 hours prior to a special meeting, will be made available for public inspection in the District offices during normal business hours. If, however, the document is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting.

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

Note: This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of this posting is January 13, 2022. Posting locations are: 1) District Office; 2) Rancho Murieta Post Office; 3) Rancho Murieta Association; 4) Murieta Village Association.

## MEMORANDUM

Date: January 12, 2022  
To: Board of Directors  
From: Tom Hennig, General Manager  
Subject: Continuation of Holding District Meetings via Teleconference

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### **BACKGROUND:**

During the early stages of the COVID-19 pandemic, the Board approved holding District meetings via teleconference. Since that date, all the District Committee meetings and most of the monthly Board meetings have been held using Zoom as a teleconference media. Holding the meetings via teleconference was necessary to address the potential spread of COVID-19. With this action the Board finds that it has reconsidered the state of the COVID-19 emergency, that meeting in person continues to present imminent risks to the health or safety of attendees, and the Board renews the prior authorization for meetings to be held by teleconference as authorized by subdivision (e)(1)(C) of section 54943 of the Government Code

### **DISCUSSION:**

In light of the Sacramento County Health Officer new public health order issued on January 6, 2022, which can be found at: [https://www.saccounty.gov/COVID-19/Documents/20220106 Sacramento County Health Order.pdf](https://www.saccounty.gov/COVID-19/Documents/20220106_Sacramento_County_Health_Order.pdf) and states, "All public boards, councils, commissions, and other similar bodies shall suspend in-person public meetings and conduct all meetings virtually. Affected bodies shall ensure opportunities for virtual public participation and compliance with the Brown Act and all other relevant statutes." It is necessary for the Board to discontinue in person meetings, and resume meetings via teleconference.

### **RECOMMENDATION:**

Consider finding by a majority vote under Gov. Code § 54953(e)(3) that a result of the continuing COVID-19 emergency: (i) the board has reconsidered the circumstances of the state of emergency; (ii) renew prior findings that meeting in person would continue to present imminent risks to the health or safety of attendees; and (iii) the authorization for meetings to be held by teleconference pursuant to Gov. Code, § 54953, subd. (e)(1)(C) is renewed.



## RANCHO MURIETA COMMUNITY SERVICES DISTRICT SPECIAL BOARD MEETING MINUTES

December 15, 2021

Call to Order Open Session 1:00 p.m.

### 1. CALL TO ORDER/ROLL CALL

President Maybee called the Special Board Meeting of the Board of Directors of Rancho Murieta Community Services District to order at 1:00 p.m. in the District meeting room, 15160 Jackson Road, Rancho Murieta. Director's present were Tim Maybee, Randy Jenco, John Merchant, Linda Butler, and Martin Pohll. Also present were Tom Hennig, General Manager; Paula O'Keefe, Director of Administration; Michael Fritschi, Director of Operations; Kelly Benitez, Security Supervisor; Richard Shanahan, District General Counsel; and Amelia Wilder, District Secretary.

### 2. CONSIDER ADOPTION OF AGENDA

**Motion/Maybee to adopt the Agenda with the addition of Item #10, Declare A Contracting Emergency Under Public Contract Code Section 22050(A)(1) And District Code Section 4.01, and Authorize The General Manager or Designee to Execute a Contract for Emergency Valve Replacement (Requires 4/5 Vote). Second/Butler. Roll Call Vote: Ayes: Maybee, Jenco, Merchant, Butler, Pohll. Noes: None. Absent: None. Abstain: None.**

### 3. ITEM # 7 PUBLIC COMMENT WAS MOVED BEFORE ITEM #3 CONSENT CALENDAR

Resident Mike Martel informed the Board that he had submitted a Public Records Request.

### 4. CONSENT CALENDAR

**Motion/Maybee to approve Consent Calendar. Second/Merchant. Roll Call Vote: Ayes: Maybee, Jenco, Merchant, Butler, Pohll. Noes: None. Absent: None. Abstain: None.**

### 5. STAFF REPORTS

Under Agenda Item 7A, Mr. Hennig gave a summary of activities during the previous month, highlighting the following topics:

- Covid Response
- Reservoir Levels
- Public Records Act (PRA) Requests
- Riverview Tree Mitigation
- Rancho Murieta North Update
- Residences East Update
- Laguna Joaquin Update
- Potential Infrastructure Project Funding
- Outreach/Advocacy
- Change in District Office Hours
- General Staffing Update
- Conference/Education Opportunities
- Employee Announcements, Promotions, Commendation, and Kudos

Under Agenda Item 7B, Paula O’Keefe, Director of Administration, gave the Board the Administration/Finance Report. She highlighted the following topics:

- Monthly Budget to Actuals
- Procurement and Contracts
- Capital Improvement Projects Updates
- Reserve Fund Purchases Authorized by the General Manager
- Reserve Funds Balance Sheet
- Interfund Borrowing
- Utility Billing
- Aging Report
- Security Opinion Poll

Under Agenda Item 7C, Kelly Benitez, Security Supervisor, updated the Board with a summary of September’s activities in the Security Department, including:

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

There were discussions concerning the purchase of LiDAR Guns, and RMA decals for the resident Golf Carts. Mike Martel commented on access to the lakes.

Under Agenda Item 7D, Michael Fritschi, Director of Operations, gave a summary of the utility update, including:

- SB 170 Funded Projects
- Imminent Infrastructure Rehabilitation
- Raw Water Delivery & Storage
- Water and Wastewater Treatment Facilities Production
- Field Utility Service
- Site Development Storm Water Best Management Practice (BMP)
- Operations Staffing

## **6. REVIEW DISTRICT MEETING DATES/TIMES FOR NOVEMBER 2021**

No Changes.

## **7. CORRESPONDENCE**

The Board was presented with a letter from Ellouise Waldron, with concerns about her bill.

## **8. COMMENTS FROM THE PUBLIC**

Discussed in item #3.

#### **9. CONSIDER APPROVAL OF UPDATED CREDIT CARD POLICY P2021-04**

Ms. O'Keefe shared the updated Credit Card Policy with the Board and discussed the need for the updates. **Motion/Maybee** to approve Updated Credit Card Policy P2021-04. **Second/Merchant**. **Roll Call Vote: Ayes: Maybee, Jenco, Merchant, Butler, Pohll. Noes: None. Absent: None. Abstain: None.**

#### **10. CONSIDER APPROVAL OF CONTRACT WITH TYLER TECHNOLOGIES FOR ENTERPRISE RESOURCE PLANNING (ERP)**

Ms. O'Keefe led a discussion about the need for an ERP, and the timeline and costs to engage in a contract with Tyler Technologies. **Motion/Maybee** to approve Contract with Tyler Technologies for Enterprise Resource Planning (ERP). **Second/Merchant**. **Roll Call Vote: Ayes: Maybee, Jenco, Merchant, Butler, Pohll. Noes: None. Absent: None. Abstain: None.**

#### **11. DECLARE A CONTRACTING EMERGENCY UNDER PUBLIC CONTRACT CODE SECTION 22050(a)(1) AND DISTRICT CODE SECTION 4.01, AND AUTHORIZE THE GENERAL MANAGER OR DESIGNEE TO EXECUTE A CONTRACT FOR EMERGENCY VALVE REPLACEMENT (REQUIRES 4/5 VOTE)**

Mr. Hennig gave a brief description of the valve needing replacement, it's location and the specific details surrounding the need to have an outside contractor perform the work. **Motion/Maybee** declare a Contracting Emergency Under Public Contract Code Section 22050(a)(1) and District Code Section 4.01, and Authorize the General Manager or Designee to Execute a Contract for Emergency Valve Replacement with a maximum of \$50,000. **Second/Jenco**. **Roll Call Vote: Ayes: Maybee, Jenco, Merchant, Butler, Pohll. Noes: None. Absent: None. Abstain: None.**

#### **12. COMMITTEE ASSIGNMENTS**

Members of the Board discussed the current Committee Assignments and determined that they would like to continue with the current assignments in 2022. **Motion/Maybee** to continue with the current Committee Assignments in 2022. **Second/Merchant**. **Roll Call Vote: Ayes: Maybee, Jenco, Merchant, Butler, Pohll. Noes: None. Absent: None. Abstain: None.**

#### **13. DIRECTOR COMMENTS/SUGGESTIONS**

Director Merchant asked that the Finance Committee have an agenda item to discuss rates in neighboring communities compared with RMCSO.

Director Jenco led a conversation about the membranes that need to be replaced, and recommended work to be done in the lift stations. This led to a discussion about the reserves.

#### **14. ADJOURNMENT**

**Motion/Maybee** to adjourn at 3:09 p.m. **Second/Pohll**. **Roll Call Vote: Ayes: Maybee, Jenco, Merchant, Butler, Pohll. Noes: None. Absent: None. Abstain: None.**

Respectfully submitted,

Amelia Wilder  
District Secretary



## MEMORANDUM

Date: January 7, 2022  
To: Board of Directors  
From: Improvements Committee Staff  
Subject: January 4, 2022, Improvements Committee Meeting Minutes

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### 1. CALL TO ORDER

Director Jenco called the meeting to order at 8:00 a.m. via ZOOM video conference pursuant to GOV. CODE, § 54953, SUBD. (E)(1)(C). Present were Director Jenco and Director Pohll. Present from District staff were Tom Hennig, General Manager; Paula O'Keefe, Director of Administration; Michael Fritschi, Director of Operations; Kelly Benitez, Security Supervisor; and Amelia Wilder, District Secretary.

### 2. CONSIDER FINDING THAT AS A RESULT OF THE COVID-19 EMERGENCY: (I) MEETING IN PERSON WOULD PRESENT IMMEDIATE RISKS TO THE HEALTH OR SAFETY OF ATTENDEES; AND (II) THE MEETING IS AUTHORIZED TO BE HELD BY TELECONFERENCE PURSUANT TO GOV. CODE, § 54953, SUBD. (E)(1)(C)

The Committee agreed to have the January meeting via teleconference.

### 3. PUBLIC COMMENT

John Sullivan discussed the different types of meters, and the rates for Accessory Dwelling Units and recycled water. He would like this topic to be heard by the Board.

### 4. MONTHLY UPDATE

Michael Fritschi, Director of Operations, gave a summary of the Utilities Department Update with a discussion on the following topics:

- Reserve Updates
- SB 170 Funded Projects
  - Wastewater Treatment Facility Ultraviolet (UV) Disinfection vs. Sodium Hypochlorite (NaOCl) lifecycle analysis
  - Water Treatment Facility Sodium Hypochlorite (NaOCl) upgrade
  - Granlees Intake Improvements
- Laguna Joaquin RMA Sediment Project
- System Vulnerability & Imminent Infrastructure Rehabilitation, including:
  - Sewer Lift Stations
  - Water Distribution System Emergency
  - Wastewater Plant Water Pumps
  - Programable Logic Controller Main Lift South Stormwater Pumping
  - Water Treatment Plant #1 Back Pulse Pumps
  - Water Tertiary Wetwell Feed Pumps
  - Clementia Subdrain Pumps
  - Membranes – (Plant 1)
- Site Development Update

Mr. Fritschi responded to a question from John Sullivan with an explanation of what the Clementia subdrain does.

The Retreats Development was issued a Notice Of Violation (NOV) because sediment was leaving the site in the stormwater runoff. They are working to rectify this. The trees that were removed may be on site until the rains cease.

## **5. DISCUSS LIFT STATION VULNERABILITY**

Mr. Fritschi led a discussion on the various Lift Stations in the District that are in need of repair. These include:

- Alameda
- Starter Shack
- Lift 3b
- Green
- 6a
- Cantova Lift Station (Generator)
- FAA Lift Station (Generator)

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

Mr. Fritschi stated he would like to add the rebuilding of the Water Tertiary Wetwell Feed Pumps to the January Board Agenda. The Committee members concurred. ***This item will be on the January 19, 2022 Board Agenda.***

Director Jenco stated he would like to see the costs of the projects discussed as part of the Reserve Study.

## **7. ADJOURNMENT**

Director Jenco adjourned the meeting at 9:13 a.m.

## MEMORANDUM

Date: January 7, 2022  
To: Board of Directors  
From: Finance Committee Staff  
Subject: January 4, 2022, Finance Committee Meeting Minutes

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### 1. CALL TO ORDER

Director Merchant called the meeting to order at 10:00 a.m. via ZOOM video conference pursuant to GOV. CODE, § 54953, SUBD. (E)(1)(C). Present were Director Merchant and Director Pohll. Present from District staff were Tom Hennig, General Manager; Paula O'Keefe, Director of Administration; Kelly Benitez, Security Supervisor; Michael Fritsch, Director of Operations; and Amelia Wilder, District Secretary.

### 2. CONSIDER FINDING THAT AS A RESULT OF THE COVID-19 EMERGENCY: (I) MEETING IN PERSON WOULD PRESENT IMMEDIATE RISKS TO THE HEALTH OR SAFETY OF ATTENDEES; AND (II) THE MEETING IS AUTHORIZED TO BE HELD BY TELECONFERENCE PURSUANT TO GOV. CODE, § 54953, SUBD. (E)(1)(C)

The Committee agreed to have the January meeting via teleconference.

### 3. COMMENTS FROM THE PUBLIC

John Sullivan commented on the Additional Dwelling Units (ADU) demand and capacity. He would like this topic to be added on to the annual planning meeting.

### 4. FINANCE MONTHLY UPDATES

Paula O'Keefe, Director of Administration, gave a brief report on the Finance Department, covering the following topics:

- Current Finance Reporting
- Contract for Enterprise Resource Planning (ERP)
- Recruitment
- Reserve Study Report

### 5. DISCUSS RATES IN SURROUNDING AREAS

Director Merchant reviewed a presentation which he had prepared detailing RMCS rates compared to the rates of neighboring providers. He would like to include a summary of the rate comparison on the Prop 218 Notice. He would also like to update the website to include a link to the rates on the top line.

### 6. SECURITY OPINION POLL UPDATE

Tom Hennig, General Manager, led a discussion about the Security Opinion Poll stating he believes it is ready to go to the public.

Director Pohll asked for further review for the estimates for the additional costs projected for the various levels of proposed increases in staffing outlined in the poll. Mr. Hennig informed the committee the poll questions would not be published until after the polling had taken place.

### 7. DISCUSS BOARD STRATEGIC PLANNING AND BUDGET WORKSHOP

Mr. Hennig discussed the upcoming Board Strategic Planning and Budget Workshop.

**8. DIRECTOR AND STAFF COMMENTS/SUGGESTIONS**

Director Merchant the Security Poll is to see if there is a willingness in the Community to pay more for Security.

**9. ADJOURNMENT** The meeting was adjourned at 11:21 a.m.

DRAFT

## MEMORANDUM

Date: January 7, 2022  
To: Board of Directors  
From: Communication & Technology Committee Staff  
Subject: January 6, 2022, Communication & Technology Committee Meeting Minutes

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

Director Merchant called the meeting to order at 8:30 a.m via ZOOM video conference pursuant to GOV. CODE, § 54953, SUBD. (E)(1)(C). Present were Director Butler and Director Merchant. Present from District staff were Tom Hennig, General Manager; Paula O’Keefe, Director of Administration; Michael Fritschi, Director of Operations; Kelly Benitez, Security Supervisor; and Amelia Wilder, District Secretary.

### **2. CONSIDER FINDING THAT AS A RESULT OF THE COVID-19 EMERGENCY: (I) MEETING IN PERSON WOULD PRESENT IMMEDIATE RISKS TO THE HEALTH OR SAFETY OF ATTENDEES; AND (II) THE MEETING IS AUTHORIZED TO BE HELD BY TELECONFERENCE PURSUANT TO GOV. CODE, § 54953, SUBD. (E)(1)(C)**

The Committee agreed to have the January meeting via teleconference.

### **3. COMMENTS FROM THE PUBLIC**

None.

### **4. MONTHLY WEBSITE AND SOCIAL MEDIA UPDATE**

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

### **5. DISCUSS RESERVOIR INFORMATION AND EDUCATION AD HOC COMMITTEE**

Ms. Butler updated the Committee on the Ad Hoc Committee that was established to review signage around the reservoirs. The Ad Hoc Committee plans to meet next week.

### **6. UPDATE ON WEBSITE FAQ’S**

There was a discussion of the website’s FAQ page. Director Butler asked that next month’s topics include how the reservoirs are filled.

### **7. DIRECTOR AND STAFF COMMENTS**

Director Merchant mentioned that he had been working with the County to place a solar sign at both ends of Scott Road to alert motorists of flooding.

Director Merchant would like to create a ten minute presentation which reviews the different stages of the water supply, including filling the reservoirs. He would like this added to the Goals discussion.

### **8. Adjournment**

The meeting was adjourned at 9:35 a.m.

## MEMORANDUM

Date: January 7, 2022  
To: Board of Directors  
From: Security Committee Staff  
Subject: January 6, 2022 Security Committee Meeting Minutes

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### 1. CALL TO ORDER

Director Maybee called the meeting to order at 10:00 a.m. via ZOOM video conference pursuant to GOV. CODE, § 54953, SUBD. (E)(1)(C). Present was Director Maybee. Present from District staff were, Tom Hennig, General Manager; Paula O'Keefe, Director of Administration; Michael Fritschi, Director of Operations; Kelly Benitez, Security Supervisor; and Amelia Wilder, District Secretary.

### 2. CONSIDER FINDING THAT AS A RESULT OF THE COVID-19 EMERGENCY: (I) MEETING IN PERSON WOULD PRESENT IMMEDIATE RISKS TO THE HEALTH OR SAFETY OF ATTENDEES; AND (II) THE MEETING IS AUTHORIZED TO BE HELD BY TELECONFERENCE PURSUANT TO GOV. CODE, § 54953, SUBD. (E)(1)(C)

The Committee agreed to have the January meeting via teleconference.

### 3. COMMENTS FROM THE PUBLIC

None.

### 4. MONTHLY UPDATES

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

- Recruiting
- ABDi Software Update to the gates
- New Patrol Vehicle
- LiDAR Purchase
- Lost and Found
- Security Supervisor move to Safety Center
- Recent Graffiti

### 5. DISCUSS ABDI CONTINENTAL SOFTWARE/HARDWARE UPGRADE SCHEDULE

Mr. Benitez updated the Committee of the efforts by PAC Integrations and ABDi to upgrade the software/hardware at the gates. They are working on it now and scheduling the work to be done in the early morning to have as little disruption as possible.

### 6. DIRECTOR & STAFF COMMENTS

Director Maybee commented on the volunteers who work to clean up graffiti.

### 6. ADJOURNMENT

The meeting adjourned at 10:17 a.m.

## MEMORANDUM

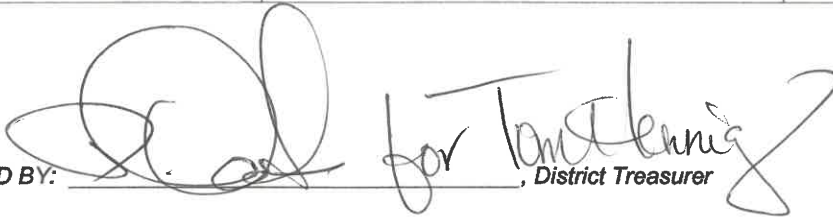
**Date:** January 12, 2022  
**To:** Board of Directors  
**From:** Paula O'Keefe, Director of Administration  
**Subject:** Bills Paid Listing

Enclosed is the Bills Paid Listing Report for December 2021. This information is provided to the Board to assist in answering possible questions regarding expenditures over \$10,000.

The following are major expense items for December:

VENDOR	PURPOSE	AMOUNT	FUNDING
Accountemps	Contract Staffing	\$10,200.00	100-\$ 10,200.00
Guardian Life Insurance	Payroll- Dental	\$12,492.56	100-\$2,099.98 200-\$5,393.92 500-\$4,998.66
BIG VALLEY FORD INC.	2 trucks for water dept	\$90,097.28	200-\$90,097.28
Useware, Inc.	Utility Star Annual support Maintanance	\$17,160.00	100-\$17,160.00
California Public Employees' Retiremen	Payroll- retirement	\$41,068.09	100-\$11,760.80 200-\$9,980.00 500-\$19,327.29
California Waste Recovery Systems	Solid Waste bill for November	\$77,886.78	400-\$77,886.78
Domino Solar LTD	Solar Power Supply For WT(\$11,164.08) & WWTP(\$23,269.30)	\$34,433.38	200-\$11,164.08 250-\$23,269.30
S. M. U. D.	SMUD Bill	\$14,709.51	200-\$9,707.73 250-\$3,826.41 260-\$976.99 500-\$198.38
Stratus Environmental, Inc	Inspection for Drainage	\$10,385.05	260-\$10,385.05
U.S. Bank Corp. Payment System	Credit Card bills	\$10,161.65	100-\$2,996.00 200-\$3,444.50 250-\$1,649.08 500-\$2,072.07

REVIEWED BY:

  
 for Tom Keating  
 District Treasurer

DATE	VENDOR	AMOUNT	PURPOSE
12/2/2021	A&D Automatic Gate and Access	\$689.38	Maintenance & Repair
12/2/2021	ABA Protection Inc.	\$6,785.88	Security expenses-NG(\$2,630.88),SG(\$1,235.00), P(\$6,785.88)
12/2/2021	ABS Direct	\$2,672.77	Billing expenses
12/2/2021	Accountemps	\$10,200.00	Contract Staffing-Admin
12/2/2021	Apple One Employment Services	\$5,597.60	Contract Staffing-Admin
12/2/2021	Aramark Uniform & Career Apparel, LLC	\$454.00	Uniforms
12/2/2021	Caltronics Business Systems	\$172.83	Copier Contract for Admin(\$164.96) & warehouse(\$7.87)
12/2/2021	CHICAGO TITLE COMPANY	\$4.23	Refund
12/2/2021	Concentra DBA Occupational Health Cent	\$132.50	Recruitment Expenses
12/2/2021	County of Sacramento	\$84.00	Live Scan
12/2/2021	Dan Harris	\$492.00	Software Installation Cost
12/2/2021	Domenichelli and Associates, Inc	\$3,800.00	Engineering Services(Murieta Gardens Taco Bell)
12/2/2021	FIRST AMERICAN TITLE CO	\$322.21	Refund for Overpayment
12/2/2021	Greenfield Communications	\$448.99	Internet Services
12/2/2021	Guardian Life Insurance	\$12,492.56	Payroll- Dental
12/2/2021	Hunt & Sons, Inc	\$9,595.36	Diesel Fuel
12/2/2021	John Sullivan	\$53.84	Late Fee Refund
12/2/2021	Operating Engineers Local Union No. 3	\$756.08	PPE 11/12-1
12/2/2021	Public Agency Retirement Services	\$558.16	Post Retirement Health Care cost
12/2/2021	Ramos Environmental Services	\$1,167.28	Hazardous Waste Removal
12/2/2021	Rancho Murieta Country Club	\$539.53	Staff Safety Luncheon
12/2/2021	Ray Kalman	\$300.00	Rebate
12/2/2021	Sierra Office Supplies	\$75.43	Office Supplies
12/2/2021	Silica Products	\$305.27	Filter Sand
12/2/2021	Solitude Lake Management LLC	\$2,500.00	Water Testing Services
12/2/2021	Univar Solutions USA Inc	\$2,463.02	Citric Acid
12/2/2021	USA Blue Book	\$1,254.64	Maintenance and Repairs water dept
12/2/2021	Useware, Inc.	\$1,147.50	October Billing
12/2/2021	Walker's Office Supplies, Inc	\$803.13	Office Supplies
12/2/2021	W.W. Grainger Inc.	\$1,671.29	Maintenance and Repairs
12/2/2021	Raley's	\$1,552.00	End of Year Employee Appreciation/Christmas
12/9/2021	ABA Protection Inc.	\$7,527.13	Security Cost -NG(\$3,510.00),SG(\$1,243.13),P(\$2,774.00)
12/9/2021	American Family Life Assurance Co.	\$546.13	Payroll-Insurance
12/9/2021	Applications By Design, Inc.	\$1,085.00	Security host Server/Web
12/9/2021	Apple One Employment Services	\$1,877.04	Contract Staffing-Admin
12/9/2021	Aramark Uniform & Career Apparel, LLC	\$121.08	Uniforms
12/9/2021	AT&T	\$5,838.51	Phone Bill
12/9/2021	Brower Mechanical, Inc	\$1,485.00	Repair to HVAC Admin(\$1,317.00) North Gate(\$168.00)
12/9/2021	Concentra DBA Occupational Health Cent	\$230.50	Live Scan Report
12/9/2021	CoreLogic Solutions, LLC	\$218.55	CFD Admin Cost Oct 2021
12/9/2021	Fastsigns	\$690.47	Decal stickers ( Patrol Trucks)
12/9/2021	Kirby's Pump & Mechanical	\$345.00	Maintenance & Repair (Crest LS )
12/9/2021	Lee's Automotive Repair Inc	\$129.25	Service for Patrol Vehicle
12/9/2021	Municipal Resource Group, LLC	\$400.00	Final Draft report for Organizational Assessment
12/9/2021	Pace Supply Corp	\$1,549.45	Maintenance and Repairs Sewer depts
12/9/2021	Rancho Murieta Ace Hardware	\$271.14	Maintenance And Repairs
12/9/2021	Rancho Murieta Association	\$1,068.87	Landscaping (\$150.00) SMUD for North Gate (\$918.87)
12/9/2021	Sacramento County Sheriff's Office	\$126.00	Live scan for Admin, Gate & Patrol
12/9/2021	Thatcher Company of California, Inc	\$3,119.83	Chemical for water treatment
12/9/2021	Useware, Inc.	\$4,135.97	Travel and Accommodation for Training
12/9/2021	U.S. Postal Service	\$322.00	Post Box renewal
12/9/2021	Walker's Office Supplies, Inc	\$1,572.35	Office Supplies
12/9/2021	Zenon Environmental Corporation	\$23.71	Parts for water dept
12/20/2021	ABA Protection Inc.	\$4,645.50	Security Expenses-NG(\$3,477.50), P(\$1,168.00)
12/20/2021	Accounting & Association Software Group	\$247.50	Accounting Software
12/20/2021	Aramark Uniform & Career Apparel, LLC	\$131.57	Uniforms
12/20/2021	Bartkiewicz, Kronick & Shanahan	\$2,885.00	Legal Services
12/20/2021	BIG VALLEY FORD INC.	\$90,097.28	2 trucks for water dept
12/20/2021	California Laboratory Services	\$3,310.00	Lab work water(\$2,628.00) Sewer(\$682.00)
12/20/2021	Daniel Carrillo	\$100.00	Rebate
12/20/2021	GM Crane Services, Inc	\$540.00	Quarterly Crane inspection
12/20/2021	Hastie's Capitol Sand and Gravel Co.	\$1,209.29	3/4 tons
12/20/2021	Kirby's Pump & Mechanical	\$6,290.00	Maintenance and Repairs
12/20/2021	Lee's Automotive Repair Inc	\$1,016.09	Service for water depts



DATE	VENDOR	AMOUNT	PURPOSE
12/20/2021	Marc Pepin	\$300.00	Rebate
12/20/2021	Neta June Roby	\$200.00	Rebate
12/20/2021	Pace Supply Corp	\$186.24	Parts for Sewer dept
12/20/2021	Patricia Mori	\$6.81	Rebate
12/20/2021	Sacramento County Sheriff's Office	\$378.00	Live scan
12/20/2021	State of California	\$33.09	Lease Penalty
12/20/2021	State Water Resources Control Board	\$60.00	Certification renewal(James Colas)
12/20/2021	Thatcher Company of California, Inc	\$4,248.09	Chemicals for water dept
12/20/2021	MISCOWATER	\$6,305.32	Part for water dept
12/20/2021	Useware, Inc.	\$17,160.00	Utility Star Annual support Maintenance
12/20/2021	waterTALENT LLC	\$6,125.00	Certification
12/20/2021	W.W. Grainger Inc.	\$2,522.49	Maintenance and Repairs
12/20/2021	Zenon Environmental Corporation	\$101.02	Parts for operators
12/29/2021	A&D Automatic Gate and Access	\$2,268.87	Gate services
12/29/2021	ABA Protection Inc.	\$4,434.71	Security Services-NG(\$3,395.71), SG(\$455.00)& P(\$584.00)
12/29/2021	ABS Direct	\$2,658.49	Billing expenses (Nov)
12/29/2021	Duloglo Enterprises Inc DBA Action Cle	\$1,445.00	Janitorial Service(Nov)
12/29/2021	American Family Life Assurance Co.	\$560.41	Payroll-Insurance
12/29/2021	Applications By Design, Inc.	\$1,085.00	Security host Server/Web
12/29/2021	Apple One Employment Services	\$8,033.54	Contract Staffing-Admin
12/29/2021	Aramark Uniform & Career Apparel, LLC	\$121.08	Uniforms
12/29/2021	Arnolds For Awards	\$61.70	Office Supplies
12/29/2021	Bartkiewicz, Kronick & Shanahan	\$6,533.72	Legal Services
12/29/2021	Caltronics Business Systems	\$124.78	Copier Contract Charges
12/29/2021	CALIBER COLLISION CENTER	\$9,386.98	Repairs for Sewer vehicle
12/29/2021	California Public Employees' Retirement	\$41,068.09	Payroll- retirement
12/29/2021	California Waste Recovery Systems	\$77,886.78	Solid Waste bill for Nov
12/29/2021	Chrysler Capital	\$164.64	Lease for Patrol vehicle
12/29/2021	CIT	\$475.22	Copier lease
12/29/2021	Clark Pest Control	\$1,478.00	Pest contract Oct & Nov
12/29/2021	Concentra DBA Occupational Health Cent	\$132.50	Recruitment Expenses
12/29/2021	David Carda	\$100.00	Refund
12/29/2021	Debra Stearns	\$200.00	Rebate
12/29/2021	Domino Solar LTD	\$34,433.38	Solar Power Supply For WT(\$11,164.08) & WWTP(\$23,269.30)
12/29/2021	Fastsigns	\$857.38	Signage for Patrol(\$404.75) & Sewer (\$452.63) vehicles
12/29/2021	Heather Arias	\$100.00	Rebate
12/29/2021	John Kershaw	\$100.00	Rebate
12/29/2021	Kirby's Pump & Mechanical	\$537.50	Inspection of DAF Pumps
12/29/2021	Lee's Automotive Repair Inc	\$2,305.12	Maintenance & Repairs to Sewer Dept vehicles
12/29/2021	Operating Engineers Local Union No. 3	\$1,134.12	Payroll-Union
12/29/2021	Pace Supply Corp	\$4,936.46	Maintenance & Repairs for Sewer dept(\$3,804.55) Water(\$1,131.91)
12/29/2021	Pape Machinery	\$993.21	Glass window Replacement for water dept vehicle
12/29/2021	Pitney Bowes	\$150.00	Postage
12/29/2021	Public Agency Retirement Services	\$577.01	Retirement Health Care
12/29/2021	Romo Landscaping	\$385.00	Landscaping
12/29/2021	Sacramento Local Agency Formation Comm	\$928.00	Membership - Special District Assessment
12/29/2021	S. M. U. D.	\$14,709.51	SMUD Bill
12/29/2021	Solitude Lake Management LLC	\$5,093.00	Water Testing Services
12/29/2021	State Water Resources Control Board	\$7,067.00	Annual Permit Fees
12/29/2021	Streamline	\$300.00	Website charges
12/29/2021	Stratus Environmental, Inc	\$10,385.05	Inspection for drainage
12/29/2021	Susan Fromm	\$100.00	Rebate
12/29/2021	Tesco Controls, Inc.	\$475.00	Electrical Repair
12/29/2021	Univar Solutions USA Inc	\$563.13	Chemical for water treatment
12/29/2021	USA Blue Book	\$1,718.72	Parts for water dept
12/29/2021	U.S. Bank Corp. Payment System	\$10,161.65	Credit Card bills
12/29/2021	Vision Service Plan (CA)	\$841.12	Payroll-Vision
12/29/2021	WECyber, LLC	\$1,500.00	Virtual Security Officer
12/29/2021	A Leap Ahead IT	\$9,957.01	IT Services
12/29/2021	State of California	\$3,524.66	Water Right-Permits

REVIEWED BY:  District Treasurer



**RANCHO MURIETA COMMUNITY SERVICES DISTRICT  
INVESTMENT REPORT**

*CASH BALANCE AS of December 31, 2021*

**INSTITUTION**

**BALANCE**

**CSD FUNDS**

*EL DORADO SAVINGS BANK*

SAVINGS \$ 2,074,712

CHECKING \$ 287,360

PAYROLL \$ 140,643

*BANNER BANK EFT PAYMENTS ACCOUNT* \$ 289,392

*LOCAL AGENCY INVESTMENT FUND (LAIF)* \$ 8,319,557

*CALIFORNIA ASSET MGMT PROGRAM (CAMP)* \$ 640,482

**TOTAL \$ 11,752,146**

**CSD RESERVE OBLIGATIONS**

*CURRENT RESERVE BALANCE*

RESTRICTED \$ 7,491,207

UNRESTRICTED \$ 3,469,809

**TOTAL \$ 10,961,016**

**CSD OPERATING CAPITAL**

*TOTAL AVAILABLE CASH\** \$ 2,792,107

**MELLO ROOS BOND FUNDS**

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

*BANK OF AMERICA* \$ 118,827

*WILMINGTON TRUST*

BOND SPECIAL TAX FUND \$ 3

BOND REDEMPTION ACCOUNT \$ -

BOND ACQ & CONSTRUCTION \$ 17,617

BOND RESERVE FUND \$ 391,593

BOND SURPLUS \$ 157,168

BOND ADMIN EXPENSE \$ 22,403

BOND PRINCIPAL \$ -

BOND INTEREST \$ -

**\$ 707,611**

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

PREPARED BY: *Manoj Pal*

REVIEWED BY:  , District Treasurer

*FOR TOM HENNIG*

7A General Manager's Report - Pending

## MEMORANDUM

Date: January 12, 2022  
To: Board of Directors  
From: Paula O'Keefe, Director of Administration  
Subject: Administration / Financial Update

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On January 4, 2021, the Finance Committee met and discussed the following items:

- Presentation regarding the Tyler Technologies proposal for the District's new ERP
- Update on the FY 2020-21 annual audit
- Updates on recruitment

The following is the summary of the January 2021 monthly Board Financial Report. The following are highlights from various internal financial reports. Please feel free to call me before the Board meeting regarding any questions you may have relating to these reports.

### ***Monthly Budget to Actuals***

Staff are continuing to update all journal entries to ensure accurate budget reporting and completed all entries for mid-year review. Due to the manual nature of financial reporting and concerns over data integrity, the monthly budget updates will be presented along with the Mid-Year Budget update during the month of February.

### ***Procurement and Contracts***

Staff are finalizing language within the Tyler Technologies contract and expect to have the contract fully executed within the next couple of weeks. Once the fully executed contract is received by Tyler Technologies, they will work with staff to develop an implementation schedule.

### ***Capital Improvement Projects Updates***

SB170 funding was appropriated in the current budget and staff have begun the process of RFPs for the projects. Administration will be working with the Department of Water Resources to report and receive reimbursement for project expenditures.

### ***Reserve Fund Purchases authorized by the General Manager***

No authorized purchases by the General Manager in the month of December.

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

Staff are presenting the current totals as of December 31, 2021. It is important to note that the final reserve totals are dependent upon year end close and are not finalized for FY 2020-21 at this time.

An extensive analysis of the District's reserves, Capital Improvement Projects and reserve usage and the reserve policy is being finalized to determine the total amount of available reserves and the appropriate management and usage of funds.

## FY 2021-22 - Draft Reserve Beginning Balances

TB run ending 12/31/2021

<i>Reserve Descriptions</i>	<i>Account #</i>	<i>FY 2021-22 Beginning Balance July 1, 2021</i>	<i>YTD Total Debit</i>	<i>YTD Total Credit</i>	<i>Year to Date Ending Balance December 31, 2021</i>
Capital Improvement Reserve Fees - Admin	100-2510	0	0	0	0
Unreserved Fund Balance	100-2800	0	0	0	0
	<i>Subtotal</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
Water Capital Replacement	200-2505	1,990,869	9	113,423	2,104,284
Capital Improvement Reserves Fees - Admin Alloc	200-2505-99	39,990	0	0	39,990
Capital Improvement Reserves Fees - Water	200-2510	(115,491)	0	0	(115,491)
Capital Improvement Reserves Fees - Admin Alloc	200-2510-99	210,003	0	0	210,003
Water Supply Augmentation	200-2511	2,008,948	0	23,612	2,032,560
WTP Construction Fund Reserve	200-2513	(794,549)	94,446	78,277	(810,719)
Unreserved Fund Balance	200-2800	1,340,521	191,700	70,844	1,219,665
	<i>Subtotal</i>	<i>4,680,292</i>	<i>286,155</i>	<i>286,155</i>	<i>4,680,292</i>
Sewer Capital Improvement Connection	250-2500	4,342	0	0	4,342
Sewer Capital Replacement	250-2505	3,139,652	18	168,403	3,308,037
Capital Replacement Reserve Admin	250-2505-99	29,236	0	0	29,236
Capital Improvement Reserves Fees - Sewer	250-2510	73,246	0	0	73,246
Capital Improvement Reserves Fees - Admin Alloc	250-2510-99	159,077	0	0	159,077
Unreserved Fund Balance	250-2800	1,448,601	168,403	18	1,280,217
	<i>Subtotal</i>	<i>4,854,154</i>	<i>168,420</i>	<i>168,420</i>	<i>4,854,154</i>
Drainage Capital Replacement	260-2505	78,534	0	0	78,534
Capital Improvement Reserves Fees - Admin Alloc	260-2505-99	3,866	0	0	3,866
Capital Improvement Reserves Fees - Drainage	260-2510	344,134	0	0	344,134
Capital Improvement Reserves Fees - Admin Alloc	260-2510-99	35,262	0	0	35,262
Unreserved Fund Balance	260-2800	98,254	0	0	98,254
	<i>Subtotal</i>	<i>560,049</i>	<i>0</i>	<i>0</i>	<i>560,049</i>
Capital Improvement Reserves Fees - Admin Alloc	400-2505-99	6,418	0	0	6,418
Unreserved Fund Balance	400-2800	244,476	0	0	244,476
	<i>Subtotal</i>	<i>250,894</i>	<i>0</i>	<i>0</i>	<i>250,894</i>
Capital Replacement Reserve Security	500-2505	58,468	0	0	58,468
Capital Improvement Reserves Fees - Admin Alloc	500-2505-99	7,701	0	0	7,701
Capital Improvement Reserve Fees - Security	500-2510	(41,393)	0	0	(41,393)
Capital Improvement Reserves Fees - Admin Alloc	500-2510-99	135,466	0	0	135,466
Security Impact Fee Reserves	500-2513	38,488	0	0	38,488
Unreserved Fund Balance	500-2800	339,551	6,591	0	332,960
	<i>Subtotal</i>	<i>538,280</i>	<i>6,591</i>	<i>0</i>	<i>531,690</i>
	<i>Total Reserves</i>	<i>10,883,668</i>	<i>461,166</i>	<i>454,575</i>	<i>10,877,077</i>

### **Interfund Borrowing**

The following are the updated totals for the repayment of the interfund borrowing as of December 31, 2021.

<i>Inter-fund Borrowing</i>	<i>Fiscal Yr Beg Balance</i>			<i>Period End Balance</i>
	<i>1-Jul-21</i>	<i>YTD Interest</i>	<i>YTD Repayment</i>	<i>12/31/2021</i>
WTP Construction Loan from Sewer	573,950	575	70,454	503,496
WTP Construction Loan from WSA	191,323	192	23,485	167,838
<i>Total Inter-fund Borrowing</i>	<i>765,273</i>	<i>767</i>	<i>93,939</i>	<i>671,334</i>

### **Utility Billing**

The District is currently working with several residents to resolve outstanding payments to bring these accounts current and in good standing. There are many residents who are not current with their bills and the District reminds all residents with past-due accounts that the District offers a payment plan to assist with bringing their accounts current. We encourage residents to work with the District to prevent additional late fee assessments.

The State of California water shut off moratorium expired on December 31, 2021. While the District is still working with customers on their past due balances, the District will begin issuing notices to all past due accounts that for non-payment. District staff expect to work with those residents who have significantly large past due balances through the payment plan to assist with repayment and potentially prevent water shut offs. We highly encourage all residents with past-due balances to contact the District immediately to rectify their account status.

### **Aging Report**

The total amount due to the District for outstanding balances is \$147,725.18.

### **Security Opinion Poll Survey**

At this time, there are no financial updates to the Security Opinion Poll survey in relation to cost to the District.

## MEMORANDUM

Date: January 10, 2022  
To: Board of Directors  
From: Kelly Benitez, Security Supervisor  
Subject: Security Update Regular Board Meeting

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### **OPERATIONS UPDATES**

The Department is currently working on the following projects:

- CSD continues to recruit for its remaining 1 gate guard position. We continue to use ABA to help with staffing shortages.
- Patrol non-covered shifts: 200 YTD hours total. (Due to unexpected, temporary loss of a gate officer for 30 days.)
- ABDI Software Upgrade Project: ABDI has tentative dates to install and bring system on line.
- The Toyota pickup truck is still undergoing the process of making it patrol ready. Holidays delays.
- LDAR will be purchased for night time speeding operations. Update 6-8 weeks to receive device
- Training will be provided by company representative. (Cost \$6,000.00 with the night-enabled device)
- Lost and Found policy at the Gates. Response to social media clams that CSD no longer takes lost and found items.
- Trailer move/repairs for security supervisor.

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

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

- General non-arch rules enforcement (see Violation Summary Report): continued to attend RMA Compliance meetings.
- Stop Sign enforcement – enforcement missions conducted each week; other violations issued during regular patrol
- Speed enforcement –enforcement missions conducted each week during the daytime hours only; other violations issued during regular patrol (speeding citations) Should increase with new LDAR.
- Security Supervisor met with Matt and RMA and RMA's plan to implement golf cart tags.

### **Murieta Village activity:**

- Will meet Village leadership January 2022.

### **Rancho Murieta Commercial Owners Association activity:**

- Attempting to get on Calendar.

**INCIDENTS OF NOTE**  
**December 1-30, 2021**

**December 3, 2021: Traffic accident Riverview Cart Path:**

CSD security officer responded to the scene of a traffic accident between two golf carts. One party advised the CSD officer that he suspected the other party of being under the influence of alcohol. CSD security officer advised both parties that the CHP was dispatched, and they should wait for their arrival. The suspected DUI driver refused to stay and left the area with friends, leaving behind his golf cart which was disabled in the accident. CHP arrived and investigated the incident and conducted a follow-up to the suspects residence.

**December 7, 2021: Vandalism in Bel Air bathroom.**

An employee conducted a routine restroom inspection and discovered tagging marks on the restroom doors with a paint pen. SSD was notified and a report was generated, security cameras observed a couple of juveniles enter the rest room shortly before the employee's inspection. **Note:** Tagging marks are identical to new vandalism on 01/05/2022 on yellow bridge, 6B lift station and wooden bridge. Working with SSD/RMA to help ID the suspects.

**December 17, 2021 1000 hours: Battery Investigation Jackson Rd and Parkway RM.**

CSD Security responded to a possible traffic accident. Upon the officer's arrival he discovered two citizens were detained at gunpoint by an off-duty SSD and retired SF police officer. The officers provided identification to our responding security officer and stated the two civilians had been involved in a battery scenario and were detained. SSD arrived on scene and conducted their investigation and completed a report.



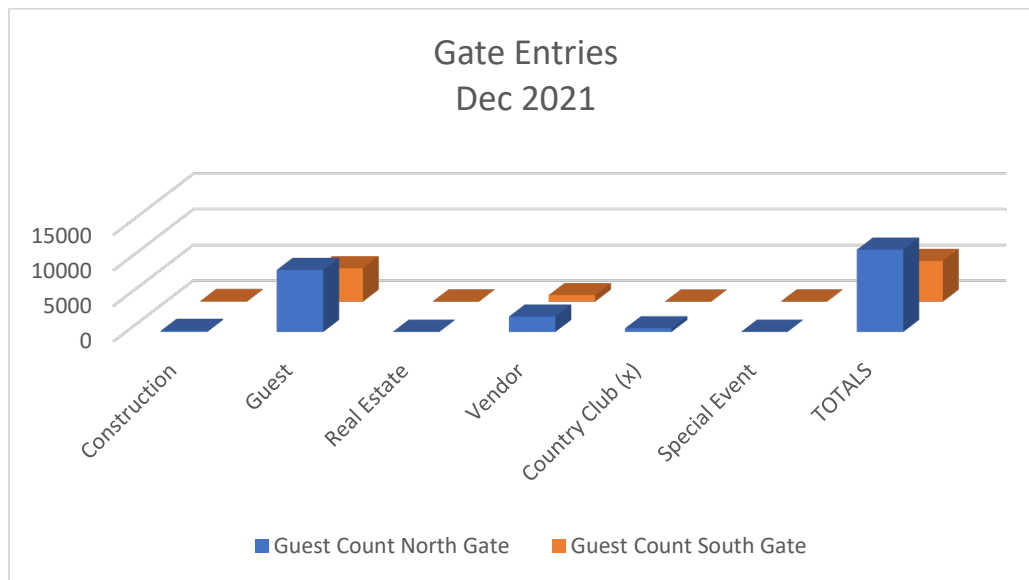
Violation Item Summary Report	August		September		October		November		December		Totals	
	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA
Motor vehicle violations:												
Motorcycle											0	0
No drivers license					1						6	0
Speeding	21	21	22	15	10	26	37	27	6	24	151	251
Speeding - twice speed limit											0	0
Stop signs	4	4	1	13	2	20		8	1	4	16	60
Bus stop signs										1	0	1
Use of streets	3										4	0
Parking:												
Driveway parking	7	5	7	20	16	10	21	45	15	1	117	139
Guest parking	1	2	1	15		4	1	4			7	40
Overnight street parking	7		13	6	4	3	4	8	1		88	32
Unauthorized Vehicle (24 hr pass)	5	2	3	5	3		2	4		2	26	21
Accumulation/dumping of debris				1		1					0	6
Advertising signs											0	0
Barbeques, open fires, bonfires											2	1
Carrying passengers/overloaded car											1	0
Clothes lines											0	0
Commercial vehicle lettering								1			2	3
Construction overnight parking											0	0
Park hours / curfew	16		2				2				50	0
Decorative lights											0	1
Discharge of firearm											0	0
Dog park investigations											0	0
Dwelling exterior alterations											0	0
Failure to identify											0	0
Fences, screens & enclosures											0	0
Guest w/o resident in comm areas	1				1						8	0
Home business activities											0	0
Noxious activities											5	1
Open garage doors											0	0
Pets - off leash / teathered / noise					1		1				10	0
Property maintenance		2		6		5				9	0	97
Sign rules											0	0
Skating in common area											0	0
Sports equip/trampoline/basketball								11		17	1	28
Storage of building materials						1					0	4
Stored vehicles	1	4		8		2					3	18
Trash containers											0	1
Use of common areas & facilities											1	2
Vandalism											0	0
Vehicle repair or maintenance	1										1	0
Village/Villas violations											0	0
Working days & hours											2	0
<b>Total Violations</b>	<b>67</b>	<b>40</b>	<b>49</b>	<b>89</b>	<b>38</b>	<b>72</b>	<b>68</b>	<b>108</b>	<b>23</b>	<b>58</b>	<b>501</b>	<b>706</b>
Citations written by RMCS		67		49		38		68		23		501
Citations written by RMA		40		89		72		108		58		706
<b>Total Violations</b>		<b>107</b>		<b>138</b>		<b>110</b>	<b>0</b>	<b>176</b>	<b>0</b>	<b>81</b>	<b>0</b>	<b>1207</b>

# Gate Entries by Type

December, 2021

Pass Type	Guest Count North Gate	Guest Count South Gate	Count by Pass Type
Construction	149	89	238
Guest	8,715	4,693	13,408
Real Estate	19	13	32
Vendor	2,158	914	3,072
Country Club (x)	507	1	508
Special Event	15	11	26
<b>TOTALS</b>	<b>11,563</b>	<b>5,721</b>	<b>17,284</b>

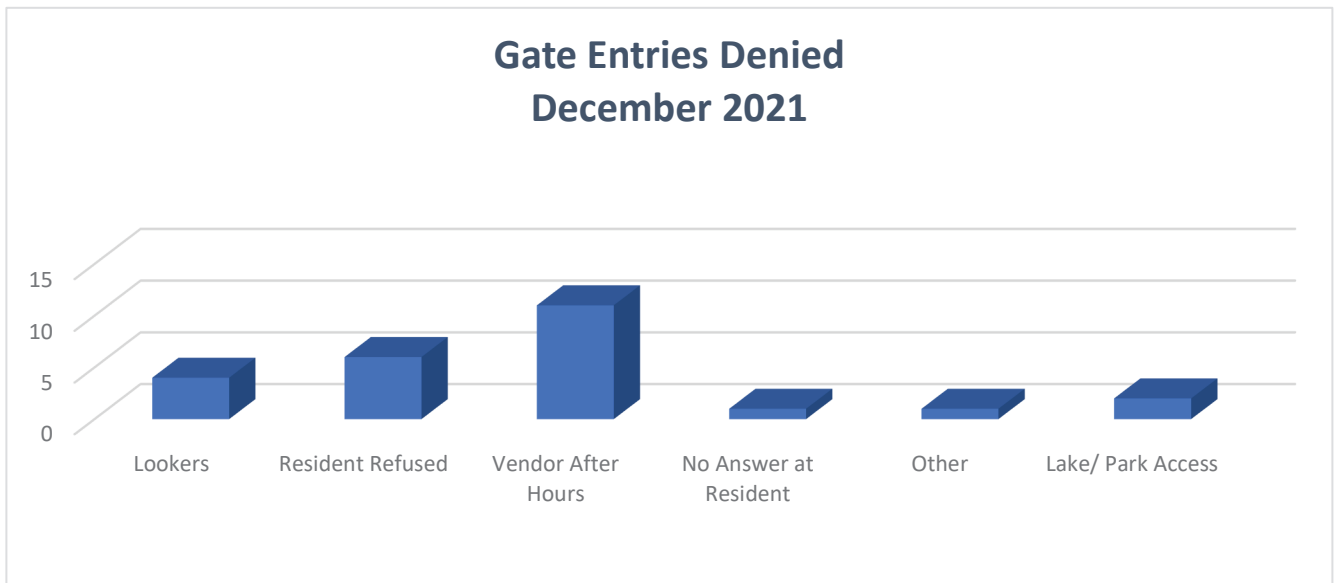
Prior Month Totals: 11,036 5,182 16,218



## Gate Entries Denied December 1-31 2021

	Lookers	Resident Refused	Vendor After Hours	No Answer at Resident	Other	Lake/ Park Access	TOTAL
<b>All Gates</b>	4	6	11	1	1	2	25

**Prior Month Totals:**                      2                      5                      17                      1                      3                      2                      30





**Rancho Murieta CSD Security**

15160 Jackson Rd  
Rancho Murieta, CA 95662

**Cases - Breakdown by Type**

ALARM	8
ANIMAL COMPLAINT	15
ASSIST OTHER AGENCY	13
CITATION	6
DISTURBANCE	6
EXTRA PATROL	26
FIRE	3
FOLLOW UP	1
GUN SHOTS	1
INTOXICATED PERSON	2
JUVENILE DELIQUENCY	4
LOST/FOUND PROPERTY	1
MEDICAL AID	4
MISCELLANEOUS	14
OPEN DOOR	2
PARKING	15
PETTY THEFT	1
REFUSED ENTRY	27
RESIDENT COMPLAINT	18
RMA RULE VIOLATION	5
STOLEN/LOST PROPERTY	2
SUSPICIOUS ACTIVITY	4
SUSPICIOUS PERSON	6
SUSPICIOUS VEHICLE	8
TRAFFIC ENFORCEMENT	10

TRESPASSING	8
VANDALISM	2
VEHICLE ACCIDENT	4
WATER LEAK	4
WEATHER RELATED	5
WELFARE CHECK	2
<b>Total</b>	<b>227</b>



## MEMORANDUM

Date: January 12, 2021  
To: Board of Directors  
From: Michael Fritschi, P.E. - Director of Operations  
Subject: Operations Report

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

**Wastewater Facility Disinfection** - The District held its first meeting with West Yost & Associates to kick off the Ultraviolet Disinfection vs Sodium Hypochlorite Lifecycle Analysis. The results from the analysis and recommendation to move forward will be brought to the improvements committee upon completion of the analysis.

**Water Treatment Facility Sodium Hypochlorite Conversion** – The District has released a request for proposal (RFP) for the design services related to the upgrade of the water treatment disinfection system from chlorine gas to sodium hypochlorite. The RFP is due January 24<sup>th</sup>, and a team will be assembled to review and rate the proposals at the improvements committee in February.

**Granlees Intake Safety Project** – HDR Engineers met with District staff at the Granlees intake site and reviewed and discussed the various safety and environmental project components. HDR will present a proposal to perform the necessary design and environmental permitting to move the project to be ready for construction.

**Imminent Infrastructure Rehabilitation** – Various critical infrastructure issues were identified, corrected and tracked:

### **Water Treatment Facility**

**Backpulse Pump Update:** WTP #2 is planned to be back online by the 21<sup>st</sup> of January after some minor repair to the filter. WTP #2 will be run for at least a week to ensure it is ready to meet water demand before WTP #1 is taken offline to re-coat the back-pulse pumps.

**Membrane Update:** The increase in chemical membrane cleaning has been effective in keeping the transmembrane pressure (TMP) down and Log Removal Value (LRV) up (more efficient operation). As previously mentioned, the back-pulse pumps will be pulled and re-coated to prevent the coating chips (shards) from further shearing membranes. Plant staff will still need to deal with the manganese or potassium permanganate that is causing the staining on the cover, which inhibits UV curing repair. The manganese is typically a summer problem. Plant staff are in the process of obtaining the manufacturer update on the cost of membrane replacement for future capital improvements budgeting as the membranes, while still performing well are getting to the end of their useful life.

### **Water Distribution System**

**8-inch Valve De La Cruz - Update:** The District has negotiated a contract with M3 Construction to perform the valve replacement. This work was begun on the 10<sup>th</sup> of January. During excavation some material caved in from the south end of the excavation before the box shoring could be installed. This will require a partial slurry backfill to support the road long term after the work is complete. The gate valve was found to be leaking from the bonnet on day 4 of the project.



De La Cruz Valve Repl. – Day 1



De La Cruz Valve Repl. – Day 2



De La Cruz Valve Repl. – Day 4

**Rio Oso Pumps** – The new Rio Oso pumps are scheduled to be reinstalled in February. The Rio Oso pumps provide for pressure within the north of Murieta. The variable frequency drives (VFD) are also in need of replacement and the District is in the process of obtaining quotes to replace the VFD's. The VFD's are past their useful lifespan and they will be replaced proactively, as VFD's are not an easily obtainable "off-the-shelf" item. VFD's allow the pump output to modulate, thereby modulating the system pressure as needed.

### **Wastewater Collection System**

**Sewer Lift Stations (various)** – Staff previously identified (7) lift stations in need of either major repair, replacement, or rehabilitation. The Lift Station Vulnerability Memorandum for respective station issues, prognosis, and proposed solutions was provided to the Improvements Committee. A plan and initial cost estimates for addressing these deficiencies will be brought to future Improvements Committee meetings.

### **Raw Water Reservoirs**

**Clementia Subdrain Update:** The pump starters and the pump controller alternating switch has been repaired. Subdrains control seepage through dams to prevent formation of cavities and erosion of fines and maintain the structural integrity of the dam superstructure.

## RAW WATER STORAGE & DELIVERY

The District has continued diverting water from the Consumes River after a brief 6-day period when the water quality was too turbid to accept into the reservoir toward the end of December. The District is diverting about 6 million gallons per day and the raw water turbidity is currently around 2 Nephelometric Turbidity Unit (NTU).

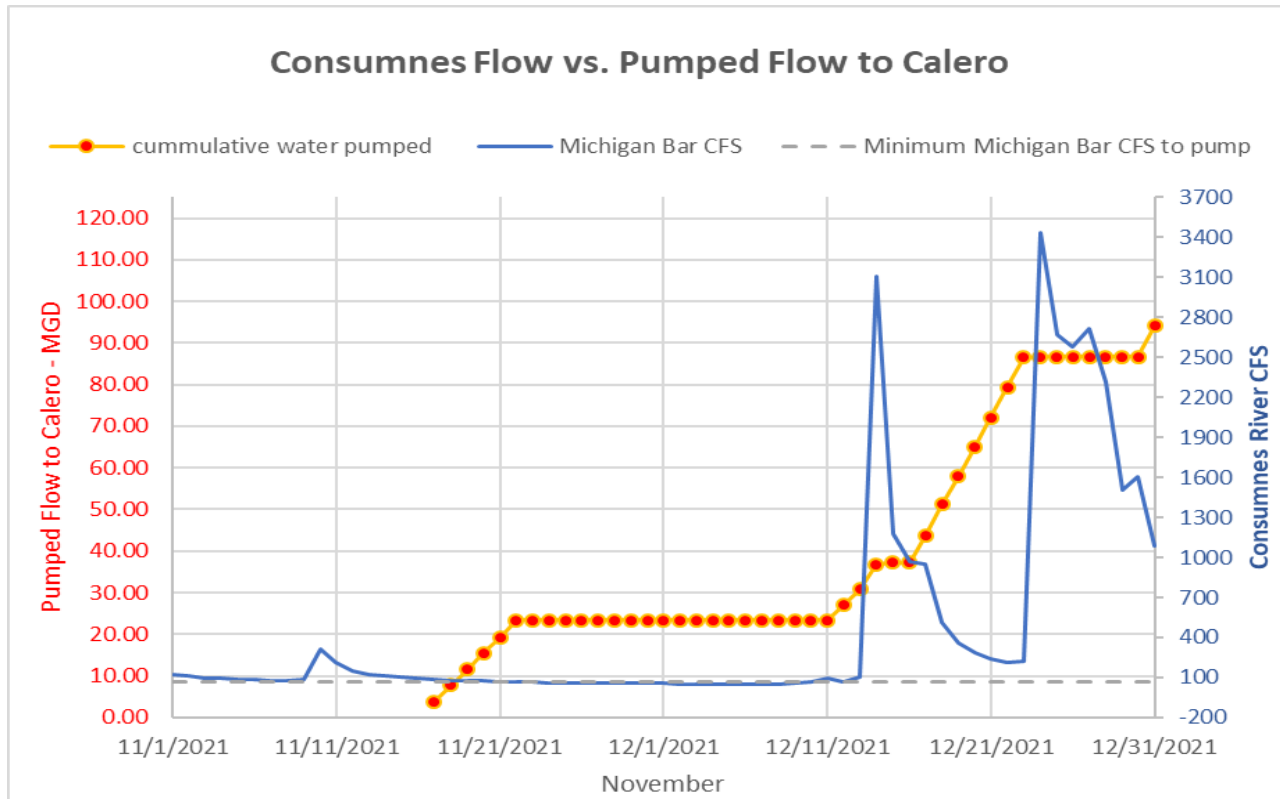


Figure 1. Michigan Bar Flow vs Cumulative Pumped flow to Calero in November

Table 1. Raw Water to Calero and Potable Water Production in November

	December 2021		December 2020		difference from 2020	%diff
	mgal	acre-ft	mgal	acre-ft		
<b>Granlees to Calero</b>	70.74	217.10	0.00	0.00	217.10	-
<b>Potable Water Production</b>	22.71	69.69	29.58	90.78	-21.09	-23%

As of December 31, 2021, the total water stored between Clementia, Chesbro, and Calero totaled 3670 acre-ft, 15.6% more (494.8 acre-ft) than in December 31, 2020. December wastewater storage available for production is at 232.3 acre-ft, a 144% increase over the same level from last year. The increased volume of available water in the wastewater storage lagoon for tertiary processing is most likely based on the record rainfall accumulation received this winter and will likely result in more water available next year to send to the golf courses should the trend



continue. The District is required by the State to send some recycled water to the Van Vleck Sprayfield this calendar year.

Table 2. Raw Water and Wastewater Reservoir Storage comparisons 2020 to 2021

	December 2021		December 2020		difference from 2020	%diff
	mgal	acre-ft	mgal	acre-ft		
<b>Clementia Storage</b>	305.5	937.4	265.9	816.0	121.4	14.9%
<b>Chesbro Storage</b>	347.3	1065.7	330.1	1013.1	52.6	5.2%
<b>Calero Storage</b>	543.0	1666.5	438.5	1345.6	320.9	23.8%
<b>Total of all Raw Water Reservoirs</b>	1195.7	3669.5	1034.5	3174.7	494.8	15.6%
<b>Wastewater Storage Reservoir available for production</b>	75.7	232.3	31.0	95.1	137.2	144.2%

The combined storage of Calero and Chesbro were trended over the last 3 years. The end of December level has ranged between 64%-74% full over the last 3 years. In December of 2021, the percent full came up in part due to record rainfall and earlier pumping from Granlees than in 2020.

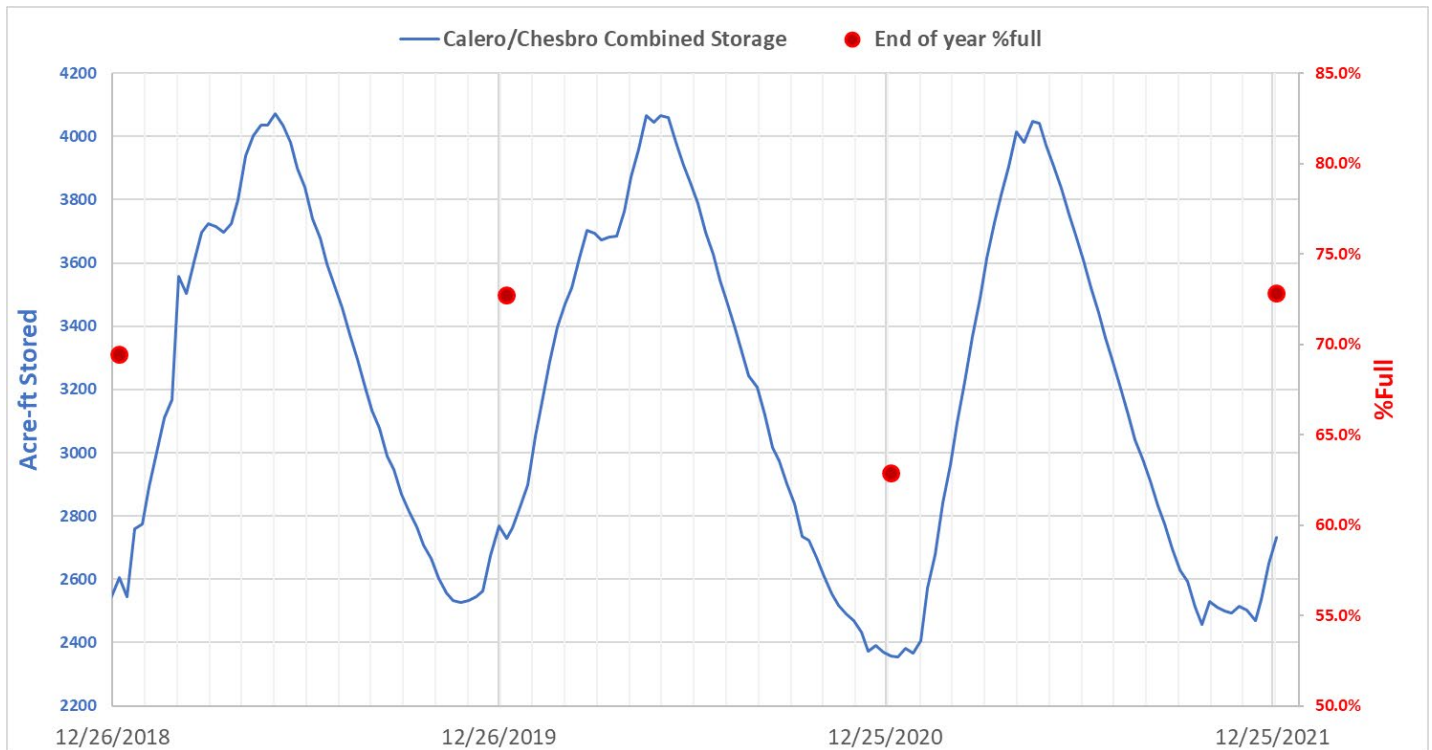


Figure 2. Storage Curve for Calero/Chesbro 2018 to Present

While over 250 acre-ft was taken from Clementia to support the south course and local agricultural needs, early rains in October/November/December have increased the current level

of Clementia to a higher level from around the same time last year. Clementia is currently full to the point of overflow at the spillway.

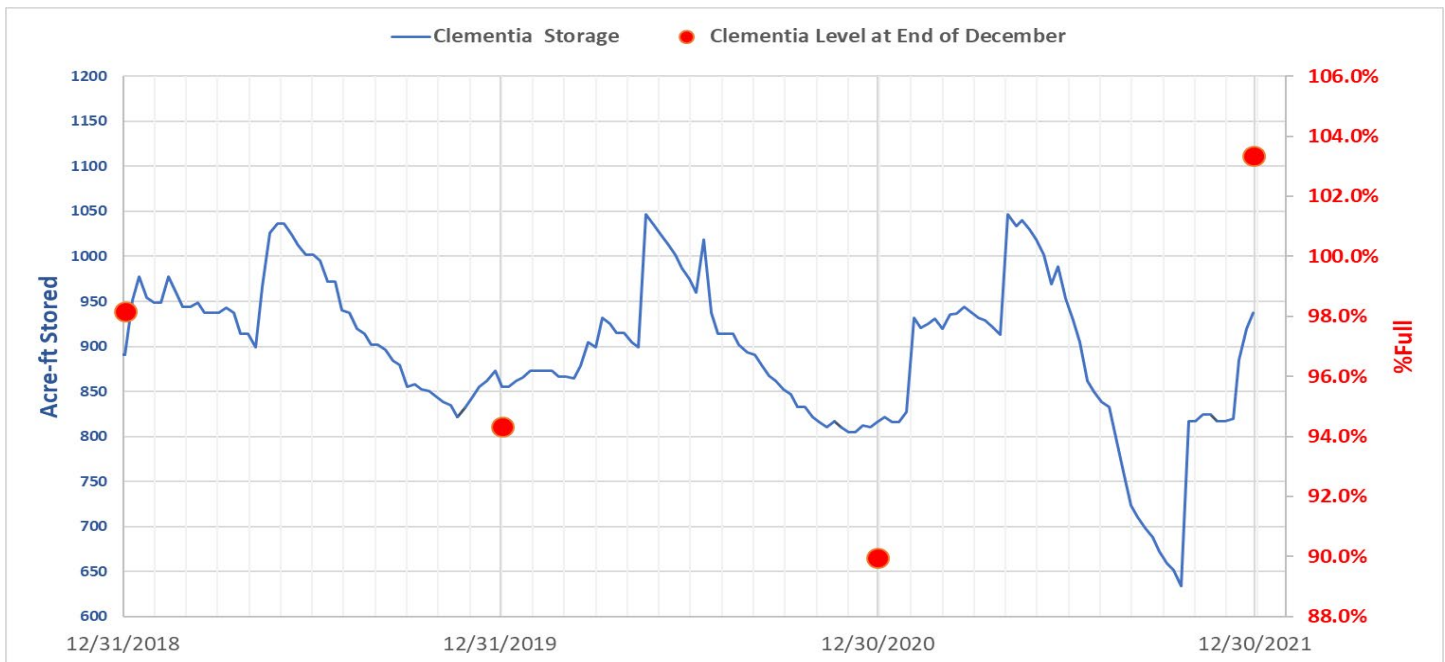


Figure 3. Storage Curve for Clementia 2018 to Present

### **WATER & WASTEWATER TREATMENT FACILITIES PRODUCTION**

The potable water usage is denoted as the average annual gallons per day per capita (GDPC) was calculated at 151 GDPC for the year 2021. Depending on the methodology used to calculate GDPC, the District is clearly meeting the previous “self-set” 2015 and 2020 targets of reducing below 238 GDPC and 268 GDPC respectively as designated in the 2010 Integrated Water Master Plan Update.

The GDPC are currently being calculated by dividing the total water consumption by the product of the total number of water connections times and the census persons per household. The GDPC numbers were recently revised based on the updated census data of 2.8 persons per residence vs 2.009 persons per residence prior to 2020.

Future analysis will involve distinguishing GDPC with influence removed from commercial consumption. This may result in a somewhat lower residential GDPC number. The commercial water use data will be located and the updated calculations to isolate residential GDPC for the past 8-years will be provided in the February utility report.

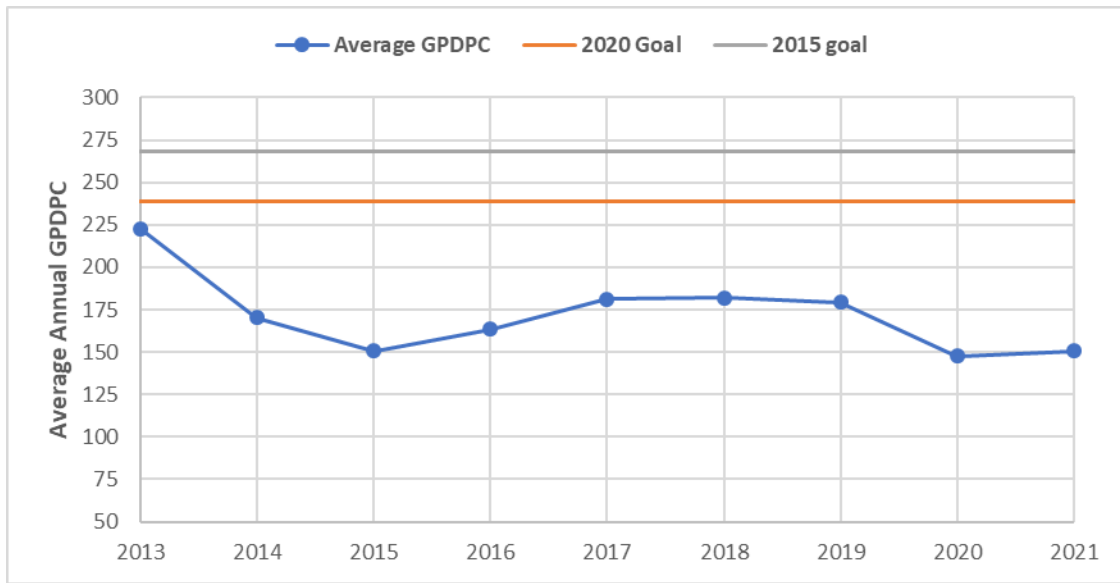


Figure 4. Eight-year trend of Gallons Per Day Per Capita compared to 2015 and 2020 goals

As of December 31, 2021, yearend potable water production totaled 1,736 acre-ft, 2.8 acre-ft (0.2%) higher than December 2020 year end use.

Table 3. Water & Recycled Water Production Year to Date 2020 vs 2021 – (mgal = million gallons)

	Total 2021		Total 2020		difference from 2020	%diff
	mgal	acre-ft	mgal	acre-ft		
<b>Recycled Water Production</b>	119.6	367.0	157.2	482.4	-115.4	-23.9%
<b>Potable Water Production</b>	565.6	1,735.7	564.7	1,733.0	2.8	0.2%

### **SITE DEVELOPMENT & STORM WATER BEST MANAGEMENT PRACTICE (BMP)**

As the MS4 holder, the District is responsible for monitoring four (4) currently active site developments for erosion control and stormwater best management practice (bmp) compliance. The District has two (2) part time inspectors being utilized to observe site construction and the District meets weekly to review site compliance and utility construction concerns. The following are updates on the various sites:

Retreats – Work has continued with storm and sewer lines being installed along what will become Robbia Way (off of De La Cruz). The site was issued a Notice of Violation on December 29, 2021 by the District for failure of erosion control and sediment control BMP's to prevent sediment from leaving the site. The developer responded swiftly and shut down the north

portion of the project for the winter and had increased erosion and sediment BMP's including hydroseeding the exposed soil on site.

Riverview – Water and sewer line installation have been completed for Phase 1a along Reynosa Drive. Drainage infrastructure has been installed from Reynosa Drive to Bird loop.

Taco Bell: No update

Airport: Airport Hanger civil construction is complete.

Circle K/Shell: No updates.

## **STAFFING**

The District re-hired Robert Miller for the certified operator position and are in the process of conducting second interviews for the Operator in Training position. The certified Operator position can range between Operator in Training, Level 1, Level 2, and Level 3, depending on the level of certification attained by the operator. Ultimately, the Operator in Training Position will need to be converted to the Operator position to be able to retain the operator, once the operator becomes certified at Levels 1,2 and 3.

# Rancho Murieta Community Services District

February 2022

## Board/Committee Meeting Schedule

February 1, 2022

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

February 3, 2022

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

February 16, 2022

Regular Board Meeting - Open Session @ 5:00 p.m.



## MEMORANDUM

Date: January 10, 2022  
To: Boar of Directors  
From: Michael Fritschi, P.E. - Director of Operations  
Subject: Consider Approval for Tertiary Feed Pump Rehabilitation

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### RECOMMENDED ACTION

Approve proposal from Kirby Pump to rebuild the Tertiary Feed Pump in an amount not to exceed \$41,497.15 plus a 15% contingency for \$47,721.72, create CIP# 2022-11-02 and appropriate funds in the amount of \$47,722.

### BACKGROUND

The District maintains a recycled water permit with the State to allow for the irrigation of recycled water in the Rancho Murieta recycled water system, which is primarily utilized by the golf courses. The District produced and utilized 367 acre-ft of recycled water in 2021.

Sewer flow comes into the wastewater facility and is treated to secondary standards and stored in an equalization basin for future recycled water use. Recycled water can be used between April 1<sup>st</sup> through November 31<sup>st</sup>. During times of recycled water use, the secondary effluent is fed through the tertiary treatment facility. The Tertiary Feed Pumps lift the treated secondary effluent to the tertiary treatment facility. From the tertiary system, recycled water is treated to a high standard that is ready for use by the recycled water system. Should the District have more flow that can be utilized by the golf courses, the Murieta Gardens project and the spray fields at the Van Vleck Ranch are available as additional distribution sites.

The District has received three (3) quotes for rebuilding and reinstalling the two (2) Tertiary feed pumps at the wastewater treatment facility. In the interest of having the pumps ready for operation in the spring for wastewater reclamation, approval will be requested at the January Board meeting.

The Operations department is recommending that the District accept the proposal from Kirby Pump to rebuild the pumps, the lowest of the 3 quotes at \$41,497.15. There was a quote from Delta to provide new pumps for \$44,000, however this quote did not include the cost associated with re-configuring the pump support to fit for what is likely a different brand of pump. The quote from Delta did also not include the re-installation cost. Several attempts to contact Delta for a revised quote were not answered at the time of this memorandum.

This repair and replacement has been previously identified, but has not been specifically budgeted for this current Fiscal year.

This item was heard by the Improvements Committee January 4, 2022, and they recommended it to be moved to the Board for approval.

### Fiscal Impact

The FY 2021-22 budget is not currently funded for this project. Staff are recommending creating project # 2022-11-02 for a total project amount of \$47.722, amend the FY 2021-22 budget and appropriate funds from Restricted Sewer Reserves.

**RESOLUTION R2022-01**

**A RESOLUTION AUTHORIZING THE DISTRICT TO ENTER INTO AN AGREEMENT WITH KIRBY PUMP FOR THE TERTIARY FEED PUMP REHABILITATION, APPROVE CIP#22-11-02, APPROPRIATE FUNDS IN THE AMOUNT OF \$47,722 AND AUTHORIZING THE GENERAL MANAGER TO EXECUTE THE AGREEMENT ON BEHALF OF THE DISTRICT**

**WHEREAS**, The District maintains a recycled water permit with the State to allow for irrigation of recycled water; and

**WHEREAS**, The District produced and utilized 367 acre-ft of recycled water in 2021; and

**WHEREAS**, The District provides recycled water to the Rancho Murieta Country Club to irrigate the golf course; and

**WHEREAS**, The District identified the Tertiary Feed Pump rehabilitation project to be a necessary and immediate need to prepare the pumps for upcoming spring wastewater reclamations; and

**NOW, THEREFORE, THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:**

1. Authorize the General Manager to sign and execute the agreement, and amendments thereto, with Kirby Pump in the amount not to exceed \$47,722 (CIP# 22-11-02), attached as Exhibit 1.
2. Authorize a transfer of funds in the amount of \$47,722 from Wastewater unrestricted reserves to include the cost of the proposal in the amount of \$41,497.15, plus a 15% contingency for a total project cost of \$47,722 and appropriate funds.
3. The General Manager is authorized to all necessary and appropriate actions to carry out the purpose and intent of this resolution.

**PASSED AND ADOPTED** this 19<sup>th</sup> day of January 2022 by the following roll call vote:

**Ayes:**

**Noes:**

**Absent:**

**Abstain:**

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Randall Jenco, Vice President of the Board  
Rancho Murieta Community Services District

[SEAL]

Attest:

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Amelia Wilder, District Secretary





# KIRBY'S PUMP AND MECHANICAL, INC.

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■ PUMP REPAIR  
■ INSTALLATION  
3233 FITZGERALD ROAD  
RANCHO CORDOVA, CA 95742  
TELEPHONE (916) 635-2735  
FAX (916) 635-6090  
CONTRACTOR LIC. #538234

December 31, 2021

Kirby's Pump & Mechanical quote for repair on Tertiary Pumps for RMCSO.  
Repair Bowls and Motors as requested. Supply new Epoxy Coated pipe and stainless steel shaft and couplings. New connectors and stainless hardware. Install and hookup as currently/previously connected.

\$41,497.15

This quote is based off of the Repair Scope of Work that was sent by the district to Kirby's Pump & Mechanical.

Kirby's is not responsible for any modifications to project after submission of this quote as requested. Quote is good for three weeks from 12/31/2021 as prices of steel and shipping prices are only good for this time frame. Any Additional requests by the district will be considered as changes or Modifications to this quote. Completion of project to take 4-6 weeks depending on approval date and Parts availability at such time.

A handwritten signature in black ink, appearing to read 'J Hannum', with a stylized flourish at the end.

J Hannum  
Kirby's Pump & Mechanical, Inc.  
916-635-2735  
CA license #538234



December 31, 2021

Travis Bohannon  
Rancho Murieta CSD  
P.O. Box 1050  
Rancho Murieta, CA 95683

RE: Quote to Repair 2 WWRP Tertiary Pumps

Materials	\$ 20,052.00
Sales Tax (7.75%)	\$ 1,554.03
Labor for Repair	\$ 41,540.00
Labor to Pick Up and Return Pumps	\$ 4,000.00

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Total Price \$ 67,146.03

Field Labor at Prevailing Wage Rates.

Option for Installation of 2 Pumps at Plant  
(28 Ton Crane, Service Truck, 3 Man Crew) \$ 5,200.00

Thank you for the opportunity to quote and for your confidence in Commercial Pump and Mechanical.

Grant Stanley  
Commercial Pump & Mechanical, Inc.

