

**REGULAR BOARD MEETING**  
**September 18, 2024**  
**ABBREVIATED AGENDA**

**1. CALL TO ORDER -**

**2. ADOPTION OF AGENDA**

**3. CLOSED SESSION**

**4. OPEN SESSION/REPORT BACK FROM CLOSED SESSION**

**5. CONSENT CALENDAR**

A. Approval of Board Meeting and Committee Meeting Minutes

1. *August 21, 2024, Regular Board Meeting Minutes*

2. *September 5, 2024 Regular Communications and Technology Committee Meeting Minutes*

B. Bills Paid Listing

**6. MEETING DATES/TIMES FOR OCTOBER 2024**

A. Personnel Committee – October 1, 2024 at 7:30 a.m. – propose 10/8

B. Improvements Committee – October 1, 2024 at 8:00 a.m. propose 10/8

C. Finance Committee - October 10, 2024 at 9:00 a.m. Propose 10/16

D. Communications & Technologies Committee – October 3, 2024 at 9:00 a.m.

E. Regular Board Meeting – October 16, 2024 - Open Session at 5:00 p.m.

**7. CORRESPONDENCE**

**8. COMMENTS FROM THE PUBLIC**

**9. STAFF REPORTS**

A. General Manager Report

B. Utilities Report

**Action Items**

**10. REVISION TO RECORD RETENTION POLICY**

**11. SECURITY PROGRAM CHANGE *and CREATION* OF COMMUNITY SERVICES OFFICER CLASSIFICATION**

**12. EMERGENCY REPAIR OF PIPE LEAK GRANLEES TO CALERO**

**13. COMPLETE COMPREHENSIVE DISTRIBUTION SYSTEM STUDY -PROPOSAL FROM DOMENICHELLI & ASSOCIATES**

**14. BATHYMETRIC SURVEY FOR CLEMENTIA**

**15. PROPOSAL TO PERFORM MAINTENANCE AT LOST LAKE**

**16. WATER AUGMENTATION FEE RATE STUDY**

**17. INCREASES TO SALARY RANGES FOR UNREPRESENTED CLASSIFICATIONS**

**Discussion Items**

**18. MURIETA VILLAGE SUPPLY LINES: DISTRICT VS. PRIVATE**

**19. DIRECTOR COMMENTS/SUGGESTIONS**

**20. ADJOURNMENT**



**RANCHO MURIETA  
COMMUNITY SERVICES DISTRICT**

15160 JACKSON ROAD  
RANCHO MURIETA, CA 95683  
Phone: 916-354-3700  
Web: rmcsd.com

**Board of Directors**

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

**Staff**

Mimi Morris, General Manager  
Mark Matulich, Director of Finance & Admin.  
Travis Bohannon, Interim Director of Operations  
Patrick Enright, District General Counsel  
Amelia Wilder, District Secretary

**REGULAR MEETING  
of the  
BOARD OF DIRECTORS  
Wednesday, September 18, 2024  
Closed Session 4:00 p.m.  
Open Session 5:00 p.m.**

**AGENDA**

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- 1. CALL TO ORDER** - Determination of Quorum – President Maybee **(Roll Call)**
  - 2. CONSIDER ADOPTION OF AGENDA** *(Motion)*
  - 3. CLOSED SESSION**
    - A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**  
*Significant Exposure to litigation pursuant to paragraph to Government Code section 54956.9(d)(2) and (e)(1) (one case)*
    - B. Public employee performance evaluation of General Manager (Gov. Code 54957)**
  - 4. OPEN SESSION/REPORT BACK FROM CLOSED SESSION**
  - 5. 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. *August 21, 2024, Regular Board Meeting Minutes*
      2. *September 5, 2024 Regular Communications and Technology Committee Meeting Minutes*
    - B. Bills Paid Listing**
  - 6. REVIEW DISTRICT MEETING DATES/TIMES FOR OCTOBER 2024**
    - A. Personnel Committee – October 8, 2024 at 7:30 a.m.**
    - B. Improvements Committee – October 8, 2024 at 8:00 a.m.**
    - C. Finance Committee - October 10, 2024 at 9:00 a.m.**
    - D. Communications & Technologies Committee – October 3, 2024 at 9:00 a.m.**
    - E. Regular Board Meeting – October 16, 2024 - Open Session at 5:00 p.m.**
  - 7. CORRESPONDENCE**

## 8. 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 speak during Comments from the Public or would like to comment regarding an item appearing on the meeting agenda, please complete a public comment card and submit to the Board Secretary prior to the point in the meeting at which the item is called. Speakers presenting individual opinions shall have 3 minutes to speak. Speakers presenting opinions of groups or organizations shall have 5 minutes per group.*

## 9. STAFF REPORTS (Receive and File)

- A. General Manager Report
- B. Utilities Report

### Action Items

**10. Action Item CONSIDER REVISIONS TO RECORD RETENTION POLICY: RESOLUTION R2024-10** (Discussion/Action) (Motion) **(Roll Call Vote)**

**11. Action Item CONSIDER APPROVAL OF SECURITY PROGRAM CHANGE AND CREATION OF COMMUNITY SERVICES (CSO) CLASSIFICATION** (Discussion/Action) (Motion) **(Roll Call Vote)**

**12. Action Item CONSIDER CONTINUATION OF EMERGENCY REPAIR OF LEAK IN PIPE FROM GRANLEES TO CALERO RESERVOIR** (Discussion/Action) (Motion) **(Roll Call Vote)**

**13. Action Item CONSIDER AUTHORIZATION OF COMPREHENSIVE DISTRIBUTION SYSTEM STUDY PROPOSAL FROM DOMENICHELLI & ASSOCIATES** (Discussion/Action) (Motion) **(Roll Call Vote)**

**14. Action Item CONSIDER APPROVAL OF BATHYMETRIC SURVEY FOR CLEMENTIA** (Discussion/Action) (Motion) **(Roll Call Vote)**

**15. Action Item CONSIDER PROPOSAL TO PERFORM MAINTENANCE AT LOST LAKE** (Discussion/Action) (Motion) **(Roll Call Vote)**

**16. Action Item CONSIDER APPROVAL OF WATER AUGMENTATION RATE STUDY** (Discussion/Action) (Motion) **(Roll Call Vote)**

**17. Action Item: CONSIDER APPROVAL OF INCREASES TO SALARY RANGES FOR UNREPRESENTED CLASSIFICATIONS**

### Discussion Items

**18. Discussion Item MURIETA VILLAGE WATER SUPPLY LINES: DISTRICT vs. PRIVATE**

## 19. 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.*

## 20. 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.

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. 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 September 12, 2024. Posting locations are: 1) District Office; 2) Rancho Murieta Post Office; 3) Rancho Murieta Association; 4) Murieta Village Association.

All persons present at District meetings will place their cellular devices in silent and/or vibrate mode (no ringing of any kind). During meetings, these devices will be used only for emergency purposes and, if used, the party called/calling will exit the meeting room for conversation. Other electronic and internet enabled devices are to be used in the "silent" mode. Under no circumstances will recording devices or problems associated with them be permitted to interrupt or delay District meetings.

*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.*

*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.*



## RANCHO MURIETA COMMUNITY SERVICES DISTRICT REGULAR BOARD MEETING MINUTES

August 21, 2024

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

### 1. CALL TO ORDER/ROLL CALL

President Maybee called the Regular Board Meeting of the Board of Directors of Rancho Murieta Community Services District to order at 4:00 p.m. in the District meeting room, 15160 Jackson Road, Rancho Murieta. Directors present at the District office were Stephen Booth, Linda Butler, Randy Jenco, Tim Maybee, and Martin Pohll. Also present at the District office were Mimi Morris, General Manager, Mark Matulich, Director of Finance and Operations; Travis Bohannon, Interim Director of Operations; Patrick Enright, District General Counsel; and Amelia Wilder, District Secretary.

### 2. CONSIDER ADOPTION OF AGENDA

**Motion/Maybee** to adopt the Agenda, noting that item 7 had been placed before Staff Reports. Mr. Enright noted that the correct Government Code number for the Closed Session Item was 54956.9., and that two letters of litigation had been received from Rancho Murieta Properties and River Canyon Properties. **Second/Butler. Roll Call Vote: Ayes: Booth, Butler, Jenco, Pohll, Maybee. Noes: None. Absent: None. Abstain: None.**

### 3. PRESENTATION OF LONGEVITY AWARDS

Ron Greenfield, Utilities Supervisor, was presented with an award for 10 years of service to the District.

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

#### A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

*Significant Exposure to litigation pursuant to paragraph to Government Code section 54956.9(d)(2) and (e)(1) (one case)*

#### B. Public employee performance evaluation of General Manager (Gov. Code 54957)

### 5. OPEN SESSION/REPORT BACK FROM CLOSED SESSION

Director Maybee reported that no decisions were made. The Board will return to Closed Session after the Regular Board meeting to discuss item 4B.

### 6. CONSENT CALENDAR

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

### 7. CONSIDER DIRECTION OF PARKS COMMITTEE REPRESENTATIVE VOTE CONCERNING RESIDENCES OF MURIETA HILLS EAST UNIT 2 TRAIL

Rod Hart, RMA General Manager, updated the Board on the Developments with the trail in Residences of Murieta Hills East Unit 2. **Motion/Booth** that the Board instruct the representative for the Parks Committee to approve the proposed trail for to Residences of Murieta Hills East Unit 2. **Second/Maybee. Roll Call Vote: Ayes: Booth, Butler, Jenco, Pohll, Maybee. Noes: None. Absent: None. Abstain: None.**

## 8. STAFF REPORTS

Complete Staff Reports can be found in the July 17, 2024 Regular board Meeting Packet on the District's website or by clicking [here](#).

Under Agenda Item 8A, Director Maybee directed that questions be asked of the General Manager's report, as the Board had already reviewed it. Ms. Morris assured the Board that the either the GM or Director of Finance and Administration would be in attendance at future meetings

The Board recommended that only questions be asked about the General Manager's Report.

Director Butler asked about the interviews for the Director of Operations position. She also asked about the Security Department. Director Maybee responded to this, stating that he was hoping to have a report on this later in the year. Director Butler asked if we will be hiring a Security Supervisor. Director Maybee reminded her that the position was not approved in the budget. She also asked that we have a bathymetric survey of Clementia.

Resident Jay Soloman would like to have more Security Patrol instead of an IT position. Director Booth reminded him that the whole Board was not in favor of the IT Manager hire.

Resident Richard Gehrs discussed the possibility of the Country Club filing bankruptcy, and the impact that could have on the repayment of the loan they have with the District. Mr. Enright discussed the bankruptcy procedures.

Gail Bullen, River Valley Times, would have liked the GM report to have been read, so it would have been on the audio recording.

Ms. Morris stated that the Security log in the report was a sample of the Security log, and not all of the reported incidents. Ms. Morris also indicated that Security and IT were interconnected due to the software and camera infrastructure used by Security staff and supported by IT.

Under Agenda Item 8C, Travis Bohannon, Interim Director of Operations, gave a summary of the utility update, including:

- Water Treatment Facility
- Water Consumption
- 33" Raw Water Line Update
- Raw Water Storage & Delivery
- Wastewater Facility
- Emergency Repair of Broken Pipe for 6A Lift Station
- Utility Crew Report
- FY 23-24 Capital Improvement Program (CIP) update
- SB170 Projects Update
  - Water Treatment Facility Sodium Hypochlorite Conversion
  - Recycled Water Disinfection Project
  - Granlees Safety Improvements
- Development
  - Retreats West
  - Retreats North & East
  - Residences of Murieta Hills East & West
  - Riverview Phase 1A&1B and Phase 2
  - Rancho North
  - Murieta Gardens Commercial

John Merchant commented on the raw water storage and delivery.

## 9. REVIEW DISTRICT MEETING DATES/TIMES FOR SEPTEMBER 2024

Director Maybee instructed the Board to discuss any changes with the Board Secretary.

## 10. CORRESPONDENCE

Janis Eckard commented on her letter.

## 11. CONSIDER APPROVAL OF TWO (2) WILL SERVE LETTERS FOR REMAINING 670 FSA PARTICIPANTS

Mr. Enright discussed the request for will serve letters for Riverview and Residences East and West for a total of 140 homes and three will serve letters. (Each of the Residences Developments are requesting their own letter.) This would complete all of the will serve letters in the 670 FSA. The developers have complied with all of the conditions in the agreement. He recommended signing of the will serve letters.

**Motion/Butler to deny the approval of the two will serve letters under the 670 FSA. Second/Booth.**

Director Booth passed out a report with the attached information. He argued that the Community would not have enough water for the additional homes if there were any disruption to the water source. He asked that the Board take time to gather all of the data necessary to make an informed decision. There were comments from Ted Hart, John Merchant, Janis Eckard, Richard Gehrs, Bob Keil, Janis Penitta, Tom Shewchuk, Les Houck and Mike Martel. A discussion followed. Gail Bullen wished that the Water Briefings with the Board and Lisa Maddaus would have been held in a public format. **Roll Call Vote: Ayes: Booth, Butler. Noes: Jenco, Pohll, Maybee. Absent: None. Abstain: None.**

**Motion/Booth to table this issue until we have a draft of the IWMP. Second/Butler.** John Merchant, Ilene Shephard and Bob Keil commented. **Roll Call Vote: Ayes: Booth, Butler. Noes: Jenco, Maybee, Pohll. Absent: None. Abstain: None.**

**Motion/Jenco to approve the three serve letters with the conditions of approval. Second/Pohll. Roll Call Vote: Ayes: Jenco, Maybee, Pohll. Noes: Booth, Butler. Absent: None. Abstain: None.**

## 12. CONSIDER APPROVAL OF CHANGES TO DIRECTOR OF OPERATIONS JOB DESCRIPTION

Ms. Morris discussed the changes to the Director of Operations Job Description. **Motion/Maybee to approve changes to the Director of Operations Job Description. Second/Jenco. Roll Call Vote: Ayes: Booth, Butler, Jenco, Maybee, Pohll. Noes: None. Absent: None. Abstain: None.**

## 13. CONSIDER CONTINUATION OF EMERGENCY REPAIR OF LEAK IN PIPE FROM GRANLEES TO CALERO RESERVOIR AND APPROVAL OF RESOLUTION R2024-09 AUTHORIZING REPAIRS

Mr. Bohannon reviewed the situation. **Motion/Booth to approve Resolution R2024-09 authorizing repairs to the pipe from Granlees to Calero. Second/Maybee. Roll Call Vote: Ayes: Booth, Butler, Jenco, Maybee, Pohll. Noes: None. Absent: None. Abstain: None.**

## 14. CONSIDER APPROVAL OF CONTRACT WITH DOMENICHELLI & ASSOCIATES FOR PROFESSIONAL ENGINEERING SERVICES AND CONSTRUCTION INSPECTION SERVICES

Mr. Bohannon discussed the RFP results with the Board, stating that two bids were received, and the Improvements Committee recommended the contract with Domenichelli and Associates. **Motion/Booth to approve the three-year contract with Domenichelli and Associates for Professional Engineering Services and Construction Inspection Services, Second/Jenco. Roll Call Vote: Ayes: Booth, Butler, Jenco, Maybee, Pohll. Noes: None. Absent: None. Abstain: None.**

## 15. COMMENTS FROM THE PUBLIC

Maria Caldwell asked Mr. Enright questions about procedures for recusal in situations where there is conflict.

John Merchant commented on the petition being circulated by SOLAS.

The Board returned to Closed Session to discuss Item 4B at 7:40 p.m.

The Board returned from Closed Session at 8:14 p.m. Director Maybee reported that there was no action taken.

## 16. DIRECTOR COMMENTS

None.

## 17. ADJOURNMENT

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

Respectfully submitted,

Amelia Wilder  
District Secretary



# MEMORANDUM

Date: September 12, 2024  
To: Board of Directors  
From: Communication & Technology Committee Staff  
Subject: September 5, 2024, Communication & Technology Committee Meeting Minutes

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## 1. CALL TO ORDER

Director Booth called the meeting to order at 9:10 a.m. Present were Director Booth and Director Butler. Present from District staff were Mimi Morris, General Manager; Mark Matulich, Director of Finance and Administration; and Amelia Wilder, District Secretary.

## 2. UPDATE ON WEBSITE AND SOCIAL MEDIA

Ms. Wilder gave an update on website and Facebook statistics.

## 3. WATER CONSERVATION RESOURCES

Ms. Wilder discussed the new page that had been added to the District website titled Water 101. This page will discuss resource and conservation measures that can be taken by residents to help reduce the use of water. There was a discussion about water lost in the system and the new Advanced Metering Infrastructure. Director Booth asked for a demonstration of this technology for the Board.

## 4. REPORT OF PRA REQUESTS

Ms. Morris updated the Committee on the PRA request received from Janis Eckard, with a detailed report of the responses to the request.

## 5. COMMENTS FROM THE PUBLIC

None.

## 6. DIRECTOR AND STAFF COMMENTS

Director Butler would like more communication in the Pipeline.

Director Booth commented on community comments on Social Media.

## 7. Adjournment

The meeting was adjourned at 10:20 a.m.

## MEMORANDUM

DATE: September 18, 2024  
TO: Board of Directors  
FROM: Mark Matulich, Director of Finance and Administration  
SUBJECT: Receive and File Check Journal

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Attached is a list of checks issued from Banner Bank numbered 001467 through 001588 between August 1, 2024 and August 31, 2024. Invoices were presented by departments, reviewed by administration staff and subsequent checks were issued. All checks were in conformity with the District's policies and procedures. Monies were available to pay the amounts listed.

One hundred twenty-two checks totaling \$298,801.13 were issued. The large number of voided checks (72) was due to a glitch in check processing which caused one check run to print checks multiple times. The duplicate checks were voided in accordance with District policies and procedures.

The Board is asked to receive and file this information.

### ATTACHMENT

Accounts Payable Vendor Check Register Report from August 1, 2024 and August 31, 2024.

Ranges: From: To: From: To:  
 Check Number First Last Check Date 8/1/2024 8/31/2024  
 Vendor ID First Last Checkbook ID BANNER BANNER  
 Vendor Name First Last

Sorted By: Checkbook ID

\* Voided Checks

Check Number	Check Date	Vendor	Checkbook ID	Amount
001467	8/1/2024	State of California	BANNER	\$4,634.00
001468	8/8/2024	Aqua-Metric Sales Company	BANNER	\$29,128.78
001469	8/8/2024	Backflow Distributors Inc	BANNER	\$122.34
001470	8/8/2024	B & M BUILDERS	BANNER	\$15,922.00
001471	8/8/2024	Condor Earth Technologies	BANNER	\$10,358.43
001472	8/8/2024	Thatcher Company	BANNER	\$7,498.00
001473	8/8/2024	Warlito Gabriel	BANNER	\$253.00
001474	8/8/2024	Solitude Lake Management LLC	BANNER	\$8,450.00
001475	8/15/2024	Andy Lee	BANNER	\$554.55
001476	8/15/2024	Andres Lozano Consult Services	BANNER	\$7,695.00
001477	8/15/2024	Brower Mechanical, Inc	BANNER	\$434.00
001478	8/15/2024	Caltronics	BANNER	\$140.60
001479	8/15/2024	Chemtrade Chemicals US LLC	BANNER	\$3,585.84
001480	8/15/2024	Greenfield Communications	BANNER	\$329.00
001481	8/15/2024	Pace Supply Corp	BANNER	\$10,079.11
001482	8/15/2024	Streamline	BANNER	\$375.00
001483	8/15/2024	Univar Solutions USA Inc	BANNER	\$10,246.85
001484	8/15/2024	Vestis	BANNER	\$221.43
* 001485	8/22/2024	California Laboratory Services	BANNER	\$5,831.00
* 001486	8/22/2024	Chemtrade Chemicals US LLC	BANNER	\$3,629.44
* 001487	8/22/2024	CHICAGO TITLE COMPANY	BANNER	\$4.34
* 001488	8/22/2024	Compressed Air Services	BANNER	\$700.00
* 001489	8/22/2024	Domenichelli and Associates, Inc	BANNER	\$34,282.75
* 001490	8/22/2024	Domino Solar LTD	BANNER	\$13,829.45
* 001491	8/22/2024	Fidelity National Title	BANNER	\$43.24
* 001492	8/22/2024	Land Graphics Fencing Company	BANNER	\$1,828.00
* 001493	8/22/2024	Mario Moreno	BANNER	\$400.00
* 001494	8/22/2024	Old Republic Title	BANNER	\$350.00
* 001495	8/22/2024	Pace Supply Corp	BANNER	\$211.34
* 001496	8/22/2024	Solitude Lake Management LLC	BANNER	\$2,366.00
* 001497	8/22/2024	Stratus Environmental, Inc	BANNER	\$6,816.08
* 001498	8/22/2024	Univar USA Inc.	BANNER	\$2,052.54
* 001499	8/22/2024	USA Blue Book	BANNER	\$2,061.68
* 001500	8/22/2024	Vestis	BANNER	\$473.84
* 001501	8/22/2024	Aestiva Software, Inc.	BANNER	\$5,330.60
* 001502	8/22/2024	Next Level Escrow	BANNER	\$355.58
* 001503	8/22/2024	California Laboratory Services	BANNER	\$5,831.00
* 001504	8/22/2024	Chemtrade Chemicals US LLC	BANNER	\$3,629.44
* 001505	8/22/2024	CHICAGO TITLE COMPANY	BANNER	\$4.34
* 001506	8/22/2024	Compressed Air Services	BANNER	\$700.00
* 001507	8/22/2024	Domenichelli and Associates, Inc	BANNER	\$34,282.75
* 001508	8/22/2024	Domino Solar LTD	BANNER	\$13,829.45
* 001509	8/22/2024	Fidelity National Title	BANNER	\$43.24
* 001510	8/22/2024	Land Graphics Fencing Company	BANNER	\$1,828.00
* 001511	8/22/2024	Mario Moreno	BANNER	\$400.00
* 001512	8/22/2024	Old Republic Title	BANNER	\$350.00
* 001513	8/22/2024	Pace Supply Corp	BANNER	\$211.34
* 001514	8/22/2024	Solitude Lake Management LLC	BANNER	\$2,366.00
* 001515	8/22/2024	Stratus Environmental, Inc	BANNER	\$6,816.08
* 001516	8/22/2024	Univar USA Inc.	BANNER	\$2,052.54
* 001517	8/22/2024	USA Blue Book	BANNER	\$2,061.68
* 001518	8/22/2024	Vestis	BANNER	\$473.84
* 001519	8/22/2024	Aestiva Software, Inc.	BANNER	\$5,330.60
* 001520	8/22/2024	Next Level Escrow	BANNER	\$355.58
* 001521	8/22/2024	California Laboratory Services	BANNER	\$5,831.00
* 001522	8/22/2024	Chemtrade Chemicals US LLC	BANNER	\$3,629.44

\* Voided Checks

Check Number	Check Date	Vendor	Checkbook ID	Amount
* 001523	8/22/2024	CHICAGO TITLE COMPANY	BANNER	\$4.34
* 001524	8/22/2024	Compressed Air Services	BANNER	\$700.00
* 001525	8/22/2024	Domenichelli and Associates, Inc	BANNER	\$34,282.75
* 001526	8/22/2024	Domino Solar LTD	BANNER	\$13,829.45
* 001527	8/22/2024	Fidelity National Title	BANNER	\$43.24
* 001528	8/22/2024	Land Graphics Fencing Company	BANNER	\$1,828.00
* 001529	8/22/2024	Mario Moreno	BANNER	\$400.00
* 001530	8/22/2024	Old Republic Title	BANNER	\$350.00
* 001531	8/22/2024	Pace Supply Corp	BANNER	\$211.34
* 001532	8/22/2024	Solitude Lake Management LLC	BANNER	\$2,366.00
* 001533	8/22/2024	Stratus Environmental, Inc	BANNER	\$6,816.08
* 001534	8/22/2024	Univar USA Inc.	BANNER	\$2,052.54
* 001535	8/22/2024	USA Blue Book	BANNER	\$2,061.68
* 001536	8/22/2024	Vestis	BANNER	\$473.84
* 001537	8/22/2024	Aestiva Software, Inc.	BANNER	\$5,330.60
* 001538	8/22/2024	Next Level Escrow	BANNER	\$355.58
* 001539	8/22/2024	California Laboratory Services	BANNER	\$5,831.00
* 001540	8/22/2024	Chemtrade Chemicals US LLC	BANNER	\$3,629.44
* 001541	8/22/2024	CHICAGO TITLE COMPANY	BANNER	\$4.34
* 001542	8/22/2024	Compressed Air Services	BANNER	\$700.00
* 001543	8/22/2024	Domenichelli and Associates, Inc	BANNER	\$34,282.75
* 001544	8/22/2024	Domino Solar LTD	BANNER	\$13,829.45
* 001545	8/22/2024	Fidelity National Title	BANNER	\$43.24
* 001546	8/22/2024	Land Graphics Fencing Company	BANNER	\$1,828.00
* 001547	8/22/2024	Mario Moreno	BANNER	\$400.00
* 001548	8/22/2024	Old Republic Title	BANNER	\$350.00
* 001549	8/22/2024	Pace Supply Corp	BANNER	\$211.34
* 001550	8/22/2024	Solitude Lake Management LLC	BANNER	\$2,366.00
* 001551	8/22/2024	Stratus Environmental, Inc	BANNER	\$6,816.08
* 001552	8/22/2024	Univar USA Inc.	BANNER	\$2,052.54
* 001553	8/22/2024	USA Blue Book	BANNER	\$2,061.68
* 001554	8/22/2024	Vestis	BANNER	\$473.84
* 001555	8/22/2024	Aestiva Software, Inc.	BANNER	\$5,330.60
* 001556	8/22/2024	Next Level Escrow	BANNER	\$355.58
001557	8/22/2024	Aestiva Software, Inc.	BANNER	\$5,330.60
001558	8/22/2024	California Laboratory Services	BANNER	\$5,831.00
001559	8/22/2024	Chemtrade Chemicals US LLC	BANNER	\$3,629.44
001560	8/22/2024	CHICAGO TITLE COMPANY	BANNER	\$4.34
001561	8/22/2024	Compressed Air Services	BANNER	\$700.00
001562	8/22/2024	Domenichelli and Associates, Inc	BANNER	\$34,282.75
001563	8/22/2024	Domino Solar LTD	BANNER	\$13,829.45
001564	8/22/2024	Fidelity National Title	BANNER	\$43.24
001565	8/22/2024	Land Graphics Fencing Company	BANNER	\$1,828.00
001566	8/22/2024	Mario Moreno	BANNER	\$400.00
001567	8/22/2024	Old Republic Title	BANNER	\$350.00
001568	8/22/2024	Pace Supply Corp	BANNER	\$211.34
001569	8/22/2024	Solitude Lake Management LLC	BANNER	\$2,366.00
001570	8/22/2024	Stratus Environmental, Inc	BANNER	\$6,816.08
001571	8/22/2024	Univar USA Inc.	BANNER	\$2,052.54
001572	8/22/2024	USA Blue Book	BANNER	\$2,061.68
001573	8/22/2024	Vestis	BANNER	\$473.84
001574	8/22/2024	Next Level Escrow	BANNER	\$355.58
001575	8/29/2024	Andres Lozano Consult Services	BANNER	\$6,840.00
001576	8/29/2024	California CAD Solutions inc.	BANNER	\$700.00
001577	8/29/2024	Chemtrade Chemicals US LLC	BANNER	\$3,707.98
001578	8/29/2024	Clark Pest Control	BANNER	\$782.00
001579	8/29/2024	Concentra DBA Occupational Health Centers o	BANNER	\$239.00
001580	8/29/2024	Condor Earth Technologies	BANNER	\$1,660.50
001581	8/29/2024	Domenichelli and Associates, Inc	BANNER	\$29,812.74
001582	8/29/2024	EDCO Enterprises	BANNER	\$3,200.00
001583	8/29/2024	Lumos & Associates, Inc.	BANNER	\$31,837.55
001584	8/29/2024	NTU Technologies, Inc.	BANNER	\$4,286.40
001585	8/29/2024	Sacramento Metropolitan Air Quality Mgt. Di	BANNER	\$19,453.00

\* Voided Checks

Check Number	Check Date	Vendor	Checkbook ID	Amount
001586	8/29/2024	Thatcher Company of California, Inc	BANNER	\$749.00
001587	8/29/2024	Univar Solutions USA Inc	BANNER	\$4,446.00
001588	8/29/2024	Vestis	BANNER	\$493.15
Total Checks: 122				Total Amount of Checks: \$298,801.13

# Rancho Murieta Community Services District

**October**

## Board/Committee Meeting Schedule

**October 3, 2024**

**Communications**

**9:00 a.m.**

**October 8, 2024**

**Personnel**

**7:30 a.m.**

**Improvements**

**8:00 a.m.**

**October 16, 2024**

**Finance**

**9:00 a.m.**

**October 16, 2024**

**Regular Board Meeting - Open Session**

**5:00 p.m.**



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

## **9A General Manager's Report - Pending**

## Director of Operations - Utility Staff Report

Date: September 18, 2024  
To: Board of Directors  
From: Travis Bohannon, Interim Director of Operations  
Subject: September Utility Report

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### WATER

#### Water Treatment Facility

Both plants are currently in operation and the plant is producing about 2.75 million gallons per day (MGD) to meet demand.

#### Water Consumption

As of September 1, 2024, the total potable water production for 2024 is 369 million gallons (MG) or 1,132.8 acre-ft.

#### Raw Water Storage & Delivery

As of August 28, 2024, the total water currently stored between Clementia, Chesbro, and Calero is 1,093.7 MG or 3,357.0 acre-ft.

*Table 1. Current water and wastewater storage as of August 28, 2024*

	<b>acre-ft August 2024</b>	<b>acre-ft full</b>	<b>MGal August 2024</b>	<b>MGal Full</b>	<b>%full</b>
Clementia Storage	907.8	907.1	295.8	295.5	100.1%
Chesbro Storage	731.2	1027.0	238.2	334.6	71.2%
Calero Storage	1718.0	2323.2	559.7	756.9	73.9%
<b>Total of all Raw Water Reservoirs</b>	<b>3357.0</b>	<b>4257.4</b>	<b>1093.7</b>	<b>1387.0</b>	<b>78.9%</b>
Wastewater Storage Reservoir available for production	161.6	796.3	52.6	254.6	20.3%

*Figure 1. Cumulative Raw Water Pumping and Cosumnes River Flow Water Year 23-24'*



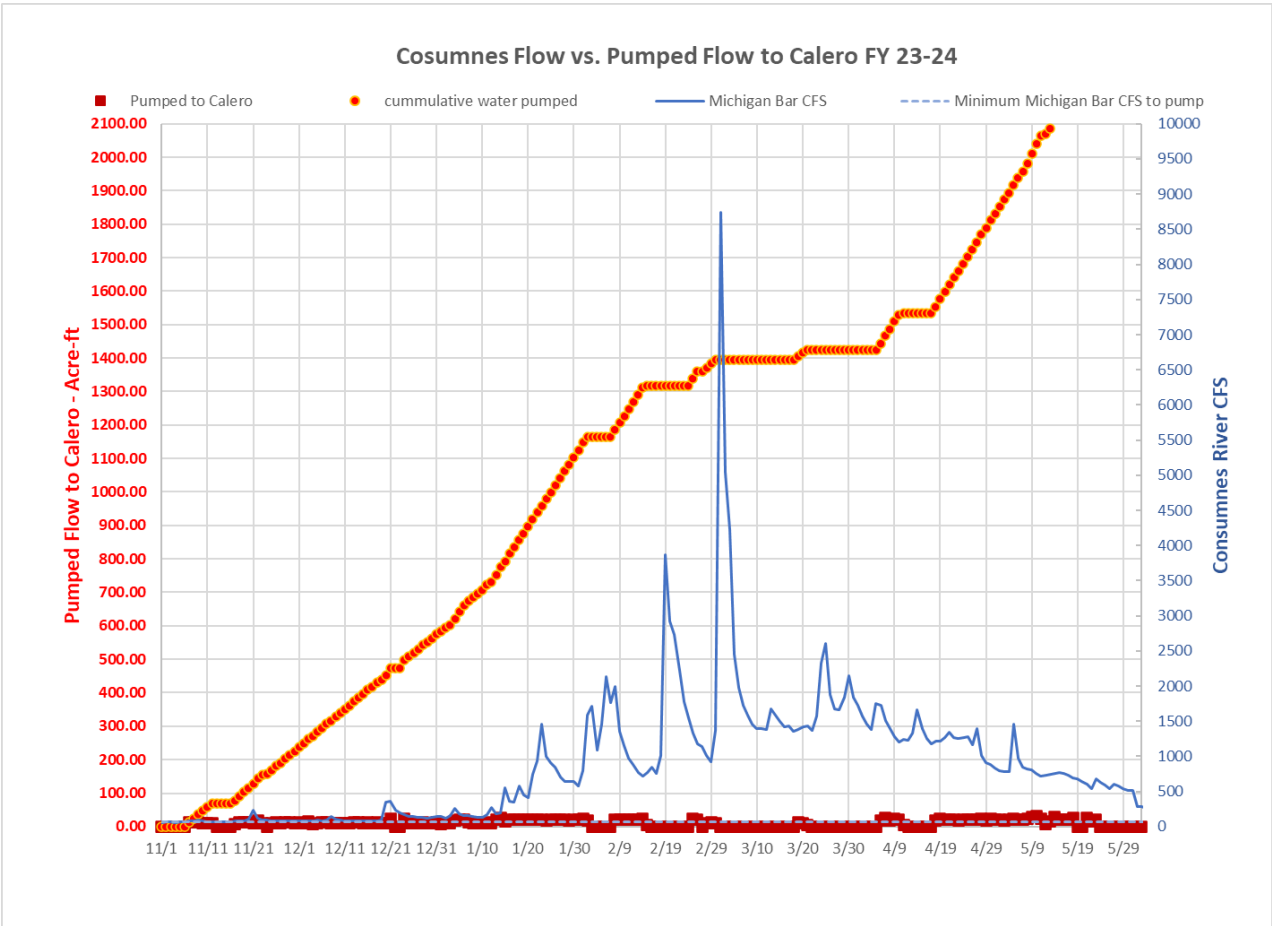


Figure 2. Five-year Combined Chesbro / Calero Storage Curves

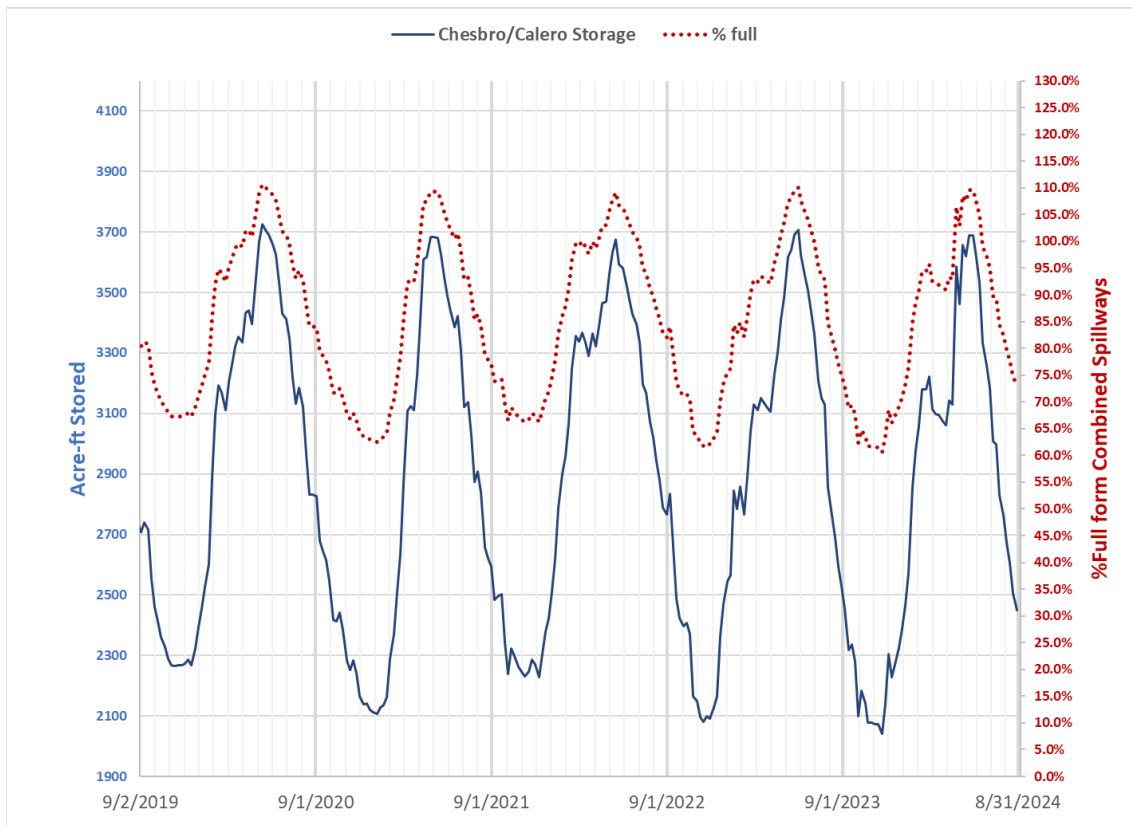
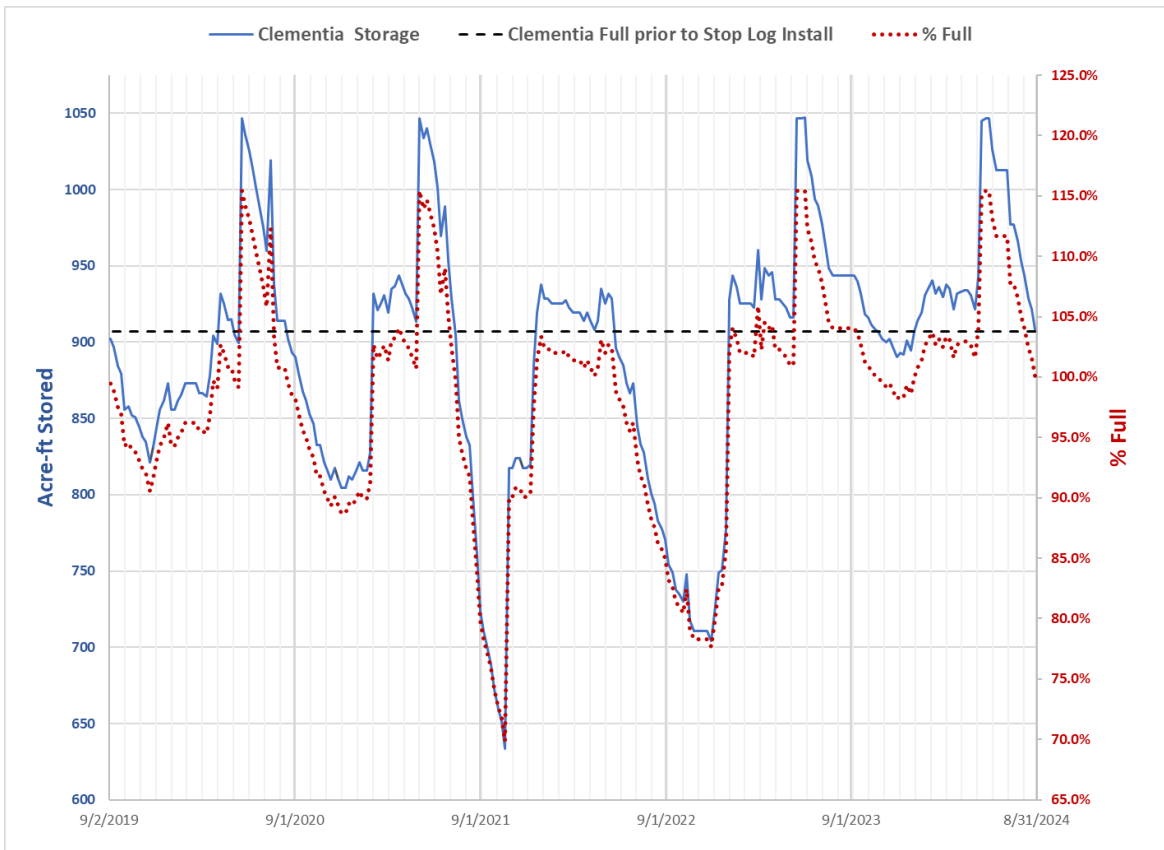


Figure 3. Five-year Clementia Storage Curves



33" Raw Water Line Update:

The broken piece of the water line has been removed and the repair should be done the week of 9/16/2024. I am expecting to be able to test the repair that same week.

## **SEWER**

### Wastewater Facility

The tertiary process of the wastewater facility is currently running at about .9 Mgd and is currently sending water to the golf course. The current average influent flow to the wastewater facility for April was 0.375 million gallons per day.

## **UTILITY CREW WORK**

### Utility activity report for August 2024

Utility field service crew responded to and completed the following.

- 1) Tyler work order generated by the front office for information or a call from a resident with a complaint, we had twelve work orders in the month of July. Tyler work orders are for final reads, rebates, meter swaps request, issues with homeowner water usage concerns and water lock offs and or restore a water service.
- 2) USA North, we had 11 field markings for 811 USA locations completed. This is to mark RMCSO utilities before any dirt work is completed.
- 3) Water Issues H/O, we had one homeowner call in for water taste and odor complaints, the utilities crew flushed the distribution system in their areas, and it helped with the problem. Other issues were high water issues. Three homeowners complained of high-water bills. These turned out to be a water leak on the homeowner's side of the meter and they were notified that they would be responsible for repairing it.
- 4) District Water Issues, we had four water leaks and had new service lines installed along with two other service lines replaced because they were in the same location of a leaking service line. We came out twice to temporarily fix a line on Puerto Pk. 1 until it could be replaced.
- 5) Sewer Issues, the district is still jetting the De La Cruz area for the current wastewater pipe NASCO rating assessment. The crew also found to have a lot of I&I coming into it and needs addressed.
- 6) Drainage, several days were spent cutting weeds in drainage areas of Zone 3 sections A, C & D.

## **FY 23-24 Capital Improvements Program (CIP) update**

Information for capital projects has been updated for the current fiscal year 23-24. The attached matrix has been created to track and maintain the status of projects.

## **SB 170 Projects Update**

### **Water Treatment Facility Sodium Hypochlorite Conversion – (No change since last month)**

**Recycled Water Disinfection Project** – Dewberry sent out an RFP for bids, with a cutoff date of October 3, 2024.

**Granlees Safety Improvements** – This project has started. NMI has removed the screening and the steel beams and has taken the beams back for powder coating. They estimate to be back working starting 9/23/24.

## DEVELOPMENT

### Retreats

West – This project was completed back in 2019.

Total build out lots: 22      Total Existing Connections: 22

North & East – The District has come to an agreement with the developer for the last 17 service connections based on the terms of the Interim Security Agreement.

Total build out lots: 62      Total Existing Connections: 45

**Residence of Murieta Hills East & West** – The Developer is finished with the rough grading. Veerkamp started doing the underground sewer line input throughout the whole development and started installing water main lines on 8/12/24. The sewer and storm drain system for Residence East is estimated to be completed by 9/27/24. Veerkamp will then move into installing the potable water pipes for Residence East. Veerkamp will be working through September to install their SWPP (Storm water pollution prevention) Program.

Total build out lots: 198      Total Existing Connections: 0

**Riverview** – Phase 1B is in the current construction phase for new homes. Phase 2 underground water and sewer lines are installed and still need to be tested. The storm drain lines are installed. The developer will be starting to install their SWPP Program this month.

#### Phase 1A/1B

Total build out lots: 30      Total Existing Connections: 26

#### Phase 2

Total build out lots: 110      Total Existing Connections: 0

**Rancho North** – Currently there are no outstanding review items.

Total build out lots A-H: 697 (multiple phases)      Total Existing Connections: 0

Total build out lots 39-acre Parcel: 248 units including 160 multi-family units and 88 single family lots

Total Existing Connections: 0

**Murieta Gardens Commercial** – No Update

Total build out lots: 14

Total existing connections: 10

CIP MATRIX FY 23-24 as of July 11, 2024

								TOTAL PROJECT SPENDING						
Project Number	Project Name	Original FY 23-24 Project Budget	Added in FY 23-24	Total Approved FY 23-24	Amounts approved in prior year budget	Requested Funds to complete project	Total Estimate to Project Completion	Prior Year(s)	Current Year	Spent to Date	Balance from Current Project Budget	% Spent from original budget	% Spent from current est.	Estimated % Complete
WATER (200)														
23-04-01	Granlees Safety Rehabilitation	\$ 822,000		\$ 822,000	\$ -	\$ (176,005)	\$ 645,995	\$ 45,309	\$ 51,016	\$ 96,325	549,670	11.7%	14.9%	35%
23-06-01	Rio Oso Improvement Study	\$ 61,000	\$ -	\$ 61,000	\$ -	\$ -	\$ 61,000	\$ -	\$ 10,240	\$ 10,240	50,760	16.8%	16.8%	20%
23-10-01	WTP Chlorine to NaOCI Replacement	\$ 700,000	\$ -	\$ 700,000	\$ -	\$ 136,710	\$ 836,710	\$ 181,550	\$ 19,351	\$ 200,900	499,100	28.7%	24.0%	30%
23-20-01	*Integrated Water Master Plan (INCLUDED IN OPERATING BUDGET)	\$ 200,000	\$ 72,632	\$ 272,632	\$ 135,737	\$ -	\$ 408,369	\$ 108,058	\$ 243,566	\$ 351,624	56,745	175.8%	86.1%	70%
24-200-01	Water portion of CIP/5-year rate study (INCLUDED IN OPERATING BUDGET)	\$ 225,000	\$ -	\$ 225,000	\$ -	\$ -	\$ 225,000	\$ -	\$ 31,665	\$ 31,665	193,335	14.1%	14.1%	75%
24-200-03	Water GIS Updates	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ -	\$ 25,000	\$ -	\$ 7,275	\$ 7,275	17,725	29.1%	29.1%	29%
24-200-04	Water Condition Assessment	\$ 30,000	\$ -	\$ 30,000	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	30,000	0.0%	0.0%	0%
22-03-01	RIO OSO Pump Replacement	\$ -	\$ -	\$ -	\$ 165,009	\$ 5,645	\$ 170,654	\$ 165,009	\$ 5,645	\$ 170,654	(5,645)	103.4%	100.0%	100%
17-02-2	Dam inundation/EAP	\$ -	\$ -	\$ -	\$ 85,618	\$ 7,375	\$ 92,993	\$ 85,618	\$ 7,375	\$ 92,993	(7,375)	108.6%	100.0%	100%
W.WATER (250)														
23-11-02	Complete Lift Station Generator Projects	\$ 450,000	\$ -	\$ 450,000	\$ -	\$ -	\$ 450,000	\$ 9,123	\$ 15,098	\$ 24,220	425,780	5.4%	5.4%	10%
23-11-02	Complete Lift Station Rehabilitation Projects	\$ 300,000	\$ -	\$ 300,000	\$ -	\$ -	\$ 300,000	\$ 78,562	\$ 190,190	\$ 268,752	31,248	89.6%	89.6%	65%
23-14-02	Complete WWTF Chlorine to NaOCI & Contact Tank Rehabilitation	\$ 1,400,000	\$ -	\$ 1,400,000	\$ -	\$ (65,203)	\$ 1,334,797	\$ 141,922	\$ 50,997	\$ 192,919	1,207,081	13.8%	14.5%	25%
24-250-01	Wastewater portion of CIP/5-year rate study	\$ 175,000	\$ -	\$ 175,000	\$ -	\$ -	\$ 175,000	\$ -	\$ 15,556	\$ 15,556	159,444	8.9%	8.9%	75%
24-250-02	Wastewater GIS Updates	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ -	\$ 25,000	\$ -	\$ 13,090	\$ 13,090	11,910	52.4%	52.4%	52%
24-250-03	Wastewater Condition Assessment	\$ 30,000	\$ -	\$ 30,000	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	30,000	0.0%	0.0%	0%
24-250-07	Main Lift North Pump Replacement	\$ 65,000	\$ -	\$ 65,000	\$ -	\$ 6,775	\$ 71,775	\$ -	\$ 71,775	\$ 71,775	(6,775)	110.4%	100.0%	100%
24-250-08	Main Lift North Roof Repair	\$ 15,000	\$ -	\$ 15,000	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	15,000	0.0%	0.0%	0%
23-16-02	Wastewater Drying Bed Pump Station Rehab	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ 75,000	\$ 22,075	\$ 47,551	\$ 69,626	5,374	92.8%	92.8%	100%
23-23-02	Comminuter	\$ -	\$ 26,885	\$ 26,885	\$ 30,918	\$ -	\$ 57,803	\$ -	\$ 53,275	\$ 53,275	4,528	92.2%	92.2%	100%
ADMIN (100)														
22-09-04	Financial Software	\$ -	\$ -	\$ -	\$ 230,000	\$ -	\$ 230,000	\$ 93,683	\$ 3,765	\$ 97,448	132,552	42.4%	42.4%	TBD
SECURITY (250)														
23-19-03	Security Compound Replacement	\$ 250,000	\$ -	\$ 250,000	\$ -	\$ -	\$ 250,000	\$ 22,496	\$ -	\$ 22,496	227,504	9.0%	9.0%	0%
23-17-03	Security Cameras	\$ -	\$ -	\$ -	\$ 332,350	\$ -	\$ 332,350	\$ 48,601	\$ 4,681	\$ 53,283	279,067	16.0%	16.0%	TBD
<b>TOTALS (Budget/Funds Remaining/Spending to Date)</b>		<b>\$ 4,773,000</b>	<b>\$ 99,517</b>	<b>\$ 4,872,517</b>	<b>\$ 1,054,632</b>	<b>\$ (84,703)</b>	<b>\$ 5,842,446</b>	<b>\$ 1,002,004</b>	<b>\$ 842,111</b>	<b>\$ 1,844,116</b>	<b>\$ 3,907,028</b>			

**Approved Budget**

**\$ 4,773,000**

approved changes to CIP 23-24

**\$ 99,517**

Adjusted CIP Budget FY 23-24

4,872,517

(99,517)

\*In March of 2023, Board approved ratifying the IWMP contract amount of \$295,000 and to amend the contract by \$40,737 for a total of \$335,737. In August of 2023, contract amendment #2 was approved for \$72,632 to bring the total budget to \$408,369.



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# MEMORANDUM

VIA ELECTRONIC MAIL

TO: Honorable Members of the Board of Directors  
Rancho Murieta Community Services District

CC: Mimi Morris, General Manager

FROM: Patrick L. Enright, District Counsel

DATE: September 18, 2024

SUBJECT: Consideration of Resolution to Adopt Updated Records Retention Policy  
(Agenda Item #10)

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In 2015, the Rancho Murieta Community Services District adopted Policy 2015-08 to provide guidelines to staff regarding the retention, disposal, and storage of records. The staff has recently reviewed the policy in light of the costs of storing records that the RMCS D is incurring for records that need to be retained. In particular, RMCS D has been maintaining personnel files permanently as established in the policy.

The current Policy's emphasis on "permanent " records and those that must be in their "original form" is not required by the currently applicable legal authority and may create an unnecessary burden on the District. Rancho Murrieta may, therefore, choose to create an updated policy to ease certain requirements for Personnel Records: both the length of retention and the format of storage.

The current record retention policy for personnel records is stricter than it needs to be. It requires the original to be retained (rather than a digital version) and personnel files to be retained permanently. Additionally, records that specify the amount of compensation paid to district employees may be destroyed or disposed of seven years after payment.

**We recommend the following:**

- Adopt a Resolution 2024-10 to create an Updated Records Retention Policy and Schedule. The Records Retention Schedule will be an Exhibit to the Resolution.

- Create a log of all the records that are destroyed and their date of destruction.
- Convert any hard copies within the retention period to soft copies for easy access and to avoid incurring storage costs. (Under the Code governing special districts, every electronic copy shall be deemed to be an original, so the district may decide to destroy the hard copies);
- Shorten the retention period to four (4) years for personnel files.
- Shorten the period for retention of compensation/pay records to seven (7) years.

### **ANALYSIS:**

#### **Record Retention Policies for Special Districts**

Records retention requirements for special districts are regulated by Government Code section 60201. Districts are to maintain records that specify the compensation paid to district employees but allow the district to destroy or dispose of such records seven years after payment if the district complies with specific statutory procedures.<sup>1</sup> There are two possible procedures the District must follow to destroy the records after seven years, including adopting a resolution by the Board of adopting a records retention schedule. The resolution procedure requires the District's Board to (1) adopt a resolution finding destruction or disposition of this category of records will not adversely affect any interest of the district or the public and (2) maintain a list, by category, of the types of record destroyed or disposed of that reasonably identifies the information contained in the records in each category.<sup>2</sup> The records retention schedule procedure requires the District to comply with the Secretary of State's records retention policy.<sup>3</sup>

#### **Records that Must be Retained Permanently**

Under Government Code Section 60201(d), there is a limited category of documents that a Special District must retain permanently. The District must keep the following documents:

- (1) Relates to formation, change of organization, or reorganization of the District.

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<sup>1</sup> Gov. Code section 60201(d)(12)

<sup>2</sup> Gov. Code section 60201(b)

<sup>3</sup> The Secretary of State's records retention program generally requires classification of all District's records by category, and that establishes a standard protocol for destruction or disposition of records. Gov. Code section 12336

- (2) An ordinance adopted by the District. However, an ordinance that has been repealed or is otherwise invalid or unenforceable may be destroyed or disposed of pursuant to this section five years after it was repealed or became invalid or unenforceable.
- (3) Minutes of any meeting of the legislative body of the District.
- (4) Relates to any pending claim or litigation or any settlement or other disposition of litigation within the past two years.
- (5) Is the subject of any pending request made pursuant to the California Public Records Act (Division 10 (commencing with Section 7920.000) of Title 1), whether or not the District maintains that the record is exempt from disclosure, until the request has been granted or two years have elapsed since the District provided written notice to the requester that the request has been denied.
- (6) Relates to any pending construction that the District has not accepted or as to which a stop notice claim legally may be presented.
- (7) Relates to any nondischarged debt of the District.
- (8) Relates to the title to real property in which the District has an interest.
- (9) Relates to any nondischarged contract to which the District is a party.
- (10) Has not fulfilled the administrative, fiscal, or legal purpose for which it was created or received.
- (11) Is an unaccepted bid or proposal which is less than two years old for the construction or installation of any building, structure, or other public work.
- (12) Specifies the amount of compensation paid to District employees or officers or to independent contractors providing personal or professional services to the District or relates to expense reimbursement to District officers or employees or to the use of District-paid credit cards or any travel compensation mechanism. However, a record described in this paragraph may be destroyed or disposed of pursuant to this section seven years after the date of payment.

Section (12) above differs from every other category itemized in that it allows for destruction after SEVEN years of the described employee records.

These categories are roughly parallel with the records that need to be maintained permanently in their original form under Policy #2015-08, and the recommendation is to adopt a Updated Policy to list the records in Government Code 60201.



## **Personnel and Payroll Records**

Various code provisions and Acts provide minimum retention periods for records under their provisions. Most employee and personnel records fall into categories with a retention period of between one and seven years under state labor and employment laws.<sup>4</sup>

The District's record retention policy for personnel records is stricter than it needs to be in that it requires the original to be retained (rather than a digital version) and personnel files to be retained permanently. Currently, federal and state statutes require employers to maintain employee records for various time periods, such as the following:

- Gov. Code section 12946: (a) 4 years or (b) after a verified DFEH complaint is filed, once it is resolved or until the period for filing the civil action has expired.
- Labor Code section 226(a): 3 years
- California Equal Pay Act (Labor Code section 1197.5e): 3 years
- Federal Age Discrimination in Employment Act (29 U.S.C. Section 621 et seq.): 3 years
- Federal Fair Labor Standards Act (29 U.S.C. Section 201-219): 3 years
- Federal Equal Employment Opportunity Commission Regulations (42 U.S.C. 2000a-2000h-6): 1 year

Since the maximum time period under federal and state law for the retention of personnel files is four (4) years, we recommend reducing it to four (4) years and keeping a digital copy rather than a hard copy after four (4) years.

### **Even Permanently Retained Records May be Digitized**

The above records may be retained in a digital format. The District may adopt a policy by resolution on the timing of records being converted from hard copy to electronic.

For the purposes of the law governing retention of the District records destruction, "every reproduction shall be deemed to be an original record, and a transcript, exemplification, or certified copy of any reproduction shall be deemed to be a transcript, exemplification, or certified copy, as the case may be, of the original." (Gov. Code § 60203(b).<sup>5</sup>)

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<sup>4</sup> The retention of payroll records for seven (7) years is to comply with the requirements of CalPERS and Social Security.

<sup>5</sup> The legislative body of a district may authorize the destruction of any record, paper, or document that is not otherwise expressly required by law to be filed and preserved if:

### **Authorizing Destruction of Records by Resolution; Maintaining a Destruction Log**

According to Government Code section 60201(b), the “legislative body of a district may destroy or dispose of any record that is not expressly required by law to be filed and preserved through either of the following procedures:

- (1) The legislative body may authorize the destruction or disposition of any category of records if it does both of the following:
  - (A) Adopts a **resolution** finding that destruction or disposition of this category of records will not adversely affect any interest of the district or the public.
  - (B) **Maintains a list**, by category, of the types of **records destroyed** or disposed of that reasonably identifies the information contained in the records in each category.
- (2) The legislative body may, by resolution, adopt and comply with a record retention schedule ... that classifies all of the district’s records by category, and that establishes a standard protocol for destruction or disposition of records.”

A district is not required to make a digital copy of any record that is destroyed or disposed of in accordance with the records retention schedule adopted by the District (Gov. Code § 60201 (c)). Therefore, nonpermanent records do not need to have a digital copy made if they are destroyed or disposed of after their retention period.

- 
- (1) The record, paper, or document is photographed, microphotographed, reproduced by electronically recorded video images on magnetic surfaces, recorded in the electronic data processing system, recorded on optical disk, reproduced on film or any other medium that is a trusted system and that does not permit additions, deletions, or changes to the original document in compliance with Section 12168.7 for recording of permanent records or nonpermanent records.
  - (2) The device used to reproduce the record, paper, or document on film, optical disk, or any other medium is one that accurately reproduces the original thereof in all details and that does not permit additions, deletions, or changes to the original document images.
  - (3) The photographs, microphotographs, or other reproductions on film, optical disk, or any other medium are placed in conveniently accessible files and provision is made for preserving, examining, and using the files. (Government Code section 60203(a).)

**RESOLUTION NO. R2024-10**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
RANCHO MURIETA COMMUNITY SERVICES DISTRICT  
ADOPTING A RECORDS RETENTION SCHEDULE FOR THE  
RANCHO MURIETA COMMUNITY SERVICES DISTRICT**

**WHEREAS**, the maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain period of time for the effective and efficient operation of the government of the Rancho Murieta Community Services District (“District”);

**WHEREAS**, Section 60201 of the Government Code of the State of California provides a procedure whereby any District record which has served its purpose and is no longer required may be destroyed;

**WHEREAS**, the Secretary of State pursuant to Government Code section 12336 has adopted guidelines specifying retention periods for various government records;

**WHEREAS**, the Rancho Murieta Community Services District previously adopted Policy 2015-08, approving the District’s records retention schedule;

**WHEREAS**, this Resolution is intended to repeal Policy 2015-08 and adopt a new records retention and destruction schedule that facilitates the orderly and efficient retention and destruction of District records in accordance with State law;

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

**Section 1. Repeal of Previous Resolutions.** Policy No. 2015-08 is hereby repealed and shall be of no further force or effect upon the adoption of this Resolution.

**Section 2. Records Retention Schedules.** The Records Retention Schedule, attached hereto as Exhibit “A” is hereby adopted as the records retention schedule for the Rancho Murieta Community Services District. The records of the Rancho Murieta Community Services District shall be retained as set forth in the Records Retention Schedule.

**Section 3. Findings.** The Board finds the destruction or disposition of this category of records per the Records Retention Schedule will not adversely affect any interest of the District or the public; and the District shall maintain a list, by category, of

the types of records destroyed or disposed of that reasonably identifies the information contained in the records in each category.

**Section 4. Approval of Destruction of District Records.**

A. At the expiration of the retention period set forth for each record series listed on Exhibit A, such expired records are authorized to be destroyed as provided by Government Code Section 60201 upon the written request of the Department Head and with the consent in writing of the General Manager and the District Counsel to such destruction, without further action by the Board of Directors. The executed written consent to the destruction of such records shall be kept in the permanent files as the designated Certificate of Destruction for the applicable records.

B. Notwithstanding the foregoing, records that are subject to a legal hold shall be retained and are not authorized for destruction until notice is provided by the District Counsel that such records subject to a legal hold no longer need be retained.

**Section 5. Effective Date.** This Resolution shall take effect immediately upon its passage and adoption.

PASSED, APPROVED, and ADOPTED by the Board of Directors of the Rancho Murieta Community Services District, Sacramento County, California, at a meeting held on the 18th day of September 2024, by the following roll call vote:

- Ayes:**
- Noes:**
- Absent:**
- Abstain:**

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

[SEAL]  
ATTEST:

\_\_\_\_\_  
Amelia Wilder, District Secretary

Exhibit A - Policy #2024-01 Records Retention, Disposal and Storage Policy

# EXHIBIT A

## RANCHO MURIETA COMMUNITY SERVICES DISTRICT

<b>Category:</b>	Financial	<b>Policy # 2024</b>
<b>Title:</b>	Records Retention, Disposal and Storage Policy	

### PURPOSE

The purpose of this Document Retention Policy ("policy") is to provide guidelines to staff regarding the retention, disposal, and storage of records of the Rancho Murieta Community Services District ("District"); provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and ensure compliance with legal and regulatory requirements.

### Retention and Disposition of Records:

- The General Manager is authorized by the Board of Directors to implement this policy, and to approve the disposition (recycling or shredding) of any or all records that meet the qualifications governing the retention and disposal of records as defined by the records retention schedule established below.
- All original records identified in the Records Retention Schedule shall be retained in the District offices for the number of years indicated in the retention column below.
- An inventory of disposed records shall be retained as a permanent record.
- No records, papers or documents shall be destroyed where there is a continuing need for such records for such matters as holds for pending litigation, special projects, audits.

Records, papers or documents which are not expressly required by law to be filed and preserved may be destroyed if all of the following conditions are met:

- The record, paper or document is photographed, micro-photographed, reproduced on film, or copied to an approved electronic media
- The photographs, micro-photographs, or other reproductions on film are maintained in conveniently accessible and searchable files

### Record Format:

For records existing in paper form, retention periods apply to the original paper copy only unless a digitized version exists in a Trusted System.

Electronic records will be retained as if they were paper documents and are subject to the retention schedule. Therefore, any electronic files, including emails that fall into one of the document types in this Policy shall be maintained for the required amount of time.

### RECORDS RETENTION

The District shall retain, store and dispose of its records in accordance with this policy, the provisions of Government Code sections 60200 through 60203, and local government records management guidelines prepared by the Secretary of State.

The following records shall be maintained permanently in their original form in the District's files:

- (1) Records that Relate to formation, change of organization, or reorganization of the District.
- (2) Ordinances adopted by the District. However, an ordinance that has been repealed or is otherwise invalid or unenforceable may be destroyed or disposed of pursuant to this section five years after it was repealed or became invalid or unenforceable.
- (3) Minutes of any meeting of the legislative body of the District.
- (4) Records that relate to any pending claim or litigation or any settlement or other disposition of litigation within the past two years.
- (5) Records that are the subject of any pending request made pursuant to the California Public Records Act (Division 10 (commencing with Section 7920.000) of Title 1), whether or not the District maintains that the record is exempt from disclosure, until the request has been granted or two years have elapsed since the District provided written notice to the requester that the request has been denied.
- (6) Records that relate to any pending construction that the District has not accepted or as to which a stop notice claim legally may be presented.
- (7) Records that Relate to any nondischarged debt of the District.
- (8) Records that relate to the title to real property in which the District has an interest.
- (9) Records that relate to any nondischarged contract to which the District is a party.
- (10) Records that have not fulfilled the administrative, fiscal, or legal purpose for which it was created or received.
- (11) Unaccepted bid or proposal which is less than two years old for the construction or installation of any building, structure, or other public work.
- (12) Records that specifies the amount of compensation paid to District employees or officers or to independent contractors providing personal or professional services to the District or relates to expense reimbursement to District officers or employees or to the use of District-paid credit cards or any travel compensation mechanism. However, a record described in this paragraph may be destroyed or disposed of pursuant to this section seven years after the date of payment.

Except for the categories of records identified above, original documents may be converted to digital or photographic media and the originals destroyed. To the extent permitted by law, the District shall use technology solutions to minimize the creation of paper files and records and to minimize the future workload in digitizing paper files for archive purposes.

The District must retain the following records, regardless of any different Records Retention Schedule as to any identified record or records specified below:

1. Any District record that is the subject of a pending request made under the Public Records Act (Government Code §§ 7920.000-7930.170) until the District has either (a) complied with the request, or (b) waited at least two years after the record was withheld and written notice denying the request was provided to the requestor;

2. Documents related to pending public works not accepted by the District or to which a stop notice claim may be legally presented;
3. Documents related to any non-discharged District debt; and
4. Any document that has not yet fulfilled the administrative, fiscal, or legal purpose for which it was created or received by the District.

## **RECORDS STORAGE**

All of the records referenced in this policy shall be maintained at the District's administrative offices located at 15160 Jackson Road, Rancho Murieta, California 95683 or at such other repository that the District may designate from time to time.

## **RECORDS DISPOSAL**

The District may dispose of the following records at any time, without maintenance of a copy:

1. Duplicates, the original or a permanent photographic record of which is on file;
2. Rough drafts, notes and working papers prepared or kept by any employee or accumulated in the preparation of a communication, study or other document, unless of a formal nature contributing significantly to the preparation of the document, including but not limited to meter books after the contents thereof have been transferred to other records;
3. Cards, listings, non-permanent indices, and other papers used for controlling work and transitional files including letters of transmittal and similar records;
4. Canceled coupon sheets from registered bonds; and
5. Shorthand notebooks, telephone messages and inter-departmental notes.

The General Manager, or his/her designee, may destroy and discard, by any permanent method that protects the confidentiality of any privileged or confidential information contained therein, any District record after the expiration of the applicable retention period described in the Records Retention Schedule below.

### **Confidentiality:**

The District is committed to ensuring the security and confidentiality of those records within its custody or control that contain personal, private, or proprietary information the District is required by applicable law to protect as confidential. When such records are due to be destroyed under this Policy, they will be shredded, erased, or otherwise modified or destroyed to make them unreadable or indecipherable through any means. All disposed records must be logged onto the District's inventory of disposed records and kept permanently.

### **Legal and Contractual Requirements:**

To the extent that any applicable laws or regulations exceed the retention periods in the schedule below, the applicable laws will control. Further, to the extent that contractual records retention requirements exceed the retention periods in the retention schedule, the contractual requirements will control. No originals of records related to open or recently closed contracts and subject to contractual retention requirements may be destroyed without the approval of the General Manager.

## RECORDS RETENTION SCHEDULE

### Legend:

LR = legally required retention period

PERMANENT (0) = Permanently retained in original form

PERMANENT (C) = Permanently retained, may be converted into some other storage medium (for example, photographed, micro-photographed, reproduced on film, or copied to an approved electronic media)

TITLE	MINIMUM RETENTION PERIOD	NOTES/ COMMENTS
<b>ADMINISTRATION</b>		
Correspondence	3 years	
Policy and Procedures	5 years after cancellation	
Formation/accreditation	PERMANENT (0)	LR
Consumer Confidence Reports	10 years	LR
Oaths of office/ballots/other related documents	Term of Office + 7 years	LR
Filings with Secretary of State	PERMANENT (C)	LR
Work Orders/Timesheets	3 years	
Form 700 - Statement of Economic Interest	7 years after filing	LR
Form 470 - annual financial	7 years after filing	LR
<b>BOARD OF DIRECTORS</b>		
Agendas	3 years	
Staff Reports	3 years	
Board and Committee meeting minutes	PERMANENT (C)	LR
Ordinances	PERMANENT (0)	LR
Resolutions	PERMANENT (0)	LR
Policies and Procedures	Current + 3 years	LR
Ethics Code	Current + 3 years	LR
Proofs of Completion - Ethics Training	5 years	LR
<b>CONTRACTS</b>		
Agreements and Contracts	7 years following end of contract	LR
Request for Proposal	Contract term +5 years	
Request for Qualifications	Contract term + 5 years	
Response to Request for Proposal - accepted	Contract term + 5 years	LR
Response to Request for Proposal - unaccepted	2 years	
Response to Request for Qualifications - accepted	Contract term + 5 years	LR
Response to Request for Qualification- unaccepted	2 years	LR



<b>CAPITAL IMPROVEMENTS</b>		
Capital Improvement Contracts	Contract term + 7 years	LR
Accepted Bid Documents	5 years	
Unaccepted Construction Bids/Proposals	2 years	LR
<b>ELECTION MATERIALS</b>		
Ballot arguments (bond issues)	PERMANENT (0)	
Bond proposition results	PERMANENT (0)	
Proposition 218 materials	PERMANENT (0)	
Results, Board of Director office	PERMANENT (0)	
General election materials, other than above	3 years	
Special election materials, other than above	3 years	
<b>FINANCIAL</b>		
Accounts Payable:		
Correspondence	Audit + 2 years	
A/P Ledger/Distribution Journal	Audit + 3 years	
Cash Disbursements	Audit + 3 years	
Payroll/Stipend Payments	Audit + 3 years	
Petty Cash Report	Audit + 3 years	
Expense Report	Audit + 3 years	
Invoices	Audit + 3 years	
Purchase Orders	Audit + 3 years	
Warrants	Audit + 3 years	
<b>Accounts Receivable</b>		
A/R Register	Audit + 3 years	
Aged Trial Balance	Audit + 3 years	
Invoices	Audit + 3 years	
<b>Audit Reports</b>		
Correspondence	Audit + 3 years	
Reports	Audit + 3 years	
State Controller's Report	PERMANENT (C)	LR
Work Papers	Audit + 3 years	
<b>Banking</b>		
Correspondence	Audit + 3 years	
Bank Confirmations	Audit + 3 years	
Bank Reconciliations	Audit + 3 years	
Bank Statements	Audit + 3 years	
Bank Securities (records)	PERMANENT (C)	
Bank Receipts	PERMANENT (C)	
Cancelled and Voided Checks	Audit + 3 years	
Deposit Slips	Audit + 3 years	
Signature Authorization	Audit + 3 years	

<b>Financial Reporting</b>		
Correspondence	Audit +7 years	
Reports and Studies	Audit + 7 years	
Charts of Accounts	Audit + 7 years	
Treasurers Report	Audit + 7 years	
Accountant Reports	Audit + 7 years	
<b>Ledgers</b>		
Account Analysis	Audit + 2 years	
Balance Sheets	Audit + 2 years	
General Ledger	Audit + 2 years	
Journal Entries	Audit + 2 years	
Annual Budget	Audit + 2 years	
Issuance of Indebtedness	Audit + 4 years after repayment	LR
<b>Bond Insurance</b>		
Trust Indentures	4 years after repayment	LR
Funds Management Agreement	4 years after repayment	LR
Other Permanent Bond Records	4 years after repayment	LR
Cancelled checks for Bond interest payments/ redemption	10 years	
<b>Securities</b>		
Acquisition of Securities	3 years	
Broker/bank receipts	3 years	
Periodic statements	3 years	
<b>Personal Property</b>		
Inventory	4 years	
Maintenance and inspection logs	4 years	
Computer licenses and documentation	Until expiration	
<b>INSURANCE</b>		
Memoranda of coverage	Expiration + 5 years	
Insurance policies	Expiration + 5 years	
Endorsements	Expiration + 5 years	
Certificates of insurance	Expiration + 5 years	
Coverage opinions	Expiration + 5 years	
Surety/Fidelity Bonds	Expiration + 5 years	
<b>LEGAL</b>		
General Correspondence	3 years	
Attorney correspondence	3 years	
Claims and claims records	2 years after close of claim	LR
Minors claims	2 years from age 18	LR
Litigation	2 years after litigation concludes	LR

Opinions	7 years	LR
<b>MEMBERSHIP</b>		
Membership records	7 years	
Program participation agreements	10 years	
Appointment resolutions/letters	7 years	
<b>PERSONNEL</b>		
Personnel Files	4 years	LR
Amount of Compensation paid to Officers and Employees	7 years after date of payment	LR
Reimbursements, advances and credit card payment records for Officer and Employee travel and other District relate expenses	7 years after date of payment	LR
Job descriptions	Current + 2 years	LR
Timesheets	Current + 4 years	
Call reports and logs	Current + 4 years	
Employment Agreements	Expiration/termination + 4 years	
Job applications and resumes	1 year	
Position advertisement	1 year	
Employment test results	1 year	
OSHA logs and records	5 years	
Safety and training records	Employment + 4 years	
Drug & alcohol test records	5 years	
DE 34-New Employee Report	4 years	
19-employment eligibility	3 years after hire or 1 year after termination, whichever is later	
<b>REAL PROPERTY</b>		
Deeds and other documents related to real property interests	PERMANENT (0)	LR
Eminent domain	PERMANENT (0)	LR
Annexation and detachment	PERMANENT (0)	LR
<b>TAX RELATED</b>		
Auditor's assessed valuation certificates	5 years	LR
District tax collection information	PERMANENT (0)	LR
<b>MISCELLANEOUS</b>		
Board meeting tape recordings	1 year after approval of minutes	
Records to be of significant and lasting historical, administrative, financial, legal or research value	PERMANENT (C)	

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

## RMCS D Security Program Alignment with Mission

September 2024

Since 1998, the RMCS D has been tasked with providing security services to the Rancho Murieta Community. The primary mission has been to Observe and Report.

The current **basic security elements** include:

- 1) 24-7 manned gate access at the north and South entrances to the community;
- 2) Funding for three armed Patrol Officers and one armed Patrol Sergeant which provide slightly less than 24-7 coverage due to the shortfall between 24-7 coverage (168 hours) and four 40-hour per week employees (160 hours) and vacations, sick leave and vacancies;
- 3) An extensive network of video cameras that are not yet fully integrated into one system for easy retrieval and sharing with the Sheriff; and
- 4) Mobile video “dash cam” cameras on the RMCS D’s two patrol vehicles

The District is authorized to charge a special security tax assessment on all customers with an annual increase capped at 2%. The 2% cap limits the ability of the organization to keep pace with labor cost increases. A 2022 ballot initiative to provide additional resources for security services failed due to a lack of confidence in the District’s overall management and finances. Subsidies from Property Tax revenues were used until 23-24, when the District responded to criticism from a Grand Jury report regarding the negative impact on reserves resulting from use of Property Tax revenues and reduced a six person patrol to three.

The Director of Finance and Administration began providing administrative support to the unit when the Chief of the Security Unit left in February of 2024. The need for a balanced security budget and additional patrol led to a 24-25 budget that converted the chief position to a patrol officer position.

With that personnel change and a 2024 review and subsequent reduction of the RMCS D’s indirect cost rate on the security unit, the security program has been operating in the black, with the security fees covering current costs.

However, the 2% cost increases will continue to be insufficient to fully cover costs in future years due to both increasing labor costs and inflation, necessitating some re-evaluation of the program’s mission and how best to achieve it.

For example, the daily patrol security route currently includes roughly 72 checkpoints where gates are locked or unlocked or assessed for security. Several of these checkpoints are very remote from the commercial section of the community and offer limited security enhancement. Additionally, a few of these locking/unlocking services are not clearly and directly the responsibility of the RMCS D – for example, the United States Post Office and the various neighborhood association clubhouses should be responsible for managing their own facility access.

The Rancho Murieta Association (RMA), the largest neighborhood association in the community which operates behind the gates has contracted with the RMCS D since 2000 to provide no more than ten hours of patrol services each month. The patrol officers have a list of non-architectural

violations that they are to issue citations for. See attached list. The RMA: RMCS D agreement is at a fixed rate of \$35/hour that does not fully cover the RMCS D's fully-loaded labor costs. Further, ten billable hours does not accurately account for actual hours required each month to issue citations.

During the summer, the river is a magnet for young people from both within and outside of the community who drive or walk through private property, leave trash, and set fires, putting the entire community at risk. RMA has had some success addressing the dangerous behavior of these young people by holding the parents/homeowners responsible for their children's behavior.

In the past year, the community has seen a **dramatic increase in late-night break-ins to commercial establishments**. There has also been at least one near-fatal shooting at the Equestrian Center and two fatal collisions on Jackson Highway.

The main revenue streams for the District are the 2% special tax assessments (\$1.6 million), the RMA-RMCS D contract of \$350/month (\$4,250 per year); and net fees from the \$10 per Bar Code sales (the cost of which has recently increased to \$6 per bar code, reducing net earnings to only \$4 per bar code – an amount that barely covers the administrative costs let alone the software costs related to the code-access system) (over \$15,000 per year).

Given limited revenue streams, increasing costs and the increasing brazenness of criminals in the commercial district, some **new ideas are needed** to ensure that the RMCS D is strategically and cost-effectively directing its security resources toward **community safety**.

District staff proposes the following steps to re-align the security program with its mission.

### **1. ESTABLISH AN UPDATED MISSION**

Add **Crime Deterrence** to the **Observe and Report Mission**. Increase the security staff presence in the areas that are drawing criminal activity: the commercial areas of the community.

### **2. INCREASE COMMUNITY OUTREACH/ENGAGEMENT**

Establish a **staff-and community-driven round table** to meet quarterly to assess risks and strategies for solidifying commercial and non-commercial security and overall safety. Invite HOA reps, commercial reps, VIPs/Neighborhood Watch reps, NTE 12 individuals.

### **3. IMPROVE AND AUTOMATE SECURITY INCIDENT REPORTING**

Deploy a **new Incident Tracking system** with auto-generation of the Security Log to facilitate communication to the community regarding such issues. Replace the inflexible ABDI system with internal, centralized data collection.

### **4. INCREASE THE USE OF TECHNOLOGY**

#### **A. Gate Operations**

- a. Pilot use of automated gate access between 10 p.m. and 6 a.m. at the North Gate.

#### **B. Expand basic security elements** to include:

- 1) Drone-cameras with bright lights and PA system
- 2) Security Truck Lighting (bright spotlight and light bars) and Bullhorns or PA system
- 3) Completely interconnected and easily retrievable video footage
  - a) Residential Ring Cameras
- 4) Emergency hotline/tip line

## 5. ENSURE FULL COST RECOVERY

### A. Gate Operations

1. **Raise Individual Bar Code rates** to fully cover the cost of software supporting the bar codes. Consider an **annual assessment** with an automatic increase not to exceed annual CPI to cover and keep pace with the software administration costs;
2. Establish a **new Vendor/Contractor Pass** with an annual fee, coded for the automated line w/ specified days and times;
3. **Issue citations with hefty fines** for construction (and other) vehicles parking on the road going into the gates; RMA Rule and fine schedule exists
4. **Ensure that RMA, the owner of the North Gate, is fully responsible for all repairs at the North Gate;**

### B. Patrol Services

1. **Ensure that RMA fully reimburses RMCSO's staffing costs** for code enforcement time behind the gates after a re-evaluation of the most relevant enforcement activities.

## 6. STAFFING CHANGES

**Establish a Community Service Officer (CSO)** classification to allow for more flexibility in covering patrol duties. Train CSOs on how to interact with members of the community, patrol responsibilities, how to de-escalate tense situations, and how to coordinate with law enforcement. The CSO is an unarmed position.

**Benefits:** full 24-7 patrol coverage; increased presence in the commercial center, job ladder for staff, ability to provide lunch breaks for gate officers, and reduced liability due to elimination of firearms.

The CSO employee can perform gate and patrol duties interchangeably. This would provide maximum flexibility in coverage and scheduling, bring overall payroll costs down, widen the pool for qualified candidates while maintaining the mission of Deterrence, Observe, and Report. Gradual and natural transition (attrition) away from armed Patrol Officer positions. Less costly due to lower liability. The increased liability with armed security officers is due to the potential for misuse of firearms/escalation of situations. It is unsafe to have one armed officer on a shift and expect to have that one person mitigate violent threat alone. Without the requirement for firearms, the pool of potential candidates for CSO positions will be larger.

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

## COMMUNITY SERVICES OFFICER (CSO)

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DEPARTMENT: SECURITY

FLSA OVERTIME STATUS:

NON-EXEMPT BARGAINING UNIT: N/A

PENDING APPROVAL BY BOARD OF DIRECTORS

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PROPOSED September 2024

### SUMMARY

Performs a variety of technical duties in a non-sworn capacity including patrolling the community (commercial, residential, and recreational areas), staffing security gates, the enforcement of parking regulations and supporting code enforcement efforts; supports community events; and performs other duties as assigned.

**SUPERVISION.** CSO receives general supervision from an assigned supervisor or manager.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include, but are not limited to, the following:

- Assist in developing, maintaining, and supporting various neighborhood groups, serving as the liaison between the groups and District personnel and others to promote problem solving efforts for the community.
- Participate in the planning/participation of special community events & make presentations to various community/neighborhood groups, schools, organizations.
- Support code enforcement efforts by conducting code enforcement duties on both public and private property and may conduct low level code enforcement inspections independently.
- Provide information and assistance to the general public; answer citizen inquiries and respond to complaints and request for services from other department staff and the general public; provide information regarding codes, laws, and ordinances.
- Maintain various logs and records; gather information and prepare routine reports as assigned; enter, input, and retrieve a variety of information.
- Respond to reports of abandoned vehicles and neighborhood parking complaints; proactively patrol Community to enforce parking codes and regulations; identify parking violations and issue warnings and citations as applicable; tow vehicles as required; advise the general public on laws and regulations affecting parking.
- Maintain, tally, label, and route parking citations in paper and electronic formats; file, purge and create new files; pull citations upon request and route to appropriate person.
- Conduct citation sign-offs and VIN verifications.
- Testify in court or other venues, as required, regarding citations issued for traffic, parking, or other violations.
- Receive code enforcement related complaints, enter information into tracking

- database and follow up with residents through investigative process.
- Support homeless outreach efforts; provide referrals to service providers.
- Maintain systems to ensure accountability and controls.
- Prepare various reports as needed and present them to internal and external groups or forums.
- Respond to general inquiries from the public at the front counter, on the phone or in the field; provide information, assistance, and various forms.
- Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Perform related duties as assigned

## **MINIMUM QUALIFICATIONS**

To perform this job effectively, the employee must have:

### **Knowledge of:**

Research and report writing techniques.

- Principles of effective customer service.
- English usage, spelling, punctuation and grammar; business correspondence.
- Modern office equipment and procedures including use of a variety of software applications.
- Principles and practices of work safety.

### **Ability to:**

- Learn, interpret, apply and explain basic local, state and federal regulations and standards that are applicable.
- Learn and apply District codes, regulations, policies, procedures and standards.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk or in a vehicle for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Learn to prepare factual, clear and concise reports.
- Operate a laptop/ipad/cell phone and standard business software.
- Perform a variety of general clerical and office support functions.
- Respond to requests and inquiries from the general public.
- Work varied hours including evenings, weekends and holidays.
- Provide high quality, economical services to the Rancho Murieta community, placing emphasis on responsive customer service.
- Maintain integrity of work by taking responsibility and accountability for completion of work and customer interactions.
- Maintain punctuality and attendance at work.
- Effectively contribute collaboratively to a team effort.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Demonstrate a civic entrepreneurial spirit by generating new, innovative



ideas and development of better methods to accomplish tasks and complete projects.

## **EXPERIENCE AND TRAINING**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

### **Experience:**

Two (2) years of experience performing security and/or patrol related duties. Customer service experience is a plus.

### **Training:**

Equivalent to the completion of high school. College coursework is highly desirable.

### **Licenses and Certificates**

- Possession of a current valid California Class C driver's license and a satisfactory driving record as determined by the City required at the time of appointment. Loss of the Class C License is cause for discipline.

## **PHYSICAL WORKING CONDITIONS AND REQUIREMENTS:**

Incumbents must intermittently travel around the District in assigned vehicle; may be exposed to dust, noise, machinery, moving objects and other vehicles while in the field; may work unusual and prolonged work schedule during emergencies, seasonally caused circumstances, special assignments in various extreme cold and hot climates or temperature conditions. May work on uneven or slippery surfaces and work outside in extreme temperature and weather conditions under difficult or hazardous situations and work irregular shifts, including Saturday, Sunday and holidays; may work overtime as needed.

Also requires the mobility and manual dexterity to work in a standard office environment, use standard office equipment and attend off-site meetings; speech and hearing to communicate in person and by telephone; vision to read handwritten and printed materials and a computer screen; On a continuous basis work in an office environment sitting at a desk for long periods of time; travel from job site to job site sitting in and operating a vehicle; bend, squat, climb, kneel and twist while performing field work; may be exposed to dust, noise, machinery, moving objects and other vehicles while performing field work. Some accommodations may be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may occasionally work near moving mechanical parts and in outside weather conditions and may occasionally be exposed to wet and/or humid conditions, toxic or caustic chemicals, biological hazards, vibration, and risk of electrical shock.

The noise level in the work environment is usually moderate.

###

Rancho Murieta CSD  
Proposed Community Service Officer (CSO) Pay Scale  
September 2024

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<b>COMMUNITY SERVICE OFFICER</b>			
Incr.		2.5%	2.5%
Step	2024	2025	2026
01	24.23	24.84	25.46
02	25.44	26.08	26.73
03	26.72	27.39	28.08
04	28.06	28.76	29.48
05	29.45	30.19	30.94
<b>LEAD</b>	<b>30.93</b>	<b>31.70</b>	<b>32.49</b>

Unarmed officers trained to interact with the community, conduct patrol, and operate the gates.

This scale is 5% higher than the Gate II scale and affords maximum flexibility as these officers are trained to do all Security duties.

5% over highest step (step 5)

## MEMORANDUM

Date: September 11, 2024  
To: Board of Directors  
From: Travis Bohannon, Interim Director of Operations  
Subject: Raw water conveyance pipeline from Granlees pump station to Calero Reservoir repair.

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### HISTORY

On 06/20/24, it was reported to the district that there was a potential leak in the Clementia spillway. After an investigation, it was believed that the raw water line that takes raw water from the Cosumnes River to Calero reservoir is broken.

### PROJECT UPDATE

As of 9/11/24, the broken section of the pipe has been removed. The new section has been fabricated and has been painted. They need to let the paint cure for a couple of days. TNT Industrial Contractors, Inc. anticipates installing the new section of the pipe and being available for testing by Tuesday, 9/17/24. Below are pictures of the broken section that has been removed.





Mr. Travis Bohanan  
Director of Operations  
Rancho Murieta Community Services District (RMCS D)  
PO Box 1050  
Rancho Murieta, CA 95683

June 3, 2024

**Subject: RM-045 Tank Sizing Standards**

Dear Travis,

Per our Master Services Agreement dated 3-19-21, between Rancho Murieta Community Services District and Domenicelli & Associates Inc, we are requesting authorization to proceed on the following Task Order.

This letter represents our estimated scope and budget for analyzing District water system data provided by others and formulating a standard to be used to size water storage tanks for future development. This will establish set criteria to indicate when a new development will be required to construct a water storage tank to serve the new community.

The following is the intended scope of this task:

- Gather and review available District flow and use data.
- Coordinate possible testing to establish unknown flow rates.
- Analyze gathered data to formulate Average Day demands as well as Maximum Day and Peak Hour Demand factors.
- Establish tank storage criteria for emergency, fire and operational storage and check these criteria against current available storage.
- Produce a brief TM outlining our findings.

**Scope of Services:**

**Task 1. Gather and review available District flow and use data:**

Obtain system maps, development masterplan data, current flow data. D&A will review the pertinent data to compile criteria for analyses.

**Task 2. Testing Coordination:**

After review of the available data D&A will request additional system testing to determine if missing needed critical data can be obtained. We will also coordinate with District staff to determine the best method to obtain needed data.

**Task 3. Data Analysis:**

Gathered data will be analyzed to confirm Average Day flow criteria and provide estimates of maximum day and Peak Hour factors.



We will establish tank sizing criteria from the above analysis and research into other similar local agency standards. D&A will also establish storage capacity criteria, current storage capacity needs and existing available excess or deficiency capacities.

**Task 4. Technical Memorandum (TM):**

D&A will summarize our findings and recommendations in a Draft TM to be submitted to the District for review. A review workshop will be conducted with the District to gather comments and thoughts regarding the TM. After the review workshop, D&A will provide responses to all comments and questions prior to completion of the final TM.

***Deliverables: PDF version of the Draft TM, Review Workshop Agenda and Responses to Comments, PDF version and two hard copies of the Final Technical Memorandum.***



**DOMENICHELLI AND ASSOCIATES, INC.**  
**CIVIL ENGINEERING**

**Project Fees**

**Rancho Murieta Community Services District  
 RM-045 Tank Sizing Standards**

**Fee Estimate**  
 6/3/2024

Tasks	Labor			Total Hours	Total Fee
	QA/QC	Project Manager 2	Assistant Engineer		
	Joe Domenichelli \$210	Daryl Heigher \$180			
<b>Task 1. Gather and review available District flow and use data</b>					
1.1 Gather and Review Information		16	8	24	\$ 3,984
Subtotal Task 1:	0	16	8	24	\$ 3,984
<b>Task 2. Testing Coordination:</b>					
2.1 Flow Tests Coordination	2	16	24	42	\$ 6,612
Subtotal Task 2:	2	16	24	42	\$ 6,612
<b>Task 3. Data Analysis:</b>					
3.1 Determine Max Day and Peaking Factors	2	40	24	66	\$ 10,932
3.2 Establish Tank Sizing Criteria	4	40	32	76	\$ 12,456
Subtotal Task 3:	6	80	56	142	\$ 23,388
<b>Task 4. Technical Memorandum (TM):</b>					
4.1 Draft TM	2	16	8	26	\$ 4,404
4.2 Workshop with the District	4	4		8	\$ 1,560
4.3 Final TM	2	8	4	14	\$ 2,412
Subtotal Task 4:	8	28	12	48	\$ 8,376
<b>TOTAL</b>	16	140	100	256	\$ 42,360

Please give me a call if you have any questions.

Sincerely,

Joe Domenichelli  
 Domenichelli & Associates, Inc.

Authorization to Proceed by,

\_\_\_\_\_  
 Rancho Murieta CSD                      Date



July 24, 2024

Rancho Murieta Community Services District  
15160 Jackson Road  
Rancho Murieta, CA 95683

RE: Clemmentia Reservoir Bathymetric Survey

Thank you for contacting Adkins Engineering and Surveying for your surveying needs. Adkins has been serving Southern Oregon and Northern California for over 40 years with a wide variety of services including engineering, surveying, planning, testing and inspections.

It is our understanding that the District is wanting to conduct a bathymetric survey on one of your three reservoirs in order to better model a stage storage curve. We have prepared a scope and fee estimate outlined below:

1. Field Survey – Bathymetric Survey of the Clementia Reservoir, topographic survey of ground surface and drainage infrastructure around the reservoir, setting benchmarks for future use by the District.
2. Draft Reservoir Surface and 3D Volume Depiction – Prepare an AutoCAD map of the reservoir and surrounding topography for use by the District. Deliverables will include an AutoCAD file and map prepared on 22”x34” layout.

We propose to complete these items on a Time and Materials basis for an estimated fee of \$28,400.

Thank you for requesting our firm to provide you with our fee proposal and we look forward to working with the District. Please contact me if you have any questions or if you would like to discuss any details of this proposal.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kraig M. Blim', is written over a light grey circular stamp.

Kraig M. Blim, PLS (Oregon)

# SOLITUDE

LAKE MANAGEMENT

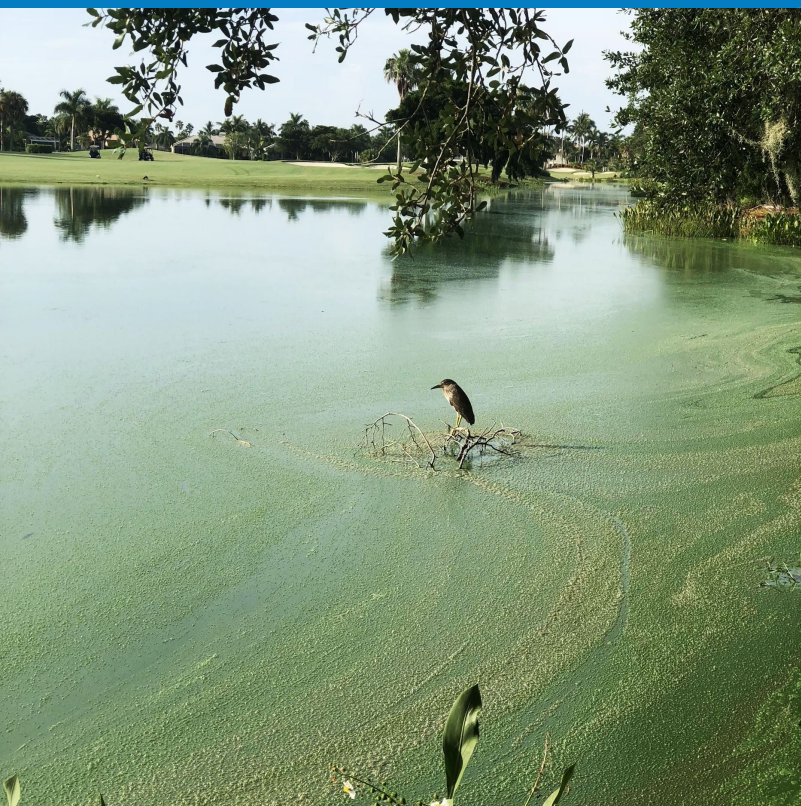
Restoring Balance. Enhancing Beauty.

## Proposal for Services Annual Pond Management

**PROPOSAL FOR:**  
Rancho Murieta CSD

**PROPOSAL BY:**  
Sara Malek  
Business Development Consultant  
SOLitude Lake Management  
[sara.malek@solitudelake.com](mailto:sara.malek@solitudelake.com)  
415.686.5933

March, 14 2024







## **HARVESTING SERVICES**

**PROJECT SUMMARY:** The scope of work described below includes mobilization and demobilization of an aquatic weed harvester with operator for 1 day work, Shore hand with conveyor to dispose material on specific space on site for 1-day work. The company is not responsible for the hauling and disposal of the removed material.

### **SPECIFICATIONS:**

1. The Company will mobilize / demobilize a harvester and operator to the site.
2. The company will provide a Shore Hand Conveyor on site
3. A (1) day of mechanical harvesting services are included which will be scheduled in accordance with the customer.
4. Company is not responsible to hauling and disposal of removed material.

### **Assumptions:**

1. Company will have free and unimpeded access at the work location to store these parts on site.
2. Assignment will be completed on demand, and scheduled in advance with Solitude Lake Management.
3. Does not require any engineering or permits.
4. Should any additional issues be identified during work activity, Company will notify the Customer immediately to discuss modified scope, related additional costs, and confirm project path forward.

### **Customer Responsibilities:**

1. Customer will be responsible for the following:
  - a. Providing information required for the permit application process upon request.
  - b. Providing Certified Abutters List for abutter notification where required.
  - c. Perform any public filings or recordings with any agency or commission associated with the permitting process, if required.
  - d. Compliance with any Order of Conditions or other special requirements or conditions required by the local municipality.
  - e. Compliance and enforcement of temporary water-use restrictions where applicable.

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## Breakdown Prices for 1 day (6 hours) work:

SERVICE	Price
<b><u>Aquatic Harvesting</u> with Operator for 6h/day</b>	<b>\$1,650.00</b>
<b><u>Shorehand</u> with Conveyor trailer</b>	<b>\$600</b>
<b><u>Equipment Mobilization</u> One time cost</b>	<b>\$500</b>

*Note: The prices shown above are valid for 60 days from the date of this quotation.*

*All prices shown are **all inclusive of all product and labor** associated with the services being offered. We do not\*\* bill for additional products.*

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## **17. Water Augmentation Rate Study - Pending**

**18. Increases to Unrepresented Salary Ranges - Pending**