



## RANCHO MURIETA COMMUNITY SERVICES DISTRICT

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

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

#### REGULAR BOARD MEETING

**November 18, 2020**

Call to Order Closed Session 4:30 p.m./Open Session 5:00 p.m.

This meeting will be held remotely in accordance with Governor Newsom Executive Order N-29-20.  
See instructions on page two.

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#### BOARD MEMBERS

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

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#### STAFF

Tom Hennig	General Manager
Richard Shanahan	District General Counsel
Amelia Wilder	District Secretary
Jeff Werblun	Security Chief
Paul Siebensohn	Director of Field Operations
Cindy Chao	Controller

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

November 18, 2020

## REGULAR BOARD MEETING

Call to Order Closed Session 4:30 p.m./Open Session 5:00 p.m.

**This meeting will be held via ZOOM** video conference only pursuant to Governor Newsom Executive Order N-29-20. You can join the conference by (1) logging on to <https://us02web.zoom.us/j/88456782221>, entering Meeting ID no. 884 5678 2221, and using the audio on your computer, or (2) dialing into 1-669-900-9128 and entering the meeting code 884 5678 2221. Those wishing to join with audio only can simply call the telephone number above and enter the code. Participants wishing to join the call anonymously have the option of dialing \*67 from their phone. **PLEASE NOTE – MOBILE DEVICE USERS MAY NEED TO INSTALL AN APP PRIOR TO USE AND MAC AND PC DESKTOP AND LAPTOP USES WILL REQUIRE YOU TO RUN A ZOOM INSTALLER APPLICATION – PLEASE FOLLOW DIRECTIONS AS PROVIDED BY ZOOM. IT IS RECOMMENDED YOU ATTEMPT TO LOGIN AT LEAST 5 MINUTES BEFORE THE START OF THE MEETING.**

## AGENDA

ESTIMATED RUNNING TIME 5:00

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

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

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

*The running times listed on this agenda are only estimates and may be discussed earlier or later than shown. At the discretion of the Board, an item may be moved on the agenda and or taken out of order. **TIMED ITEMS** as specifically noted, such as Hearings or Formal Presentations of community-wide interest, will not be taken up earlier than listed.*

### 3. CLOSED SESSION

*Closed session conference with District General Manager as designated labor negotiator regarding International Union of Operating Engineers Union Local No. 3, AFL-CIO.*

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

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

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

##### 1. October 21, 2020 Regular Board Meeting Minutes

2. *November 3, 2020 Finance Committee Meeting Minutes*
3. *November 3, 2020 Improvements Committee Meeting Minutes*
4. *November 5, 2020 Communications and Technology Committee Meeting Minutes*
5. *November 5, 2020 Security Committee Meeting Minutes*

**B. Approval of Bills Paid Listing**

**6. STAFF REPORTS** (Receive and File)

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

**7. REVIEW DISTRICT MEETING DATES/TIMES FOR DECEMBER 2020**

- A. Personnel – December 1, 2020 at 7:30 a.m.
- B. Improvements – December 1, 2020 at 8:00 a.m.
- C. Finance – December 1, 2020 at 10:00 a.m.
- D. Communications – December 3, 2020 at 8:30 a.m.
- E. Security – December 3, 2020 at 10:00 a.m.
- F. Regular Board Meeting – December 16, 2020 - Open Session at 5:00 p.m.

**8. CORRESPONDENCE**

- A. Email from Richard Gehrs September 24, 2020

**9. COMMENTS FROM THE PUBLIC**

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

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

**10. ADOPTION OF POLICY P2020-01, SURVEILLANCE CAMERA POLICY** (Discussion/Action)  
*(Motion) (Roll Call Vote)*

**11. ADOPTION OF POLICY P2020-02, DISCONNECTION OF RESIDENTIAL WATER SERVICE FOR NONPAYMENT** (Discussion/Action) *(Motion) (Roll Call Vote)*

- 12. APPROVAL OF PAYMENT TO L H SCHNEIDER CONSTRUCTION FOR CIA DITCH, LONE PINE DRIVE CULVERT PIPE REPAIR** *(Discussion/Action)* *(Motion)* ***(Roll Call Vote)***
- 13. DISCUSS LAFCO NOMINATION TO SPECIAL DISTRICT ADVISORY COMMITTEE** *(Discussion/Action)* *(Motion)* ***(Roll Call Vote)***
- 14. DISCUSS REQUEST FOR PROPOSALS TO EVALUATE LAGUNA JOAQUIN WATER QUALITY PROBLEMS AND OPTIONS** *(Discussion/Action)* *(Motion)* ***(Roll Call Vote)***
- 15. CONSIDER COMMITTEE ASSIGNMENTS** *(Discussion)*

**16. 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.*

**17. ADJOURNMENT** *(Motion)*

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

In compliance with the Americans with Disabilities Act and Executive Order No. N-29-20, 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 teleconference 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 November 13, 2020. Posting locations are: 1) District Office; 2) Rancho Murieta Post Office; 3) Rancho Murieta Association; 4) Murieta Village Association.



# RANCHO MURIETA COMMUNITY SERVICES DISTRICT REGULAR BOARD MEETING MINUTES

October 21, 2020

Call to Order 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 5:00 p.m. via ZOOM conference per Governor Newsom's Executive Order N-29-20. Directors present were Tim Maybee, Randy Jenco, Linda Butler, John Merchant, and Martin Pohll. Also present was Tom Hennig, General Manager; Paul Siebensohn, Director of Field Operations; Cindy Chao, Controller; Michelle Ammond, Interim Controller; Richard Shanahan, District General Counsel; and Amelia Wilder, District Secretary.

## 2. CONSIDER ADOPTION OF AGENDA

**Motion/Maybee** to adopt the agenda. Resident Richard Gehrs noted a necessary correction to the September 16, 2020 Board Meeting Minutes, which will state President Maybee voted "No" on Item #14, Adjournment. **Second/Butler. Roll Call Vote: Ayes: Maybee, Jenco, Merchant, Butler, Pohll. Noes: None. Absent: None. Abstain: None.**

## 3. CONSENT CALENDAR

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

## 4. STAFF REPORTS

Under Agenda Item 5A, Tom Hennig, General Manager, gave a brief summary of activities during the previous month, including an update on the current COVID-19 situation and reported no additional cases of the virus have been confirmed in Staff.

He continued with an update on the quality of water in Laguna Joaquin, and the current Midge Fly situation, adding that we have extended the deadline for firms to respond to the Request for Proposals for an Engineering Consulting Firm to evaluate and review the Laguna Joaquin Basin operations.

Mr. Hennig continued by stating that Paul Siebensohn, Director of Field Operations will be reporting on Development moving forward.

He met with Murieta Village Association to discuss cameras and security.

He then updated the Board on the Security Department, stating there would not be a Security Report until he had a chance to better understand the information we receive, what needs to be reported, and what will be reported by RMA. We are working with RMA with the level of service we provide. We are at minimum staffing as provided by Measure J, two Gate Officers and one patrol officer 24/7/365. We are doing more enforcement of RMA regulations. Crystal Matter expressed her concerns at the lack of a report. The VIP's vehicle will be converted to a Patrol vehicle for the time being. Staff has prepared a Request for Quotes (RFQ) to conduct a survey of residents to determine the potential for replacing or supplementing Measure J.

Director's Jenco, Pohll and he were given a tour of the CIA Ditch by Mr. Siebensohn.

Mr. Hennig reported that Staff is working on verifying accounting for the payments made toward the CFD 2014-1 Bonds.

He reviewed a chart included in his update which detailed the dollar amount and percentage of Property and Security Taxes behind and outside of the gates, and by property type.

He also informed the Board that he had met with a resident who had been cutting bike trails on the South side of the river, who has agreed to stop building the trails.

He met with District President Maybee, Kevin Hubred, RMA GM, and Cheryl McElhany, RMA President, to discuss Laguna Joaquin, Security and the Wooden Bridge conveyance.

He also met with the Union to evaluate their requests for changes to the current MOU.

Resident Lainey Hashorva commented on information she found on "Next Door" concerning Security. President Maybee reminded the audience that the best way to find information regarding the District is to 1. Speak with a Director, 2. Go to the District Website, 3. Make an appointment with the General Manager to discuss the District.

Under Agenda Item 5B, Cindy Chao, Controller, updated the Board on the status of the District's finances, noting that in the year to date water consumption there are 113 more residential meters and 71 more homes than in September 2019. Homes in Murieta Gardens II have two meters. We are calling delinquent customers to work out pay agreements. Tom Hennig responded to a comment that Les Clark had about whether the Administrative costs were included in the Security Budget, that they were included, and recalculated every month. John Sullivan asked about the Source of Supply, and Staff will research this.

Agenda Item 5C was discussed in the General Manager's report.

Under Agenda Item 5D, Paul Siebensohn, Director of Field Operations, gave a brief summary of the utilities update noting that water demand was down, and we may begin pumping water from the Cosumnes River to fill the storage basins on November 1 when adequate flows are present, but we usually wait for the river to flush a few times for water quality. He continued with a discussion of one of the Water Plant drying beds that had not been properly installed by the contractor. Staff has drained the bed and is reconstructing the bed as engineered so it functions correctly.

He is working on scope and costs for fixing or replacing the East Dissolved Air Floatation (DAF). The Chlorine Gas to Sodium Hypochlorite conversion is progressing, with the most of electrical installation complete. The 6B Sewer Lift Station PLC & Backpan replacement is nearly complete, pending some minor programming for a compressor and battery charger.

The Retreats East and North has extended its tentative maps.

Lots 4 & 5 have requested some water and irrigation services. The project reports that Lot 4 is substantially complete with tenant improvements potentially proceeding in October, and roofing and stucco work is being completed for the Lot 5 building.

Murieta Marketplace – there have been discussions between Coastland and our General Manager to approve bonding of some infrastructure and drainage detention basin.

Murieta Gardens Legacy Villas & Suites (Lot 7) – the project has provided deposit funding for review and Coastland was directed to review the plans and has already provided back comments on the plans.

Murieta Gardens Circle K Gas Station/Carwash (Lot 11) - Plan comment revisions have been provided back to Coastland Engineering review who reports they should be done with them next week.

Murieta Business Park - The project owner reports that they will be installing asphalt, landscaping, and completing the exteriors of the building soon and are intent on completing the project by the end of this calendar year.

Riverview - The project has provided a second submittal of the Riverview's Phase 1A plans, water study, and storm drain study for review on September 22. Coastland is in the process of review. There was a discussion about the grading of the area and the potential drainage issues. Laurie Loaiza, Coastland Engineering, District Engineer stated the Developer will have to meet state guidelines to insure there is no harmful drainage. The trails and paths that are on this property were discussed. President Maybee and Tom Hennig will follow up with this topic with the RMA.

## **5. REVIEW DISTRICT MEETING DATES/TIMES FOR NOVEMBER 2020**

No Update.

## **6. CORRESPONDENCE**

A. Mr. Hennig reviewed the email received from Katharina Pifari discussing her concerns over speeding.

## **7. COMMENTS FROM THE PUBLIC**

Crystal Matter stated that she had heard the radar does not work at night. President Maybee let her know where to get information. The radar does work at night. She commented that she had not seen any traction on speeding, except the GM at RMA had looked into speed humps.

Richard Gehrs mentioned that he had sent correspondence to all Board Members, the District Secretary and General Manager. President Maybee asked him to resend it and apologized that it had been missed.

## **8. DISCUSS DIRECTOR INPUT ON PIPELINE**

President Maybee give a brief overview of the Pipeline and its upgrades. Director Butler reviewed the current format. President Maybee let the other Directors know that they may be called on to write an article of interest.

## **9. REVIEW MONTHLY DELINQUENCY AND REINSTATEMENT OF LATE FEES AND INTEREST ON DELINQUENT ACCOUNTS**

President Maybee asked that we move this item to a future Board Meeting, asking that Staff come to that meeting with a detailed plan on the payment plans. Mr. Hennig noted that the bills in November and December are going to make it to customers late due to the Holidays. Director Merchant noted that if we are planning to reinstate late fees and interest, we should do this before giving it to the County Delinquent Tax Rolls for collection. ***This item will be on the December 16, 2020 Board Meeting agenda.***

## **10. DISCUSS REORGANIZATION/RENEGOTIATION OF THE 1984 AGREEMENT RELATED TO THE CIA DITCH**

Tom Hennig gave a brief description of the CIA Ditch, stating that it begins at Granlees dam and goes over two and a half miles through Rancho Murieta. The agreement was entered into in 1988 (not 1984) and has not been renegotiated since. Staff plans on renegotiating the agreement. Director Jenco asked why we had to take water out of Lake Clementia to fill Laguna Joaquin when the CIA Ditch was full when he toured the Ditch with

Paul Siebensohn earlier in the month. John Sullivan explained that water has to be added from Clementia to get enough pressure to flow into Laguna Joaquin. Last week they added 12.5-acre feet to Laguna Joaquin, four coming from Clementia, eight and a half from the CIA Ditch. The Directors asked Staff to post the past agreements to the website.

#### **11. AUTHORIZE PURCHASE OF NEW FORD F-150 TRUCK**

Director Maybee noted that the purchase of a new F-150 truck to replace truck #211, a 1997 Ford F-150 with 97,783 miles on it had been approved by the Improvements Committee. Funding is to come from Water Capital Replacement Reserves. **Motion/Maybee** *authorize the purchase of a new F-150 truck from Future Ford of Sacramento.* **Second/Jenco. Ayes: Maybee, Jenco, Butler, Merchant, Pohll. Noes: None. Absent: None. Abstain: None.**

#### **12. DIRECTOR COMMENTS/SUGGESTIONS**

President Maybee mentioned that there were concerns tonight and that's why we have open meetings.

#### **13. ADJOURNMENT**

**Motion/Butler** *to adjourn at 7:15 p.m.* **Second/Maybee. Ayes: Maybee, Jenco, Butler, Merchant, Pohll. Noes: None. Absent: None. Abstain: None.**

Respectfully submitted,

Amelia Wilder  
District Secretary



# MEMORANDUM

Date: November 10, 2020  
To: Board of Directors  
From: Finance Committee Staff  
Subject: November 3, 2020 Finance Committee Meeting Minutes

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## 1. CALL TO ORDER

Director Merchant called the meeting to order at 10:00 a.m. via ZOOM video conference pursuant to Governor Newsom's Executive Order N-29-20. Present were Directors Merchant and Maybee. Present from District staff were Tom Hennig, General Manager; Paul Siebensohn, Director of Field Operations; Cindy Chao, Controller; Michelle Ammond, Interim Controller; and Amelia Wilder, District Secretary.

## 2. COMMENTS FROM THE PUBLIC

None.

## 3. WATER, SEWER, DRAINAGE DETAILED BUDGET REVIEW

Cindy Chao, Controller, presented the new format for the Budget to Actual, which has the information broken out into more detail for all departments. She reviewed the Budget to Actual report with its enhanced detail. Tom Hennig, General Manager, thanked Cindy for her work on this item.

Mr. Hennig asked to move item #8 to 10:30 a.m., as we have Vanessa Burke from the Pun Group joining the meeting to answer questions about this item.

## 4. DISCUSS TIMING FOR REORGANIZATION/RENEGOTIATION OF THE 1988 AGREEMENT RELATED TO THE CIA DITCH

Mr. Hennig reviewed the history of the Cosumnes Irrigation Association (CIA) Ditch with the Committee, stating the District became the third member of the CIA in 1988. The Ditch runs five and a half miles from the Cosumnes River through parts of Rancho Murieta and back to the Cosumnes. The District is responsible for maintenance and repair of two and a half miles of the Ditch. Mr. Hennig stated that it is a very complex Agreement, made more complicated by the changes in Staff over the years. It is time to look at this Agreement and see if we should revise or renegotiate it. John Sullivan (also part owner in the Ditch) agreed this is an excellent time to talk about it because of Laguna Joaquin and how the ranch runs. He hopes that we can continue to meet and discuss this. There are two things being dealt with:

1. CIA water rights
2. Riparian Rights

He continued with a discussion of the amount of responsibility that was involved. Director Merchant would like to get comfortable with the obligations that include the dam and the forebay; when talking about the Ditch, it's not just the trench and the tunnel underground and above ground. He also wants to get comfortable with accounting for the finances. John Merchant wants to know what our overall financial responsibility is on an annual basis and look at the capital improvements down the road that we will have to do. He would like to look at it prior to the next budget process. Director Maybee would also like to have this done for the next fiscal budget. He thought that we might need a representative from the Improvements Committee to get a better insight into the projects. He recommended reaching out to one of the Directors on the Improvements

Committee. He instructed Mr. Hennig to coordinate the meeting and add it to his GM Report. (Director Jenko has committed to participate)

#### **5. DISCUSS SB-998 WATER METER SHUTOFF**

Amelia Wilder, District Secretary, informed the Committee of SB-998, a Senate Bill passed that requires an urban and community water system to have a written policy on discontinuation of residential service for nonpayment available in English, the languages listed in Section 1632 of the Civil Code, and, any other language spoken by at least 10 percent of the people residing in its service area. The policy shall include all of the following:

1. A plan for deferred or reduced payments
2. Alternative payment schedules
3. A formal mechanism for a customer to contest or appeal a bill
4. A telephone number for a customer to contact to discuss options for averting discontinuation of residential service for nonpayment
5. The policy shall be available on the urban and community water system's Internet Web site if an Internet Web site exists. If an Internet Web site does not exist, the urban and community water system shall provide the policy to customers in writing, upon request.

Staff, in conjunction with Bartkiewicz, Kronick & Shanahan, our Legal Counsel, have prepared Policy P2020-01 to bring the District into compliance with the new law. ***This item will be on the November 18, 2020 Board Meeting agenda.***

#### **6. Update on Laguna Joaquin RFP**

Mr. Hennig stated that we have not received any proposals for the Laguna Joaquin Environmental Consulting RFP and will extend the deadline to November 17, 2020, and report to the Board. Director Maybee mentioned that the Board has committed to a multi-year fiscal process, so there is not an artificial deadline we have to meet. Mr. Hennig has a sense of urgency in how it is going to get paid. He plans to meet with the RMA and Townhome Association to discuss sharing the costs. He added that he would like to get it done before the Midge Flies next year and does not anticipate the District paying for any more treatments. Director Merchant would like to discuss the cost associated with running water from Clementia as well.

#### **7. DISCUSS TIMING FOR RESERVE STUDY AND ENGINEERING SERVICES RFP'S**

Mr. Hennig stated Staff would be releasing an RFP for Engineering Services. He continued by saying the Reserve Study was the #1 goal of the Board in 2020 before COVID-19 hit. He asked how soon the Committee wanted to release the RFP to solicit bids to prepare a Reserve Study. Director Merchant said that he would like to see it for the next Budget cycle if there won't be too much impact on Staff time, and if we anticipate, there will be a rate increase. Mr. Hennig stated he would release the RFP in November. Director Maybee noted that this is still the #1 item. The discussion turned to the need for the District to update/create a fixed asset list. Director Merchant wanted to find out how much money we have that the County collects on our behalf for past due payments and see if we can put that money into our reserve accounts. Mr. Hennig said we have to make sure that money can go to reserves.

#### **8. CFD 2014-1 DELINQUENT BOND PAYMENT DISBURSEMENT SUMMARY**

Mr. Hennig reviewed the history of the recent activity with the CFD 2014-1 bond payments, stating that in September, the District became aware that five of the parcels were delinquent. We sent a demand letter to the landowners to pay the \$851,000 in full. There was a discussion about how the money would be distributed:

**Collected from Property Owner**

**\$851,812.00**

<b>Repayment to CFD Reserve Funds</b>	<b>(\$183,273.00)</b>
<b>Repayment to Rancho Murieta CSD General Fund</b>	
Total Loan Amount for Debt Service Payments and Administrative Costs	(\$543,110.02)
Total Loan Interest Amount	(\$ 28,195.98)
<b>Final Repayment Total to Rancho Murieta CSD General Fund</b>	<b>(\$571,306.00)</b>

**Balance of Remaining Amount Collected from Property Owner** **\$ 97,233.00**

John Merchant asked if it was clear what we could do with the remaining funds. Vanessa Burke commented that we have to see where the money was derived from to determine where we can allocate those funds. We are waiting on an answer from NBS, the bond management company. Mr. Hennig continued by letting the Committee know that the bulk of the CFD payments are collected thru the County Tax bills as a Mello-Roos payment. Currently, the County sends the payment to RMCSO; we then send it to the Wilmington Trust account from which the bondholders are paid. We have now changed how the money is being dispersed; in the future, the County will send the payment directly to Wilmington Trust.

Director Merchant would also like to know what our liability is for payment of the bond. Ms. Burke let him know that we issued the bonds, but we were not obligated to pay them. The Developer is required to pay them. Mr. Merchant would like to add this topic to the Closed Session Board Meeting to discuss this with Richard Shanahan, Legal Counsel.

#### **9. PAYMENT TO L H SCHNEIDER CONSTRUCTION FOR CIA DITCH, LONE PINE DRIVE CULVERT PIPE REPAIR**

Tom Hennig discussed payment to L H Schneider Construction for the District's share of the repair to the CIA Ditch culvert pipe at the end of Lone Pine Drive. On September 21, 2020, we received an invoice from the CIA Accounting for \$27,907.80. This invoice included the amount of the District's obligation, less \$2,030.50, for the use of District-owned equipment during the repair. Since the total cost of the repairs exceeded the General Manager's \$25,000 authority, we must gain Board approval for the expense.

At the CIA's request, L H Schneider Construction was issued a check from the CIA checking account in the amount of \$13,500 to allow for a partial payment during the time it has taken to bring this item to the Finance Committee. Since the total amount exceeds the General Managers spending limit, approval from the Board is needed to pay the \$27,907.80. The payment will be made in two checks, one to the CIA for the \$13,400 and one to L H Schneider Construction for the remaining \$14,407.80. The Committee approves this payment. ***This item will be on the November 18, 2020 Board Meeting agenda.***

#### **10. REVIEW SECURITY SERVICE OPINION SURVEY RFQ**

General Manager Hennig discussed the Request for Quotes (RFQ) that the District published for an outside company to provide the District with a Security Service Opinion Poll. He reviewed the current situation, reminding everyone that the cost to provide the Security Department outweighs the amount collected from taxpayers per Measure J, primarily due to the Cost Allocation Study that was accepted by the Board earlier this year, which reallocated to 31.5% of the cost of Administration to Security. The list below is the current estimate for the timing of events.

1. Receive RFQ responses – November 25, 2020
2. Report results and recommendation to Finance Committee – December 2, 2020
3. If necessary, request approval to award the contract at the December 16, 2020 Board Meeting
4. Begin the project with Stakeholder meetings in January 2021
5. Conduct polling activities in February 2021

6. Present polling results to the Finance Committee on April 6, 2021
7. Presentation to the Board on April 21, 2021
8. A possible voter referendum in June 2021

Director Maybee added that while the timeline is aggressive, it is appropriate. The District is obligated under Measure J to be fiscally solvent, which is what this Board is going to do. Tim added, this is a fiscal matter, not a service issue.

Resident Richard Gehrs added that the RFP talks about a survey of the voters and the memo states residents, landowners, and businesses. Mr. Hennig clarified that it would only survey voters since they are the decision-makers.

Resident Crystal Matter added that the issue is the Administrative cost allocation. Mr. Hennig reminded her that we couldn't have a Security Department without someone administering them.

Director Merchant commented that the Survey takes us out of the process so that it will be unbiased.

Mr. Hennig noted that this is the first step, and the cost of a special election is \$40,000 to \$80,000, plus a marketing campaign. We have to spend money now on a survey to see a referendum would pass by the voters.

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

Mr. Hennig commented that we would close the District Office early on November 25 and December 24 in observance of the Holidays.

#### **12. ADJOURNMENT**

The meeting was adjourned at 11:45 a.m.

# MEMORANDUM

Date: November 9, 2020  
To: Board of Directors  
From: Improvements Committee Staff  
Subject: November 3, 2020 Improvements Committee Meeting Minutes

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## 1. CALL TO ORDER

Director Jenco called the meeting to order at 8:00 a.m. via ZOOM video conference pursuant to Governor Newsom's Executive Order N-29-20. Present were Director Jenco and Director Pohl. Present from District staff were Tom Hennig, General Manager; Paul Siebensohn, Director of Field Operations; Cindy Chao, Controller; Michelle Ammond, Interim Controller, and Amelia Wilder, District Secretary.

## 2. PUBLIC COMMENT

None.

## 3. MONTHLY UPDATES

Paul Siebensohn, Director of Field Operations, gave a brief overview of the project updates. He noted the drought outlook from the National Oceanic and Atmospheric Administration (NOAA) which has been fairly typical for our area this time of year for the past 10 years. As our diversion season for pumping water from the Cosumnes River to our storage reservoirs begins November 1, which is only allowable if the river flow is over 70 cubic feet per second, we are keeping an eye out on the forecasts with potential lingering drought concerns. If needed, he will present a Water Shortage Contingency plan and make recommendations to the Board as to potentially implementing appropriate drought stages of the plan. He continued with an update on the work that Staff is completing on the drying bed. Staff is also completing work on the piping connections for the points of chemical injection on the Chlorine Gas to Hypochlorite (Bleach) Conversion.

During the Development Update, Mr. Siebensohn noted:

- Murieta Gardens Lot 4&5 - Is confirmed to be substantially complete.
- Murieta Gardens Lot 11 (Circle K/carwash) - A plan comment letter from Coastland Engineering was submitted back to the project.
- Riverview - The project has provided a second submittal of the Riverview's Phase 1A plans, water study, and storm drain study for review on September 22. Coastland is still in the process of review. Sacramento County is reviewing drainage plans now as well. The project plans to set up a construction trailer just east of the Riverview park on November 3.

## 4. REVIEW RFP FOR ENGINEERING SERVICES

Mr. Siebensohn discussed the RFP that will be released for Engineering Services for the District. The current contract with Coastland Engineering was ratified at the July Board meeting, and we need to go out to bid for a new contract. The responses possibly will be due in mid-December and the bids will be presented to the Improvements Committee.

## 5. DISCUSS RFP FOR ENVIRONMENTAL CONSULTING SERVICES FOR LAGUNA JOAQUIN

Tom Hennig, General Manager, discussed the RFP, stating that we did not receive any proposals. There were a few companies that had spoken to District Staff and we will be reaching out to them to find out what kept them from responding. We will put it back out to get responses. Director Jenco asked what the budget was,

and Mr. Hennig responded that we don't know, but he will sit down with the RMA and Townhomes Association to discuss sharing the costs.

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

Mr. Siebensohn stated that we are continuing to look at the Wastewater Reclamation Plant - East Dissolved Air Flootation (DAF) system to see what kinds of maintenance and repairs will be needed. He is hoping to have an update by the Board Meeting.

#### **7. ADJOURNMENT**

Director Jenco adjourned the meeting at 8:24 a.m.

DRAFT

## MEMORANDUM

Date: November 10, 2020  
To: Board of Directors  
From: Communication & Technology Committee Staff  
Subject: November 5, 2020 Communication & Technology Committee Meeting Minutes

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### 1. CALL TO ORDER

Director Merchant called the meeting to order at 8:30 a.m via ZOOM video conference pursuant to Governor Newsom's Executive Order N-29-20. Present were Directors Merchant and Butler. Present from District staff were Tom Hennig, General Manager; Paul Siebensohn, Director of Field Operations; Cindy Chao, Controller; and Amelia Wilder, District Secretary.

### 2. COMMENTS FROM THE PUBLIC

Richard Gehrs thought that the Pipeline should state when items are directed to residents behind the gates.

### 3. MONTHLY WEBSITE AND SOCIAL MEDIA UPDATE

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

Director Merchant would like to add more information about the Riverview Development to the website. The discussion turned to the Riverview project and Tom Hennig, General Manager, said they will be putting a trailer in and building five model homes by spring.

John Merchant would like to know what is being done for traffic and tree mitigation.

### 4. COMMUNICATION ABOUT LAGUNA JOAQUIN

Mr. Hennig updated the Committee on the RFP released for Engineering Consulting Services, stating that we have not received any bids. He also stated that he did not think the District should do another chemical treatment. He is working with the RMA and the Townhomes Association, Inc. with the hopes of splitting the cost of the potential RFP awardee.

### 5. DISCUSS PIPELINE

Director Butler discussed the new template being used. Director Merchant commented that we should continue to recognize that it is for the entire community.

### 6. KEEPING TRACK OF WHAT'S GOING ON IN THE COMMUNICATIONS COMMITTEE

Director Butler introduced a blank spreadsheet with the idea of using it to keep track of the projects that the Committee is working on, much like the ones that are used for Technology and Field Operations Projects. She would like this information be added to the website. Mr. Hennig suggested having it include the top five topics we want to be aware of. Director Merchant added we need to keep it directed. ***This item will be on the December 3, 2020 Communications & Technology Committee Meeting.***

### 7. DIRECTOR AND STAFF COMMENTS

<https://dohrmuniretsassha.epoint.com/teams/Administration/AdminDocuments/Amelia and Tom Meetings/Board Meetings/2020-11-BRD/Tom to Review/2020-11 BOD 4A4 Comm Tech minutes ma.docx>

Director Merchant would like RMCS D to get on Next Door. Director Butler agreed. Mr. Hennig said that it can be a slippery slope, and Director Merchant said he would not want us to be involved, just observe.

**8. Adjournment**

The meeting was adjourned at 9:14 a.m.

DRAFT



## MEMORANDUM

Date: November 10, 2020  
To: Board of Directors  
From: Tom Hennig, General Manager  
Subject: November 5, 2020 Security Committee Meeting Minutes

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### 1. CALL TO ORDER

Director Maybee called the meeting to order at 10:00 a.m. via ZOOM video conference pursuant to Governor Newsom's Executive Order N-29-20. Present was Director Maybee. Present from District staff were, Tom Hennig, General Manager; Cindy Chao, Controller; and Amelia Wilder, District Secretary.

### 2. COMMENTS FROM THE PUBLIC

None.

### 3. MONTHLY UPDATES

Tom Hennig, General Manager updated the Committee on the Operations Updates, noting that they will be holding Security Team Meetings, we are repurposing the VIP's truck to a patrol vehicle. The South Entry Gate arm is being replaced and he is continuing to work on Security Chief Support.

He has met with RMA leadership and the focus is to improve our level of service while living within the budget. Golf cart and underage driver enforcement continues to be a focus.

He discussed his meeting with MVA and that we are planning on installing cameras on the light pole at the entrance to Murieta Village. Resident Richard Gehrs asked if the cameras will have license plate readers, and Mr. Hennig replied yes.

Mr. Hennig continued by stating that he is working Commercial Owners Association and is open to issuing citations if requested.

He also reviewed the spreadsheet provided by RMA with the year's violations, noting that we have been issuing more citations. Director Maybee agreed with continuing to use this spreadsheet.

### 4. SURVEILLANCE CAMERA POLICY

Mr. Hennig briefly discussed the revised Surveillance Camera Policy, noting that it had been in front of the Committee before, and we would like to move it to the Board for approval.

Richard Gehrs commented that he would like to have it address license plate readers.

Director Maybee directed Staff to place this draft policy on the Board agenda for approval. ***This item will be on the November 18, 2020 Board Agenda.***

### 5. REVIEW SECURITY SERVICE OPINION SURVEY RFQ

Mr. Hennig discussed the Request for Quotes (RFQ) that has been released and stated that it was an informational item on the Security agenda, because it is really a financial issue, and the money we collect from Measure J falls short of the money needed to fund the department. We have decided to do a survey to determine if the voters will likely approve a referendum to increase the fee for Security. If we get a positive 2/3 response, we will move ahead with the survey. Knowing that the survey cost will be roughly \$15,000 to \$25,000 with a special election costing between \$40,000 and \$80,000, plus funds for a marketing campaign.

A resident named Jim asked if the District had explored any grants. Mr. Hennig answered no, but he will look into this.

Resident Crystal Matter asked if any resident who wishes to be involved in the Stake Holders meetings will be allowed to take part. Director Maybee commented that these will be open meetings and we will post the meeting time and location, so he doesn't see why not.

Resident Imbrini asked why can't we include everyone? Only around 400 voters will be surveyed. Mr. Hennig responded that the companies who do the survey think that is a good cross section.

#### **6. JOINT SECURITY COMMITTEE UPDATE**

Mr. Hennig reported that over the past years we used to have them, and he would like to have them again. Director Maybee said that we need to identify some of the key stakeholders for Security and start to calendarize these meetings.

#### **7. DIRECTOR & STAFF COMMENTS**

Mr. Hennig announced that we will be closing the office early November 25 and December 24 in observance of the Holidays.

Director Maybee thanked Staff and mentioned he liked the new format of the monthly update.

#### **6. ADJOURNMENT**

The meeting adjourned at 10:50 a.m.

## MEMORANDUM

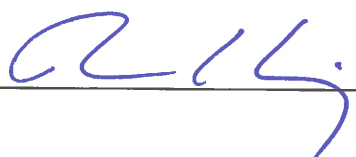
Date: November 9, 2020  
 To: Board of Directors  
 From: Cindy Chao, Controller  
 Subject: Bills Paid Listing

Enclosed is the Bills Paid Listing Report for October 2020. Please feel free to call me before the Board meeting regarding any questions you may have relating to this report. This information is provided to the Board to assist in answering possible questions regarding large expenditures.

The following major expense items for October:

Vendor	Purpose	Amount	Funding
Golden State Risk Management Authority	Worker's Comp/Liability 2nd Qtr Payment	\$ 80,725.07	Operating Expense
Deere & Company	BOD Approved Fixed Asset Tractor	\$ 72,203.02	Water and Sewer Replacement Reserves
California Waste Recovery Systems	Solid Waste Contract	\$ 54,073.98	Operating Expense
California Public Employees' Retirement System	Payroll-PERS Retirement	\$ 44,438.01	Operating Expense
Tesco Controls, Inc.	Lift Station Upgrade/Repair	\$ 27,001.96	Sewer replacement reserves
S. M. U. D.	Utilities Sep	\$ 19,280.36	Operating Expense
S. M. U. D.	Utilities Oct	\$ 19,203.37	Operating Expense
Ueware, Inc.	Annual Support 11/2020-10/2021	\$ 16,500.00	Operating Expense
Coastland Civil Engineering	Engineering Service	\$ 15,023.75	Operating Expense
Prodigy Electric & Controls Inc.	Repair and Maintenance	\$ 13,192.50	Operating Expense
Prodigy Electric & Controls Inc.	Emergency Repair for WTP Plant #2	\$ 12,213.75	Operating Expense
J B Bostick Company	WWRP Hypo Project 18-07-2	\$ 11,626.12	Water Replacement Reserves
Delta Pump Company	Rebuild & Repair Rio Oso Pump	\$ 11,615.69	Operating Expense
Kirby's Pump & Mechanical	Repair WWRP Backwash Pump	\$ 11,450.86	Operating Expense
California Public Employees' Retirement System	Payroll-PERS Retirement	\$ 11,099.84	Operating Expense
Domino Solar LTD	Solar - WTP & WWTP	\$ 11,099.38	Operating Expense
California Public Employees' Retirement System	Payroll-PERS Retirement	\$ 10,642.46	Operating Expense

PREPARED BY: *Cindy Chao, Controller*

REVIEWED BY: , District Treasurer

**Rancho Murieta Community Services District**  
**Bills Paid Listing for October 2020**

Check	Date	Vendor	Amount	Purpose
Check	10/2/2020	A Leap Ahead IT	4,831.19	IT Services
Check	10/2/2020	ABS Direct	1,100.00	Postage for Oct 2020 Statement
Check	10/2/2020	Accountemps	6,800.00	Contract Staffing - Admin
Check	10/2/2020	Accounting & Association Software Group	165.00	Accounting Software Consultng
Check	10/2/2020	American Family Life Assurance Co.	626.44	Payroll- AFLAC
Check	10/2/2020	Applications By Design, Inc.	2,170.00	Security Host Server/Web
Check	10/2/2020	Aramark Uniform & Career Apparel, LLC	381.57	Uniform
Check	10/2/2020	Borges & Mahoney	9,439.84	Repairs & Maintenance
Check	10/2/2020	California Waste Recovery Systems	54,073.98	Solid Waste Contract
Check	10/2/2020	Cell Energy Inc.	1,082.89	Vehicle Service - Batteries
Check	10/2/2020	Chemtrade Chemicals US LLC	3,828.46	Chemicals for WTP
Check	10/2/2020	Chrysler Capital	156.80	Patrol Vehicle Lease
Check	10/2/2020	Clark Pest Control	723.66	Pest Control
Check	10/2/2020	Coastland Civil Engineering	9,937.50	Engineering Service
Check	10/2/2020	CPS Human Resource Consulting	3,940.00	CS & De-Escalation Training
Check	10/2/2020	Deerwester, James	100.00	Rebate
Check	10/2/2020	Delta Pump Company	11,615.69	Rebuild & Repair Rio Oso Pump
Check	10/2/2020	Digital Deployment	300.00	Website
Check	10/2/2020	Economic & Planning Systems, Inc.	2,418.75	Professional Service WTP
Check	10/2/2020	Ferguson Enterprises	53.21	WWRP Hypo Project 18-07-2
Check	10/2/2020	Galls/Quartermaster	348.18	Uniform
Check	10/2/2020	Golden Aire Heating and Air Conditioning	5,177.00	AC Unit for Operators Office
Check	10/2/2020	Guardian Life Insurance	4,477.53	Payroll - Dental/Life
Check	10/2/2020	J B Bostick Company	11,626.12	WWRP Hypo Project 18-07-2
Check	10/2/2020	Kirby's Pump & Mechanical	11,450.86	Repair WWRP Backwash Pump
Check	10/2/2020	Lee's Automotive Repair Inc	1,863.50	Service/Repair Truck #218
Check	10/2/2020	Legal Shield	11.95	Payroll - Legal
Check	10/2/2020	Martel, Michael	100.00	Rebate
Check	10/2/2020	Masbad, Kimberly	100.00	Rebate
Check	10/2/2020	McClernon General Engineering, Inc.	869.59	Fire Hydrant Refund
Check	10/2/2020	Operating Engineers Local Union No. 3	337.80	Payroll - Union Dues
Check	10/2/2020	Pace Supply Corp	4,420.47	WWRP Hypo Project 18-07-2
Check	10/2/2020	PDF Tactical	1,719.43	Contract Staffing - Security
Check	10/2/2020	Prodigy Electric & Controls Inc.	13,192.50	Repair and Maintenance
Check	10/2/2020	Public Agency Retirement Services	469.34	OPEB Trust Admin Fee
Check	10/2/2020	Rancho Murieta Ace Hardware	316.49	Repairs & Maintenance
Check	10/2/2020	Reagan, Peter	100.00	Rebate
Check	10/2/2020	S. M. U. D.	19,203.37	Utilities
Check	10/2/2020	Sierra Office Supplies	169.17	Office Supplies
Check	10/2/2020	St. Pierre, Richard	300.00	Rebate
Check	10/2/2020	Telstar Instruments, Inc.	769.00	Repair and Maintenance
Check	10/2/2020	Tesco Controls, Inc.	940.00	Repair and Maintenance
Check	10/2/2020	Thatcher Company of California, Inc	3,680.90	Chemicals for WWRP
Check	10/2/2020	U.S. Bank Corp. Payment System	3,197.85	Trolling Motors
Check	10/2/2020	Univar Solutions USA Inc	1,927.46	Chemicals for WT
Check	10/2/2020	USA Blue Book	856.58	Maintenance/Repair Parts
Check	10/2/2020	Vision Service Plan (CA)	435.58	Payroll - Vision
Check	10/2/2020	W.W. Grainger Inc.	1,274.50	Maintenance/Repair Parts
Check	10/2/2020	Walker's Office Supplies, Inc	1,454.69	Office Supplies (Covid-19)
Check	10/2/2020	Wilbur-Ellis Company	9,242.72	Chemicals
EFT	10/8/2020	California Public Employees' Retirement System	44,438.01	Payroll-PERS Retirement
Check	10/8/2020	California Public Employees' Retirement System	11,099.84	Payroll-PERS Retirement

**Rancho Murieta Community Services District**  
**Bills Paid Listing for October 2020**

Check	Date	Vendor	Amount	Purpose
EFT	10/8/2020	Nationwide Retirement Solution	3,022.14	Payroll - Deferred Comp
EFT	10/9/2020	California Public Employees' Retirement System	406.56	Payroll - PERS Retirement
EFT	10/16/2020	A Leap Ahead IT	4,845.77	IT Services
Check	10/16/2020	ABS Direct	1,448.53	Statement Printing
Check	10/16/2020	Accountemps	6,778.75	Contract Staffing - Admin
Check	10/16/2020	Action Rubber Stamps, Inc	42.47	Office Supplies
Check	10/16/2020	American Family Life Assurance Co.	626.44	Paroll - AFLAC
Check	10/16/2020	Applications By Design, Inc.	3,710.00	Security Host Server/Web
Check	10/16/2020	Aramark Uniform & Career Apparel, LLC	129.98	Uniform
Check	10/16/2020	Arnolds For Awards	35.78	Office Supplies
Check	10/16/2020	AT&T	5,179.54	Telephone
Check	10/16/2020	AT&T	953.35	Telephone
Check	10/16/2020	Bartkiewicz, Kronick & Shanahan	6,810.09	Legal Service
Check	10/16/2020	Borges & Mahoney	509.98	Actuators Annual Certification
Check	10/16/2020	California Laboratory Services	3,195.00	Monthly Lab Testing
Check	10/16/2020	Caltronics Business Systems	300.32	Copier - Admin
Check	10/16/2020	Chemtrade Chemicals US LLC	3,933.20	Chemicals for WWF
Check	10/16/2020	Cisco Air Systems, Inc	1,238.50	Repairs & Maintenance
Check	10/16/2020	Concentra DBA Occupational Health Centers of CA, A Medical Corp	193.50	Pre Employment Screening
Check	10/16/2020	Core & Main	1,516.50	Repairs & Maintenance
Check	10/16/2020	County of Sacramento	500.00	Fine re Pesticide Training
Check	10/16/2020	Domenichelli and Associates, Inc	2,870.00	Dam Inundation Study
Check	10/16/2020	Domino Solar LTD	11,099.38	Solar - WTP & WWTP
Check	10/16/2020	Drawing Board Printing	181.73	Mailing Labels (rolled)
Check	10/16/2020	Gill Consulting Group	4,930.00	Consulting Service
Check	10/16/2020	Golden State Risk Management Authority	80,725.07	Worker's Comp/Liability 2nd Qtr Payment
Check	10/16/2020	Greenfield Communications	897.98	Internet
Check	10/16/2020	Lee's Automotive Repair Inc	1,593.45	Service/Repair Truck #820
Check	10/16/2020	Legal Shield	11.95	Payroll - Legal
Check	10/16/2020	Marion Leasing	526.90	Monthly Copier Lease
Check	10/16/2020	Operating Engineers Local Union No. 3	337.80	Payroll-Union Dues
Check	10/16/2020	PDF Tactical	3,578.25	Contract Staffing - Security
Check	10/16/2020	Potable Divers Inc.,	4,350.00	Repair Chesbro Aeration Lines
Check	10/16/2020	Prodigy Electric & Controls Inc.	12,213.75	Emergency Repair for WTP Plant #2
Check	10/16/2020	Romo Landscaping	385.00	Landscaping
Check	10/16/2020	Roto Rooter Service & Plumbing	374.72	Repair Women's Restroom Toilet
Check	10/16/2020	Sprint	189.95	Telephone
Check	10/16/2020	State of California	32.00	Pre Employment Screening - Livescan
Check	10/16/2020	State Water Resources Control Board	110.00	Certification Renewal
Check	10/16/2020	Stratus Environmental, Inc	4,212.00	Environmental Consulting Service
Check	10/16/2020	Thatcher Company of California, Inc	2,521.35	Chemicals for WTP
Check	10/16/2020	Univar Solutions USA Inc	3,581.41	Chemicals for WT
Check	10/16/2020	USA Blue Book	1,101.43	CIA Ditch Supplies
Check	10/16/2020	W.W. Grainger Inc.	70.01	Repairs & Maintenance
Check	10/16/2020	Wilbur-Ellis Company	2,359.29	Chemicals
Check	10/20/2020	Nationwide Retirement Solution	2,504.24	Payroll - Deferred Comp
EFT	10/29/2020	California Public Employees' Retirement System	10,642.46	Payroll-PERS Retirement
EFT	10/30/2020	Accountemps	6,800.00	Contract Staffing - Admin
Check	10/30/2020	Accounting & Association Software Group	577.50	Accounting Software Consultng
Check	10/30/2020	Action Cleaning Systems Inc	1,445.00	Janitorial Service
Check	10/30/2020	American Family Life Assurance Co.	626.44	Payroll-AFLAC
Check	10/30/2020	Aramark Uniform & Career Apparel, LLC	259.96	Uniform

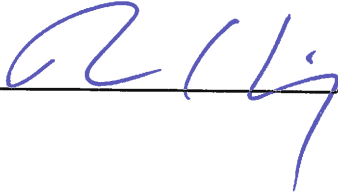
**Rancho Murieta Community Services District  
Bills Paid Listing for October 2020**

Check	Date	Vendor	Amount	Purpose
Check	10/30/2020	Brower Mechanical, Inc	751.00	Repairs & Maintenance
Check	10/30/2020	California Water Environment Association	283.00	CWEA Certificate Renewal
Check	10/30/2020	Cisco Air Systems, Inc	4,005.76	PM Maint on WTP Quincy #2
Check	10/30/2020	Clark Pest Control	723.66	Pest Control
Check	10/30/2020	Coastland Civil Engineering	15,023.75	Engineering Service
Check	10/30/2020	Deere & Company	72,203.02	BOD Approved Fixed Asset Tractor
Check	10/30/2020	Domenichelli and Associates, Inc	2,520.00	Dam Inundation Study
Check	10/30/2020	Domino Solar LTD	9,596.10	Solar - WTP & WWTP
Check	10/30/2020	Gill Consulting Group	3,825.00	Consulting Service
Check	10/30/2020	Hastie's Capitol Sand and Gravel Co.	624.67	3/4" class II AB
Check	10/30/2020	Lee's Automotive Repair Inc	2,111.63	Repairs & Maintenance
Check	10/30/2020	Legal Shield	11.95	Payroll - Legal
Check	10/30/2020	Operating Engineers Local Union No. 3	337.80	Payroll - Union Due
Check	10/30/2020	Pace Supply Corp	4,215.18	Repairs & Maintenance
Check	10/30/2020	PDF Tactical	2,930.72	Contract Staffing - Security
Check	10/30/2020	Prodigy Electric & Controls Inc.	5,846.45	Emerg Repair @ WWRP Drying Bed
Check	10/30/2020	Public Agency Retirement Services	483.87	OPEB Trust Admin Fee
Check	10/30/2020	Rancho Murieta Ace Hardware	139.22	Repairs & Maintenance
Check	10/30/2020	Rancho Murieta Association	442.06	SMUD @ N. Gate 8/12-9/10
Check	10/30/2020	Rancho Murieta Association	150.00	Landscaping - October 2020
Check	10/30/2020	Roto Rooter Service & Plumbing	250.00	Bathroom Leak
Check	10/30/2020	S. M. U. D.	19,280.36	Utilities
Check	10/30/2020	State of California	53.00	Water Line Lease
Check	10/30/2020	Tesco Controls, Inc.	27,001.96	Lift Station Upgrade/Repair
Check	10/30/2020	U.S. Bank Corp. Payment System	3,399.87	AWWA Registration
Check	10/30/2020	Underground Service Alert of N. Cal and Nev	398.06	Underground Service Alert Fees
Check	10/30/2020	USA Blue Book	1,191.92	Maintenance/Repair Parts
Check	10/30/2020	Useware, Inc.	16,500.00	Annual Support 11/2020-10/2021
Check	10/30/2020	Varney, George	100.00	Rebate
Check	10/30/2020	W.W. Grainger Inc.	293.51	Repairs & Maintenance
Check	10/30/2020	Walker's Office Supplies, Inc	1,881.62	Office Supplies
Check	10/30/2020	WECybr, LLC	1,500.00	Virtual CSO Service
		<b>Total</b>	<b>673,875.97</b>	

**Rancho Murieta Community Services District  
Bills Paid Listing for October 2020**

Check	Date	Vendor	Amount	Purpose
		<b>CFD 2014-1 Bank of America Checking</b>		
	10/2/2020	NBS	2,749.89	CFD 2014-01 Admin Fee
	10/16/2020	Bartkiewicz, Kronick & Shanahan	2,475.00	2020 CFD 2014-1 Legal Service
	10/16/2020	Corelogic Solutions, LLC	378.61	CFD 2014-01 Admin Cost
		<b>Total</b>	<b>5,603.50</b>	
		<b>El Dorado Payroll</b>		
			175,764.93	Payroll
		<b>Total</b>	<b>175,764.93</b>	

PREPARED BY: Cindy Chao, Controller

REVIEWED BY:  District Treasurer



**RANCHO MURIETA COMMUNITY SERVICES DISTRICT  
INVESTMENT REPORT**

<i>CASH BALANCE AS OF OCTOBER 31, 2020</i>	
<i>INSTITUTION</i>	<i>BALANCE</i>

**CSD FUNDS**

<b>EL DORADO SAVINGS BANK</b>	
SAVINGS	\$ 2,316,582.76
CHECKING	\$ 629,110.99
PAYROLL	\$ 37,026.30
<b>BANNER BANK</b>	
EFT	\$ 551,315.52
<b>LOCAL AGENCY INVESTMENT FUND (LAIF)</b>	
UNRESTRICTED	\$ 196,648.89
RESTRICTED RESERVES	\$ 6,090,267.47
<b>CALIFORNIA ASSET MGMT (CAMP)</b>	
OPERATION ACCOUNT	\$639,965.66
<b>US BANK</b>	
PARS GASB75 TRUST	\$2,277,507.01 *
	<hr/>
	\$ 12,738,424.60

**BOND FUNDS**

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

<b>BANK OF AMERICA</b>	
CHECKING	\$ 136,045.77
<b>WILMINGTON TRUST</b>	
BOND SPECIAL TAX FUND	\$ 1.66
BOND REDEMPTION ACCOUNT	\$ -
BOND ACQ & CONSTRUCTION	\$ 17,305.38
BOND RESERVE FUND	\$ 208,514.61
BOND SURPLUS	\$ 16,797.80
BOND ADMIN EXPENSE	\$ 22,002.05
BOND COI	\$ -
	<hr/>
	\$ 400,667.27
	<hr/>
	\$ 13,139,091.87

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

\* BALANCE IS FOR SEPTEMBER 30, 2020

PREPARED BY: *Cindy Chao, Controller*

REVIEWED BY: *[Signature]*, District Treasurer



6A General Manager's Report - Pending

## MEMORANDUM

Date: November 09, 2020  
 To: Board of Directors  
 From: Cindy Chao, Controller  
 Subject: Administration / Financial Update

For your review is the summary of the October 2020 monthly Board Financial Report. Following are highlights from various internal financial reports. Please feel free to call me before the Board meeting regarding any questions you may have relating to these reports. We are nearing the final stages of our work with The Pun Group. This involves closing out the changes in accounting practices and closing the work related to the CFD 2014-1 internal audit.

**Residential Water Consumption** – Residential water usage in October 2020 was 3% lower than September 2019 and slightly higher than September 2020. Listed below are year-to-date water consumption numbers using weighted averages. Listed below are the year-to-date water consumption numbers in cubic feet. There were eighty-two (82) more meters than in October 2019. Murieta Gardens II residents have two meters – one for regular water and the other one for recycled water.

		Last FY												Last FY Same Period	
		2020	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020	2019	2019	2019
		Oct	Sep	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan	Dec	Nov	Oct	
<b>Residences</b>		2,669	2,660	2,662	2,659	2,657	2,647	2,643	2,632	2,620	2,602	2,600	2,594	2,587	
	<b>Weighted Average</b>														
<b>Cubic Feet Gallons Per Day</b>	2,475	2,016	2,518	2,802	2,565	2,502	1,668	1,054	1,042	901	688	868	1,618	1,956	
	619	503	628	699	648	624	386	263	260	225	172	217	404	488	
	<b>Same Period Last FY</b>														
	616														

**Commercial/Other Water Consumption** – Commercial water usage in October 2020 was down 26% over September 2020. Year-to-date commercial water usage was 2% higher than projections.

		Last FY												Last FY Same Period	
		Jul-05	2020	2020	2020	2020	2020	2020	2020	2020	2020	2019	2019	2019	2019
		Sep	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan	Dec	Nov	Oct	Sep	
<b>Commercial</b>	1,045,709	128,118	147,140	159,116	123,662	61,508	31,889	55,829	59,900	40,676	48,201	77,507	112,163	144,774	
<b>Parks</b>	395,140	55,279	80,900	75,722	72,521	28,660	1,821	11,799	7,600	501	2,459	24,858	33,020	58,660	
<b>Raw Water</b>	1,181,299	24,602	68,651	231,249	272,250	133,548	2,102	49,701	10,949	0	17,599	178,849	191,799	328,901	
<b>CSD</b>	41,671	3,008	3,686	4,095	5,218	6,537	2,274	1,492	2,226	1,721	1,464	2,655	7,295	13,981	
<b>Totals</b>	<b>2,663,819</b>	<b>211,007</b>	<b>300,377</b>	<b>470,182</b>	<b>473,651</b>	<b>230,253</b>	<b>38,086</b>	<b>118,821</b>	<b>80,675</b>	<b>42,898</b>	<b>69,723</b>	<b>283,869</b>	<b>344,277</b>	<b>546,316</b>	

**Lock-Offs** – During the month of October 2020, there was zero (0) lock-off.

**Pay Agreements** – We still only have one (1) pay agreement set up.

**Connection Fees** – There were no connection fees paid in October 2020.

**Aging Report** – Amounts past due of more than sixty (60) days total \$42,372

\$20,319 owed by MRK Development was turned over to the County for inclusion on the tax bill. Accounting staff have identified residential accounts that have become delinquent but have not requested pay agreements. These accounts are broken down by the last month a payment was made. We are reaching out to delinquent customers to discuss pay agreements.

- Six (6) properties last made a payment before November 2019 (total past due \$15,010)
- Three (3) properties last made a payment in February 2020. (total past due \$4,235)
- Six (6) properties last made a payment in March 2020. (total past due \$7,008)
- Two (2) properties last made a payment in April 2020. (total past due \$1,259)
- Four (4) properties last made a payment in June 2020. (total past due \$2,825)
- Ten (10) properties last made a payment in July 2020. (total past due \$4,308)
- Eleven (11) properties last made a payment in August 2020. (total past due \$2,581)
- Eleven (11) properties last made a payment in September 2020. (total past due \$3,406)

**Summary of Reserve Accounts as of October 31, 2020** – The ending balance of the District’s reserve accounts is \$6,583,185 of October 31, 2020, and it is a decrease of \$7,551 compared with last month. Staff continues to validate all reserve contributions and expects there will be additional adjustments as we continue to identify past practices for allocation of monthly interest and sales revenue.

**Reserve Fund Balances**

<i>Reserve Descriptions</i>	<i>Fiscal Yr Beg Balance 7/1/2020</i>	<i>Increases</i>	<i>Decreases</i>	<i>Period End Balance 10/31/2020</i>
Water Capital Replacement (200-2505)	1,790,096	100,685	25,501	1,865,279
Sewer Capital Replacement (250-2505)	3,109,804	160,540	226,917	3,043,427
Drainage Capital Replacement (260-2505)	12,409	116	82	12,443
Security Capital Replacement (500-2505)	84,523	675	20,843	64,355
Admin Capital Replacement (xxx-2505-99)	87,210	0	0	87,210
Sewer Capital Improvement Connection (250-2500)	4,308	31	22	4,318
Capital Improvement (xxx-2510)	745,286	22,668	2,995	764,960
Water Supply Augmentation (200-2511)	1,436,292	60,739	6,318	1,490,713
WTP Construction Fund Reserve (200-2513)	-782,858	65,542	70,110	-787,427
Security Impact Fee Reserves (500-2513)	37,827	155	74	37,907
<b>Total Reserves</b>	<b>6,524,898</b>	<b>411,150</b>	<b>352,862</b>	<b>6,583,185</b>

**Inter-fund Borrowing Balances**

<b>Inter-fund Borrowing</b>	<b>Fiscal Yr Beg Balance 7/1/2020</b>	<b>YTD Interest</b>	<b>YTD Repayment</b>	<b>Period End Balance 10/31/2020</b>
WTP Construction Loan from Sewer	714,876	1,753	47,014	667,862
WTP Construction Loan from WSA	238,298	584	13,655	224,643
Security N. Gate Loan from Drainage Fund	0	0	0	0
<b>Total Inter-fund Borrowing</b>	<b>953,174</b>	<b>2,338</b>	<b>60,668</b>	<b>892,505</b>

**Budget to Actual Comparison Details (year-to-date through October 31, 2020)**

Revenues

Water Charges, year-to-date, are **above** budget \$17,629 or **0.82%**

Sewer Charges, year-to-date, are **below** budget \$4,347 or **(0.32%)**

Drainage Charges, year-to-date, are **below** budget \$870 or **(0.48%)**

Solid Waste Charges, year-to-date, are **above** budget \$3,333 or **0.45%**

Security Charges, year-to-date, are **below** budget \$24,732 or **(1.94%)**

Expenses

The District’s overall expenditures for FY 2020-21 are \$476,134 below budget through October 2020. This is primarily due to vacancy savings.

Reserve Fund Purchases authorized by the General Manager

- Water and Sewer Replacement Reserves - \$72,203.02 for a Board approved tractor Capitol Improvement Project #08-07-1
- Sewer replacement reserves - \$27,001 for lift station upgrade and repair
- Water Replacement Reserves – \$11,626 for WWRP Hypo Capital Improvement Project #18-07-02

**RANCHO MURIETA CSD**  
**Summary of All CSD Funds**  
**For the Four Months Ending 10/31/2020**  
**Budget to Actual Comparison Detail**

Description	Period Budget	Period Actual	YTD Budget	YTD Actual	YTD Budget (Over)/Under	Annual Budget
Charges for Services - Residential	\$496,012	\$492,065	\$2,069,811	\$2,060,887	\$8,924	\$5,701,410
Charges for Services - Commercial	57,157	62,077	275,929	266,095	9,835	652,196
Availability Charges	0	0	0	0	0	420
Sales Other	700	725	2,800	3,629	(829)	8,400
CIA Ditch Service Charges	785	0	3,140	0	3,140	7,920
Property Taxes	0	0	0	16,079	(16,079)	701,750
<b>Total General Income</b>	<b>554,654</b>	<b>554,867</b>	<b>2,351,680</b>	<b>2,346,690</b>	<b>4,990</b>	<b>7,072,096</b>
Interest Income	2,495	688	2,855	2,876	(21)	8,840
<b>Total Earnings Income</b>	<b>2,495</b>	<b>688</b>	<b>2,855</b>	<b>2,876</b>	<b>(21)</b>	<b>8,840</b>
Meter Installation Fee	0	400	0	2,400	(2,400)	6,800
Inspection Fees	0	127	0	759	(759)	4,807
Telephone Line Contracts	600	0	2,400	1,829	571	7,200
Fines/Rule Enforcement	175	175	700	700	0	2,100
Late Charges	4,800	0	19,200	0	19,200	57,600
Title Transfer Fees	1,350	4,050	5,400	16,200	(10,800)	16,200
Security Gate Bar Code Income	650	620	2,600	3,490	(890)	7,800
Project Reimbursement	2,182	182	8,728	5,854	2,874	26,184
Misc Income	1,075	516	4,300	2,159	2,141	12,900
<b>Total Other Income</b>	<b>10,832</b>	<b>6,070</b>	<b>43,328</b>	<b>33,391</b>	<b>9,937</b>	<b>141,591</b>
<b>TOTAL REVENUE</b>	<b>567,981</b>	<b>561,625</b>	<b>2,397,863</b>	<b>2,382,957</b>	<b>14,907</b>	<b>7,222,527</b>
Salaries & Wages	269,158	233,863	882,292	644,797	237,495	2,486,091
Employer Costs	53,431	49,015	214,087	101,201	112,886	668,226
Payroll Taxes	20,783	3,084	63,343	9,339	54,003	200,314
Other Employer Costs	15,737	12,976	61,121	51,688	9,433	182,438
Pension Expense	48,047	37,059	165,880	156,711	9,168	491,733
Tuition Reimbursement	0	0	0	0	0	2,870
<b>Total Employee Services</b>	<b>407,156</b>	<b>335,996</b>	<b>1,386,722</b>	<b>963,737</b>	<b>422,985</b>	<b>4,031,672</b>
Clerical Services	5,100	24,189	20,400	104,059	(83,659)	61,350
Recruitment	1,505	268	6,020	(424)	6,444	18,060
Travel/Meetings	1,740	177	7,460	363	7,097	21,880
Office Supplies	2,420	3,897	12,280	13,139	(859)	31,640
CWRS Contract Charges	56,162	54,074	224,649	214,775	9,874	673,947
Mail Machine Lease	0	0	700	0	700	2,800
Copy Machine Maintenance	1,520	827	5,430	3,326	2,104	17,590
Insurance	12,796	14,943	51,184	59,362	(8,178)	153,553
Postage	1,500	1,100	6,000	4,370	1,630	18,000
Telephones	4,528	6,323	18,113	18,181	(68)	54,339
Memberships	2,800	393	8,515	4,863	3,652	17,370
Audit	0	0	0	0	0	25,000
Legal	11,400	6,810	45,600	30,220	15,380	98,550
Training/Safety	5,700	537	18,050	7,731	10,319	47,800
Community Communications	4,500	0	7,500	1,574	5,927	13,700
Equipment Maint	250	0	3,950	(508)	4,458	5,950
Consulting	11,500	15,421	91,950	64,707	27,243	145,750
CIA Ditch Operations	500	1,140	34,000	2,640	31,360	38,000
<b>Total Administrative Services</b>	<b>123,922</b>	<b>130,599</b>	<b>561,802</b>	<b>528,877</b>	<b>32,925</b>	<b>1,445,279</b>
Election	0	0	0	0	0	10,000
Uniforms	1,258	540	4,433	2,663	1,771	13,100
Equipment Repairs	400	7	1,600	(53)	1,653	4,800
Building/Grounds Maint/Pest Cntr	2,594	4,095	10,374	15,155	(4,781)	31,122
Bar Codes	0	2,625	2,300	2,625	(325)	6,900
Vehicle Maint	3,750	3,742	15,000	9,692	5,308	45,000
Vehicle Fuel	4,250	2,488	17,000	8,229	8,771	51,000
Vehicle Lease	397	140	1,587	574	1,013	4,762
Off Duty Sheriff	3,000	0	6,000	2,563	3,437	8,000
Power	25,003	25,197	103,945	127,752	(23,807)	329,812

**RANCHO MURIETA CSD**  
**Summary of All CSD Funds**  
**For the Four Months Ending 10/31/2020**  
**Budget to Actual Comparison Detail**

Description	Period Budget	Period Actual	YTD Budget	YTD Actual	YTD Budget (Over)/Under	Annual Budget
Information System Maint	14,758	27,627	59,033	55,671	3,362	177,099
Supplies	1,658	454	6,633	10,079	(3,445)	19,900
Equipment Rental	1,450	0	2,800	4,001	(1,201)	11,400
Road Paving	1,500	0	6,000	10,042	(4,042)	18,000
Maintenance/Repairs	27,767	39,559	110,317	140,919	(30,602)	329,450
Non-routine Maint/Repair	3,250	0	13,000	9,124	3,876	39,000
Permits	5,750	0	5,750	0	5,750	5,750
Chemicals	18,000	12,395	82,000	72,779	9,221	148,000
Chemicals - T&O	0	0	1,500	3,756	(2,256)	3,000
Lab Tests	3,750	3,195	16,250	4,494	11,756	41,000
Removal (Hazardous Waste)	0	398	0	398	(398)	24,000
Permits	0	53	29,000	31,454	(2,454)	81,550
Tools	950	0	3,650	5,208	(1,558)	11,200
Dam Inspection Costs	0	0	65,000	66,055	(1,055)	65,000
Water Meters/Boxes	11,250	0	22,500	22,141	359	45,000
Drainage Improvements	200	0	200	0	200	1,700
<b>Total Operational Costs</b>	<b>130,935</b>	<b>122,516</b>	<b>585,873</b>	<b>605,320</b>	<b>(19,447)</b>	<b>1,525,545</b>
Miscellaneous	7,609	3,211	30,437	24,559	5,878	92,061
Admin Contingency	0	0	0	(6,688)	6,688	35,000
Director Exp/Reimbursements	450	15	1,800	30	1,770	5,400
Director Meeting Payments	1,500	0	6,000	0	6,000	18,000
Conservation	740	100	8,180	5,831	2,349	13,260
SACTO Regional Water Authority	0	0	18,000	9,628	8,372	18,000
SCGA Ground Water Authority	0	0	13,980	11,000	2,980	13,980
Interest Expense	1,953	368	7,630	1,996	5,634	24,330
<b>Total Other Expenses</b>	<b>12,252</b>	<b>3,694</b>	<b>86,027</b>	<b>46,356</b>	<b>39,672</b>	<b>220,031</b>
<b>Total Operating Costs</b>	<b>674,265</b>	<b>592,805</b>	<b>2,620,423</b>	<b>2,144,289</b>	<b>476,134</b>	<b>7,222,527</b>

**RANCHO MURIETA CSD**  
**ADMIN**  
**For the Four Months Ending Saturday, October 31, 2020**  
**FISCAL YEAR 2020 - 21**

<u>Description</u>	<u>Period Budget</u>	<u>Period Actual</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>YTD Budget (Over)/Under</u>	<u>Annual Budget</u>
CIA Ditch Service Charges	\$785		\$3,140		\$3,140	\$7,920
Property Taxes				16,079	(16,079)	701,750
Property Tax Allocation						(528,498)
Interest Income	20		80	2,188	(2,108)	240
Title Transfer Fees	900	2,700	3,600	10,800	(7,200)	10,800
Misc Income	125	50	500	581	(81)	1,500
<b>TOTAL REVENUE</b>	<b>1,830</b>	<b>2,750</b>	<b>7,320</b>	<b>29,648</b>	<b>(22,328)</b>	<b>193,712</b>
<b>EXPENDITURES</b>						
<b>Administration</b>						
Salaries & Wages	74,100	60,496	274,200	173,111	101,089	710,300
Employer Costs	14,923	14,918	59,692	29,157	30,535	186,509
Payroll Taxes	5,783	647	17,534	2,471	15,063	53,787
Other Employer Costs	7,439	5,298	27,406	21,091	6,315	81,668
Pension Expense	15,138	4,277	50,529	21,775	28,753	148,944
Clerical Services	4,250	13,579	17,000	81,990	(64,990)	51,000
Recruitment	800		3,200	(692)	3,892	9,600
Travel/Meetings	1,500	177	6,000	383	5,618	18,000
Office Supplies	1,400	2,071	8,200	6,959	1,241	19,400
Mail Machine Lease			700		700	2,800
Copy Machine Maintenance	1,500	818	5,350	3,277	2,073	17,350
Insurance	11,879	14,026	47,518	55,695	(8,178)	142,553
Postage	1,500	1,100	6,000	4,370	1,630	18,000
Telephones	775	596	3,100	2,440	660	9,299
Memberships	2,500		4,750	1,434	3,316	10,750
Audit						25,000
Legal	5,000	624	20,000	18,903	1,097	60,000
Training/Safety	1,250	17	5,000	1,930	3,070	15,000
Community Communications	500		3,500	1,574	1,927	5,700
Equipment Maint			2,950	93	2,857	2,950
Consulting		9,453		42,933	(42,933)	
Election						10,000
Building/Grounds Maint/Pest Cntr	1,594	2,391	6,374	7,431	(1,057)	19,122
Power	125		750		750	1,900
Information System Maint	10,314	25,982	41,258	51,031	(9,773)	123,773
Miscellaneous	2,008		8,033	5,689	2,344	24,100
Admin Contingency				(6,688)	6,688	35,000
Director Exp/Reimbursements	450	15	1,800	30	1,770	5,400
Director Meeting Payments	1,500		6,000		6,000	18,000
<b>TOTAL OPERATING COSTS</b>	<b>166,229</b>	<b>156,485</b>	<b>626,843</b>	<b>526,387</b>	<b>100,456</b>	<b>1,825,905</b>

**RANCHO MURIETA CSD  
WATER  
For the Four Months Ending Saturday, October 31, 2020  
FISCAL YEAR 2020 - 21**

<u>Description</u>	<u>Period Budget</u>	<u>Period Actual</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>YTD Budget (Over)/Under</u>	<u>Annual Budget</u>
Sales Residential	\$201,636	\$203,525	\$892,307	\$909,999	(\$17,692)	\$2,167,231
Sales Commercial	24,829	23,969	146,618	127,777	18,841	264,262
Availability Charges						200
Sales Other	700	725	2,800	3,629	(829)	8,400
Interest Income	950	(449)	950	(449)	1,399	3,800
Meter Installation Fee		400		2,400	(2,400)	6,800
Inspection Fees		127		759	(759)	3,036
Telephone Line Contracts	600		2,400	1,829	571	7,200
Late Charges	1,300		5,200		5,200	15,600
Project Reimbursement	2,000		8,000	5,126	2,874	24,000
Misc Income	600	116	2,400	191	2,209	7,200
<b>TOTAL REVENUE</b>	<b>232,615</b>	<b>228,411</b>	<b>1,060,675</b>	<b>1,051,259</b>	<b>9,416</b>	<b>2,507,729</b>

**EXPENDITURES**

**Water - SOS**

Salaries & Wages	2,358	297	7,120	846	6,274	21,122
Employer Costs	306	41	1,224	46	1,178	3,809
Payroll Taxes	180	4	544	13	531	1,707
Other Employer Costs	73		290		290	870
Pension Expense	394	27	1,376	74	1,302	4,093
Clerical Services						150
Power	1,913	2,903	7,201	15,909	(8,708)	62,634
Supplies	625		2,500	646	1,854	7,500
Equipment Rental						3,000
Maintenance/Repairs	2,500	710	10,000	1,715	8,285	30,000
Chemicals			2,000	700	1,300	3,000
Chemicals - T&O			1,500	3,756	(2,256)	3,000
Dam Inspection Costs			51,300	52,132	(832)	51,300
Miscellaneous						250
Admin Allocation	5,934	6,103	23,737	20,529	3,208	71,210
<b>Subtotal</b>	<b>14,282</b>	<b>10,085</b>	<b>108,791</b>	<b>96,367</b>	<b>12,425</b>	<b>263,646</b>

**Water - WT**

Salaries & Wages	24,759	20,678	74,760	50,158	24,602	221,781
Employer Costs	3,213	2,855	12,852	3,454	9,398	40,002
Payroll Taxes	1,894	296	5,718	758	4,960	17,932
Other Employer Costs	714		2,856		2,856	8,568
Pension Expense	4,142	1,868	14,450	5,167	9,283	42,979
Power	5,688	6,119	22,810	31,598	(8,789)	65,698
Supplies	100	161	400	1,705	(1,305)	1,200
Equipment Rental	50		200		200	600
Maintenance/Repairs	5,833	11,286	23,333	38,842	(15,509)	70,000
Chemicals	8,000	4,422	47,500	30,475	17,025	79,000
Lab Tests	2,500	802	10,500	1,535	8,965	23,000
Miscellaneous	400		1,600	(4)	1,604	4,800
Interest Expense	1,890	351	7,380	1,942	5,438	23,580
Admin Allocation	18,716	19,248	74,862	64,746	10,116	224,586
<b>Subtotal</b>	<b>77,899</b>	<b>68,084</b>	<b>299,221</b>	<b>230,375</b>	<b>68,846</b>	<b>823,726</b>



**RANCHO MURIETA CSD  
WATER  
For the Four Months Ending Saturday, October 31, 2020  
FISCAL YEAR 2020 - 21**

<u>Description</u>	<u>Period Budget</u>	<u>Period Actual</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>YTD Budget (Over)/Under</u>	<u>Annual Budget</u>
<b>Water - WT &amp; D</b>						
Salaries & Wages	24,759	16,497	74,760	48,505	26,255	221,781
Employer Costs	3,213	2,278	12,852	2,787	10,065	40,002
Payroll Taxes	1,894	236	5,718	729	4,989	17,932
Other Employer Costs	714		2,856		2,856	8,568
Pension Expense	4,142	1,490	14,450	4,648	9,802	42,979
Power	3,515	3,492	15,283	18,467	(3,184)	41,353
Supplies	333	294	1,333	1,235	98	4,000
Equipment Rental	200		800		800	2,400
Road Paving	1,500		6,000	10,042	(4,042)	18,000
Maintenance/Repairs	3,000	5,955	12,000	21,201	(9,201)	36,000
Removal (Hazardous Waste)						16,000
Water Meters/Boxes	11,250		22,500	22,141	359	45,000
Miscellaneous	50		200		200	600
Admin Allocation	15,368	15,805	61,472	53,165	8,307	184,416
<b>Subtotal</b>	<b>69,939</b>	<b>46,047</b>	<b>230,224</b>	<b>182,919</b>	<b>47,305</b>	<b>679,032</b>
<b>Water Admin</b>						
Salaries & Wages	11,790	30,099	48,100	82,048	(33,948)	118,110
Employer Costs	1,530	4,156	6,120	19,579	(13,459)	19,050
Payroll Taxes	902	430	2,724	1,238	1,486	8,539
Other Employer Costs	348	3,034	1,392	12,091	(10,699)	4,176
Pension Expense	1,972	9,517	6,881	41,456	(34,575)	20,210
Tuition Reimbursement						810
Clerical Services	750		3,000		3,000	9,000
Recruitment	215		860		860	2,580
Travel/Meetings	140		560	(8)	568	1,680
Office Supplies	250	597	1,000	1,262	(262)	3,000
Copy Machine Maintenance	10	5	40	25	15	120
Insurance	917	917	3,667	3,667		11,000
Telephones	1,708	2,759	6,833	7,169	(335)	20,500
Memberships			3,090	2,750	340	5,395
Legal	5,000	1,485	20,000	3,548	16,453	20,000
Training/Safety	1,500	520	5,100	1,873	3,227	13,200
Consulting	4,000	817	16,700	7,581	9,119	50,000
CIA Ditch Operations	500	1,140	34,000	2,640	31,360	38,000
Uniforms	400	345	1,600	1,077	523	4,800
Building/Grounds Maint/Pest Cntr	175	649	700	3,443	(2,743)	2,100
Vehicle Maint	1,750	175	7,000	477	6,523	21,000
Vehicle Fuel	950	671	3,800	2,224	1,576	11,400
Information System Maint	2,055	204	8,218	158	8,060	24,655
Maintenance/Repairs	600		2,400	222	2,178	7,200
Non-routine Maint/Repair	2,000		8,000	9,124	(1,124)	24,000
Removal (Hazardous Waste)		398		398	(398)	
Permits		53	13,000	9,373	3,627	30,300
Tools	500		2,000	1,542	458	6,000
Miscellaneous	725		2,900		2,900	8,700
Conservation	740	100	8,180	5,831	2,349	13,260
Sacto Water Authority			18,000	9,628	8,372	18,000
CGWA/SE Area Water			13,980	11,000	2,980	13,980
Admin Allocation	16,585	17,057	66,341	57,376	8,965	199,023
<b>Subtotal</b>	<b>58,012</b>	<b>75,127</b>	<b>316,186</b>	<b>298,792</b>	<b>17,394</b>	<b>729,788</b>

**RANCHO MURIETA CSD  
WATER  
For the Four Months Ending Saturday, October 31, 2020  
FISCAL YEAR 2020 - 21**

<u>Description</u>	<u>Period Budget</u>	<u>Period Actual</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>YTD Budget (Over)/Under</u>	<u>Annual Budget</u>
<b>TOTAL COSTS</b>	<b>220,131</b>	<b>199,343</b>	<b>954,423</b>	<b>808,454</b>	<b>145,970</b>	<b>2,496,192</b>

**RANCHO MURIETA CSD  
SEWER  
For the Four Months Ending Saturday, October 31, 2020  
FISCAL YEAR 2020 - 21**

<u>Description</u>	<u>Period Budget</u>	<u>Period Actual</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>YTD Budget (Over)/Under</u>	<u>Annual Budget</u>
Sales Residential	\$112,133	\$111,446	\$448,530	\$444,184	\$4,347	\$1,347,259
Sales Commercial	11,803	12,304	47,212	48,581	(1,369)	141,636
Availability Charges						220
Interest Income	1,250	621	1,250	621	629	2,500
Inspection Fees						1,771
Late Charges	1,500		6,000		6,000	18,000
Project Reimbursement	182	182	728	728		2,184
Misc Income		2		2	(2)	
<b>TOTAL REVENUE</b>	<b>126,868</b>	<b>124,556</b>	<b>503,720</b>	<b>494,116</b>	<b>9,604</b>	<b>1,513,570</b>

**EXPENDITURES**

**Sewer - SC**

Salaries & Wages	16,506	2,384	49,840	5,867	43,973	147,854
Employer Costs	2,142	329	8,568	390	8,178	26,664
Payroll Taxes	1,263	34	3,813	88	3,725	11,957
Other Employer Costs	478		1,912		1,912	5,736
Pension Expense	2,761	215	9,633	607	9,027	28,651
Power	1,416	1,234	5,743	5,411	332	18,291
Supplies	100		400	15	385	1,200
Equipment Rental	100		400		400	1,200
Maintenance/Repairs	6,667	4,492	26,667	9,042	17,624	80,000
Miscellaneous	50		200	38	162	600
Admin Allocation	9,738	10,015	38,953	33,689	5,264	116,858
<b>Subtotal</b>	<b>41,220</b>	<b>18,704</b>	<b>146,128</b>	<b>55,146</b>	<b>90,982</b>	<b>439,011</b>

**Sewer - ST & D**

Salaries & Wages	20,397	26,604	61,588	77,654	(16,066)	182,705
Employer Costs	2,283	3,673	9,496	4,550	4,946	29,751
Payroll Taxes	1,560	380	4,711	1,173	3,538	14,773
Other Employer Costs	589		2,356		2,356	7,068
Pension Expense	3,412	2,403	11,903	7,583	4,320	35,407
Power	11,016	10,186	46,810	50,636	(3,826)	121,707
Supplies	500		2,000	6,476	(4,476)	6,000
Equipment Rental	100		400	4,001	(3,601)	1,200
Maintenance/Repairs	6,667	17,116	26,667	60,160	(33,493)	80,000
Chemicals	10,000	5,614	31,000	31,266	(266)	54,000
Lab Tests	1,250	2,393	5,000	2,959	2,041	15,000
Removal (Hazardous Waste)						8,000
Miscellaneous				5,177	(5,177)	500
Admin Allocation	16,737	17,213	66,950	57,903	9,047	200,849
<b>Subtotal</b>	<b>74,510</b>	<b>85,584</b>	<b>268,880</b>	<b>309,538</b>	<b>(40,658)</b>	<b>756,960</b>

**Sewer Admin**

Salaries & Wages	7,074	5,452	21,360	11,234	10,126	63,366
Employer Costs	918	753	3,672	(20)	3,692	11,430
Payroll Taxes	541	78	1,635	171	1,464	5,125
Other Employer Costs	203	511	1,337	1,988	(651)	3,211

**RANCHO MURIETA CSD  
SEWER  
For the Four Months Ending Saturday, October 31, 2020  
FISCAL YEAR 2020 - 21**

<u>Description</u>	<u>Period</u> <u>Budget</u>	<u>Period</u> <u>Actual</u>	<u>YTD</u> <u>Budget</u>	<u>YTD</u> <u>Actual</u>	<u>YTD Budget</u> <u>(Over)/Under</u>	<u>Annual</u> <u>Budget</u>
Pension Expense	1,183	5,065	4,128	23,272	(19,144)	12,280
Tuition Reimbursement						560
Recruitment	200		800		800	2,400
Travel/Meetings	100		400	(6)	406	1,200
Office Supplies	250	595	1,000	1,337	(337)	3,000
Copy Machine Maintenance	10	5	40	25	15	120
Telephones	1,750	2,759	7,000	7,305	(305)	21,000
Memberships	300	393	675	679	(4)	1,225
Legal	1,000	83	4,000	1,898	2,103	12,000
Training/Safety	2,500		6,100	1,258	4,842	15,000
Consulting	2,500	2,880	33,300	8,272	25,028	53,300
Uniforms	400	195	1,600	927	673	4,800
Building/Grounds Maint/Pest Cntr	175	287	700	1,006	(306)	2,100
Vehicle Maint	1,250	2,671	5,000	5,736	(736)	15,000
Vehicle Fuel	2,000	671	8,000	2,289	5,711	24,000
Information System Maint	801		3,206	(191)	3,396	9,617
Maintenance/Repairs	2,000		8,000	6,206	1,794	24,000
Non-routine Maint/Repair	1,250		5,000		5,000	15,000
Permits			16,000	22,081	(6,081)	51,250
Tools	300		1,200	1,787	(587)	3,600
Dam Inspection Costs			13,700	13,923	(223)	13,700
Miscellaneous	192		767		767	2,300
Admin Allocation	11,260	11,580	45,039	38,953	6,086	135,117
<b>Subtotal</b>	<b>38,157</b>	<b>34,476</b>	<b>193,658</b>	<b>150,630</b>	<b>43,029</b>	<b>505,701</b>
<b>TOTAL COSTS</b>	<b>153,888</b>	<b>138,764</b>	<b>608,667</b>	<b>515,314</b>	<b>93,353</b>	<b>1,701,672</b>

**RANCHO MURIETA CSD  
DRAINAGE  
For the Four Months Ending Saturday, October 31, 2020  
FISCAL YEAR 2020 - 21**

<u>Description</u>	<u>Period Budget</u>	<u>Period Actual</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>YTD Budget (Over)/Under</u>	<u>Annual Budget</u>
Sales Residential	\$15,071	\$14,874	\$60,282	\$59,412	\$870	\$180,846
Sales Commercial	3,029	2,806	12,115	11,103	1,012	36,345
Property Tax Allocation						63,886
Interest Income		130		130	(130)	
<b>TOTAL REVENUE</b>	<b>18,099</b>	<b>17,810</b>	<b>72,397</b>	<b>70,645</b>	<b>1,752</b>	<b>281,078</b>

**EXPENDITURES**

**Drainage**

Salaries & Wages	10,257	7,365	30,971	17,001	13,970	91,882
Employer Costs	1,331	1,017	5,324	1,213	4,111	16,572
Payroll Taxes	785	105	2,369	257	2,112	7,429
Other Employer Costs	294	243	1,176	1,058	118	3,528
Pension Expense	1,716	1,436	5,986	5,665	321	17,805
Travel/Meetings				(1)	1	
Legal						1,750
Training/Safety	150		650	1,145	(495)	1,000
Community Communications	4,000		4,000		4,000	8,000
Consulting	5,000	2,121	16,950	5,345	11,605	17,450
Uniforms	200		200		200	400
Power	696	605	2,728	2,982	(253)	9,662
Information System Maint				(39)	39	
Equipment Rental	1,000		1,000		1,000	3,000
Maintenance/Repairs	500		1,250	3,531	(2,281)	2,250
Permits	5,750		5,750		5,750	5,750
Chemicals		2,359	1,500	10,338	(8,838)	12,000
Lab Tests			750		750	3,000
Tools	150		450	1,878	(1,428)	1,600
Drainage Improvements	200		200		200	1,700
Admin Allocation	6,391	6,572	25,563	22,108	3,454	76,688
<b>TOTAL COSTS</b>	<b>38,420</b>	<b>21,823</b>	<b>106,817</b>	<b>72,480</b>	<b>34,337</b>	<b>281,466</b>

**RANCHO MURIETA CSD  
SOLID WASTE  
For the Four Months Ending Saturday, October 31, 2020  
FISCAL YEAR 2020 - 21**

<u>Description</u>	<u>Period Budget</u>	<u>Period Actual</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>YTD Budget (Over)/Under</u>	<u>Annual Budget</u>
Sales Residential	\$61,198	\$62,370	\$244,793	\$248,126	(\$3,333)	\$734,379
Interest Income	275	415	275	415	(140)	1,100
Misc Income		1		1	(1)	
<b>TOTAL REVENUE</b>	<b>61,473</b>	<b>62,787</b>	<b>245,068</b>	<b>248,543</b>	<b>(3,475)</b>	<b>735,479</b>

**EXPENDITURES**

**Solid Waste**

Salaries & Wages				(855)	855	
Employer Costs				(17)	17	
Payroll Taxes				(13)	13	
Other Employer Costs				(20)	20	
Pension Expense		366		1,463	(1,463)	
Travel/Meetings				(1)	1	
CWRS Contract Charges	56,162	54,074	224,649	214,775	9,874	673,947
Information System Maint				(32)	32	
Miscellaneous	3,480	3,211	13,920	14,762	(841)	41,761
Admin Allocation	3,043	3,130	12,173	10,528	1,645	36,518
<b>TOTAL COSTS</b>	<b>62,686</b>	<b>60,781</b>	<b>250,742</b>	<b>240,589</b>	<b>10,153</b>	<b>752,226</b>

**RANCHO MURIETA CSD  
SECURITY  
For the Four Months Ending Saturday, October 31, 2020  
FISCAL YEAR 2020 -21**

<u>Description</u>	<u>Period Budget</u>	<u>Period Actual</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>YTD Budget (Over)/Under</u>	<u>Annual Budget</u>
Sales Residential	\$105,975	\$99,850	\$423,898	\$399,167	\$24,732	\$1,271,694
Sales Commercial	17,496	22,998	69,984	78,634	(8,650)	209,953
Property Tax Allocation						464,612
Interest Income		(29)	300	(29)	329	1,200
Fines/Rule Enforcement	175	175	700	700		2,100
Late Charges	2,000		8,000		8,000	24,000
Title Transfer Fees	450	1,350	1,800	5,400	(3,600)	5,400
Security Gate Bar Code Income	650	620	2,600	3,490	(890)	7,800
Misc Income	350	347	1,400	1,384	16	4,200
<b>TOTAL REVENUE</b>	<b>127,096</b>	<b>125,311</b>	<b>508,682</b>	<b>488,746</b>	<b>19,937</b>	<b>1,990,959</b>

**EXPENDITURES**

**Security - Gate**

Salaries & Wages	35,605	33,574	108,476	91,181	17,295	325,042
Employer Costs	9,670	10,519	38,679	21,411	17,268	120,311
Payroll Taxes	2,802	452	8,812	1,233	7,579	29,860
Other Employer Costs	1,885		7,540		7,540	22,620
Pension Expense	6,065	2,636	21,581	7,484	14,097	64,316
Clerical Services	50	6,509	200	17,967	(17,767)	600
Recruitment	175		700		700	2,100
Office Supplies	10		40	136	(96)	120
Telephones	30	21	120	207	(87)	360
Training/Safety	100		400	890	(490)	1,200
Uniforms	83		333	914	(581)	1,000
Equipment Repairs	300	7	1,200	(303)	1,503	3,600
Building/Grounds Maint/Pest Cntr	300	431	1,200	2,041	(841)	3,600
Bar Codes		2,625	2,300	2,625	(325)	6,900
Power	636	658	2,620	2,750	(130)	8,567
Information System Maint	1,249	1,313	4,996	4,796	200	14,988
Miscellaneous	604		2,417	(519)	2,936	7,250
Interest Expense	29		117		117	350
Admin Allocation	20,998	21,595	83,992	72,641	11,350	251,975
<b>Subtotal</b>	<b>80,591</b>	<b>80,339</b>	<b>285,722</b>	<b>225,453</b>	<b>60,269</b>	<b>864,759</b>

**Security - Patrol**

Salaries & Wages	31,564	25,518	97,651	71,994	25,657	292,078
Employer Costs	10,742	5,528	42,968	12,829	30,139	134,400
Payroll Taxes	2,415	360	7,471	809	6,662	24,316
Other Employer Costs	2,260		9,040		9,040	27,120
Pension Expense	5,501	1,518	19,250	8,419	10,831	57,187
Tuition Reimbursement						1,500
Clerical Services	50		200		200	600
Recruitment	115		460		460	1,380
Office Supplies	10	634	40	3,297	(3,257)	120
Telephones	230	168	920	886	34	2,760
Training/Safety	100		400	636	(236)	1,200

**RANCHO MURIETA CSD  
SECURITY  
For the Four Months Ending Saturday, October 31, 2020  
FISCAL YEAR 2020 -21**

<u>Description</u>	<u>Period Budget</u>	<u>Period Actual</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>YTD Budget (Over)/Under</u>	<u>Annual Budget</u>
Uniforms	125		500	(255)	755	1,500
Equipment Repairs	100		400	250	150	1,200
Building/Grounds Maint/Pest Cntr	350	337	1,400	1,234	166	4,200
Vehicle Maint	750	896	3,000	3,479	(479)	9,000
Vehicle Fuel	1,300	1,147	5,200	3,716	1,484	15,600
Vehicle Lease	397	140	1,587	574	1,013	4,762
Off Duty Sheriff	3,000		6,000	2,563	3,437	8,000
Information System Maint	289	78	1,155	(122)	1,277	3,466
Miscellaneous				(583)	583	
Interest Expense	33	17	133	53	80	400
Admin Allocation	20,237	20,812	80,948	70,010	10,939	242,845
<b>Subtotal</b>	<b>79,568</b>	<b>57,153</b>	<b>278,724</b>	<b>179,787</b>	<b>98,937</b>	<b>833,633</b>
<b>Security Admin</b>						
Salaries & Wages	9,989	4,898	33,466	16,053	17,413	90,070
Employer Costs	3,160	2,947	12,640	5,824	6,816	39,726
Payroll Taxes	764	61	2,294	412	1,882	6,957
Other Employer Costs	740	3,890	2,960	15,479	(12,519)	9,305
Pension Expense	1,621	6,242	5,713	29,098	(23,385)	16,882
Clerical Services		4,102		4,102	(4,102)	
Recruitment		268		268	(268)	
Travel/Meetings			500	(4)	504	1,000
Office Supplies	500		2,000	149	1,851	6,000
Telephones	35	21	140	174	(34)	420
Legal	400	4,619	1,600	5,873	(4,273)	4,800
Training/Safety	100		400		400	1,200
Equipment Maint	250		1,000	(601)	1,601	3,000
Consulting		150	25,000	575	24,425	25,000
Uniforms	50		200		200	600
Information System Maint	50	50	200	70	130	600
Miscellaneous	100		400		400	1,200
Admin Allocation	7,151	7,355	28,606	24,740	3,866	85,817
<b>Subtotal</b>	<b>24,910</b>	<b>34,602</b>	<b>117,119</b>	<b>102,212</b>	<b>14,907</b>	<b>292,577</b>
<b>TOTAL COSTS</b>	<b>185,070</b>	<b>172,094</b>	<b>681,565</b>	<b>507,452</b>	<b>174,113</b>	<b>1,990,970</b>



## MEMORANDUM

Date: November 4, 2020  
To: Security Committee  
From: Tom Hennig, General Manager  
Subject: Security Update Report for the Month of October

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### **OPERATIONS UPDATES**

The Department is currently working on the following projects:

- Holding Security Team Meetings
- Repurposing VIPs truck for regular Patrol use
- Replacing South Entry Security Gate
- Budget Reporting
- Additional PDF Staff to support Security Patrol until vacancies are filled
- Continue to work on Security Chief support
- Staffing is now based on Measure J approved level of two Gate Officers and one Patrol Officer 24/7/365
- Amelia Wilder and I attended ABDI Training November 13, 2020 to learn how to use Gate reporting functions. We will schedule training to learn how to use Patrol reporting functions ASAP
- Angie Avila is no longer with the District

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

We have met with the RMA Leadership on numerous occasions. Our focus is to improve our level of service while attempting to live within the budget as much as possible. We have stressed with our Gate and Patrol Officers the need to follow their training and to stay safe. If there are incidents where there is a safety concern, they notify Security Dispatch to call the Sacramento Sheriff's Department. The following list is the current focus of our meetings.

- General calls for service
- Golf Carts and underage driver enforcement
- General non-architectural enforcement
- Stop Sign enforcement
- Speed enforcement
- Meeting with RMA on Fire Safety issues

### **Murieta Village activity:**

- Village entry camera solution
- Regular patrol activity

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

- Anticipate installing two surveillance cameras on Murieta Drive by the end of November
- Establishing a regular meeting schedule.
- Evaluation of the potential for issuing citations for association related rule violations

## RMA Violation Item Summary Report - 2020

In the past, District Security maintained a listing of RMA related activity. Because the District's stats were based on a different set of criteria than those prepared by the RMA, we have stopped providing our list. We are now providing the statistics provide by the RMA. In the future we plan to utilize meaningful reports from the District's ABDI Security Computer Aided Dispatch, (CAD) and Incident Reporting Management System, (RMS).

### Rancho Murieta Association Violation Item Summary Report -- 2020 Violations Written by RMCS Security

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Violation Item Summary Report	CSD	CSD	CSD	CSD	CSD	CSD	CSD	CSD	CSD	CSD	CSD	CSD	CSD
Motor vehicle violations:													
Motorcycle													0
No drivers license	1		2				2	3		1			9
Speeding	2	4	19	11	2	5	1	7	1	5			57
Speeding - twice speed limit													0
Stop signs			4			4		4					12
Bus stop signs													0
Use of streets	1							1					2
Parking:													
Driveway parking	10	9	11	1	1	2		33	3	4			74
Guest parking	1	4	3		1			1	4				14
Overnight street parking	4	1	5	1	3	13	1	25	17	11			81
Unauthorized Vehicle (24 hr pass)		3	2	3		15	8	6	10	1			48
Accumulation/dumping of debris										1			1
Advertising signs													0
Barbeques, open fires, bonfires					7		4						11
Carrying passengers/overloaded cart													0
Clothes lines													0
Commercial vehicle lettering													0
Construction overnight parking													0
Park hours / curfew	2	5	5	14	10	6	19	4	4	5			74
Decorative lights													0
Discharge of firearm													0
Dog park investigations													0
Dwelling exterior alterations													0
Failure to identify													0
Fences, screens & enclosures													0
Guest w/o resident in comm areas			2	1				2	1				6
Home business activities													0
Noxious activities						1				1			2
Open garage doors													0
Pets - off leash / teathered / noise							2						2
Property maintenance													0
Sign rules													0
Skating in common area		2											2
Sports equip/trampoline/basketball			1										1
Storage of building materials													0
Stored vehicles		2			1								3
Trash containers													0
Use of common areas & facilities													0
Vandalism													0
Vehicle repair or maintenance													0
Village/Villas violations													0
Working days & hours				1			1	1					3
<b>Total Violations Written by CSD</b>	<b>21</b>	<b>30</b>	<b>54</b>	<b>32</b>	<b>25</b>	<b>46</b>	<b>38</b>	<b>87</b>	<b>40</b>	<b>29</b>	<b>0</b>	<b>0</b>	<b>402</b>

## **INCIDENTS OF NOTE - SEPTEMBER**

- September 1, 1927 hours, gunshots heard at the yellow bridge. R/P heard (9) gunshots that sounded like the shots were going into the water. Patrol arrived on scene and found no subjects at the bridge. Perhaps the gunshots were coming from the Hutchison ranch property. CSD dispatch advised to notify SSD.
- September 3, 2054 hours, Rio Oso and Park 1 area. Possible intoxicated driver. Vehicle description was given. Patrol checked the area for the vehicle it was not located.
- September 4, 2247 hours, Riverview Park. R/P stated juveniles are being loud in the park after hours. Patrol arrived and observed a small group of juveniles at the park. All the juveniles dispersed to the back of the park and into the field toward the wooden bridge.
- September 5, 1344 hours, Colbert Dr. R/P theft of their granddaughter's bicycle which was parked at the side gate door of the residence. Report was taken by CSD patrol.
- September 11, 2022 hours, Medical on Carmella Circle medical self-inflicted wound. Patrol responded cleared the scene. Fire/medical arrived transported patient to the hospital.
- September 11, 2044 hours, Riverview Park a group of Juveniles are being loud at the park according the R/P. Patrol arrived advised the juveniles of the park hours.
- September 12, 1411 hours, vehicle accident. Two vehicles involved at the intersection of Murieta Parkway and Highway 16. Minor accident with no injuries. Both drivers involved in the accident exchanged information, CHP was advised.
- September 14, 0927 hours, R/P advised the playground structure at stone house park had been spray painted with graffiti. Patrol arrived took photographs of the slide that had been spray painted.
- September 16, 2116 hours, Juvenile runaway Lago Drive. R/P advised her daughter ran away from home. Patrol advised of the situation. The juvenile was found to be residing at a friend's house for the night and was okay.
- September 20, 1507 hours, Trinidad Court R/P advised that at least three juveniles allegedly are smoking marijuana in the area. Patrol checked the area for the juveniles. Unable to locate them.
- September 23, 2141 hours, Petty theft. Several items were stolen from a golf cart while at north beach. R/P give a verbal description to CSD dispatch of the items taken. R/P wishes to only have the incident documented and does not want to speak with patrol at this time.
- September 24, 2127 hours, truck parked in the Riverview parking lot with several juveniles in it were setting off firecrackers. Patrol arrived unable to locate the truck or juveniles.
- September 25, 2202 hours, Puerto Drive what sounded like a BB gun being shot in front of a residence home. R/P went out to the front yard and noticed a political sign had been stolen. Patrol responded and spoke with the R/P and neighbors. Unable to locate who was responsible for stealing the sign.

## **INCIDENTS OF NOTE - OCTOBER**

- October 2 at 5:39 p.m. Disturbance at the Country Store involving man living behind gas station who has been asked repeatedly to move out by the owner challenging the owner to a fight because the owner

refused to use his services as a plumber. Manager notified SSD. Suspect could not be located by Patrol. SSD did not come out.

- October 3 at 5:04 p.m. Officer responded to report of juvenile's smoking marijuana at Gazebo Park. Juveniles were located the park, and stated it was a group four adults. Everyone denied smoking, and Patrol did not smell anything.
- October 4 at 2:14 a.m. Multiple individuals appearing to be under the age of 18 seen by patrol driving recklessly on golf carts, turning left on Reynosa from Murieta South Parkway. Individuals refused to stop for security.
- October 6 at 12:09 p.m. Subject located walking along Jackson highway causing vehicles to swerve to avoid hitting her. SSD transported subject above county line.
- October 8 at 5:18 p.m. Patrol made contact patient who was an elderly male suffering from stroke like symptoms drooping at the face, slurred speech and numbness and tingling on the same side of the body. 59 arrived shortly after assessed and transported the patient to Kaiser South.
- October 10 at 3:30 p.m. Patrol assisted juvenile subject from Rancho Cordova who had run away from home and wound up in Rancho Murieta. SSD responded and took custody.
- October 10 at 6:59 p.m. Patrol responded to resident complained about axe throwing on Fuente de Paz. Patrol observed gathering of residents by a mobile axe throwing trailer, company name Bearded Axe Throwing Lanes. Lanes were properly guarded by safety netting and supervised by the member of the company. No safety issues observed.
- October 14 at 10:20 p.m. Resident reported vandalism to his truck on Pera Dr. He came out of his house to find all four tires flat.
- October 17 at 7:55 p.m. Resident reported a group of people at Lake Chesbro after hours. Patrol found one pickup and one golf cart. Contacted group of people who said they were there to do some evening fishing. Patrol advised them of fishing and back area rules. Group left area without incident.
- October 17 at 9:05 p.m. Resident reported group at Riverview Park after hours. Patrol arrived and observed a large group of juveniles on the basketball court. Patrol asked them to leave the area. Juveniles refused and started to argue. Juveniles wouldn't listen to Patrol's request and remained in the park. Juvenile's parents arrived and Juvenile left the park.
- October 18 at 9:40 p.m. Patrol helped resolve resident's dispute on Guadalupe Dr., and waited for SSD to arrive and take over.
- October 30 at 8:41 a.m. Patrol responded to a complaint of a motor home parked behind the country store. Patrol made contact with the store employees who stated that the subject was told before to remove the motor home and quit staying on the property. Patrol advise the store to contact the Sheriff's department because of his refusal to leave property. The situation has now become a criminal trespass to which the Sheriff's department has more latitude on Ways to correct the issue.

- October 30 at 10:52 a.m. Patrol responded to the country store on the report of a female with weapons acting strangely. The RP, store employees, stated that the subject dropped the weapons inside the store stating she couldn't have these on her if the cop showed up. Patrol kept visual on the female waiting for SSD to arrive. Upon arrival of the Sheriff's department they detained her for identification purposes. The subject had no ID on her and was rambling and changing her story. The subject was officially trust passed from the country store and checked clear with the Deputies then was allowed to head eastbound on foot.
- October 31 at 7:38 p.m. Patrol located Juvenile with a bottle of Crown Royal at his feet. The juvenile stated that it was not his. Patrol confiscated the bottle and told him that he could have his parents pick it up at CSD.

### **JOINT SECURITY MEETING**

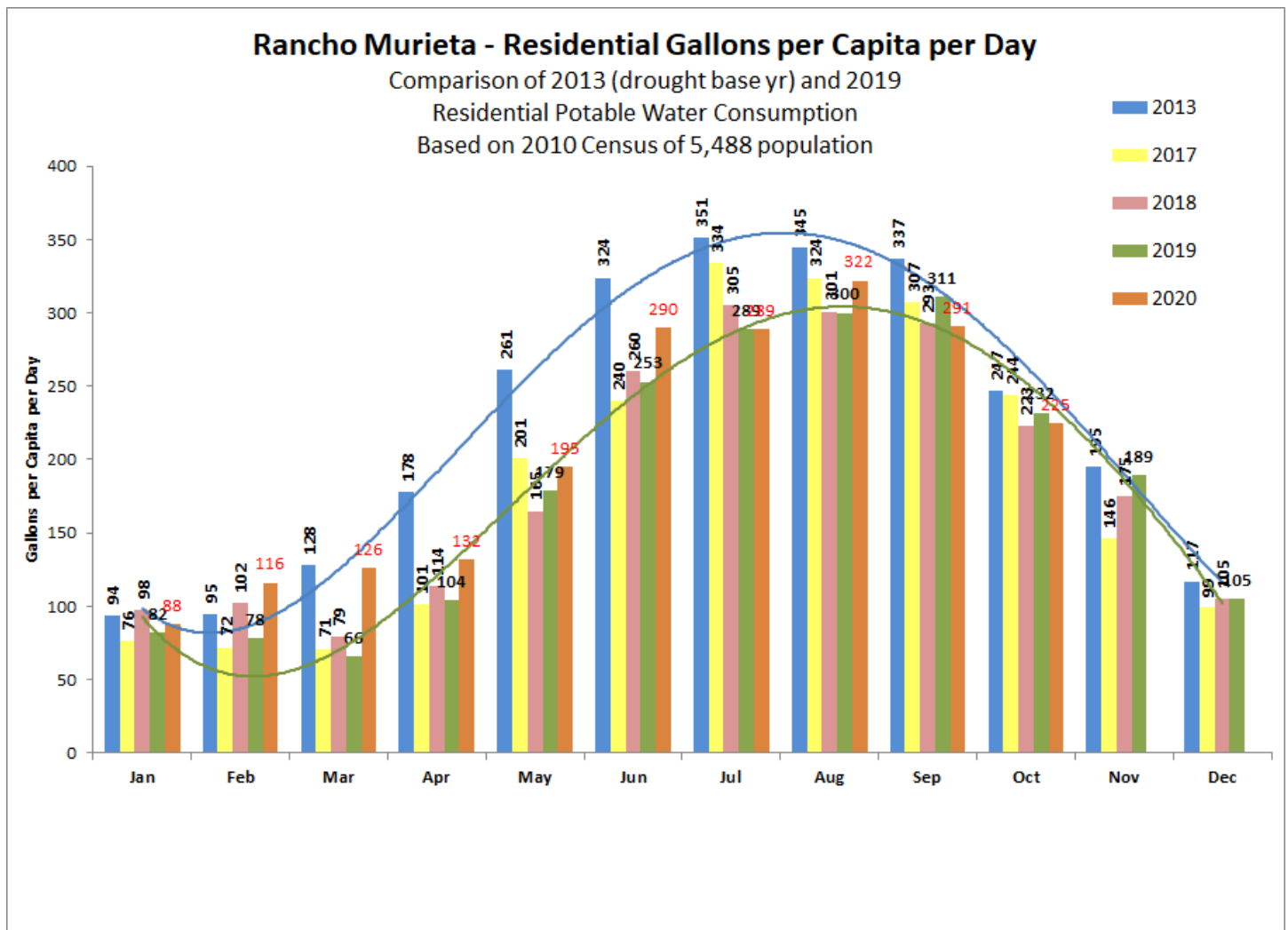
We are working with the RMA and other RMCSO area associations to establish regular, formal Security meetings.

# MEMORANDUM

**Date:** November 9, 2020  
**To:** Board of Directors  
**From:** Paul Siebensohn, Director of Field Operations  
**Subject:** Utilities Monthly Update

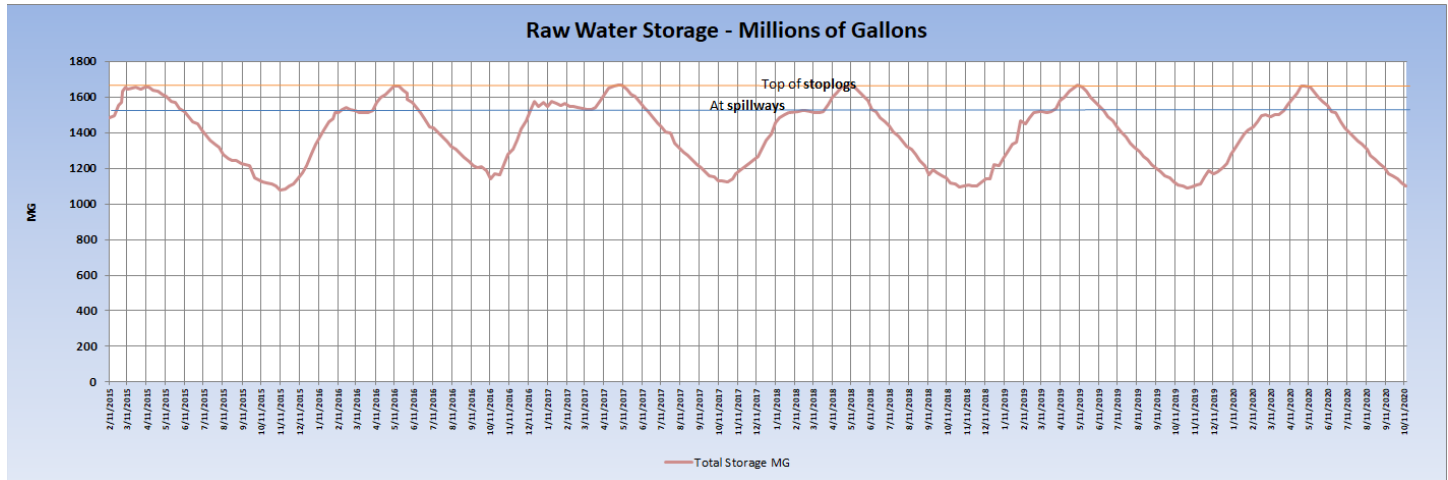
## WATER TREATMENT

Plant #1 and Plant #2 are in operation to meet daily demands producing 1.88 million gallons per day (MGD). The water plants produced 64.39 million gallons (MG) of potable water in October. The production value per connection was 748 gallons per connection per day for October. Gallons of water used per capita per day was 291 vs 337 in 2013, a 7.8% decrease in use in the base comparison year of 2013 as shown in the updated graph below.



## WATER SOURCE OF SUPPLY

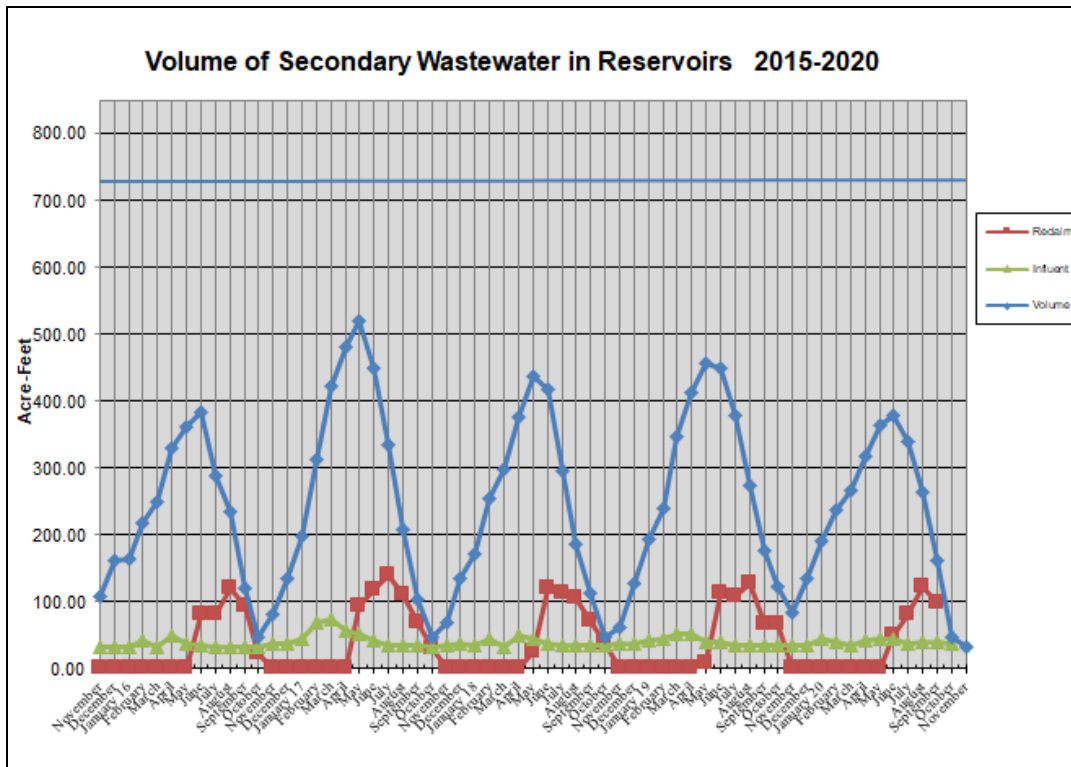
On November 4, 2020, all raw water storage for Calero, Chesbro, and Clementia Reservoirs volume measured 1,097 million gallons (3,369.16 acre-feet [AF]). Total usable volume accounting for dead storage in the reservoirs is 831.87 AF (2,553.1 MG). In October no rain was received, and evaporation measured at 5.99 inches. A graph of the raw water storage volumes is shown below.



## WASTEWATER COLLECTION, TREATMENT, AND RECLAMATION

For October the influent wastewater flow averaged 390,484 gallons a day, for a total of 12.1 MG, (37.15 AF). This is approximately 148 GPD per sewer connection. On November 4, 2020, secondary wastewater storage measured 10.8 MG (33.2 AF), of which 5.9 MG (18.3 AF) is usable for reclamation due to dead storage. The last day reclaimed water was supplied to the RMCC was October 31 so the RMCC can begin drawing down their storage to accommodate possible winter rainfall.

Below is a graph of the recent secondary wastewater storage volumes as of November 4, 2020.



**SEWER COLLECTION**

Again, no issues within the District’s sewer collection lines occurred this past month. One call was received for a sewer line blockage. Staff trouble shot it for the homeowner and found roots in their private sewer line running down their sewer cleanout and showed the homeowner.

**DRAINAGE**

Utilities staff focused on clearing entrances and exits of culvert pipes, removing silted areas with the backhoe and hauling it away, and trees limbs from drainage channels this past month. No further weed whacking will occur in the drainage system to allow the existing vegetation to catch, filter, and slow down stormwater runoff.

**WATER METERING AND UTILITY STAFF WORK**

In October thirteen (13) ¾ -inch, three (3) 1-inch meters, and two (2) MXU radio-read units were replaced as part of water metering maintenance. Also completed were nine (9) Underground Service Alert markings and eleven (11) utility star service orders for the administration department, which mainly consisted of high usage investigations.

Utilities staff repaired four (4) water service line leaks and one (1) meter gasket leak in October. They also had 8 homeowner calls for various water related complaints this last month. Six of these calls were for high usage complaints or possible water leaks, three were diagnosed as water leaks for H/O to repair and H/O’s were notified, three had no leaks detected and H/O were notified. Two calls were for water puddling in the yard one was due to a leak and the other was from over irrigation.

**Items of note:**

Water Plant solids drying bed



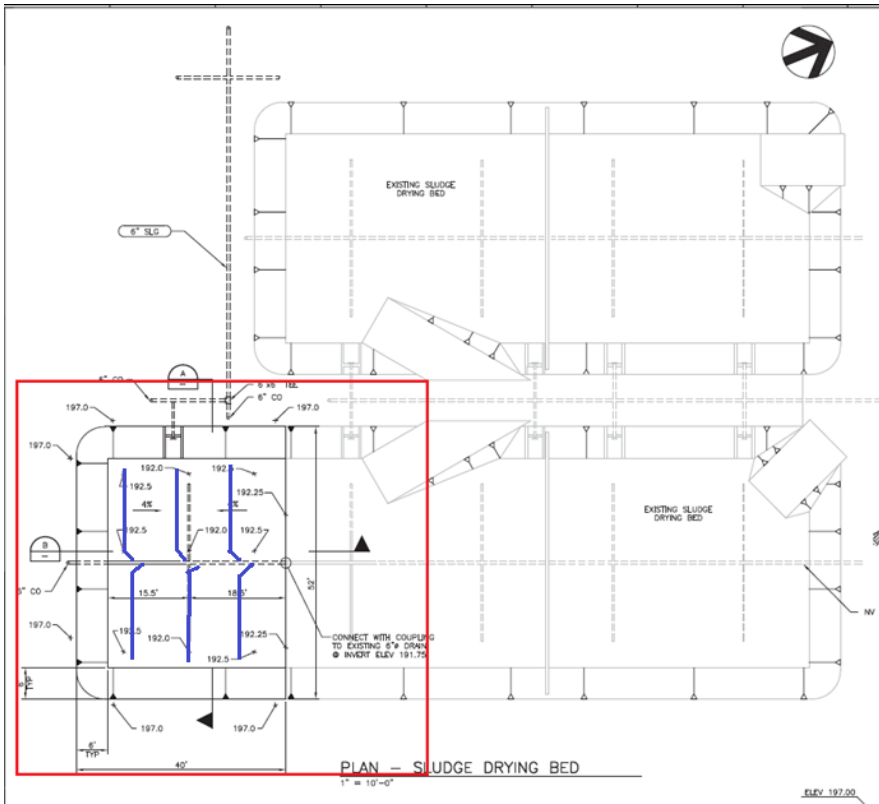
Utility staff did an excellent job and completed the modifications to the large solids drying bed at the water plant. We installed 6" well casing piping with additional lateral sweeps, buffeted by cement blocks and backfilled with pea-gravel, 1" round rock, and then washed sand. Work is shown in the following photos.



*Photo of drying bed piping being excavated*



*New piping layout before final concreting and backfilling with pea-gravel and then washed sand*



*Piping plan as laid out for solids drying bed indicated with blue lines*

**Wastewater Reclamation Plant – East DAF**

To follow up on the corrosion blowout in the East dissolved air floatation (DAF) tank that we banded in summer, I have been in contact with vendors to begin the process to either fix or replace the tank and its components depending on costs to be received. We have received one quote so far to replace the East DAF tank which is over \$225k. I’m looking to refine the scope of work to limit it to the internal structures which are in contact with the high corrosive water it treats, such as the rake arms, tie-rods supporting them, the overflow, and internal piping.

**PROJECTS**

**Development**

**The Retreats East and North**

No update.

**Rancho Murieta North – Development Project**

No update.

**The Murieta Gardens (MG) – Highway 16 Off-Site Improvements**

This project is complete and has been signed off.

**MG - Lot 4&5**

This project is complete and has been signed off.

**MG - Murieta Marketplace**

No update.

MG – Legacy Villas & Suites (lot 7)

The submitted plans have been reviewed and sent back by Coastland with some discussion about the EDU's that will be assigned for this project. The plans are being completed and have been signed by Coastland Engineering.

MG -Lot 10 (PDF Office)

No update.

MG – Lot 11 (Circle K Gas Station/carwash)

A plan comment letter from Coastland Engineering was submitted back to the project.

The Murieta Gardens I&II – Infrastructure

No update.

Murieta Business Park

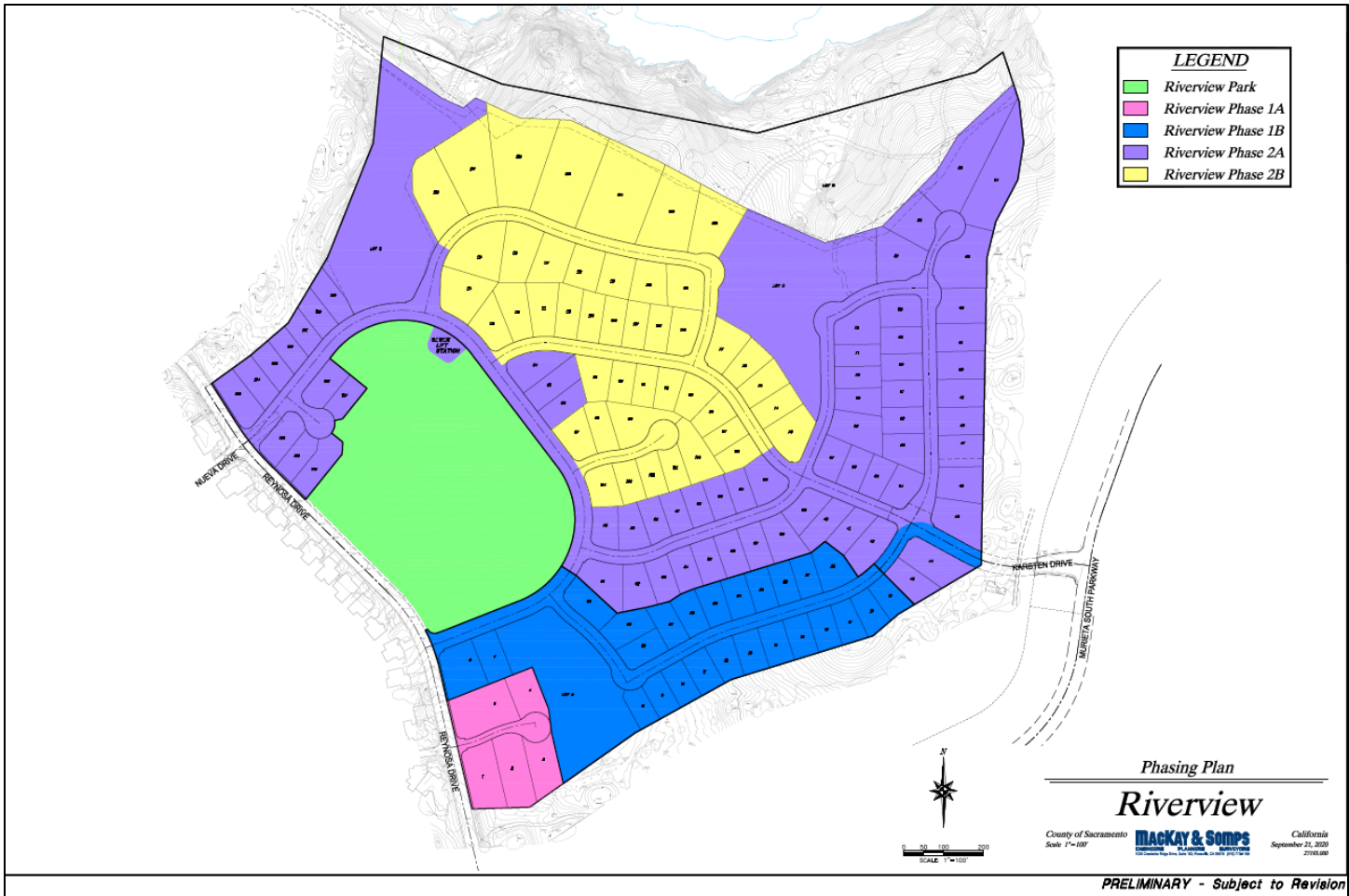
No update.

The Residences of Murieta Hills East

No update.

Riverview

The project has provided a second submittal of the Riverview's Phase 1A plans, water study, and storm drain study for review on September 22. Coastland is still in the processes of review. Sacramento County is reviewing drainage plans now as well. The project set up a construction trailer just east of the Riverview park.





# Rancho Murieta Community Services District

**December 2020**

## Board/Committee Meeting Schedule

**December 1, 2020**

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

**December 3, 2020**

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

**December 16, 2020**

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



**From:** [Richard Gehrs](#)  
**To:** [Tim Maybee](#); [John Merchant](#); [Linda Butler](#); [Randy Jenco](#); [Tom Hennig](#); [Martin Pohl](#)  
**Cc:** [Amelia Wilder](#); [Gail Bullen](#); [editor](#)  
**Subject:** A fundamental misunderstanding of Measure J  
**Date:** Thursday, September 24, 2020 9:19:05 AM

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At the board meeting on 9/16 while discussing issues related to the funding of security an option was raised of possibly 'not having patrol officers on duty at times'.

But then the following was said: "*...but again Measure J requires us to fund security officers 24 hours per day 7 days per week*".

That statements is **NOT TRUE** and reflects a fundamental misunderstanding of Measure J. Measure J contains no such requirement.

The security department existed long before Measure J (since 1984) and was funded by fees for years prior to the passage of Measure J. With the passage of Proposition 218, in 1996, that way of funding was no longer permissible. Prop 218 required those functions to be funded by a 'special tax' which needed to be approved by the voters.

The **only thing** that measure J did was to provide a new legal method to **fund** those security function.

Measure J was not 'an agreement to provide security'. CSD was already providing security and Measure J only provided a mean to continue funding it by means of a new security tax.

And Measure J contains NO mandates.

And it most certainly doesn't contain any mandate to fund security by means of any non-security tax money.

The security tax is a 'special tax'. That means that the revenues from the tax can only be used for specific purposes. Those specific purposes, as required by proposition 218, were listed in Measure J. Those purposes were a limit on how the money could be spent - the money cannot be spent for anything other than those specific purposes. It is **not** a mandate to fund those things. If the revenues that are received from the tax are insufficient to cover those purposes then that most definitely does **not** create a requirement to use other money to pay for them. I don't think any knowledgeable person would argue that and, indeed, that would probably be the opposite of the intent of Proposition 218 and the voters who voted for it.

There is no way that Measure J has created any mandate to fund anything that the Measure J taxes can't pay for. Measure J did not create a mandate to "fund security officers 24 hours per day 7 days per week" and it didn't create a mandate to fund a lot of other possible requirements that somebody might come up with.

-- Richard Gehrs



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## MEMORANDUM

Date: November 11, 2020  
To: Board of Directors  
From: Tom Hennig, General Manager  
Subject: Draft District Surveillance Camera Policy

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### **RECOMMENDED ACTION**

Review and approve draft District Surveillance Camera Policy.

### **BACKGROUND**

Upon request of Board members, District staff have drafted a proposed District Surveillance Camera Policy. The draft policy is included with this packet. This policy has been reviewed by Dick Richard Shanahan, District Legal Counsel, and approved by the Security Committee Members at the November 5, 2020 meeting.

The Security Committee recommends adoption.

Please note, Staff changed the retention period for all video from one year to ninety-days. The video files that are considered as evidence or utilized for ongoing training will be retained for a least one year.



# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

<b>Category:</b>	Security	<b>Policy #</b> P2020-01
<b>Title:</b>	District Surveillance Cameras	

## PURPOSE

District surveillance camera systems (Personnel worn or fixed locations) provide accountability and transparency to the public and will provide a recording of an incident or events that may document conduct or enforcement activity or supplement a report.

The principal purpose of this policy is to provide the Rancho Murieta Community Services District's (District) Security Department with the appropriate procedures, policies, and responsibilities for the use of the District surveillance camera systems as well as the management, storage, and retrieval of audio/video material recorded by District surveillance cameras. Recorded data serves multiple purposes to the District by protecting citizens, District property, District personnel and identifying trends.

## POLICY STATEMENT

The use of District surveillance camera systems provides persuasive documentary evidence and helps to prove criminal or wrongful conduct or to defend against civil litigation and allegations of officer or general public misconduct. District surveillance cameras are located throughout the District and are placed in locations that will offer views of sensitive and vital areas of the District as needed or requested. District personnel assigned to use surveillance camera and video systems will adhere to the operational objectives, policies, responsibilities, and procedures outlined in this policy to maximize the effectiveness and utility for the District surveillance camera system and the integrity of evidence and related video documentation. District employees who violate this policy will be subject to disciplinary action, up to and including termination.

## OBJECTIVES

The District's Security Department uses surveillance camera systems to accomplish the following primary objectives:

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

## **DISTRICT RESPONSIBILITIES**

1. The District may install and operate surveillance camera systems as it deems appropriate or requested in designated areas within the District. District personnel will use only District-owned and operated surveillance camera systems.
2. The District will provide Gate, Patrol Officers, and Sergeants with training on the use of surveillance cameras and video systems.
3. The District will approve media viewing and duplication devices.

## **OFFICER RESPONSIBILITIES**

1. When necessary to help ensure the accuracy and consistency of accounts for written reports or statements or in preparation for an interview, Gate and Patrol Officers may contact the Patrol Sergeant or the Security Chief and request to review the audio or video recording of an incident in which he or she was involved.
2. Gate and Patrol Officers will not erase, alter, reuse, modify, edit, duplicate, share, distribute, or tamper with any surveillance camera systems, recording or storage devices.
3. Gate and Patrol Officers will notify the Patrol Sergeant or Security Chief when the surveillance camera system has captured an apparent felony, misdemeanor, or other incidents and events to be followed up with either the District or Rancho Murieta Association, or any event requested as evidence by a peace officer.
4. Patrol Officers shall operate the surveillance cameras and video systems in accordance with the manufacturer's guidelines, departmental policy, and training.
5. Gate and Patrol Officers shall immediately report any known malfunction, damage, or theft of the surveillance camera system to the Patrol Sergeant or Security Chief so that a repair or replacement unit may be provided.
6. To reduce the risk of damage, original recordings shall not be viewed in any equipment other than the equipment authorized by the Security Chief.
7. Surveillance cameras and systems will remain in the area designated by the District.

## **SERGEANT RESPONSIBILITIES**

1. When an incident arises that requires the immediate retrieval of the recording, the Patrol Sergeant, Security Chief or designee shall transfer the recording to the Security Chief's computer video storage file on the District's Security Network.
  - a. Upon downloading, the Security Chief or designee shall flag the entry as evidence to ensure that it will not be inadvertently deleted after the ~~one-year~~ninety-day retention period (per Government Code, Section 53160) for non-evidence or investigation related recordings.

2. Security Chief or Sergeant shall conduct periodic reviews to:
  - a. Ensure the equipment is being used in accordance with policy and procedures.
  - b. Report and correct any Gate and Patrol Officer discrepancies in the use of the surveillance camera system.
  - c. Make recommendations for revision to the policy, procedures, officer training, or equipment needed.
  - d. Inspect for equipment damage, loss or misuse and to report and investigate the cause.
  - e. Assess Gate and Patrol Officer performance.

## **MEDIA DUPLICATION**

1. All surveillance cameras, equipment, recorded media, recorded images, and audio/video recordings are the property of the District. Accessing, copying, distributing, using or releasing video or audio files outside of the District or for non-Security Department purposes is strictly prohibited.
2. Requests to review or copy video/audio recordings made under the Public Records Act shall be made through the District. Each request will be evaluated and responded to on a case-by-case basis and in accordance with the requirements of the Act. If a recording is to be released, only the incident or incidents specifically requested shall be duplicated. The District may reserve the right to redact the video to protect the privacy interests of innocent or third parties not directly involved with the specific incident. The District reserves the right to decline a request for the following records: investigatory or security files compiled by the District for law enforcement or licensing purposes; any record where, on the facts of the particular case, the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record; records concerning confidential crime victim, sexual assault or child abuse images or recordings; and, any other record exempt from disclosure under the Public Records Act.
3. To prevent damage to or the alteration of the original recorded media, it shall not be moved or copied to, viewed in, or otherwise inserted into any non-District approved computer or other devices.
4. When possible and practical, a copy of the original recorded media stored in evidence shall be used for viewing by investigators, staff, training personnel, etc., to preserve the original media in pristine condition.
5. At the conclusion of any court proceeding, investigation, or hearing involving District surveillance data or media, all copies shall be submitted back to the District.
6. A Patrol or Gate Officer may review video footage of an incident in which he or she was involved before making a statement or being interviewed or examined about the incident.

## **MEDIA STORAGE, RETENTION AND DESTRUCTION**

1. Recorded data from the surveillance camera systems shall be retained in the Security Chief's office for a minimum of ~~one year~~ninety-days (as required by Government Code section 53160).
2. After ~~one year~~ninety-days, if the data is not needed for evidence, training, a pending disciplinary matter, pending criminal case, civil lawsuit, claim or other proceeding, other investigative or law enforcement purpose or pending citizen complaint, the General Manager is authorized to destroy and erase the data within the computer system in a manner consistent with current District Policy.
3. Recorded data from surveillance camera systems shall not be destroyed or erased without the General Manager's approval.

**Approved Rancho Murieta Community Services District  
Board of Directors**

**Adopted**

## RANCHO MURIETA COMMUNITY SERVICES DISTRICT

<b>Category:</b>	Security	<b>Policy #</b> P2020- <del>XX01</del>
<b>Title:</b>	District Surveillance Cameras	

### PURPOSE

District surveillance camera ~~systems~~ (Personnel worn or fixed locations) provide accountability and transparency to the public and will provide a recording of an incident or events that may document conduct or enforcement activity or supplement a report.

The principal purpose of this policy is to provide the Rancho Murieta Community Services District's (District) Security Department with the appropriate procedures, policies, and responsibilities for the use of the District surveillance camera systems as well as the management, storage, and retrieval of audio/video material recorded by District surveillance cameras. Recorded data serves ~~a dual-multiple~~ purposes to the District by protecting ~~both—citizens, District property,~~ District personnel and ~~citizens~~ identifying trends.

### POLICY STATEMENT

The use of District surveillance camera systems provides persuasive documentary evidence and helps to prove criminal or wrongful conduct or to defend against civil litigation and allegations of officer or general public misconduct. District surveillance cameras are located throughout the District and are placed in locations that will offer views of sensitive and vital areas of the District as needed or requested. District personnel assigned to use surveillance camera and video systems will adhere to the operational objectives, policies, responsibilities, and procedures outlined in this policy to maximize the effectiveness and utility for the District surveillance camera system and the integrity of evidence and related video documentation. District employees who violate this policy will be subject to disciplinary action, up to and including termination.

### OBJECTIVES

The District's Security Department uses surveillance camera systems to accomplish the following primary objectives:

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

~~7. To protect Officers from misconduct or abuse from the general public.~~

~~8. To deter misconduct.~~

#### DISTRICT RESPONSIBILITIES

1. The District may install and operate surveillance camera systemse as it deems appropriate or requested in designated areas within the District. District personnel will use only District-owned and operated surveillance camera systems.
2. The District will provide Gate, Patrol Officers, and Sergeants with training on the use of surveillance cameras and video systems.
3. The District will approve media viewing and duplication devices.

#### OFFICER RESPONSIBILITIES

1. When necessary to help ensure the accuracy and consistency of accounts for written reports or statements or in preparation for an interview, Gate and Patrol Officers may contact the Patrol Sergeant or the Security Chief and request to review the audio or video recording of an incident in which he or she was involved.

~~2. Gate and Patrol Officers will not erase, alter, reuse, modify, edit, duplicate, share, distribute, or tamper with any surveillance camera systems, recording or storage devices, without prior written authorization from the Security Chief.~~

- ~~2.~~  
3. Gate and Patrol Officers will notify the Patrol Sergeant or Security Chief when the surveillance camera system has captured an apparent felony, misdemeanor, or DU other incidents and events to be followed up with either the District or Rancho Murieta Association, or any event requested as evidence by a peace officer.

4. Patrol Officers shall operate the surveillance cameras and video systems in accordance with the manufacturer's guidelines, departmental policy, and training.

5. Gate and Patrol Officers shall immediately report any known malfunction, damage, or theft of the surveillance camera system to the Patrol Sergeant or Security Chief so that a repair or replacement unit may be provided.

6. To reduce the risk of damage, original recordings shall not be viewed in any equipment other than the equipment authorized by the Security Chief.

7. Surveillance cameras and systems will remain in the area designated by the Security Chief District.

#### SERGEANT RESPONSIBILITIES

1. When an incident arises that requires the immediate retrieval of the recording, the Patrol Sergeant, Security Chief or designee shall transfer the recording to the Security Chief's computer video storage file on the District's Security Network.

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- a. Upon downloading, the Security Chief or designee shall flag the entry as evidence to ensure that it will not be inadvertently deleted after the one-year retention period (per Government Code, Section 53160) for non-evidence or investigation related recordings.
2. Security Chief or Sergeant shall conduct periodic reviews to:
  - a. Ensure the equipment is being used in accordance with policy and procedures.
  - b. Report and correct any Gate and Patrol Officer discrepancies in the use of the surveillance camera system.
  - c. Make recommendations for revision to the policy, procedures, officer training, or equipment needed.
  - d. Inspect for equipment damage, loss or misuse and to report and investigate the cause.
  - e. Assess Patrol Officer performance.
- 3.

#### **MEDIA DUPLICATION**

- ~~4. All surveillance cameras, equipment, recorded media, recorded images, and audio/video recordings are the property of the District. Accessing, copying, distributing, using or releasing video or audio files outside of the District or for non-Security Department purposes is strictly prohibited, without specific written authorization from the Security Chief or General Manager. The exception is the release of recorded video/audio to law enforcement agencies with authorization from the Security Chief.~~
- ~~1.~~
  2. Requests to review or copy video/audio recordings made under the Public Records Act shall be made through the ~~Security Chief~~District. Each request will be evaluated and responded to on a case-by-case basis and in accordance with the requirements of the Act. If a recording is to be released, only the incident or incidents specifically requested shall be duplicated. The District may reserve the right to redact the video to protect the privacy interests of innocent or third parties not directly involved with the specific incident. The District reserves the right to decline a request for the following records: investigatory or security files compiled by the District for law enforcement or licensing purposes; any record where, on the facts of the particular case, the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record; records concerning confidential crime victim, sexual assault or child abuse images or recordings; and, any other record exempt from disclosure under the Public Records Act.
  3. To prevent damage to or the alteration of the original recorded media, it shall not be moved or copied to, viewed in, or otherwise inserted into any non-District approved computer or other devices.
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5. At the conclusion of any court proceeding, investigation, or hearing involving District surveillance data or media, all copies shall be submitted back to the ~~Security Chief for retention (except for any evidence retained by a court or as otherwise authorized by law)~~District.
6. A Patrol Officer may review video footage of an incident in which he or she was involved before making a statement or being interviewed or examined about the incident.

**MEDIA STORAGE, RETENTION AND DESTRUCTION**

1. Recorded data from the surveillance camera systems shall be retained in the Security Chief's office for a minimum of one year (as required by Government Code section 53160).
2. After one year, if the data is not needed for evidence, training, a pending disciplinary matter, pending criminal case, civil lawsuit, claim or other proceeding, other investigative or law enforcement purpose or pending citizen complaint, the General Manager is authorized to destroy and erase the data within the computer system in a manner consistent with current District Policy.
3. Recorded data from surveillance camera systems shall not be destroyed or erased without the General Manager's approval.

<b>Approved Rancho Murieta Community Services District Board of Directors</b>	<b>Adopted</b>
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## MEMORANDUM

Date: November 11, 2020  
To: Board of Directors  
From: Tom Hennig, General Manager  
Subject: Policy P2020-03 - SB-998 Water Shutoff Notifications

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### RECOMMENDED ACTION

Review the sample of Policy P2020-03 which will create the District's Policy for Disconnection of Residential Water Service for Nonpayment.

### DISCUSSION

Senate Bill No. 998 requires an urban and community water system shall have a written policy on discontinuation of residential service for nonpayment available in English, the languages listed in Section 1632 of the Civil Code, and, any other language spoken by at least 10 percent of the people residing in its service area. The policy shall include all of the following:

1. A plan for deferred or reduced payments.
2. Alternative payment schedules.
3. A formal mechanism for a customer to contest or appeal a bill.
4. A telephone number for a customer to contact to discuss options for averting discontinuation of residential service for nonpayment.
5. The policy shall be available on the urban and community water system's Internet Web site, if an Internet Web site exists. If an Internet Web site does not exist, the urban and community water system shall provide the policy to customers in writing, upon request.

Staff, in conjunction with our Bartkiewicz, Kronick & Shanahan, our Legal Counsel have prepared Policy P2020-01 to bring the District into Compliance with the new law. This item was approved by the Finance Committee on November 5, 2020.

### ACTION

The Finance Committee recommends adoption.

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

<b>Category:</b>	Finance	<b>Policy #</b> P2020-03
<b>Title:</b>	Disconnection of Residential Water Service for Nonpayment	

## 1. General Provisions

a. Application. This Policy applies to the disconnection of residential water service for nonpayment. The District’s existing ordinances, resolutions, policies, and procedures shall continue to apply to non-residential water service accounts and to disconnection of residential water service for other reasons, including the termination of a service connection by the District due to a customer violation of any other ordinance, rule, regulation, or policy of the District. In the event of any conflict between this Policy and any other ordinance, rule, regulation, or policy of the District, this Policy shall prevail. In the event of any conflict between this Policy and state law, state law shall prevail.

b. Customer Responsibility. Under applicable District ordinances, resolutions, policies, and procedures, bills for water service are rendered to each customer on a monthly basis and are due and payable upon presentation. Water service bills become delinquent if not paid within 60 days from the date on the bill. It is the customer’s responsibility to ensure that payments are received at the District office in a timely manner. Payment may be made at the District office, by electronic funds transfer (EFT), or to the address for remittance of mailed payments.

c. Availability of Policy. The District shall provide this Policy and all written notices given under this Policy in English, Spanish, Chinese, Tagalog, Vietnamese, and Korean, and in any other language spoken by at least 10 percent of the people residing in the District’s service area or required by Civil Code section 1632. This Policy shall be posted and maintained on the District’s Internet website.

d. Contact Telephone Number. The District Billing Department can be reached at 916-354-3700 for assistance concerning the payment of water bills and to discuss options for stopping disconnection of residential service for nonpayment.

## 2. Disconnection of Residential Water Service for Nonpayment

a. 60-day Delinquency Period. The District shall not disconnect residential water service for nonpayment of a service bill until a customer’s payment has been delinquent for 60 days.

b. 10-Day Notice. Not less than 10 days before disconnection of residential service for nonpayment, the District shall contact the customer named on the account by telephone or written notice. If payment in full is not received within 7 days, or the District has otherwise not

been contacted and an alternative Payment Arrangement agreed upon, as discussed in section 4 of this Policy, the customers will receive a 3-day notice on their door, informing them that service will be disconnected 3 days later.

i. When the District contacts the customer named on the account by written notice under this section, the written notice of payment delinquency and impending disconnection shall be mailed to the customer of the residence to which the residential service is provided. If the customer's address is not the address of the property to which residential service is provided, the notice shall also be sent to the address of the property to which residential service is provided, addressed to "Occupant."

ii. The written notice shall include all of the following information in a clear and legible format:

1. The customer's name and address.
2. The amount of the current charges and delinquency.
3. The date and time by which payment must be made in order to avoid disconnection of water service.
4. A description of the process to apply for an extension of time to pay the delinquent charges.
5. A description of the procedure by which the customer may petition for bill review and appeal or initiate a complaint or request an investigation concerning the service or charges.
6. A description of the procedure by which the customer may request a deferred, reduced, or alternative payment schedule, including an amortization of the delinquent residential service charges, consistent with this Policy.
7. The District's telephone number and business address.

iii. If the written notice is returned through the mail as undeliverable, the District shall make a good faith effort to visit the residence and leave or place in a conspicuous place a notice of imminent disconnection of residential service for nonpayment.

c. 3-Day Posting Notice. The District shall give by posting in a conspicuous location at the premises, a notice of termination of service, at least 3 days prior to termination. This notice of termination of service shall include all of the following information:

- i. The customer's name and address.
- ii. The amount of the current charges and delinquency.

iii. The date and time by which payment is required in order to avoid termination.

iv. The District's telephone number.

d. Service Restoration Information. Upon disconnection, the District shall provide the customer with the District phone number for information on how to restore residential service.

### **3. Restrictions on Disconnection of Water Service**

a. The District shall not disconnect residential water service for nonpayment of a service bill until a customer's payment has been delinquent for 60 days.

b. The District shall not disconnect residential service in any of the following situations:

i. When a customer has been granted an extension of the period for payment of a bill.

ii. During the time that the District is investigating a customer dispute or complaint under section 8 of this Policy.

iii. When State or Federal orders prohibit the shutting off of residential water meters due to non-payment.

c. The District shall not disconnect residential service if all of the following conditions are met:

i. The customer, or a tenant of the customer, submits to the District the certification of a primary care provider, as defined in section 14088(b)(1)(A) of the Welfare and Institutions Code, that disconnection of residential service will be life threatening to, or pose a serious threat to the health and safety of, a resident of the property receiving service.

ii. The customer demonstrates that he or she is financially unable to pay for residential service within the urban and community water system's normal billing cycle. The customer shall be deemed financially unable to pay for residential service within the urban and community water system's normal billing cycle if (1) any member of the customer's household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or (2) the customer declares that the household's annual income is less than 200 percent of the federal poverty level.

iii. The customer is willing to enter into an alternative payment arrangement, consistent with the provisions of Section 4 of this Policy.

If a customer meets the three conditions listed in this subsection (c), the District shall offer the customer one or more of the payment options described in Section 4. Any customer meeting these requirements shall, upon request, be permitted to amortize, over a period not to exceed 12 months, the unpaid balance of any bill asserted to be beyond the means of the customer to pay within the normal period for payment.

d. The District is prohibited from terminating water service to any customer or tenant of a customer on any Saturday, Sunday, legal holiday, or outside of its normal operating hours.

#### **4. Alternative Payment Arrangements**

a. Options. Upon request, the District will consider the following options with a delinquent customer to avert discontinuation of residential service for nonpayment:

- i. Amortization of the unpaid balance;
- ii. Participation in an alternative payment schedule;
- iii. Temporary deferral of payment.

(Collectively "Payment Arrangements.")

b. District Administration. The District General Manager, or his or her designee, may choose which of the Payment Arrangements described in Section 4(a), above, may be available to the customer and may set the parameters of that payment option. Ordinarily, the Payment Arrangement offered should result in payment of any remaining outstanding balance within 12 months. The District may grant a longer payment period if it finds the longer period is necessary to avoid undue hardship to the customer based on the circumstances of the individual case. The District may charge an administrative fee for the cost of administering Payment Arrangements under this provision. The General Manager, or his or her designee, is authorized to prepare and approve a Payment Arrangement agreement with a customer consistent with this Section 4.

c. Customer Obligations. If the District and customer enter into a Payment Arrangement under this Section 4, the customer shall comply with the agreement or other arrangement and remain current on any new water service charges as they are billed in each subsequent billing period. The customer may not request further amortization or reduction of any unpaid charges on subsequent bills while paying delinquent charges under an alternative payment arrangement. Commencing on the date the first payment arrangement is entered into, customers who fail to comply with any agreed payment arrangement will not be eligible to establish future payment arrangements for a period of 24 months, except as otherwise prohibited by law.

## 5. Disconnection After Failure to Comply with Alternative Payment Arrangements

a. If the District and customer enter into any Payment Arrangement under Section 4, the District may disconnect service no sooner than 5 business days after the District posts a final notice of intent to disconnect service in a prominent and conspicuous location at the property under either of the following circumstances:

- i. The customer fails to comply with the Payment Arrangement for 60 days or more.
- ii. While undertaking a Payment Arrangement, the customer does not pay his or her current residential service charges for 60 days or more.

b. The notice of termination under this Section 5 shall include all of the following information:

- i. The customer's name and address.
- ii. Notice of the customer's noncompliance with the Payment Arrangement.
- iii. The Payment Arrangement or other conditions the customer must satisfy in order to avoid termination.
- iv. The District's telephone number and business address.

This notice does not entitle the customer to further investigation or provision of alternative payment arrangements by the District.

## 6. Disconnection in Master Meter Landlord-Tenant Situations

a. Applicability. This section applies to District service through an individual meter to a detached single-family dwelling, a multi-unit residential structure, mobile home park, or permanent residential structure in a labor camp, only if the owner, manager or operator is the customer of record, and there is a landlord-tenant relationship between the residential occupants and the owner, manager, or operator of the building.

b. Notice. The District shall make every good faith effort to inform the residential occupants, by means of written notice, when the account is in arrears that service will be terminated at least 10 days prior to the termination. This notice shall further inform the residential occupants that they have the right to become District customers, to whom the service will then be billed, without being required to pay any amount which may then be due on the delinquent account.

c. Service to Occupants. The District is not required to make service available to the residential occupants unless each residential occupant agrees to the terms and conditions of District water service and meets the requirements of law and the District's ordinances, rules,

regulations, and policies. However, if one or more of the residential occupants are willing and able to assume responsibility for the subsequent charges to the account to the satisfaction of the District, or if there is a physical means legally available to the District of selectively terminating service to those residential occupants who have not met the requirements of the District's ordinances, rules, regulations, and policies, the District shall make service available to those residential occupants who have met those requirements.

d. Proof of Credit. If prior service for a period of time is a condition for establishing credit with the District, residence and proof of prompt payment of rent or other credit obligation acceptable to the District for that period of time is a satisfactory equivalent.

e. Detached Single-Family Dwellings. In the case of a detached single-family dwelling, the District may do any of the following:

i. Give notice of termination at least seven days prior to the proposed termination.

ii. In order for the amount due on the delinquent account to be waived, require an occupant who becomes a customer to verify that the delinquent account customer of record is or was the landlord, manager, or agent of the dwelling.

## **7. Additional Considerations for Financial Hardship**

a. If a customer who demonstrates to the District household income below 200 percent of the federal poverty line, the District shall both:

i. Set a reconnection of service fees for reconnection during normal operating hours at \$50 and for reconnection during nonoperational hours at \$150. These fees shall not exceed the actual cost of reconnection if those costs are less. Reconnection fees shall be subject to an annual adjustment for changes in the Consumer Price Index beginning January 1, 2021.

ii. Waive interest charges on delinquent bills once every 12 months.

b. The District shall deem a residential customer to have a household income below 200 percent of the federal poverty line if:

i. Any member of the household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or

ii. The customer declares that the household's annual income is less than 200 percent of the federal poverty level.

## **8. Procedure to Contest or Appeal a Bill**

A customer may appeal or contest the amount set forth in any bill for residential water service pursuant to the following procedure:

a. General Appeal. Within five days of receipt of the bill for water service, a customer has a right to request an appeal or review of any bill or charge rendered by the District. The request must be made in writing and be delivered to the District's office. For so long as the customer's appeal and any resulting investigation is pending, the District cannot disconnect water service to the customer.

b. 10-Day Notice Appeal. In addition to the appeal rights under subsection (a), above, a customer who receives a 10-Day Notice described in Section 2(c) of this Policy may request an appeal or review of the bill to which the notice relates within five business days of the date of the notice. However, no such appeal or review rights shall apply to any bill for which an appeal or request for review under subsection (a) above, has been made. Any appeal or request for review under this subsection must be in writing and must include documentation supporting the appeal or the reason for the review. The request for an appeal must be delivered to the District's office within the five-day period. For so long as the customer's appeal and any resulting investigation is pending, the District cannot disconnect water service to the customer.

c. Appeal Process.

i. Following receipt of a request for an appeal or review under subsections (a) or (b), above, the District's General Manager, or his or her designee, shall evaluate the request for review and supporting material provided by the customer and the information on file with the District concerning the water charges in question. Within 10 days after receipt of the customer's request for review, the General Manager, or his or her designee, shall render a decision as to the accuracy of the water charges set forth on the bill and shall provide the appealing customer with a brief written summary of the decision.

ii. If water charges are determined to be incorrect, the District will provide a corrected invoice and payment of the revised charges will be due within 10 calendar days of the invoice date for revised charges. If the revised charges remain unpaid for more than 60 calendar days after the corrected invoice is provided, water service will be disconnected. Prior to disconnection, the District shall provide the customer with the 10-Day Notice in accordance with Section 2(c), above. Water service will only be restored upon full payment of all outstanding water charges, penalties, interest, and any applicable reconnection charges.

iii. If the water charges in question are determined to be correct, the water charges are due and payable within three business days after receipt of the General Manager's, or his or her designee's, decision.



d. Any overcharges due from the District will be reflected as a credit on the next regular bill to the customer, or refunded directly to the customer, at the sole discretion of the General Manager.

e. Water service to any customer shall not be disconnected at any time during which the customer's appeal to the General Manager is pending.

<b>Approved by Rancho Murieta Community Services District's Board of Directors</b>	
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## MEMORANDUM

Date: November 11, 2020  
To: Board of Directors  
From: Tom Hennig, General Manager  
Subject: Reimbursement to L.H. Schneider Construction for Cosumnes Irrigation Association (CIA) Ditch Culvert Pipeline Repair at Lone Pine Drive

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### RECOMMENDED ACTIONS

Direct the General Manager to issue payment in the amount of \$27,907.80, to L.H. Schneider Construction to reimburse costs associated with the CIA Ditch culvert pipe under Lone Pine Drive.

### BACKGROUND

During the preparation of the FY 2020-21 budget, there was a request from the primary owners of the CIA Ditch for the District to contribute its share of funds to repair the culvert pipe of the CIA Ditch, under Lone Pine Drive. If left unrepaired, the failing culvert pipe would eventually result in erosion, which would cause the affected part of Lone Pine Drive to collapse. The District is a 35.4% member of the CIA. The estimated budget for the District's share of the repair was \$38,000, and was included as part of the current fiscal year expenditure plan. The District's obligation to the CIA is to maintain and repair the CIA Ditch

### DISCUSSION

L.H. Schneider Construction was hired by the CIA to replace the culvert pipe. On September 21, 2020 we received an invoice from the CIA Accounting for \$27,907.80. This invoice included the amount of the District's obligation, less \$2,030.50, for the use of District owned equipment during the repair. Since the total cost of the repairs exceeded the General Manager's \$25,000 authority, we are required to gain Board approval for the expense.

At the request of the CIA, L.H. Schneider Construction was issued a check from the CIA checking account in the amount of \$13,500 to allow for a partial payment during the time it has taken to bring this item to the Finance Committee. The amount of \$14,407.80 is the remaining balance after the payment from the CIA account. This item was approved by the Finance Committee at the November 3, 2020 Meeting.

### SUMMARY

The Finance Committee recommends approving this payment. Upon approval of the Board, a check will be issued to L.H. Schneider Construction in the amount of \$14,407.80. A second check, in the amount of \$13,500.00 will go to El Dorado Savings to reimburse the CIA account.

# MEMORANDUM

**Date:** November 12, 2020  
**To:** Board of Directors  
**From:** Amelia Wilder, District Secretary  
**Subject:** Consider Nomination of RMCS D Board Member for Local Agency Formation Commission (LAFCo) Special District Advisory Committee (SDAC)

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## BACKGROUND

LAFCo's are state-mandated quasi-judicial countywide Commissions whose purview is to oversee boundary changes of cities and special districts, the formation of new agencies, including the incorporation of new cities and districts, and the consolidation or reorganization of special districts and or cities.

The Special District Advisory Committee is comprised of seventeen members and composed of the two LAFCo Special District Commissioners, the Alternate Special District Commissioner, and representatives from recreation and park, fire, water, flood control, cemetery and other types of special districts. SDAC members serve two-year terms without compensation. Currently there are seven vacant seats for Office "B" on the Committee. New members will be selected by the SDAC Sub-committee on Membership from the pool of nominees provided by the Special Districts. The purpose of the Committee is to provide Sacramento LAFCo with input on issues related to Special Districts, as well as to receive information on issues before the Commission. SDAC meetings are held quarterly on the fifth Tuesday, or as needed at 7:00 p.m. at SMUD Customer Service Center.

In light of the pending vacancy, LAFCo is seeking nominations from Special Districts to serve in the aforementioned role.

This item is brought before the Board to determine if the Board is interested in nominating an RMCS D Director to potentially sit on LAFCo's SDAC. The deadline for nominations is February 15, 2021.



## SACRAMENTO LOCAL AGENCY FORMATION COMMISSION

1112 I Street, Suite 100 • Sacramento, CA 95814 • (916) 874-6458 • Fax (916) 874-2939

[www.saclafco.org](http://www.saclafco.org)

**DATE:** October 26, 2020  
**TO:** All Independent Special District Boards  
**SUBJECT:** **Nominations for Membership on SDAC**

You are cordially invited to nominate a Member of your Board to join the Special District Advisory Committee (SDAC). The purpose of the Committee is to provide Sacramento LAFCo with input on issues related to Special Districts, as well as to receive information on issues before the Commission.

The SDAC membership of seventeen is composed of the two LAFCo Special District Commissioners, and the Alternate Special District Commissioner, and representatives from recreation and park, fire, water, flood control, cemetery and other types of special districts. SDAC members serve 2 year terms without compensation. Currently there are *seven (7) vacant seats for Office "B"* on the Committee. New members will be selected by the SDAC *Sub-committee on Membership* from the pool of nominees provided by the Special Districts.

SDAC meetings are held quarterly on the fifth Tuesday, or as needed. The SDAC meets at 7:00 PM@ SMUD Customer Service Center (CSC) (6301 S Street) Sacramento, in the Rubicon Room.

A nomination form is attached. If you wish to nominate a member of your Board, please complete the form and return it to LAFCo no later than **Monday, February 15, 2021.**

*Please feel free to contact Special District Commissioners **Gay Jones (916.208.0736)** or **Lindsey Liebig (916.513.1619)** if you care to further discuss the SDAC.*

Very truly yours,

SACRAMENTO LOCAL AGENCY FORMATION COMMISSION

  
Donald J. Lockhart, AICP  
Executive Officer  
(916) 874-6458

[Donald.Lockhart@SacLAFCo.org](mailto:Donald.Lockhart@SacLAFCo.org)

Enclosure: Nomination Form  
Current Roster

SDAC\_Nom\_2021

*Donald J. Lockhart AICP, Executive Officer; Diane Thorpe, Commission Clerk*

[www.saclafco.org](http://www.saclafco.org)





**SPECIAL DISTRICT ADVISORY COMMITTEE  
Nomination Form**

*Recommendation to the **SDAC Selection Committee***

In accordance with the bylaws of the Special District Advisory Committee, the  
Governing Board of the \_\_\_\_\_ District  
nominates \_\_\_\_\_ (Board Member)  
for the following position on the SDAC:

Two year term (ends 12/31/21)

Signature: \_\_\_\_\_  
Board Chairperson

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
District Manager or District Secretary

\_\_\_\_\_  
Please print e-mail address

**Please attach resume of Nominee.**

**Please send completed nominations to:**

Diane Thorpe, Commission Clerk  
Sacramento LAFCo  
1112 "I" Street; Suite 100  
Sacramento CA 95814  
[Diane.Thorpe@SacLAFCo.org](mailto:Diane.Thorpe@SacLAFCo.org)



**OFFICE "A" TERMS 1/20 -- 12/21**

Initial	First	Last	District	Phone	Form 700	Email address
	Michael	Hansen	Arcade Creek R&PD	510-386-0345		mhanson2013@outlook.com
	Joseph	Guardino	Wilton FPD			Joe_Guardino@wilton-fire.org
	Terri	Leimbach	Cordova R&PD	916-353-8563		tleimbach@crpd.com
	Rod	Brewer	Cosumnes CSD	916-208-8841		reodbrewer5@gmail.com
	<b>Vacant</b>					
	<b>Vacant</b>					
	<b>Vacant</b>					

**VACANT OFFICE "B" TERMS 1/21 – 12/22**


**OFFICE "C" COMMISSIONERS**

	Lindsey	(Chair) Liebig	Herald FPD	916-513-1619		<a href="mailto:lindsey@heraldfire.com">lindsey@heraldfire.com</a>
	Gay	Jones	Sacramento Metropolitan Fire District	916-208-0736		<a href="mailto:n2ogay@pacbell.net">n2ogay@pacbell.net</a>
	Charlea	Moore (Alt.)	Rio Linda/Elverta RPD	916-275-3275		charhorseranch@aol.com

## MEMORANDUM

Date: November 13, 2020  
To: Board of Directors  
From: Tom Hennig, General Manager  
Subject: Laguna Joaquin Consulting Services Selection

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### **Recommendation**

To approve the agreement with selected bidder for Laguna Joaquin Detention Basin – Consulting Services. The funding for this will be split between the RMCS D, Rancho Murieta Homeowners Association, and the Rancho Murieta Townhome Association and possibly other local entities. RMCS D's share of cost is to come from the Drainage Capital Improvement Budget.

**Note:** The deadline for the RFP responses is 4 PM, Tuesday, November 17, 2020. As of Friday, November 13, 2020, we have received one qualified proposal and were notified by a second firm of their plan to submit. District staff will update this memorandum after the deadline has passed to reflect any additional submissions.

### **Background**

The Laguna Joaquin Detention Basin is a relatively large body of water (approximately 21.5 surface acres) located within the gates of the Rancho Murieta Association's homeowners association (RMA). Laguna Joaquin is owned by the RMA, but the Rancho Murieta Community Services District (District) has a responsibility for its operation and maintenance. Laguna Joaquin serves several purposes for the community of Rancho Murieta. For the District it is a drainage detention basin serving North side developments Units 1, 2, 3, and 4, Stonehouse & Escuela Parks, and possible future Residences East & West developments. The District is responsible for the quality of the stormwater as the water exits the basin. In addition to functioning as a detention basin for the District drainage system, Laguna Joaquin may serve as temporary water storage for the Cosumnes Irrigation Association (CIA), and as a source of irrigation water for the common ground landscaping for the RMA. Additionally, Laguna Joaquin provides for an aesthetic amenity to the community and for recreational fishing. Seasonal storms, typically November – March, can create enough stormwater runoff to fill the basin and spill into a drainage ditch. Overflow from the basin flows over a manmade spillway and channel and into the drainage ditch, which eventually flows over 1.5 miles into the Cosumnes River.

Over the past 50+ years, Laguna Joaquin has accumulated silt and other materials from its two primary drainage inlets, as well as irrigation runoff from the surrounding landscaping. During this time, complaints about midge flies and odor from the residents from the Townhomes surrounding Laguna Joaquin, and the residents that utilize the pathways for recreation have increased every year. There are also complaints from residents over the odor that originates from the basin as well as concerns of the quality

of the water being used to irrigate the RMA landscaping around the basin and adjacent to Murieta Parkway. In July 2020, more than 100 residents signed a petition (attached) that identified four specific concerns related to the basin. These complaints were:

- Murky green water with algae growing around the edges
- Cattails growing at the drainage inlets which collect debris and algae
- Weeds growing along the banks
- Water quality and odor

The petition was presented to the District Board at the August 19, 2020, regular board meeting. Since that time, the District has taken the following actions:

- Met with Sac/Yolo Vector control to discuss options for correcting the problems
- Increased the application frequency of biocide designed to kill midge flies
- Installed insect attraction traps to track insect types and hatching patterns
- Ordered custom boxes to attract bats, which eat the insects
- Evaluated options for utilizing recycled water for landscape irrigation
- Contacted numerous environmental professionals to discuss options
- Issued the attached RFP

### **Current Situation**

The overall responsibility for Laguna Joaquin is primarily shared by the District and the RMA. The District has responsibility for the water quality, as part of our drainage latent powers. The RMA is responsible for the grounds in and around the basin, which includes the silt at the bottom. The primary beneficiaries of the aesthetic value of the basin are the residents of the Murieta Townhomes Inc. and those who frequent the basin for recreations such as fishing and walking.

Because the midge flies mature in the silt, then float to the top to hatch, the RMA is ultimately responsible for their habitat. Over the past several years, a decision was made by the District to mitigate the issues related to the midge flies by applying *Bacillus thuringiensis (Bti)* as a microbial larvacide. The application of the biocide is being paid for by RMCSD with discretionary funds allocated to the District's Drainage budget. Since this practice has become futile, the District has determined that it is no longer reasonable to apply the biocide. There are no plans to budget for the application in future years.

In reaction to the concerns of the community, the District released a Request for Proposals (RFP) to solicit professionals to provide an evaluation of the entire ecosystem related to the detention basin. Upon completion of the evaluation, the selected vendor is to provide solutions, and cost estimates associated. The full RFP is attached. The scope of work requested includes the following:

1. **Evaluate and provide options for improvement of Laguna Joaquin basin.** This includes evaluation of water quality throughout the basin; sources of water and their



quality; estimates of cost for each improvement. Improvements are for water quality, less bugs, and better aesthetics overall.

2. **Evaluate extent and test silt material to be removed and develop engineer's estimate for removal and disposal.** This includes laboratory evaluation of volume and laboratory analysis of silt materials and hazard classification report.
3. **Evaluate the hydrology related to the Cosumnes Irrigation ditch as it relates to providing fresh water to Laguna Joaquin.** The District will provide information related to the current flow-lines. This task may require field surveying. Provide report of maximum possible potential elevation to fill Laguna Joaquin.
4. **Develop a report for the District which includes all data compiled.** Provide report in Word and PDF formats, along with any supporting documentation. Present report to District Board at a committee meeting and a Board meeting with recommendations and findings. (Currently Board and committee meetings are being held via Zoom web-based platform).
5. **Develop RFP for removal, dewatering, and disposal of removed material**
6. **Consultant shall include a general table of costs for:** hourly rates for any staff to be utilized, and travel, for any special projects to be billed on time and travel. Costs will be based on the billing rates for any additional services requested by the District.

It is important to recognize that the consulting services will not fix the problem. Their report will identify solutions, which will need to be discussed at a later date. Paying for any of the recommended options will be discussed at a later date.

### **Financial Impact**

We have estimated the cost for the consulting services to range between \$50,000 and \$100,000. Discussions between the General Managers of the District and the RMA have resulted in a preliminary plan to share the costs for the services evenly between the District, RMA, and the Murieta Townhome Inc. Association. Funds to cover the District's share for the environmental consulting services will come from the Drainage reserve account. This expense is reasonable as the District is responsible for the water quality of the drainage that eventually flows to the Cosumnes river during the rainy season. Recommendations from the consulting services will be presented to the Board once received. Costs associated with carrying out any of the recommendations will be evaluated at that time.

DATE: July 31, 2020

TO: Tom Hennig, General Manager, Rancho Murieta Community Services District

FROM:



Judith Embree (916- 213-0503) , Jane Hall (916- 752-8131),



Marlene Hensley (916-357-4854) , Bobbie Fite (916-354-1048)

and the many others who live by and use the walking path around Laguna Joaquin

SUBJECT: Community Letter Regarding Laguna Joaquin Water Quality

Good Morning, Mr. Hennig.

First, we would like to welcome you to the community and wish you well in your position as General Manager of the Rancho Murieta Community Services District. We recognize that there are a number of issues and concerns that you will need to address in the first weeks and months that you are here. We wanted to bring this one to your attention now so that it doesn't get lost in the inevitable avalanche of work the district does.

Attached please find a letter signed by more than 100 residents of Rancho Murieta concerning the water quality and appearance of Laguna Joaquin. Since we understand that complaining about a problem without offering a solution is the definition of whining, we did some research. At the end of this memo, please find a list of the agencies and businesses that we contacted asking for references and resources to help us address this problem. There are also a number of people in the community who have expertise in this area who may be willing to help.

We understand that this is not a simple problem. It has been tackled before with some limited success and some failures. The water in this lake comes, for the most part, from run-off from the surrounding properties, roads and the golf course, which makes it a challenge to keep clean. The quality of water in Laguna Joaquin also affects the farmers and ranchers downstream who apparently have agreements with the community for its purity, storage and use. Finally, any concerns with the lake need to be solved in coordination with the Rancho Murieta Association because the land is the responsibility of RMA and the water belongs to CSD.

All that being said, this is an important issue. Please accept our attached letter of concern. We look forward to hearing from you in the near future about next steps to address this problem, and we would be happy to give you a personal tour of the lake at your convenience.

Thank you.

***Places to look for assistance in addressing this problem:***

- The Sacramento County Department of Water Resources (916-874-6851) suggested contacting the non-profit Rescape at <RescapeCA.org> or 415-766-0191, or contacting UC Davis Master Gardeners at <UCANR.EDU/Sites/SACMG> or 916-876-5338. Both

organizations have expertise in environmental issues, including waterways and lakes.

- Eric Haupt, an Environmental Specialist with the Sacramento County Environmental Health Division (916-876-7530 or [haupte@saccounty.net](mailto:haupte@saccounty.net)) explained that water quality for waterbodies on private property is usually the responsibility of the property owner and is based the level of protection one wants to provide. The Clean Water Team has a lot of helpful resources and guidance documents at [https://www.waterboards.ca.gov/water\\_issues/programs/swamp/cwt\\_volunteer.html](https://www.waterboards.ca.gov/water_issues/programs/swamp/cwt_volunteer.html).
- SOLitude Lake Management, a nation-wide company that specialized in lake management, has an office in Sacramento: 925-521-0400. Camila Morao in the main office is passing on our information to the local representative, Gary Hoover, who will call back with a preliminary outline for a plan and a cost estimate.
- The California Department of Natural Resources (916-653-5656) and the United States Environmental Protection Agency (415-947-8000) have yet to return our calls.
- The Operating Engineers were the original excavators of Laguna Joaquin and might also be able to provide us with assistance to dredge the lake, if that proves to be the best option for solving the problems.

DATE: July 28, 2020

TO: Kevin Hubred, General Manager, Rancho Murieta Association  
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Tom Hennig, General Manager, Rancho Murieta Community Services District  
Tim Maybee, President, RMCS D Board of Directors

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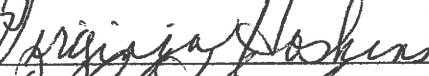

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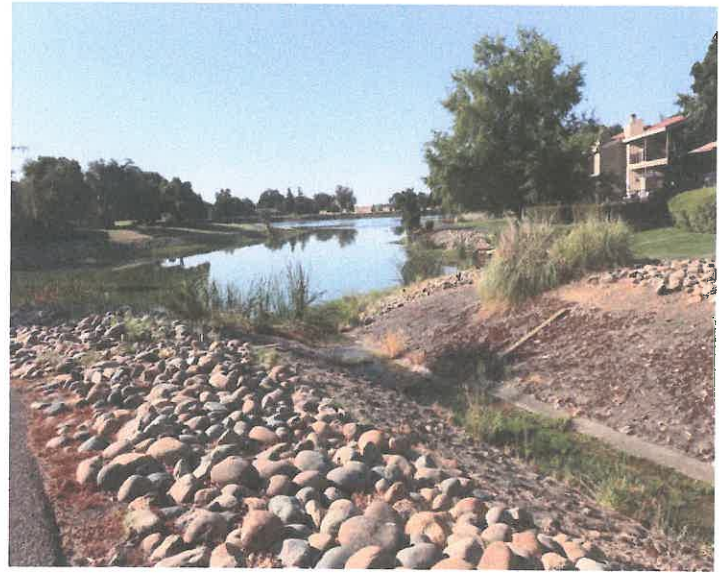
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NAME	SIGNATURE	ADDRESS
Deborah Lindner		6936 Carreta Lane
MICHAEL LINDNER		6936 CARRETA LANE
Leta Christie		6924 Carreta Lane
MARLENE HENSLEY		6934 Carreta Lane
Joella Parva		6938 Carreta Ln
VIRGINIA HOSKINS		6949 Carreta Ln
BILL HOSKINS		6949 CARRETA LN



LAGUNA JOAQUIN – Murky green water, algae, weeds, cattails (alive and dead)



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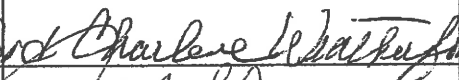

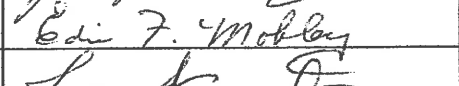
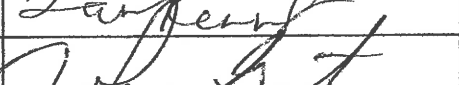

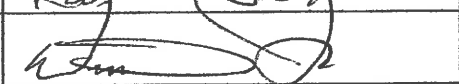

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NAME	SIGNATURE	ADDRESS
CHARLENE WEATHERS		6918 Carreta Lane
James G. Mobley		6957 Carreta Lane
Edie F. Mobley		" " "
Lana Kennedy		6912 Carreta Lane
John Gattlin		6911 " "
Karen Gattlin		6911 " "
WORTH D. HENNING		14956 Dogwood



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Mike Garrett	6529 Camino de Luna	← Mike Garrett →
CHRIS WASSERMANN	Chris Wassermann	15088 ROBLES GRANDES
DIANE SANGSTER	Diane Sangster	6915 LINDEYO LN. RANCHO MURIETA, CA 95683
MARY DAVIS	Mary Davis	6904 CARRETTA LN
Steffanie O'Keefe	Steffanie O'Keefe	14929 Trinidad DR.
Patricia DuVal	Patricia DuVal	15144 Brillar Ct.
Jeannette Edwards	Jeannette Edwards	14708 Cayo Ct
Jenn Weir	Jenn Weir	6904 Pescado Cir

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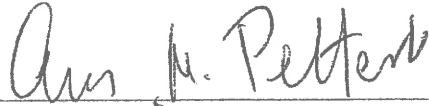
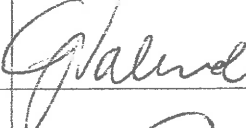

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NAME	SIGNATURE	ADDRESS
Ann Petterle		14620 Guadalupe
JAN VALINE		14737 Guadalupe
Victoria Souza		15173 El La Pena



PRINT	Signature	Address
John + Angre Kuzdov		14812 Nevar Ct.
" "		" "
Loeille Carter	Loeille Carter	15062 Robles Gardens
KARON SUI TOR		6986 CARUSTA
Laure Kinney		14815 Trinidad Dr
Martha Vasquez	MARTHA VASQUEZ	14960 Santaluz Dr.
Mila Kovalski	Mila Kovari	15052 Largo Dr.
Wayne Christie		1624 Carletta Way
DAVID R HARTMAN	David R Hartman	6951 LINPERO LN
Cindy Rosebrak	Cindy Rosebrak	15014 Anillo Way
Rob Datus		6094 CARUSTA LN
Heather MacFarland		14933 Venado Dr.
Russ McDonald	Russell McDonald	6063 Puerto
Camille McDonald	Camille McDonald	12 "

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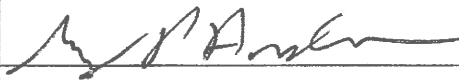
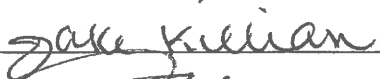

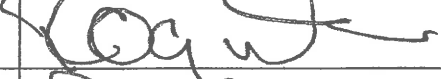

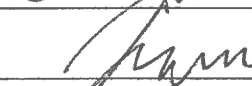

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JOHN ROBERTS		6504 CAMINO DEL LAGO
GREG ANDERSON		4844 LAGO
JAKE KILLIAN		6960 CANETA
DAVID CLARK		7021 PESCARO
LOUIS FIFE		6943 LINDERO
DAVE THOMAS		7019 LINDEN LN
JET KOLHART		6532 Camino del Lago
Greg & Marciano Nellis		14859 Guadalupe DR.

Jac.



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Barbara Fite	Barbara Fite	7035 Linderro Lane
SHARON COULTER	Sharon Coulter	7037 Linderro Lane
Lynne Erpeldy	Lynne Erpelding	7029 Linderro Lane
Kathy Ch...	Kathy	7029 Linderro Lane
Kathleen Fite	Kathleen Fite	6300 Conejo Ct
Wendy ...	Wendy	7153 Murieta Way
Kevin Keinig	Kevin Keinig	6907 Linderro Lane
Bob & Tammy Kelly	Tammy Kelly	6917 Linderro Lane

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Marilyn Laver	Marilyn Laver	6927 Linder Lane
STANLEY VIVALDI	Stanley Vivaldi	6955 LINDER LANE
Letty Vivaldi	Letty S. Vivaldi	6955 Linder Lane
IAN Capelard	Ian Capelard	7005 Riders Lane
Cathy Long	Cathy A. Long	7003 Linder Lane
Ernest LeBlanc	Ernest LeBlanc	7031 Linder Lane

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Lauren Mitchel	Lauren Mitchel	6903 Lindero Lane, RM
FRANK Falusi	Frank Falusi	6922 CARRETA LANE, RM
Carol Kenobbie	Carol Kenobbie	7007 Lyndia
Jannelle / Bob Dale	Jannelle Dale	14862 Lago Dr Rm
Joanne Cummins	Joanne Cummins	14842 Lago Dr.
Jillia	Jillia	14919 Lago Dr

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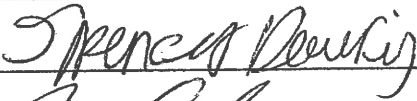
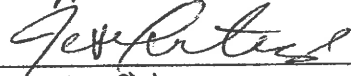


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NAME	SIGNATURE	ADDRESS
Spencer Doering		6926 Carreta Ln
Jose Gutierrez		14948 Lago Dr.
DANNA PARKER		14944 LAGO Dr.
Kidong Lee		14946 Lago Dr

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NAME	SIGNATURE	ADDRESS
DOROTHY DOYROS	<i>Dorothy Doyros</i>	7026 COLINA LN.
RICHARD HUNT	<i>Richard R. Hunt</i>	7050 COLINA LN.



DATE: July 28, 2020

TO: Kevin Hubred, General Manager, Rancho Murieta Association  
Alex Bauer, President, RMA Board of Directors  
Tom Hennig, General Manager, Rancho Murieta Community Services District  
Tim Maybee, President, RMCS D Board of Directors

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NAME	SIGNATURE	ADDRESS
Toni Anania		7016 Colina Lane
Tona Rose		7022 Colina Ln
Ben McPherson		7024 Colina Lane

DATE: July 28, 2020

TO: Kevin Hubred, General Manager, Rancho Murieta Association  
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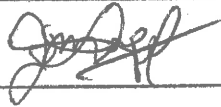
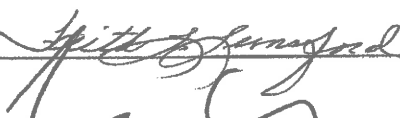
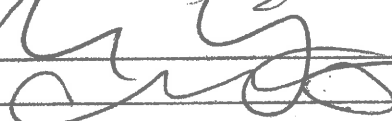
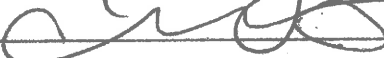
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NAME	SIGNATURE	ADDRESS
Sim M. LUNSFORD		7004 Colina Lane
FAITH L. LUNSFORD		" " "
ZACK LOPEZ		7006 COLINA LN
Abrilene Lopez		7006 Colina Lane

DATE: July 28, 2020

TO: Kevin Hubred, General Manager, Rancho Murieta Association  
Alex Bauer, President, RMA Board of Directors  
Tom Hennig, General Manager, Rancho Murieta Community Services District  
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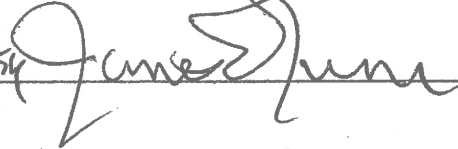
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NAME	SIGNATURE	ADDRESS
SHARRON V TURNER		6992 Carrela Lane Rancho Murieta CA 95783
DAMAS E. TURNER		6992 Carrela Lane R.A. Rancho Murieta, CA 95783



DATE: July 28, 2020

TO: Kevin Hubred, General Manager, Rancho Murieta Association  
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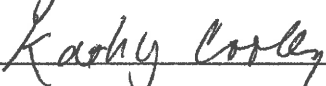
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NAME	SIGNATURE	ADDRESS
Eric Kauffman		6958 Carreta Lane RM 95683
Jane Han		6994 Carreta RM
Kathy Cooley		1500 F LA60 Dr.

DATE: July 28, 2020

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NAME	SIGNATURE	ADDRESS
Lance Blankenship	L. Blankenship	15012 Lago DR
LINDA WILLIAMS	Linda Williams	15014 Lago DR
DECK ST. PIERRE	Deck St Pierre	15018 " 3
Charlotte Spurlock	Charlotte Spurlock	15004 Lago DR.
Thomas Matthews	Thomas Matthews	6970 Carrey Lane
Janet E. Matthews	Janet E. Matthews	" "
Amy Hein	Amy Hein	6975 Carrey Lane

DATE: July 28, 2020

TO: Kevin Hubred, General Manager, Rancho Murieta Association  
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Gretchen Beyer	Gretchen Beyer	6950 Carreta Lane
Yana Beyer	Yana Beyer	6950 Carreta Lane
JUDY BERNAL	Judy Bernal	6946 Carreta Lane
JOE BERNAL	Joe Bernal	6946 Carreta Lane
Sharen Price	Sharen Price	6954 Carreta Lane
Holly Parks	Holly Parks	6958 Carreta Lane
Jadus Brown	Jadus Brown	6980 Carreta Lane

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Janet R. Murray	Janet R. Murray	14886 Lago Drive
Ray C. Murray	Ray C. Murray	14886 Lago Drive



DATE: July 28, 2020

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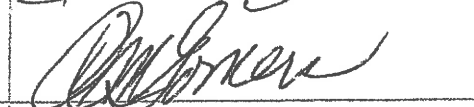
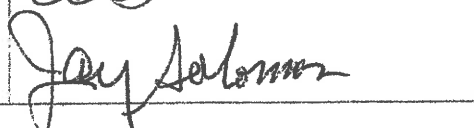
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NAME	SIGNATURE	ADDRESS
Diana Somers		7028 Colina Lane
Alvin Somers		7028 Colina Lane
Jay Solomon		14970 Lago Dr.

Myrna Solomon	Myrna Solomon	14970 Lago Dr



**Rancho Murieta CSD**  
Community Services District

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**REQUEST FOR PROPOSALS  
FOR LAGUNA JOAQUIN DETENTION BASIN –  
CONSULTING SERVICES**

District Contact:  
Paul Siebensohn  
Director of Field Operations

Proposals Due By:  
November 17, 2020  
At 4:00 p.m.  
No late proposals will be accepted.

**RANCHO MURIETA COMMUNITY SERVICES DISTRICT  
REQUEST FOR PROPOSALS  
FOR LAGUNA JOAQUIN DETENTION BASIN–  
CONSULTING SERVICES**

**1. INTRODUCTION**

**A. General Information**

Rancho Murieta Community Services District (District) is requesting proposals for professional environmental services for evaluation of the Laguna Joaquin drainage detention basin. Each proposal shall specify each and every item as set forth in the attached Scope of Work (“SOW”). Any and all exceptions must be clearly stated in the proposal. Failure to set forth any item in the SOW without taking exception may be grounds for rejection. The District reserves the right to reject all proposals and to waive any informality.

The District will not reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

Any inquiries concerning this request for proposals should be addressed to Paul Siebensohn, Director of Field Operations via email at [psiebensohn@rmcsd.com](mailto:psiebensohn@rmcsd.com).

**2. NATURE OF SERVICES REQUIRED**

**Scope of Work to be Performed**

The District assumes that, at a minimum, the following services will be required. If the consultant identifies areas of concern not mentioned in this request, these should be described in the consultant’s proposal and included in the cost estimate.

- a. Evaluate and provide options for improvement of Laguna Joaquin basin.** This includes evaluation of water quality throughout basin; sources of water and their quality; estimates of cost for each improvement. Improvements are for water quality, less bugs, and better aesthetics overall.
- b. Evaluate extent and test silt material to be removed and develop engineer’s estimate for removal and disposal.** This includes laboratory evaluation of volume and laboratory analysis of silt materials and hazard classification report.
- c. Evaluate the hydrology related to the Cosumnes Irrigation ditch as it relates to providing fresh water to Laguna Joaquin.** The District will provide information of the current flow-lines. This task may require field surveying. Provide report of maximum possible potential elevation to fill Laguna Joaquin.
- d. Develop a report for the District which includes all data compiled.** Provide report in Word and pdf formats, along with any supporting documentation. Present report to District Board at a committee meeting and a Board meeting with

recommendations of findings. (Currently Board and committee meetings are being held via Zoom web-based platform).

- e. **Develop RFP for removal, dewatering, and disposal of removed material**
- f. **Consultant shall include a general table of costs for:** hourly rates for any staff to be utilized, and travel, for any special projects to be billed on time and travel. Costs will be at the billing rates for any additional services requested by the District.

Any task or subtask that you assume is to be accomplished by District staff or with the assistance of District staff should be identified and include the approximate level of District participation expected.

### **3. GENERAL INFORMATION**

#### **A. Rancho Murieta Community Services District Background**

Rancho Murieta Community Services District (District) was formed in 1982 by State Government Code 61000 to provide essential services in Rancho Murieta. The District provides essential services to an area of 3,500 acres (covering roughly five and a half square miles) located in the beautiful wooded hills of eastern Sacramento County. The approved master plan calls for residential development on 1,920 acres with single-family residences, townhouses, apartments, and mobile homes for a total of 5,189 units. Current estimates indicate Rancho Murieta has 2,700 households with a population of approximately 6,000 persons. The community is a balanced blend of both custom and production homes, townhouses, mobile homes, and a thriving retail complex. In addition, an airport, office building, fire station, and equestrian center are located in the District.

The District is an independent Special District which provides the following services:

- Water supply collection, treatment, and distribution
- Wastewater collection, treatment, and reuse
- Storm drainage collection, disposal, and flood control
- Security
- Solid Waste collection

While each service maintains and operates under its own separate budget, a combination of taxes and user fees fund these services.

The District is determined to deliver superior community services efficiently and professionally at a reasonable cost while responding to and sustaining the enhanced quality of life the community desires. Information about the Rancho Murieta community and the District is available on the District website at <https://www.rancomurieta.com>.

#### **B. Laguna Joaquin Site Description**

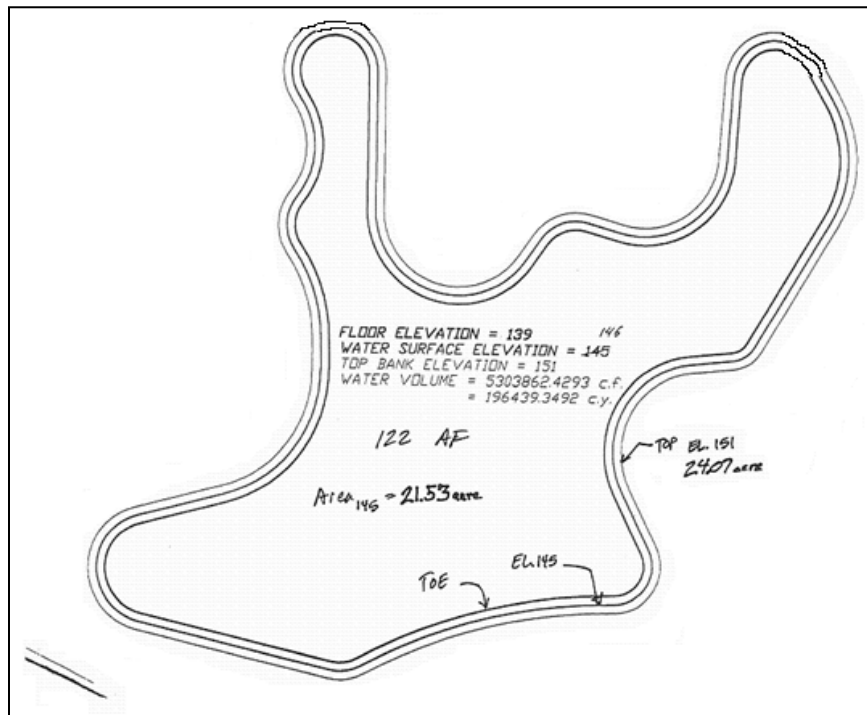
It is a relatively large body of water (approximately 21.5 surface acres) located on the North side of the Rancho Murieta community within the gates of the Rancho Murieta Association's home-owners association (RMA). Laguna Joaquin is owned by the RMA, but the Rancho Murieta Community Services District (District) has an Easement for operation and maintenance.

Laguna Joaquin serves several purposes for the community of Rancho Murieta. For the District it is a drainage detention basin serving north side developments Units 1, 2, 3, and 4. The District is a small non-traditional MS4 requiring that the states mandates for stormwater quality are met by this basin. For the Cosumnes Irrigation Association (CIA) it may serve as a temporary water storage basin for downstream ranch irrigation. For the Rancho Murieta Association (RMA) Home Owner’s Association it is a source of water for irrigation of common ground landscaping, an aesthetic amenity, and for fishing recreation as a local fishing club stocked it with fish.

Seasonal storms, typically November – March, can create enough stormwater runoff to fill and spill the basin. Overflow from the basin flows over a manmade spillway and channel and into a drainage ditch that flows onto the Anderson Ranch property south west of Rancho Murieta. Approximately a mile downstream from Laguna Joaquin is another catch basin located on the Anderson Ranch. From that catch basin the drainage ditch then may flow another mile to the Cosumnes River.

Size:

1) Laguna Joaquin	Area 21.53 – 24.07 acres, volume 122 acre-feet Shoreline 1.14 miles long
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**Main Issues:**

**Midge Flies:** As the basin is relatively shallow, between 4-6 feet with a soft silty bottom, it is ideal for midge fly larvae to live in, as well as other insects. Midge flies proliferate in the warm months and cover neighboring areas.

**Algae/Water Clarity/Aesthetics:** Water clarity is generally very poor due to algae growth and suspended particles. As the surrounding soils are predominantly clay, the clay stays in suspension. Algae proliferates in the basin when flows are stagnant, and temperatures rise.

**Shoreline Vegetation:** Aquatic primrose, Cattails (Typha). Some residents enjoy the wildlife habitat the vegetation creates. They also provide nutrient uptake of nitrogen and phosphorus and help clean the water prior to discharging. However, despite attempts at discussing the value of the vegetation some residents are very vocal about their displeasure that anything green is allowed to proliferate along the shorelines.

**Previous Ideas:**

There have been several suggestions over many years on how to clear up the lake, deal with midge flies and how to improve the water quality in the lake. All of them have stalled due to availability of funding. However, *some* of the suggestions put forth to do this are:

1. Public Outreach: Request public, Rancho Murieta Country Club and RMA-HOA does not over-fertilize, over apply pesticides, and create excessive irrigation runoff. Promote solutions to public.
2. Dredging
3. Draw down and dry out shallow areas to kill Midge Flies
4. Backfill areas to create more park space
5. Drain & Excavate
6. Remove sport fish and stock only with mosquito fish. They eat midge flies and there would be less worry for fish kills.
7. More treatments for midge flies
8. Add Aquashade (dye) to block sunlight to limit algae production
9. Facilitate guidelines for MS4 permit by allowing basin to operate in a more natural state, allowing vegetation catches at basin inlets to catch, filter, and allow nutrient uptake of pollutants.

#### 4. PROPOSAL SUBMITTAL AND SELECTION

- A. All proposals must be received no later than 4:00 p.m. on November 17, 2020. **Late proposals will not be considered.**

Deliver via email in pdf format to: [psiebensohn@rmcsd.com](mailto:psiebensohn@rmcsd.com)

- B. This request does not constitute an offer of employment or to contract for services.
- C. All proposals submitted shall become District property.
- D. All proposals shall remain firm for sixty (60) days following the closing date for receipt of proposals.
- E. The District reserves the right to award the contract to the firm who represents the proposal which in the judgment of the District best accomplishes the desired results and shall include but not be limited to a consideration of the professional service fee.
- F. Selection will be made on the basis of the proposals submitted.

#### 5. PROPOSAL FORMAT

A qualifying proposal must address all of the following points:

- A. Project Title
- B. Applicant or Firm Name, address, contact information and website
- C. Firm Qualifications
  - i. Type of organization, size, professional registration and affiliations.
  - ii. Names and qualifications of personnel to be assigned to this project.
  - iii. Outline of recent projects completed that are directly related to this project that are similar in subject matter and scope. Proposer is required to demonstrate specific project expertise relating to the requirements of this RFP.
  - iv. Client references from recent related projects including name, address, and phone number of individuals to contact for reference.



## **6. PROPOSAL REQUIREMENTS**

### **A. General Requirements**

1. Inquiries concerning the RFP and the subject of the RFP shall be made to:

Paul Siebensohn  
Director of Field Operations  
P.O. Box 1050  
Rancho Murieta, CA 95683  
916 354 3700  
[psiebensohn@rmcsd.com](mailto:psiebensohn@rmcsd.com)

2. Submission of Proposal.

One (1) electronic copy of the Proposal shall be received in the office of the District by 4:00 p.m. on November 17, 2020 for the proposal to be considered.

The proposal should address the items listed in sections C and D below.

The Proposal should be addressed as follows:

Email to: [psiebensohn@rmcsd.com](mailto:psiebensohn@rmcsd.com)

During the evaluation process, the District reserves the right, where it may serve the District's best interest, to request additional information or clarification from Proposers, to allow corrections of errors or omissions, and to negotiate terms.

The District reserves the right to retain all proposals submitted and to use any idea(s) in a proposal regardless of whether that proposing firm is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted, and confirmed in the contract between the District and the firm selected.

The District reserves the right to reject any or all proposals, to waive any non-material irregularities or information in any proposal, and to accept, negotiate, or reject any items or combination of items.

### **B. Format for Technical Proposal**

1. Title Page showing the RFP subject; the firm's name; the name, address and telephone number and email address of a contact person, and the date of the proposal.
2. Table of Contents identifying the materials submitted by section and page number. Cross-referencing to section and page number in the RFP would be helpful.
3. Signed Transmittal Letter briefly stating the proposer's understanding of the work to be done; the commitment to perform the work within the time period; the name(s) of the person(s) authorized to represent the Proposer along with title, address, email address and telephone number.
4. Detailed proposal following the order set forth in Section C below.

### **C. Contents for Technical Proposal**

The purpose of the Technical Proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake the Laguna Joaquin detention basin Improvements Consulting Services for the District in conformity with the requirements of this Request for Proposals (RFP). As such, the Technical Proposal should demonstrate the qualifications of the firm and of the staff to be assigned to this engagement. It should also specify an approach that will meet the RFP requirements.

The Technical Proposal should address all the points outlined in the RFP. The proposal should be prepared simply and economically, providing a straightforward, concise description of the Proposer's capabilities to satisfy the requirements of the RFP. While additional data may be presented, the following subjects must be included. They represent the criteria against which the proposal will be evaluated.

No dollar amounts should be included in the technical proposal.

The Cost proposal shall be submitted at the same time as the technical proposal, but in an email addressed to Amelia Wilder, District Secretary at [awilder@rmcsd.com](mailto:awilder@rmcsd.com) with the subject line "Cost Proposal."

#### **1. Insurance**

Attached to the RFP is a draft copy of the District's Services Agreement (Agreement; Attachment A) which contains the insurance requirements. These requirements include Commercial General Liability, Workers' Compensation, Automotive Insurance and Professional Liability or Error and Omissions.

The selected firm will be required to maintain the minimum insurance requirements during the entire time of the engagement.

### **NO DOLLAR AMOUNTS SHOULD BE INCLUDED IN THE TECHNICAL PROPOSAL**

#### **D. Cost Proposal**

##### **1. Total All-inclusive Maximum Price**

The cost proposal should contain all pricing information relative to Consulting Services as described in this RFP. The total all-inclusive maximum price to be proposed is to contain all direct and indirect costs including all out-of-pocket expenses.

The District will not be responsible for expenses incurred in preparing and submitting the technical proposal or the sealed dollar cost bid. Such costs should not be included in the proposal.

##### **2. Manner of Payment**

Progress payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's proposal. Interim billings shall cover a period of not less than a calendar month.

### **7. Understanding of and Approach to the Project**

#### **A. Summary of approach to be taken.**

- B.** Description of the organization and staffing to be used for the project.
- C.** Indication of information and level of participation the proposer will require from District staff.
- D.** Availability of firm to provide services.
- E.** Provide evidence of acknowledgment and understanding that the services will be provided under and subject to the terms and conditions of the District's Standard Services Agreement (Attachment 6). If the proposer is unable to execute the District's standard agreement, suggested modifications to the standard agreement must be detailed in the proposal. The District will consider any proposed deviations to the standard agreement in the evaluation of the proposal.

**8. Fees**

- A.** Provide a detailed breakdown of the level of effort and cost anticipated for each task in bid schedule related to tasks identified in the SOW using table to follow.

**CONTRACT BID SCHEDULE**

ITEM #	DESCRIPTION	COST
1	Evaluate and provide options for improvement of Laguna Joaquin basin	
2	Evaluate extent and test silt material to be removed and develop engineer's estimate for removal and disposal	
3	Evaluate the hydrology engineering related to the Cosumnes Irrigation ditch as it relates to providing fresh water to Laguna Joaquin.	
4	Develop a report for the District which includes all data compiled	
5	Help develop RFP for removal, dewatering, and disposal of removed material (optional task)	
	<b>Total Cost</b>	

Respectfully Submitted:

\_\_\_\_\_ Signature  
 \_\_\_\_\_ Title  
 \_\_\_\_\_ Company  
 \_\_\_\_\_ Address  
 \_\_\_\_\_ City, State  
 \_\_\_\_\_ Date  
 \_\_\_\_\_ Phone Number

**SEAL** (If Bidder is a Corporation)

\_\_\_\_\_  
 Contractor License Number      Type      Exp. Date

Federal Tax ID # \_\_\_\_\_

## 9. TIME REQUIREMENTS

### A. Proposal Calendar

Following are the key dates:

Date	Time	Event
September 17, 2020		RFP Issue Date
September 29, 2020	4:00 p.m.	Deadline for Questions
November 17, 2020	4:00 p.m.	Proposal Due Date
November 16, 2020		Anticipated Award Date
November 20, 2020		Anticipated Notice to Proceed
February 15, 2021		Provide Draft Report for review
March 1, 2021		Provide Final Report

The dates in this RFP are subject to change at the District's discretion. You may contact Paul Siebensohn, Director of Field Operations at [psiebensohn@rmcsd.com](mailto:psiebensohn@rmcsd.com) with any questions related to the RFP.

### B. Date Final Report is Due

The final report is due on March 1, 2021.

## 10. EVALUATION PROCEDURES

### A. The District will evaluate proposals based on but not limited to the following criteria:

1. Understanding of the Scope of Work to be performed
2. Demonstrated understanding of the project objectives.
3. Consultant's approach to accomplishing the scope of work.
4. Timetable and costs for completing the scope of work. Consideration will be given to demonstrated ability of completing the work in a timely manner.

### B. Consultant's Methods and Procedures Used

1. Consultant's general approach to evaluating the site-specific needs for Environmental compliance per SOW.

### C. Management, Personnel and Experience

1. Qualifications of each member assigned to the project.
2. Experience and performance on projects of a similar nature.
3. Information obtained from reference checks.

### D. Cost Estimates

1. Are professionals and nonprofessionals used appropriately by task?
2. What quality of product will be delivered for the fee?
3. Are the cost estimates reasonable for the work product proposed?

The District will evaluate all proposals received before the submittal deadline and select a consultant based on the contents of the proposal. A recommendation from District staff will be presented to the District Board of Directors for consideration and final approval.

ATTACHMENT 1

Storm Drainage & Flood Control Master Plan

ATTACHMENT 2  
Small non-traditional MS4



ATTACHMENT 3  
District's Services agreement