



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

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

AGENDA

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

REGULAR BOARD MEETING

FEBRUARY 17, 2016

Open Session 5:00 p.m.
District Administration Building – Board Room
15160 Jackson Road
Rancho Murieta, CA 95683

BOARD MEMBERS

Gerald Pasek	President
Betty Ferraro	Vice President
Morrison Graf	Director
Michael Martel	Director
Mark Pecotich	Director

STAFF

Darlene J. Thiel Gillum	General Manager
Greg Remson	Security Chief
Paul Siebensohn	Director of Field Operations
Eric Thompson	Controller
Suzanne Lindenfeld	District Secretary

RANCHO MURIETA COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
FEBRUARY 17, 2016
Open Session: 5:00 p.m.

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

AGENDA

RUNNING TIME

1. CALL TO ORDER - Determination of Quorum - President Pasek **(Roll Call)**

5:00

2. ADOPT AGENDA (Motion)

The Board will discuss items on this agenda, and may take action on those items, including informational items and continued items. The Board may also discuss other items that do not appear on this agenda, but will not act on those items unless action is urgent, and a resolution is passed by a two-thirds (2/3) vote declaring that the need for action arose after posting of this agenda.

*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. SPECIAL ANNOUNCEMENTS AND ACTIVITIES

4. 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.

5. CONSENT CALENDAR (Motion) (Roll Call Vote) (5 min.)

All the following 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 January 20, 2016 Board Meeting Minutes
- b. Bills Paid Listing

6. **STAFF REPORTS** (Receive and File)
 - a. General Manager's Report
 - b. Administration/Financial Report
 - c. Security Report
 - d. Water/Wastewater/Drainage Report
7. **CORRESPONDENCE**
8. **CONSIDER APPROVAL OF THE GENERAL MANAGER'S EMPLOYMENT AGREEMENT AMENDMENT 1** (Discussion/Action) (*Motion*) (**Roll Call Vote**) (5 min.)
9. **CONSIDER APPROVAL OF A MIDGE FLY AD HOC COMMITTEE REPRESENTATIVE** (Discussion/Action) (*Motion*) (**Roll Call Vote**) (5 min.)
10. **RECEIVE SECURITY DEPARTMENT ANNUAL REPORT – PRESENTATION BY GREG REMSON, SECURITY CHIEF** (Receive and File) (15 min.)
11. **RECEIVE FIELD OPERATIONS ANNUAL REPORT – PRESENTATION BY PAUL SIEBENSOHN, DIRECTOR OF FIELD OPERATIONS** (Receive and File) (15 min.)
12. **CONSIDER APPROVAL OF ESTIMATED COSTS TO YOUNGDAHL CONSULTING GROUP FOR SPECIAL INSPECTION SERVICES FOR WATER TREATMENT PLANT EXPANSION PROJECT PAVING** (Discussion/Action) (*Motion*) (5 min.)
13. **CONSIDER APPROVAL OF PROPOSAL FROM TESCO CONTROLS FOR ALARM INTEGRATIONS** (Discussion/Action) (*Motion*) (5 min.)
14. **CONSIDER ADOPTION OF RESOLUTION R2016-02 SURPLUS DISTRICT EQUIPMENT** (Discussion/Action) (*Motion*) (**Roll Call Vote**) (5 min.)
15. **CONSIDER CHANGE TO DISTRICT REGULAR BOARD MEETING PROCESS AND SCHEDULE** (Discussion/Action) (5 min.)
16. **DISCUSS PARKS COMMITTEE** (Discussion/Action) (30 min.)
 - a. District's Role in Parks
 - b. Repealing District Code Chapter 8, Community Parks Fee Section
 - c. Review Draft Parks Operating Guidelines
17. **DISCUSS RIBBON CUTTING CEREMONY/EVENT FOR NEW WATER TREATMENT PLANT** (Discussion/Action) (10 min.)
18. **RECEIVE WATER TREATMENT PLANT EXPANSION PROJECT UPDATE** (Discussion/Action) (5 min.)
19. **REVIEW AND SELECT CONFERENCE/EDUCATION OPPORTUNITIES** (Discussion/Action) (5 min.)

20. REVIEW MEETING DATES/TIMES:

Budget Workshop: February 24, 2016 at 4:00 p.m.

Regular Board Meeting: March 16, 2016 - open session at 5:00 p.m.

21. COMMENTS/SUGGESTIONS – BOARD MEMBERS AND STAFF

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.

22. 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 72 hours prior to a regular meeting, will be made available for public inspection in the District offices during normal business hours. If, however, the document is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting."

Note: This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of this posting is February 12, 2016. Posting locations are: 1) District Office; 2) Plaza Foods; 3) Rancho Murieta Association; 4) Murieta Village Association.



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Board of Directors Meeting

MINUTES

January 20, 2016 – Open Session at 5:00 p.m.

1. CALL TO ORDER/ROLL CALL

President Gerald Pasek called the regular meeting of the Board of Directors of Rancho Murieta Community Services District to order at 4:00 p.m. in the District meeting room, 15160 Jackson Road, Rancho Murieta. Directors present were Gerald Pasek, Betty Ferraro, Morrison Graf, Michael Martel, and Mark Pecotich. Also present were Darlene J. Gillum, General Manager; Greg Remson, Security Chief; Paul Siebensohn, Director of Field Operations; Eric Thompson, Controller; Suzanne Lindenfeld, District Secretary; and Richard Shanahan, District General Counsel.

2. ADOPT AGENDA

Motion/Ferraro to adopt the agenda. **Second/Graf. Ayes: Pasek, Ferraro, Graf, Martel, Pecotich. Noes: None. Absent: None. Abstain: None.**

3. BOARD ADJOURNED TO CLOSED SESSION AT 4:01 P.M. TO DISCUSS THE FOLLOWING ITEM

Under Government Code 54957: Public Employee Performance Review: Title: General Manager.

4/5. BOARD RECONVENED TO OPEN SESSION AT 5:06 P.M. AND REPORTED THE FOLLOWING:

Under Government Code 54957: Public Employee Performance Review: Title: General Manager. President Pasek stated that the Board is very pleased with the General Manager's performance and stated that the next Board meeting agenda will include approval of an amendment to the General Manager's employment contract.

6. SPECIAL ANNOUNCEMENTS AND ACTIVITIES

Darlene Gillum stated that Patrol Officer Michael Scarzella has been promoted to Patrol Sergeant. Chief Remson pinned the Sergeant's badge on Sergeant Scarzella. Sargent Scarzella thanked Darlene and Chief Remson for the opportunity.

7. COMMENTS FROM THE PUBLIC

Keith Golden stated that he is happy with the changes made to the Water Supply Assessment Report. Mr. Golden also commented on the augmentation wells and the future construction schedule.

8. CONSENT CALENDAR

Motion/Ferraro to adopt the consent calendar. **Second/Graf. Roll Call Vote: Ayes: Pasek, Ferraro, Graf, Martel, and Pecotich. Noes: None. Absent: None. Abstain: None.**

9. STAFF REPORTS

No comments.

10. CORRESPONDENCE

Darlene Gillum gave a brief summary of the letter received regarding the quality of the District's water. Since there is no information on who sent the letter, staff is unable to follow up.

11. CONSIDER APPROVAL OF INCREASE IN GENERAL MANAGER'S AUTHORITY REGARDING CLAIMS AGAINST DISTRICT

Darlene Gillum gave a brief summary of the recommendation to approve the increase in the General Manager's authority regarding claims against the District. Golden State Risk Management Authority (GSRMA) provides insurance to the District. This coverage includes the handling of claims filed against the District. Currently, the General Manager has the authority to approve claims up to a \$5,000 payment. GSRMA and Richard Shanahan, District General Counsel, recommend increasing the General Manager's authority for approving claims to \$10,000.

Motion/Martel to approve the increase in the General Manager's authority regarding claims against the District. **Second/Ferraro. Roll Call Vote: Ayes: Pasek, Ferraro, Graf, Martel, and Pecotich. Noes: None. Absent: None. Abstain: None.**

12. CONSIDER APPROVAL OF MEMORANDUM OF UNDERSTANDING BY AND BETWEEN RANCHO MURIETA COMMUNITY SERVICES DISTRICT AND THE COUNTY OF SACRAMENTO REGARDING ELECTION SERVICES

Darlene Gillum gave a brief summary of the recommendation to approve the Memorandum of Understanding (MOU) with Sacramento County for election services which defines the expectations, rights, and responsibilities of the parties involved in conducting elections in Sacramento County. The MOU for election services uniformly defines each party's roles and responsibilities in conducting elections. There is no financial impact related to this request. The MOU is required by the County in the format provided.

Motion/Ferraro to approve the Memorandum of Understanding by and between Rancho Murieta Community Services District and the County of Sacramento regarding election services. **Second/Graf. Roll Call Vote: Ayes: Pasek, Ferraro, Graf, Martel, and Pecotich. Noes: None. Absent: None. Abstain: None.**

14. CONSIDER APPROVAL OF PAYMENT OF INVOICE FROM YOUNGDAHL CONSULTING GROUP FOR ADDITIONAL WATER TREATMENT PLANT EXPANSION PROJECT INSPECTION FEES (taken out of order)

Paul Siebensohn gave a brief summary of the recommendation to approve payment to Youngdahl Consulting Group for additional inspection fees. As part of the work necessary to complete the Water Treatment Plant Expansion Project, Youngdahl Consulting Group performed special inspection services to review the components and construction of steel and concrete structures for compliance with the HDR design specifications.

Motion/Pecotich to approve payment of invoices from Youngdahl Consulting Group, for Water Treatment Plant Expansion Project inspection fees, in an amount not to exceed \$2,092. Funding to come from Water Treatment Plant Construction and CFD 2014-1 funding. **Second/Ferraro. Ayes: Pasek, Ferraro, Graf, Martel, and Pecotich. Noes: None. Absent: None. Abstain: None.**

15. CONSIDER APPROVAL OF RANCHO MURIETA NORTH GATE USE AGREEMENT BETWEEN RANCHO MURIETA ASSOCIATION AND THE DISTRICT

Darlene Gillum gave a brief summary of the recommendation to approve the North Gate Use Agreement. Once the Board has approved the agreement, it will be sent to Rancho Murieta Association (RMA) for their Board approval.

John Sullivan stated that he feels that Page 1, Item 5, creates a second class resident and feels the District should not discriminate against anyone. Richard Shanahan, District General Counsel, stated that the wording "Rancho Murieta North residents and property owners" was not meant in the context Mr. Sullivan is interpreting it. Mr. Shanahan will make a change to the wording.

Director Martel commented on the bar code policy and who will authorize the issuance of bar codes. Darlene Gillum stated that the bar code policy is a separate policy and not part of this Use Agreement.

Motion/Pecotich to approve the North Gate Facilities Use Agreement between Rancho Murieta Community Services Agreement and Rancho Murieta Association (RMA) with the wording change from Richard Shanahan, District General Counsel, and authorize the General Manager to sign the agreement when it is approved, without substantial change, by the RMA Board of Directors. **Second/Graf. Roll Call Vote: Ayes: Pasek, Ferraro, Graf, and Pecotich. Noes: Martel. Absent: None. Abstain: None.**

13. CONSIDER APPROVAL OF THE WATER SUPPLY ASSESSMENT REPORT FOR RANCHO MURIETA NORTH DEVELOPMENT PROJECT

Darlene Gillum gave a brief summary of the recommendation to approve the Water Supply Assessment Report for the Rancho Murieta North Development Project. The WSA concludes that the District's total projected water supplies available during normal, single dry, and multiple dry years during a 20-year projection will meet the projected water demand associated with the proposed project, in addition to the District's existing and planned future uses. Updates to the Draft WSA were made based on comments from the community at the January 11, 2016 workshop. A bio of Lisa Maddaus, Maddaus Water Management, will also be included.

Director Pecotich commented that he liked the report and asked what the District can do in the future in case of climate changes or worsening of drought conditions. Lisa Maddaus stated that the Integrated Water Master Plan should be reviewed and updated every 5 to 7 years.

Al Dolato asked about the landscape guidelines for the new development. Darlene stated that the District has no say in the landscape for the new development but that they will be required to follow the Sacramento County's landscape ordinance along with RMA guidelines.

John Merchant asked if this report is guaranteeing that the District will provide water in the future. Richard Shanahan stated that this report does not guarantee anything; it just states that at the current time, under the current conditions, the District can provide water. The Board does have the authority to make changes as needed. The commitment to provide water is made when a permit is issued.

Linda Kline commented on her concern that there should be an appendix included that states that the District will look at updating the information and what a 50% reduction would mean based on the assumptions used. Director Martel stated that through the agreed to Financing and Services Agreement (FSA) the developers have already paid for and the District has already spent the money for the new water treatment plant. Director Martel stated he is not comfortable with the District going back and changing the terms of the agreement made.

Jeff Gibson commented on the report being valid today and that no one can predict the future conditions.

Motion/Graf to approve the Water Supply Assessment Report for the proposed Rancho Murieta North project, control number PLNP2014--00206. **Second/Ferraro. Ayes: Pasek, Ferraro, Graf, Martel, and Pecotich. Noes: None. Absent: None. Abstain: None.**

16. CONSIDER APPROVAL OF POLICY 2015-07, GATE POLICY

Darlene Gillum stated that this item is pulled from the Agenda as she is still working with RMA to finish up the policy.

17. RECEIVE WATER TREATMENT PLANT EXPANSION PROJECT UPDATE

Paul Siebensohn gave a brief update on the Water Treatment Plant Expansion Project. Our Division of Drinking Water (DDW) Sanitary Engineer and Regional Engineer came out to review the facility in operation and were pleased with the upgraded technology with the SCADA system, which now provides detailed system monitoring review, control, and alarms. DDW requested that the District provide them with a letter formally requesting to operate the system, which was provided immediately after the inspection. The District has not received a response yet.

Director Martel asked if staff was still planning on completing an evaluation of the process. Darlene stated yes.

Director Ferraro asked if fluoride would be added to the water. Paul stated no.

18. REVIEW AND SELECT CONFERENCE/EDUCATION OPPORTUNITIES

No discussion.

19. REVIEW MEETING DATES/TIMES

The Parks Committee meeting is tentatively scheduled for January 27, 2016.

20. COMMENTS/SUGGESTIONS – BOARD MEMBERS AND STAFF

Paul Siebensohn reported that staff will be beginning the flushing program and will tag homes in the areas being done. Larry Shelton commented on the flushing having been done by his home and the leaves clogged up the drain in the street. Paul stated he will look into the matter.

Director Ferraro reminded everyone of the upcoming blood drive and asked that the next agenda include the forming of an ad hoc committee regarding midge flies. John Sullivan stated that RMA discussed an ad hoc committee regarding midge flies at their meeting Tuesday night and suggested that the District provide RMA with information regarding who owns Laguna Joaquin and how ranches get water.

Director Pecotich commented on the WSA and that the minutes include discussion of future updates to the Integrated Water Master Plan. Director Pecotich asked about the status of the Parks MOU. Darlene stated that they are still working on it. Director Pecotich stated that the forming of an ad hoc committee regarding development has had no movement.

Darlene Gillum stated she went to the Sloughhouse Resource Conservation District Meeting last week regarding groundwater and will be focusing on groundwater use for the District in the future. Darlene will be meeting with media/public relations on January 25 regarding the completion of the Water Treatment Plant Expansion Project. The Regional Water Authority is beginning a regional reliability study.

Suzanne will work with Directors to schedule a budget workshop in February. Suzanne stated the new website will be active by February 1, 2016.

21. ADJOURNMENT

Motion/Ferraro to adjourn at 6:42 p.m. **Second/Graf. Ayes: Pasek, Ferraro, Graf, Martel, Pecotich. Noes: None. Absent: None. Abstain: None.**

Respectfully submitted,

Suzanne Lindenfeld
District Secretary

DRAFT

MEMORANDUM

Date: February 5, 2016
To: Board of Directors
From: Eric Thompson, Controller
Subject: Bills Paid Listing

Enclosed is the Bills Paid Listing Report for **January 2016**. Please feel free to call me before the Board meeting regarding any questions you may have relating to this report. This information is provided to the Board to assist in answering possible questions regarding large expenditures.

The following major expense items (excluding payroll-related items) are listed *in order as they appear* on the Bills Paid Listing Report:

<u>Vendor</u>	<u>Project/Purpose</u>	<u>Amount</u>	<u>Funding</u>
California Waste Recovery Systems	Solid Waste Monthly Contract	\$ 46,368.35	Operating Expense
GE Mobile Water Inc	WTP Temporary Filtration	\$ 25,578.00	Operating Expense
S. M. U. D.	Monthly Bill	\$ 23,341.06	Operating Expense
Golden State Risk Management	Workers Comp & Liability Insurance	\$ 49,475.35	Operating Expense
Roto Rooter Service & Plumbing	Hydro Cleaning & Vactor Service	\$ 8,800.00	Operating Expense

Rancho Murieta Community Services District

Bills Paid Listing for January 2016

Ck Number	Date	Vendor	Amount	Purpose
CM30335	1/1/2016	American Family Life Assurance Co.	\$544.11	Payroll
CM30336	1/1/2016	Toni Anania	\$100.00	Toilet Rebate
CM30337	1/1/2016	Applications By Design, Inc.	\$370.00	Report Upgrades
CM30338	1/1/2016	AT&T	\$57.00	Monthly Internet Bill-Security
CM30339	1/1/2016	AT&T	\$678.24	Monthly Phone Bill
CM30340	1/1/2016	Backflow Distributors Inc	\$534.02	Maintenance & Repairs
CM30341	1/1/2016	BlueLine Rental, LLC	\$2,754.00	Backhoe Rental 11/19-12/17/15
CM30342	1/1/2016	California Public Employees' Retirement Sys	\$35,842.29	Payroll
CM30343	1/1/2016	California Public Employees' Retirement Sys	\$10,579.39	Payroll
CM30344	1/1/2016	County of Sacramento	\$562.00	Annual Permit 6-B Lift Station
CM30345	1/1/2016	County of Sacramento	\$27.00	New Employee Screening
CM30346	1/1/2016	Ditch Witch Equipment Company, Inc.	\$86.92	Maintenance & Repairs
CM30347	1/1/2016	Dunn Environmental, Inc.	\$1,335.00	Water Supply Augmentation
CM30348	1/1/2016	Employment Development Department	\$2,553.07	Payroll
CM30349	1/1/2016	Franchise Tax Board	\$100.00	Payroll
CM30350	1/1/2016	Gempler's, Inc.	\$130.90	Gloves
CM30351	1/1/2016	GM Crane Services, Inc	\$450.00	Quarterly Crane Inspection
CM30352	1/1/2016	Golden State Flow Measurement	\$3,817.42	Water Meters
CM30353	1/1/2016	Guardian Life Insurance	\$5,380.01	Payroll
CM30354	1/1/2016	Raymond Guertin	\$100.00	HWRP Rebate
CM30355	1/1/2016	Howard E Hutching Company Inc	\$2,130.85	Maintenance & Repairs
CM30356	1/1/2016	Hunt & Sons, Inc	\$3,264.41	Fuel - Diesel
CM30357	1/1/2016	J B Bostick Company	\$3,935.00	Various Asphalt Patching
CM30358	1/1/2016	Legal Shield	\$55.63	Payroll
CM30359	1/1/2016	Theresa Luza	\$100.00	HWRP Rebate
CM30360	1/1/2016	Nationwide Retirement Solution	\$1,879.00	Payroll
CM30361	1/1/2016	N.J McCutchen, Inc.,	\$2,829.64	WTP Platform Panels
CM30362	1/1/2016	Operating Engineers Local Union No. 3	\$647.92	Payroll
CM30363	1/1/2016	Prodigy Electric & Controls Inc.	\$3,277.56	WTP Conduit Reroute
CM30364	1/1/2016	Public Agency Retirement Services	\$300.00	Payroll
CM30365	1/1/2016	Rancho Murieta Association	\$150.00	Landscaping
CM30366	1/1/2016	Rancho Murieta Association	\$491.03	Smud @ North Gate
CM30367	1/1/2016	Romo Landscaping	\$385.00	Landscaping
CM30368	1/1/2016	Signal Service, Inc.	\$853.84	Maintenance & Repairs
CM30369	1/1/2016	TASC	\$332.68	Payroll
CM30370	1/1/2016	Vision Service Plan (CA)	\$486.09	Payroll
CM30371	1/1/2016	W.W. Grainger Inc.	\$1,471.74	Safety/Maint
EFT	1/1/2016	EFTPS	\$10,495.74	Payroll
CM30372	1/15/2016	A Leap Ahead IT	\$3,585.07	Monthly IT Service
CM30373	1/15/2016	Accounting & Association Software Group	\$2,722.50	GP Upgrade 2013/YE Close

Rancho Murieta Community Services District

Bills Paid Listing for January 2016

Ck Number	Date	Vendor	Amount	Purpose
CM30374	1/15/2016	All Electric Motors, Inc.	\$2,075.13	Repair Aerator Motor
CM30375	1/15/2016	American Family Life Assurance Co.	\$544.11	Payroll
CM30376	1/15/2016	American Water Works Association	\$420.00	Membership 3/1/16-2/28/17
CM30377	1/15/2016	Applications By Design, Inc.	\$275.00	Security Data Backup
CM30378	1/15/2016	Bartkiewicz, Kronick & Shanahan	\$3,829.20	Legal Services
CM30379	1/15/2016	Cabela's Marketing and Brand Management Inc	\$556.44	Traxxis 80 Trolling Motor
CM30380	1/15/2016	California Laboratory Services	\$1,889.44	Monthly Lab Tests
CM30381	1/15/2016	California Public Employees' Retirement Sys	\$8,579.00	Payroll
CM30382	1/15/2016	California Public Employees' Retirement Sys	\$22,357.82	Payroll
CM30383	1/15/2016	California Waste Recovery Systems	\$46,368.35	Solid Waste Monthly Contract
CM30384	1/15/2016	Cell Energy Inc.	\$1,914.93	Batteries Back Up Generators
CM30385	1/15/2016	Capital One Commercial	\$1,369.35	Monthly Supplies
CM30386	1/15/2016	Cummins Pacific LLC	\$2,076.42	Vehicle Repairs
CM30387	1/15/2016	Ditch Witch Equipment Company, Inc.	\$517.61	Sight Glass
CM30388	1/15/2016	Doug Veerkamp Engineering	\$634.27	Hydrant Refund
CM30389	1/15/2016	Dunbar Comfort Solutions Inc.	\$938.51	So Gate Heater Repair
CM30390	1/15/2016	Employment Development Department	\$3,748.59	Payroll
CM30391	1/15/2016	Express Office Products, Inc.	\$116.05	Office Supplies
CM30392	1/15/2016	Fastsigns #60601	\$187.17	Door Decals
CM30393	1/15/2016	FloSafe Consulting	\$997.50	Connection Control Survey
CM30394	1/15/2016	Ford Motor Credit Company LLC	\$234.78	2012 Ford Escape Lease Pmt.
CM30395	1/15/2016	Franchise Tax Board	\$100.00	Payroll
CM30396	1/15/2016	Fred Pryor Seminars/CareerTrack	\$99.00	Employee Training
CM30397	1/15/2016	GE Mobile Water Inc.	\$25,578.00	WTP Temporary Filtration
CM30398	1/15/2016	Gempler's, Inc.	\$43.62	Gloves
CM30399	1/15/2016	Greenfield Communications	\$142.97	Internet/TV
CM30400	1/15/2016	Groeniger & Company	\$4,760.64	Maintenance & Repairs
CM30401	1/15/2016	Home Depot Credit Services	\$355.74	Maintenance & Repairs
CM30402	1/15/2016	Legal Shield	\$55.63	Payroll
CM30403	1/15/2016	Lupton Exacation	\$950.00	Hydrant Refund
CM30404	1/15/2016	Nationwide Retirement Solution	\$1,879.00	Payroll
CM30405	1/15/2016	Operating Engineers Local Union No. 3	\$647.92	Payroll
CM30406	1/15/2016	Tim Postel	\$950.00	Hydrant Refund
CM30407	1/15/2016	Prodigy Electric & Controls Inc.	\$3,010.25	WTP Flash Mixer Disconnect Switch
CM30408	1/15/2016	Rancho Murieta Ace Hardware	\$332.53	Monthly Supplies
CM30409	1/15/2016	S. M. U. D.	\$23,341.06	Monthly Bill
CM30410	1/15/2016	Pamela Shephard	\$39.90	Drip System Rebate
CM30411	1/15/2016	Spartan Race, Inc.	\$921.60	Hydrant Refund
CM30412	1/15/2016	Sprint	\$112.97	Monthly Air Cards Bill
CM30413	1/15/2016	Streamline	\$300.00	Website Hosting - Monthly

Rancho Murieta Community Services District

Bills Paid Listing for January 2016

Ck Number	Date	Vendor	Amount	Purpose
CM30414	1/15/2016	Synectic Technologies	\$3,159.30	Telephone System Warranty
CM30415	1/15/2016	TASC	\$167.42	Payroll
CM30416	1/15/2016	TASC	\$332.68	Payroll
CM30417	1/15/2016	TelePacific Communications	\$597.67	Monthly Phone Bill
CM30418	1/15/2016	U.S. Bank Corp. Payment System	\$4,004.36	Monthly Gasoline & Other Charges
CM30419	1/15/2016	U.S. HealthWorks Medical Group, PC	\$94.00	Employee Testing
CM30420	1/15/2016	U.S. Jetting, LLC	\$190.67	Maintenance & Repairs
CM30421	1/15/2016	USA Blue Book	\$2,051.95	Maintenance & Repairs
CM30422	1/15/2016	W.W. Grainger Inc.	\$1,379.90	Maintenance & Repairs
CM30423	1/15/2016	Watchdogs Surveillance	\$75.00	Rewire Door Buzzer
CM30424	1/15/2016	Water Environment Federation	\$297.00	WEF Membership 2016
CM30425	1/15/2016	Western Exterminator Co.	\$470.00	Monthly Service & Rodent Control
EFT	1/15/2016	EFTPS	\$10,874.58	Payroll
EFT	1/15/2016	Pitney Bowes	\$100.00	Postage Machine Refill
EFT	1/20/2016	Pitney Bowes	\$999.36	Postage Machine Refill
EFT	1/28/2016	Pitney Bowes	\$500.00	Postage Machine Refill
CM30426	1/29/2016	Action Cleaning Systems	\$1,172.00	Monthly Cleaning Service
CM30427	1/29/2016	American Family Life Assurance Co.	\$544.11	Payroll
CM30428	1/29/2016	American Water Works Association	\$225.00	2016 Spring AWWA Conference
CM30429	1/29/2016	AT&T	\$114.00	Monthly Internet Bill - Admin
CM30430	1/29/2016	AT&T	\$786.68	Monthly Phone Bill
CM30431	1/29/2016	Renee Bechthold	\$100.00	Toilet Rebate
CM30432	1/29/2016	Borges & Mahoney	\$2,182.14	Rebuild Regulator
CM30433	1/29/2016	Caltronics Business Systems	\$1,387.76	Copier - Admin.
CM30434	1/29/2016	Jack Copeland	\$100.00	Toilet Rebate
CM30435	1/29/2016	Ditch Witch Equipment Company, Inc.	\$449.78	Maintenance & Repairs
CM30436	1/29/2016	Employment Development Department	\$2,624.54	Payroll
CM30437	1/29/2016	Eurofins Eaton Analytical, Inc.	\$250.00	Water Testing & Analysis
CM30438	1/29/2016	Express Office Products, Inc.	\$622.89	Office Supplies
CM30439	1/29/2016	Folsom Lake Fleet Services	\$157.66	Vehicle Repairs #520
CM30440	1/29/2016	Franchise Tax Board	\$100.00	Payroll
CM30441	1/29/2016	Fred Pryor Seminars/CareerTrack	\$239.00	Employee Training
CM30442	1/29/2016	GSRMA	\$49,475.35	General Insurance
CM30443	1/29/2016	Groeniger & Company	\$117.18	Maintenance & Repairs
CM30444	1/29/2016	Hach Company	\$703.71	Maintenance & Repairs
CM30445	1/29/2016	Howe It's Done	\$299.89	Board Meeting Dinner
CM30446	1/29/2016	KMCreative	\$1,440.00	Website Updates
CM30447	1/29/2016	Legal Shield	\$55.63	Payroll
CM30448	1/29/2016	Nationwide Retirement Solution	\$1,879.00	Payroll
CM30449	1/29/2016	Operating Engineers Local Union No. 3	\$623.00	Payroll

Rancho Murieta Community Services District
Bills Paid Listing for January 2016

Ck Number	Date	Vendor	Amount	Purpose
CM30450	1/29/2016	Public Agency Retirement Services	\$300.00	Payroll
CM30451	1/29/2016	Rancho Murieta Association	\$150.00	Landscaping
CM30452	1/29/2016	Rancho Murieta Association	\$707.10	Smud @ North Gate
CM30453	1/29/2016	Rancho Murieta Business Center	\$166.30	Tax Forms
CM30454	1/29/2016	Roto Rooter Service & Plumbing	\$8,800.00	Hydro Cleaning & Vactor Service
CM30455	1/29/2016	Socius	\$573.75	Renewal Greenshade 3/16-3/17
CM30456	1/29/2016	State Water Resources Control Board	\$688.50	Recycled Water Fee 7/14-6/15
CM30457	1/29/2016	TASC	\$332.68	Payroll
CM30458	1/29/2016	U.S. HealthWorks Medical Group, PC	\$1,000.00	Flu Shots
CM30459	1/29/2016	USA Blue Book	\$2,903.46	Maintenance & Repairs
CM30460	1/29/2016	W.W. Grainger Inc.	\$178.31	Maintenance & Repairs
CM30461	1/29/2016	West Coast Carpet & Upholstery Cleaners	\$581.62	Carpet & Chair Cleaning
EFT	1/29/2016	EFTPS	\$10,692.56	Payroll
		TOTAL	\$386,663.06	

**Rancho Murieta Community Services District
Bills Paid Listing for January 2016**

Ck Number	Date	Vendor	Amount	Purpose
		<u>CFD#1 Bank of America Checking</u>		
CM2759	1/15/2016	Bank of America	\$74.88	CFD#1 Admin Cost
CM2760	1/29/2016	Bank of America	\$135.82	CFD#1 Admin Cost
		TOTAL	\$210.70	
		<u>CFD 2014-1 Bank of America Checking</u>		
CM2015	1/15/2016	Corelogic Solutions, LLC	\$165.00	CFD2014-1 Admin Costs
CM2016	1/15/2016	NBS	\$3,020.81	CFD2014-1 Admin Costs
		TOTAL	\$3,185.81	
		<u>EL DORADO PAYROLL</u>		
Checks: # CM11413 to CM11429 and Direct Deposits: DD08559 to DD08656			\$ 177,716.78	Payroll
EFT	1/31/2016	National Payment Corp	\$133.82	Payroll
		TOTAL	\$177,850.60	

MEMORANDUM

Date: February 12, 2016
To: Board of Directors
From: Darlene J. Thiel Gillum, General Manager
Subject: General Manager's Report

Following are highlights since our last Board Meeting:

FINANCE/IT

The Board Budget Workshop is scheduled for February 24, 2016. This workshop will provide the opportunity for the Board to gain an understanding of the basis for developing the FY 2016- 2017 budget and to provide input and suggestions.

SECURITY

At the February 9, 2016 Presidents' Meeting, Greg Vorster (RMA General Manager) reported that the County DOT will be constructing a left turn lane on Stonehouse Road into the Escuela Gate during the road improvements scheduled to begin in July 2016. Currently the plans for operating the Escuela Gate include four (4) gate arms, two (2) license plate readers, and two (2) intercoms; all to be connected to the North Gate guard house. RMA plans for the gate to be passive; operating for a 12-hour period (time to be determined but sufficient to allow rush-hour commuters to use the gate in the mornings and evenings). The gate will be non-operational over night.

Chief Remson and Debby are working on retrieving address information from the billing system database for mailing the information update form. The billing system has the most current address information for both property owners and tenants.

WATER

On February 2, 2016, the State Water Board approved extending the Emergency Regulation for Statewide Urban Water Conservation through October 2016. Under this extended regulation, the District is required to restrict outside irrigation to no more than two (2) days per week or achieve a 25% conservation level as compared to 2013 by other means, which is no change from the regulation mandates we are currently operating under. The regulation is expected to be effective around February 13, 2016 pending approval from the Office of Administrative Law.

As of February 10, 2016, our reservoirs were at 93% capacity to the spillways. Staff continues to monitor the river flows and is operating the 125 hp diversion pumps as flow and water clarity allow.

The 30-day test period for the Water Treatment Plant #1 membrane filtration process began on February 4, 2016. Paul and his staff are working diligently to ensure the plant operates as intended to provide ultrapure water to the Rancho Murieta community. Staff is being trained on the SCADA system, which provides computerized access to the WTP system for monitoring and maintenance. A software alarm system, Win911, will send notification of potential system problems to the standby Plant Operator. The on-call Plant Operator will take the SCADA laptop home for remote access into the system to research and resolve after hours alarms and notifications. Notifications from the Win911 system essentially replace phone call notifications from the South Gate for alarms received today.

AUGMENTATION WELLS

The Regional Water Authority is working with the Department of Water Resources on a twelve-month extension to the Prop 84 grant's performance period. They anticipate having an answer in early March.

WASTEWATER

The Wastewater Reclamation Plant is offline for the winter.

DRAINAGE

Utility staff continues to work on inspecting and cleaning the drainage pipes and culverts in anticipation of a wet winter.

SOLAR POWER PROJECT

Aspen Environmental is continuing work on the solar power project CEQA evaluation and report. Most recently, they have reached out to Native American tribes that have requested to be notified by the District of proposed projects pursuant to AB 52 and to the Native American Heritage Commission for a list of tribes and interested persons. Aspen Environmental is working on the IS/MND (Initial Study/Mitigated Negative Declaration) and expects to have the administrative draft to District staff for review on February 26, 2016.

DEVELOPMENT

Nothing new to report.

STONEHOUSE PARK SOCCER FIELD RE-SOD

At the February 9, 2016 Presidents' Meeting, Greg Vorster (RMA General Manager) mentioned that RMA is planning to re-sod a 3 acre soccer field located at Stonehouse Park in the May time frame. The re-sod project will require saturation irrigation of the newly laid sod 7 days a week for 6 – 8 weeks. I have requested that a formal request of waiver from the 2-day per week irrigation restriction be submitted to the District by RMA. The District's Board will need to approve or disapprove this waiver. The formal request will be on the March regular Board meeting agenda for discussion and action.

MEMORANDUM

Date: February 11, 2016
 To: Board of Directors
 From: Eric Thompson, Controller
 Subject: Administration / Financial Reports

Enclosed is a combined financial summary report for **January 2016**. Following are highlights from various internal financial reports. Please feel free to call me before the Board meeting regarding any questions you may have relating to these reports.

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

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

	12 month rolling % increase	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Residences	0.2%	2,517	2,517	2,517	2,517	2,517	2,518	2,519					
	Weighted average	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Cubic Feet	1,392	1,854	2,068	1,873	1,475	1,156	682	636					
Gallons per day	347	462	516	467	368	288	170	159					
Planning Usage GPD	583												

Lock-Offs – For the month of January, there were 22 lock-offs.

Aging Report – Delinquent accounts totaled \$66,018 which was 12.5% of the total accounts receivable balance of \$526,861. Past due receivables increased approximately 4.5% or \$2,851.

Summary of Reserve Accounts as of January 31, 2016 – The District’s reserve accounts have increased \$391,564 since the beginning of the fiscal year. No billing was received from Roebbelen for the Water Treatment Plant Expansion and Upgrade project during the month of January. The only reserve expenditures for the month were for WTP#1 soft costs. The total amount of reserves held by the District on January 31, 2016 was \$4,944,331. See the Reserve Fund Balances table below for information by specific reserve account.

Reserve Fund Balances

<i>Reserve Descriptions</i>	<i>Fiscal Yr Beg Balance July 1, 2015</i>	<i>YTD Collected & Interest Earned</i>	<i>YTD Spent</i>	<i>Period End Balance Jan 31, 2016</i>
Water Capital Replacement (200-2505)	671,239	124,334	(58,661)	736,912
Sewer Capital Replacement (250-2505)	1,475,914	208,476	(70,232)	1,614,158
Drainage Capital Replacement (260-2505)	46,370	91	(0)	46,461
Security Capital Replacement (500-2505)	20,602	25,439	(13,887)	32,154
Admin Capital Replacement (xxx-2505-99)	38,386	0	(0)	38,386
Sewer Capital Improvement Connection (250-2500)	4,028	7	(0)	4,035
Capital Improvement (xxx-2510)	291,453	16,495	(0)	307,948
Water Supply Augmentation (200-2511)	1,751,059	31,371	(1,335)	1,781,095
WTP Construction Fund Reserve (200-2513)	253,716	1,599,984	(1,470,518)	383,182
Total Reserves	4,552,767	2,006,197	(1,614,633)	4,944,331

Inter-fund Borrowing Balances

<i>Inter-fund Borrowing</i>	<i>Fiscal Yr Beg Balance July 1, 2015</i>	<i>YTD Interest</i>	<i>YTD Repayment</i>	<i>Period End Balance Jan 31, 2016</i>
Sewer Loan to WTP Construction Fund	1,418,143	2,950	(84,828)	1,336,265
WSA Loan to WTP Construction Fund	472,714	983	(28,276)	445,421
N. Gate Security Loan from Drainage Fund	108,875	219	(13,541)	95,553
Total Inter-fund Borrowing	1,999,732	4,152	(126,645)	1,877,239

PARS GASB 45 Trust - The PARS GASB 45 Trust, which is the investment trust established to fund Other Post Employment Benefits, had the following returns:

Period ended December 31, 2015		
1-Month	3-Months	1-Year
-1.60%	2.46%	-1.11%

Financial Summary Report (year-to-date through January 31, 2016)

Revenues:

Water Charges, year-to-date, are **below** budget \$76,257 or (6.5%)

Sewer Charges, year-to-date, are **below** budget \$479 or (0.1%)

Drainage Charges, year-to-date, are **below budget \$118 or (0.1%)**

Security Charges, year-to-date, are **above budget \$1,372 or 0.2%**

Solid Waste Charges, year-to-date, are **above budget \$121 or 0.0%**

Total Revenue, which includes other income, property taxes, and interest income year-to-date, is **below budget \$29,175 or (0.8%)** (Water Conservation Efforts - YTD residential water usage is down 10.5% compared to budget).

Expenses: Year-to-date total operating expenses are **below budget \$127,257 or (3.8%)**. There have been no operational reserve expenditures so far this year. Operational reserve expenditures cover projects funded from reserves which are also recorded as operational expenses through the income statement as required by Generally Accepted Accounting Principles (GAAP).

Water Expenses, year-to-date, are **above budget \$113,378 or 12.0%**. This overage is due to the unbudgeted temporary filtration costs for the Water Treatment Plant Expansion Project and offset by savings in labor costs that were allocated to the project. Maintenance and Repair Costs were above budget for the month, but remain well below budget year-to-date.

Sewer Expenses, year-to-date, are **below budget by \$203,780 or (32.3%)**. Savings have been seen across most sewer expense categories so far this year, with the largest savings being seen in salaries and wages, repairs & maintenance, chemicals, consulting, permits, power, and training. Year-to-date total Sewer wages are under budget 33.4%.

Drainage Expenses, year-to-date, are **below budget by \$10,347 or (12.3%)**. Year-to-date wages and employer costs are over budget \$7,256, but are more than offset by savings in consulting, repairs & maintenance, permits and equipment rental.

Combined Water/Sewer/Drainage Wages & Employer Costs, year-to-date, are **below budget by \$10,778 or (1.4%)**. Utility personnel at the District allocate their time between the Water, Sewer and Drainage departments as needed and as directed. This section is being reported to help gauge overall utility personnel expenses versus budget. Please note that wages and employer costs were artificially higher (versus budget) in January due to the month having three posted payrolls.

Security Expenses, year-to-date, are **below budget by \$16,756 or (2.5%)**. Even with the three payrolls in January, security was still under budget by \$29K in wages and employer costs through the end of January. This savings is related to a vacancy in the patrol department during the first part of the fiscal year. These savings are offset by roughly \$15K paid to PDF Tactical, which provided contract patrol personnel during the vacancy.

Solid Waste Expenses, year-to-date, are **above budget by \$242 or 0.1%**.

General Expenses, year-to-date, are **below budget by \$10,014 or (1.4%)**. Legal expenses continue to be the largest over-budget expenditure in the Administration department. Also, for the first time this fiscal year, YTD wages were over budget due to the three January pay periods mentioned

above. The District received its first tax and delinquent account recovery distribution of 2016 from Sacramento County in January (\$365K).

Net Income: Year-to-date unadjusted net income, before depreciation, is \$245,224 versus a budget of \$147,142. Net income/(Loss) adjusted for estimated depreciation expense is (\$414,444). The full-year expected net operating income before depreciation, per the 2015-2016 budget is (\$898).

Rancho Murieta Community Services District
Summary Budget Performance Report
YTD THROUGH JANUARY 2016

	% of Total	Annual Budget	% of Total	YTD Budget	YTD Actuals	% of Total	YTD VARIANCE	
							Amount	%
REVENUES								
Water Charges	33.4%	\$2,009,940	33.6%	\$1,181,515	\$1,105,258	31.7%	(\$76,257)	(6.5%)
Sewer Charges	22.1%	1,331,590	22.0%	773,112	772,633	22.2%	(479)	(0.1%)
Drainage Charges	3.1%	187,130	3.1%	109,165	109,047	3.1%	(118)	(0.1%)
Security Charges	20.8%	1,253,900	20.8%	731,437	732,809	21.0%	1,372	0.2%
Solid Waste Charges	10.6%	636,658	10.6%	371,385	371,506	10.7%	121	0.0%
Other Income	1.9%	116,750	1.9%	66,824	108,702	3.1%	41,878	62.7%
Interest Earnings	0.0%	1,090	0.0%	780	5,724	0.2%	4,944	633.8%
Property Taxes	8.8%	528,480	8.8%	308,280	308,280	8.8%		0.0%
Property Taxes (Reserve Alloc)	-0.8%	(45,680)	-0.8%	(26,649)	(27,285)	-0.8%	(636)	2.4%
Total Revenues	100.0%	6,019,858	100.0%	3,515,849	3,486,674	100.0%	(29,175)	(0.8%)
OPERATING EXPENSES								
Water/Sewer/Drainage								
Wages	14.7%	887,710	14.8%	499,700	497,749	15.4%	(1,951)	(0.4%)
Employer Costs	7.2%	430,690	7.4%	248,996	239,178	7.4%	(9,818)	(3.9%)
Capital Project Labor Alloc	0.0%		0.0%		(72,278)	-2.2%	(72,278)	0.0%
Power	7.5%	453,900	5.4%	182,376	169,950	5.2%	(12,426)	(6.8%)
Chemicals	3.4%	204,400	3.2%	108,500	59,250	1.8%	(49,250)	(45.4%)
Maint & Repair	6.0%	359,220	5.8%	196,195	111,782	3.4%	(84,413)	(43.0%)
Meters/Boxes	0.9%	54,000	0.8%	28,250	19,740	0.6%	(8,510)	(30.1%)
Lab Tests	0.7%	44,200	0.7%	22,950	16,228	0.5%	(6,722)	(29.3%)
Permits	1.2%	73,100	1.7%	58,584	63,751	2.0%	5,167	8.8%
Training/Safety	0.4%	21,500	0.4%	12,450	6,582	0.2%	(5,868)	(47.1%)
Equipment Rental	1.0%	57,500	1.0%	33,650	268,887	8.3%	235,237	699.1%
Other	7.5%	454,166	7.9%	266,938	177,041	5.5%	(89,897)	(33.7%)
Subtotal Water/Sewer/Drainage	50.5%	3,040,386	49.2%	1,658,589	1,557,860	48.1%	(100,729)	(6.1%)
Security								
Wages	11.1%	671,100	11.3%	381,700	367,455	11.3%	(14,245)	(3.7%)
Employer Costs	6.4%	386,400	6.6%	222,150	206,679	6.4%	(15,471)	(7.0%)
Off Duty Sheriff Patrol	0.1%	4,000	0.1%	4,000	5,827	0.2%	1,827	45.7%
Other	1.9%	113,360	1.7%	56,287	67,420	2.1%	11,133	19.8%
Subtotal Security	19.5%	1,174,860	19.7%	664,137	647,381	20.0%	(16,756)	(2.5%)
Solid Waste								
CWRS Contract	9.2%	556,740	9.6%	324,765	324,924	10.0%	159	0.0%
Sacramento County Admin Fee	0.6%	34,740	0.6%	20,265	20,348	0.6%	83	0.4%
HHW Event	0.1%	9,000	0.0%			0.0%		0.0%
Subtotal Solid Waste	10.0%	600,480	10.2%	345,030	345,272	10.7%	242	0.1%
General / Admin								
Wages	8.4%	505,100	8.4%	283,700	288,192	8.9%	4,492	1.6%
Employer Costs	5.0%	302,200	5.2%	173,550	152,976	4.7%	(20,574)	(11.9%)
Insurance	1.4%	86,400	1.5%	50,400	50,772	1.6%	372	0.7%
Legal	0.7%	42,000	0.7%	24,500	44,285	1.4%	19,785	80.8%
Office Supplies	0.4%	22,800	0.4%	13,300	10,670	0.3%	(2,630)	(19.8%)
Director Meetings	0.3%	18,000	0.3%	10,500	6,900	0.2%	(3,600)	(34.3%)
Telephones	0.1%	6,000	0.1%	3,500	4,478	0.1%	978	27.9%
Information Systems	1.3%	79,400	1.6%	54,311	55,595	1.7%	1,284	2.4%
Community Communications	0.1%	5,900	0.1%	3,150	2,036	0.1%	(1,114)	(35.4%)
Postage	0.4%	22,200	0.4%	12,950	11,054	0.3%	(1,896)	(14.6%)
Janitorial/Landscape Maint	0.3%	17,820	0.3%	10,395	10,288	0.3%	(107)	(1.0%)
Other	1.6%	97,210	1.8%	60,695	53,691	1.7%	(7,004)	(11.5%)
Subtotal General / Admin	20.0%	1,205,030	20.8%	700,951	690,937	21.3%	(10,014)	(1.4%)
Total Operating Expenses	100.0%	6,020,756	100.0%	3,368,707	3,241,450	100.0%	(127,257)	(3.8%)
Operating Income (Loss)	100.0%	(898)	100.0%	147,142	245,224	100.0%	98,082	66.7%
Non-Operating Expenses								
Net Income (Loss)	100.0%	(898)	100.0%	147,142	245,224	100.0%	98,082	66.7%

Rancho Murieta Community Services District
Budget Performance Report by FUND
YTD THROUGH JANUARY 2016

	% of Total	Annual Budget	% of Total	YTD Budget	YTD Actuals	% of Total	YTD VARIANCE	
							Amount	%
WATER								
REVENUES								
Water Charges	98.3%	\$2,009,940	98.3%	\$1,181,515	\$1,105,258	94.7%	(\$76,257)	(6.5%)
Interest Earnings	0.0%	80	0.0%	60	2,444	0.2%	2,384	3,973.3%
Other Income	1.7%	34,850	1.7%	20,436	59,374	5.1%	38,938	190.5%
Total Water Revenues	100.0%	2,044,870	100.0%	1,202,011	1,167,076	100.0%	(34,935)	(2.9%)
EXPENSES (excluding depreciation)								
Wages	27.2%	479,360	28.6%	269,838	327,318	31.0%	57,480	21.3%
Employer Costs	13.2%	232,890	14.3%	134,616	151,432	14.3%	16,816	12.5%
Capital Project Labor Alloc	0.0%		0.0%		(72,278)	-6.8%	(72,278)	0.0%
Power	17.2%	303,400	10.6%	100,076	99,828	9.4%	(248)	(0.2%)
Chemicals	7.1%	124,500	7.5%	70,840	37,219	3.5%	(33,621)	(47.5%)
T&O - Chemicals/Treatment	0.4%	7,200	0.4%	3,600	4,608	0.4%	1,008	28.0%
Maint & Repair	9.1%	161,070	9.8%	92,195	54,113	5.1%	(38,082)	(41.3%)
Meters/Boxes	3.1%	54,000	3.0%	28,250	19,740	1.9%	(8,510)	(30.1%)
Lab Tests	1.6%	28,000	1.4%	13,500	6,240	0.6%	(7,260)	(53.8%)
Permits	1.8%	32,000	1.9%	17,500	30,258	2.9%	12,758	72.9%
Training/Safety	0.5%	9,300	0.5%	4,400	2,591	0.2%	(1,809)	(41.1%)
Equipment Rental	2.1%	37,000	2.0%	19,300	260,528	24.6%	241,228	1,249.9%
Other Direct Costs	16.6%	292,906	20.1%	189,910	135,806	12.8%	(54,104)	(28.5%)
Operational Expenses	100.0%	1,761,626	100.0%	944,025	1,057,403	100.0%	113,378	12.0%
Water Income (Loss)	16.1%	283,244	27.3%	257,986	109,673	10.4%	(148,313)	(57.5%)
38.9% Net Admin Alloc	16.1%	283,529	17.5%	165,030	159,423	15.1%	(5,607)	(3.4%)
Total Net Income (Loss)	0.0%	(285)	9.8%	92,956	(49,750)	-4.7%	(142,706)	(153.5%)
SEWER								
REVENUES								
Sewer Charges	98.5%	1,331,590	98.5%	773,112	772,633	98.9%	(479)	(0.1%)
Interest Earnings	0.0%	140	0.0%	90	150	0.0%	60	66.7%
Other Income	1.5%	20,140	1.5%	11,416	8,784	1.1%	(2,632)	(23.1%)
Total Sewer Revenues	100.0%	1,351,870	100.0%	784,618	781,567	100.0%	(3,051)	(0.4%)
EXPENSES (excluding depreciation)								
Wages	30.5%	346,210	30.9%	194,883	129,852	30.4%	(65,031)	(33.4%)
Employer Costs	14.8%	167,700	15.4%	96,974	68,684	16.1%	(28,290)	(29.2%)
Power	12.4%	140,700	12.3%	77,400	65,816	15.4%	(11,584)	(15.0%)
Chemicals	6.2%	70,300	5.2%	32,660	15,416	3.6%	(17,244)	(52.8%)
Maint & Repair	16.4%	186,250	15.4%	97,000	56,061	13.1%	(40,939)	(42.2%)
Lab Tests	1.4%	16,200	1.5%	9,450	9,988	2.3%	538	5.7%
Permits	3.1%	35,100	5.6%	35,084	28,511	6.7%	(6,573)	(18.7%)
Training/Safety	1.1%	12,200	1.3%	8,050	3,375	0.8%	(4,675)	(58.1%)
Equipment Rental	1.4%	16,000	1.6%	10,350	8,359	2.0%	(1,991)	(19.2%)
Other Direct Costs	12.8%	145,270	10.9%	68,763	40,792	9.6%	(27,971)	(40.7%)
Operational Expenses	100.0%	1,135,930	100.0%	630,614	426,854	100.0%	(203,760)	(32.3%)
Sewer Income (Loss)	19.0%	215,940	24.4%	154,004	354,713	83.1%	200,709	130.3%
29.7% Net Admin Alloc	19.1%	216,475	20.0%	126,000	121,719	28.5%	(4,281)	(3.4%)
Total Net Income (Loss)	0.0%	(535)	4.4%	28,004	232,994	54.6%	204,990	732.0%
DRAINAGE								
REVENUES								
Drainage Charges	100.0%	187,130	100.0%	109,165	109,047	100.0%	(118)	(0.1%)
Interest Earnings	0.0%	50	0.0%	35	31	0.0%	(4)	(11.4%)
Total Drainage Revenues	100.0%	187,180	100.0%	109,200	109,078	100.0%	(122)	(0.1%)
EXPENSES (excluding depreciation)								
Wages	43.5%	62,140	41.7%	34,979	40,579	55.1%	5,600	16.0%
Employer Costs	21.1%	30,100	20.7%	17,406	19,062	25.9%	1,656	9.5%
Power	6.9%	9,800	5.8%	4,900	4,306	5.9%	(594)	(12.1%)
Chemicals	1.7%	2,400	1.7%	1,400	2,007	2.7%	607	43.4%
Maint & Repair	8.3%	11,900	8.3%	7,000	1,608	2.2%	(5,392)	(77.0%)
Permits	4.2%	6,000	7.1%	6,000	4,982	6.8%	(1,018)	(17.0%)
Equipment Rental	3.2%	4,500	4.8%	4,000	0.00	0.0%	(4,000)	(100.0%)
Other Direct Costs	11.2%	15,990	9.8%	8,265	1,059	1.4%	(7,206)	(87.2%)
Operational Expenses	100.0%	142,830	100.0%	83,950	73,603	100.0%	(10,347)	(12.3%)
Drainage Income (Loss)	31.1%	44,350	30.1%	25,250	35,475	48.2%	10,225	40.5%
6.1% Net Admin Alloc	31.1%	44,461	30.8%	25,879	25,000	34.0%	(879)	(3.4%)
Total Net Income (Loss)	-0.1%	(111)	-0.7%	(629)	10,475	14.2%	11,104	(1,765.3%)
SECURITY								
REVENUES								
Security Charges	94.8%	1,253,900	94.8%	731,437	732,809	94.4%	1,372	0.2%
Interest Earnings	0.0%	400	0.0%	300	635	0.1%	335	111.7%
Property Tax	4.9%	65,040	4.9%	37,940	37,940	4.9%		0.0%
Property Tax (Reserve Alloc)	-3.5%	(45,680)	-3.5%	(26,649)	(27,285)	-3.5%	(636)	2.4%

Rancho Murieta Community Services District
Budget Performance Report by FUND
YTD THROUGH JANUARY 2016

	% of	Annual	% of	YTD	YTD	% of	YTD VARIANCE	
	Total	Budget	Total	Budget	Actuals	Total	Amount	%
Other Income	3.7%	\$49,160	3.7%	\$28,672	\$31,979	4.1%	\$3,307	11.5%
Total Security Revenues	100.0%	1,322,820	100.0%	771,700	776,078	100.0%	4,378	0.6%
EXPENSES (excluding depreciation)								
Wages	57.1%	671,100	57.5%	381,700	367,455	56.8%	(14,245)	(3.7%)
Employer Costs	32.9%	386,400	33.4%	222,150	206,679	31.9%	(15,471)	(7.0%)
Equipment Repairs	0.4%	4,900	0.4%	2,569	2,457	0.4%	(112)	(4.4%)
Vehicle Maintenance	0.8%	9,600	0.8%	5,600	7,127	1.1%	1,527	27.3%
Vehicle Fuel	1.7%	19,390	1.8%	11,855	9,691	1.5%	(2,164)	(18.3%)
Off Duty Sheriff Patrol	0.3%	4,000	0.6%	4,000	5,827	0.9%	1,827	45.7%
Other	6.8%	79,470	5.5%	36,263	48,145	7.4%	11,882	32.8%
Operational Expenses	100.0%	1,174,860	100.0%	664,137	647,381	100.0%	(16,756)	(2.5%)
Security Income (Loss)	12.6%	147,960	16.2%	107,563	128,697	19.9%	21,134	19.6%
20.3% Net Admin Alloc	12.6%	147,961	13.0%	86,121	83,195	12.9%	(2,926)	(3.4%)
Total Net Income (Loss)	0.0%	(1)	3.2%	21,442	45,502	7.0%	24,060	112.2%
SOLID WASTE REVENUES								
Solid Waste Charges	100.0%	636,658	99.9%	371,385	371,506	99.9%	121	0.0%
Interest Earnings	0.0%	300	0.1%	225	261	0.1%	36	16.0%
Total Solid Waste Revenues	100.0%	636,958	100.0%	371,610	371,767	100.0%	157	0.0%
EXPENSES (excluding depreciation)								
CWRS Contract	92.7%	556,740	94.1%	324,765	324,924	94.1%	159	0.0%
Sacramento County Admin Fee	5.8%	34,740	5.9%	20,265	20,348	5.9%	83	0.4%
HHW Event	1.5%	9,000	0.0%			0.0%		0.0%
Operational Expenses	100.0%	600,480	100.0%	345,030	345,272	100.0%	242	0.1%
Solid Waste Income (Loss)	6.1%	36,478	7.7%	26,580	26,495	7.7%	(85)	(0.3%)
5.0% Net Admin Alloc	6.1%	36,444	6.1%	21,212	20,491	5.9%	(721)	(3.4%)
Total Net Income (Loss)	0.0%	34	1.6%	5,368	6,004	1.7%	636	11.8%
OVERALL NET INCOME(LOSS)	100.0%	(898)	100.0%	147,141	245,225	100.0%	98,084	66.7%

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

INVESTMENT REPORT

INSTITUTION	CASH BALANCE AS OF JANUARY 31, 2016		BALANCE
	YIELD		
CSD FUNDS			
<i>EL DORADO SAVINGS BANK</i>			
SAVINGS	0.03%	\$	326,672.43
CHECKING	0.02%	\$	85,628.90
PAYROLL	0.02%	\$	2,295.30
<i>AMERICAN WEST BANK</i>			
EFT	0.05%	\$	99,635.73
<i>LOCAL AGENCY INVESTMENT FUND (LAIF)</i>			
UNRESTRICTED	0.45%	\$	1,307,957.73
RESTRICTED RESERVES	0.45%	\$	4,109,626.12
<i>CALIFORNIA ASSET MGMT (CAMP)</i>			
OPERATION ACCOUNT	0.41%	\$	599,148.50
<i>UNION BANK</i>			
PARS GASB45 TRUST (balance as of 12/31/15)		\$	988,846.48
TOTAL			\$ 7,519,811.19
BOND FUNDS			
COMMUNITY FACILITIES DISTRICT NO. 1 (CFD)			
<i>BANK OF AMERICA</i>			
CHECKING	0.00%	\$	348,767.73
<i>CALIFORNIA ASSET MGMT (CAMP)</i>			
SPECIAL TAX	0.41%	\$	8,317.75
COMMUNITY FACILITIES DISTRICT NO. 2014-1 (CFD)			
<i>BANK OF AMERICA</i>			
CHECKING	0.00%	\$	894,789.08
<i>WILMINGTON TRUST (balances as of 11/30/15)</i>			
BOND RESERVE FUND	0.02%	\$	391,584.67
BOND ADMIN EXPENSE	0.02%	\$	40,405.79
BOND SPECIAL TAX FUND	0.02%	\$	369,164.11
BOND ACQ & CONSTRUCTION	0.02%	\$	837.96
BOND REDEMPTION ACCOUNT	0.00%	\$	-
BOND COI	0.00%	\$	-
BOND SURPLUS	0.00%	\$	-
TOTAL ALL FUNDS			\$ 9,573,678.28

The investments comply with the CSD adopted investment policy.
 PREPARED BY: Eric Thompson, Controller

MEMORANDUM

Date: February 11, 2016
To: Board of Directors
From: Greg Remson, Security Chief
Subject: Security Report for the Month of January 2016

OPERATIONS

With the promotion of Mike Scarzella to Patrol Sergeant we are fully staffed. Sergeant Scarzella is getting comfortable in his new role and has attended his first supervisor seminar.

INCIDENTS OF NOTE

January 11, Monday, reported at 11:18 a.m. on Lago Drive. Theft. The contractor reported missing deck boards.

January 13, Wednesday, reported at 12:17 p.m. on Colina Lane. Theft. Report that unknown juveniles took a leaf blower from in front of the house.

January 14, Thursday, reported at 4:49 p.m. on Pescado Circle. Theft. Report of property taken from a vehicle parked in the driveway.

January 29, Friday, reported at 8:04 a.m. at Lake Chesbro. Vandalism. Damage to a utility box on Lake Chesbro.

During January, Security Officers responded to calls including trespassing, loud music, and parties.

RANCHO MURIETA ASSOCIATION COMPLIANCE/GRIEVANCE/SAFETY COMMITTEE MEETING

The meeting was held on February 1, 2016 at the Rancho Murieta Association (RMA) office. There were hearings regarding parking and stop signs. The next meeting is scheduled for March 7, 2016.

MEMORANDUM

Date: February 11, 2015
To: Board of Directors
From: Paul Siebensohn, Director of Field Operations
Subject: Water/Wastewater/Drainage Report

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

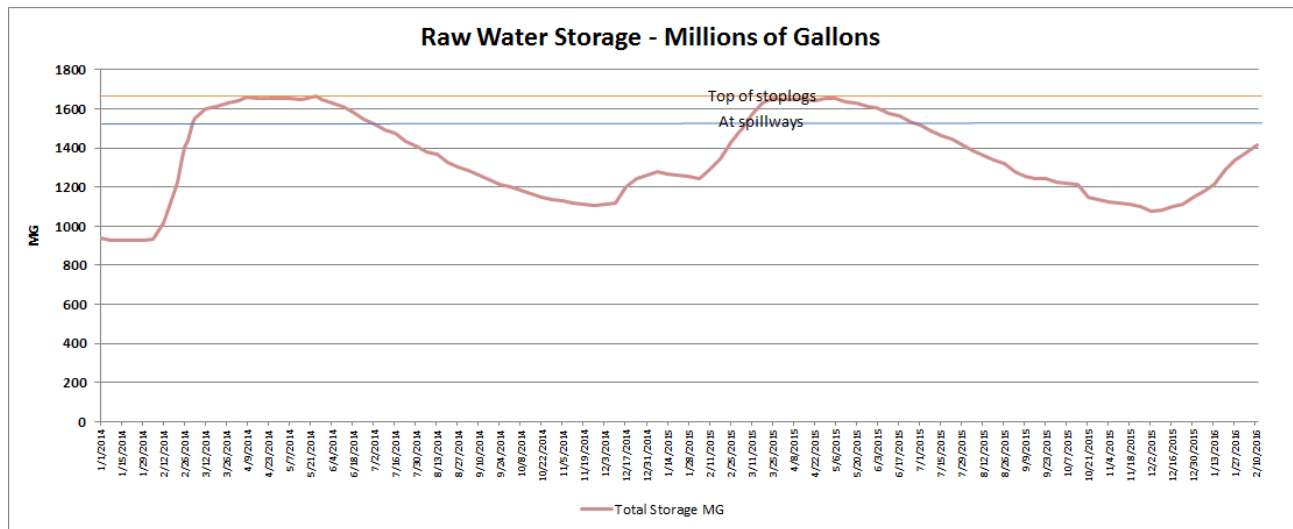
WATER

Currently, both the new ultrafiltration Plant #1 and old Plant #2 are providing the District's water needs which are averaging around 600,000 gallons per day. Plant #2 is currently set up to operate as a backup to Plant #1. Water treatment plant production flow for January was 18,660,000 gallons, solely provided by Plant #2.

WATER SOURCE OF SUPPLY

On February 10, 2016, the combined raw water storage for Calero, Chesbro, and Clementia Reservoirs measured approximately 1,416 MG (4,347 AF) of which 1,252 MG (3,849 AF) is usable due to dead storage. For Calero and Chesbro Reservoirs alone, the storage measured 1,109.4 MG (3,403 AF), or 1,059 MG (2,951 AF) usable.

For reference, the past five (5) year average production has been 512.2 MG (1,572 AF). The reservoirs are at 93 percent capacity as measured to their spillways. Below is a graphical representation of the storage reservoir levels this year to date.

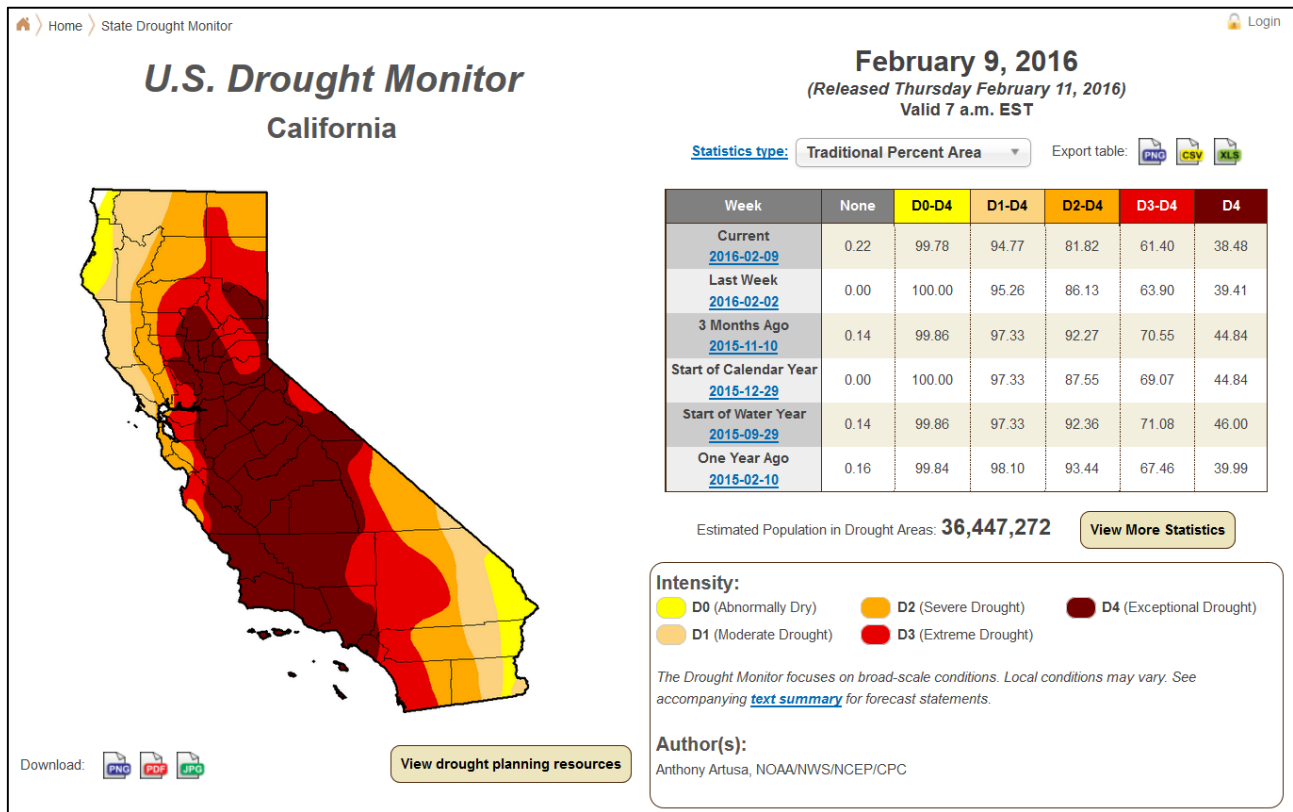


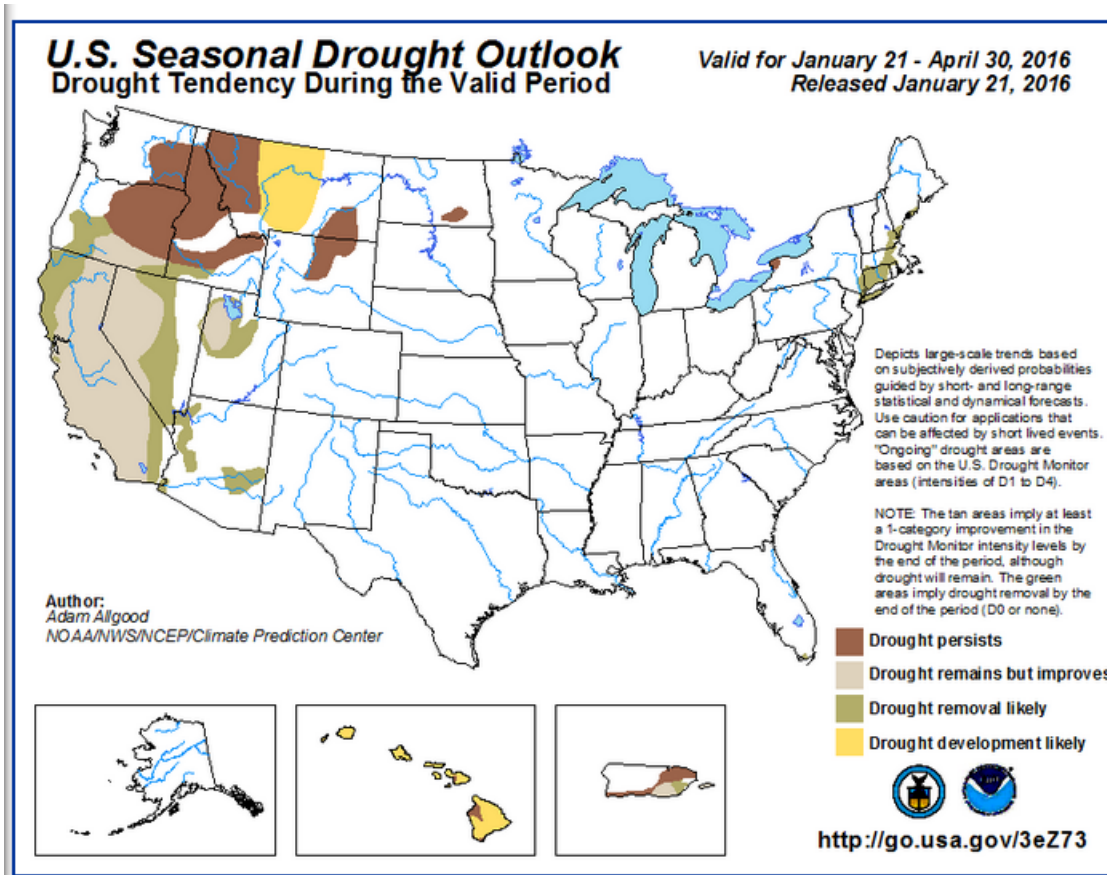
CONSERVATION

January's water production was 2.62% less than in 2013. Not a big change in the amount conserved as January's usage is typically limited to indoor use from the community as everyone's irrigation is typically off at that time of year. The gallons per capita per day usage were at 77 for January.

Despite the rainfall and snowpack we have received the US Drought Monitor graphic shown below shows that California continues to be in exceptional drought. US Seasonal Drought Outlook continues to show that the drought remains but is improving.

The State drought mandates have been reaffirmed to continue. As a non-urban water agency we are required to meet a 25% overall reduction in water use or limit irrigation to only two (2) days per week, therefore we have stayed with the same irrigation schedule as last year.





WASTEWATER TREATMENT, COLLECTION AND RECLAMATION

Influent wastewater flow averaged 0.435 million gallons a day, for a total of 13.5 MG, (41.4 AF) for the month of January. This is approximately 146 gpd per sewer connection. Secondary wastewater storage measured 76.8 MG (235.7 AF) on January 10, 2016 of which 71.9 MG (220.8 acre-feet) is usable volume.

No deliveries of recycled water to the Rancho Murieta Country Club (RMCC) took place in January as the recycling facility is off for the season. RMCC is managing their recycled water holding as part of managing the prevention of recycled water spills due to rainfall runoff.

Maintenance in the collection system this past month included hydro cleaning 21,100 feet of sewer lines, sewer camera inspections (CCTVing) of 300 feet of sewer lines and removal of grease from the District's sewer pumping stations. District staff also received three (3) calls for sewer backups, all of which were within private homeowner sewer lines.

The graph below shows where our secondary storage is comparable to previous years, measured on the first Wednesday of each month.

winter. Flushing and valve turning are required per the Division of Drinking Water, as well as being a good maintenance practice, to ensure that the valves through the water distribution piping function properly as well as to bring in fresher well chlorinated water into areas that may become stagnant due to low use. Having a good chlorine residual in the water helps to ensure the safety of our potable water supply.

MEMORANDUM

Date: February 12, 2016
To: Board of Directors
From: Gerald Pasek, Board President
Subject: Consider Approval of General Manager's Employment Agreement Amendment 1

RECOMMENDED ACTION

Approve the General Manager's Employment Agreement Amendment 1.

BACKGROUND

In summary, the Employment Agreement Amendment 1 provides for a salary increase of 3.5% retroactive to the pay period that included January 1, 2016. It also provides for a \$5,000 performance supplemental payment if the General Manger prepares and recommends a budget that is adopted by the Board for the upcoming fiscal year that results in no increase to the sample average monthly bill for a residential metered lot (last year's average monthly sample bill was \$173.15).

As discussed and agreed between the General Manager and the Board, the General Manager's focus for 2016 will concentrate on four (4) specific areas:

1. Groundwater: concentrate on the impacts and requirements of the Sustainable Groundwater Management Act (SGMA) and what it means to the District.
2. Organizational study of the Security department to determine best use of staff in providing improved service to the community.
3. Recycled Water: focus on the development of the recycled water distribution system and delivery of recycled water throughout the community in preparation of impending development.
4. Customer Service: Establish a methodology for measuring customer service satisfaction and compile results which show improvement demonstrated over the calendar year. All areas of service are to be assessed, including problem/complaint handling, timeliness of resolution and customer feedback (notification of resolution).

AMENDMENT NO. 1

**TO RANCHO MURIETA COMMUNITY SERVICES DISTRICT
GENERAL MANAGER EMPLOYMENT AGREEMENT**

THIS AMENDMENT TO AGREEMENT is entered into on February 17, 2016, by and between the Rancho Murieta Community Services District, a public agency (“District”), and Darlene Gillum, an individual (“Employee”), who agree as follows:

1. Recitals. This Amendment is made with reference to the following background recitals:

1.1. On November 3, 2014, the parties entered into the Rancho Murieta Community Services District General Manager Employment Agreement (the “Agreement”), which is on file in the District office.

1.2. The parties now desire to amend the Agreement to modify Employee’s salary and approve a bonus performance supplemental pay provision.

2. Amendments to Agreement. The parties amend the Agreement as follows:

2.1. Salary Increase. Employee’s salary (Agreement section 6(a)) is increased to \$165,600 per year, effective retroactive to the beginning of the District pay period that included January 1, 2016.

2.2. Bonus Performance Supplemental Pay

A. The standard District annual budget includes a sample bill that reflects the average monthly customer bill based on the utility rates contained in the budget. In the approved 2015-16 District budget, the sample average monthly bill for a residential metered lot (assuming 1,700 cubic feet of water usage) is \$173.15.

B. If Employee prepares and recommends, and the District Board of Directors adopts, a 2016-17 budget that results in a sample average monthly bill for a residential metered lot (assuming 1,700 cubic feet of water usage) of \$173.15 or less, then the District will make a supplemental one-time payment to Employee of \$5,000. The payment will be made within 30 days after the date of the budget approval. The payment will be subject to standard payroll withholdings and deductions. This one-time supplemental payment is unique to Employee, is not available to other District employees, is not received by similarly situated employees in other related groups or classes, and is not intended to be part of Employee’s compensation reported to the California Public Employees Retirement System.

3. No Effect on Other Provision. Except for the amendments in section 2, the remaining provisions of the Agreement are unaffected and remain in full force and effect.

EMPLOYER

EMPLOYEE

Gerald Pasek, President

Darlene Gillum

Attest:

Suzanne Lindenfeld, Board Secretary

MEMORANDUM

Date: February 12, 2016
To: Board of Directors
From: Darlene J. Thiel Gillum, General Manager
Subject: Consider Approval of Midge Fly Ad Hoc Committee Representative

RECOMMENDED ACTION

Approve Director Ferraro and Paul Siebensohn as the District representatives on the Midge Fly Ad Hoc Committee.

BACKGROUND

At Rancho Murieta Association's (RMA) January Board meeting, their Board approved RMA to participate in a joint committee with members from RMA, the District, Murieta Townhouses, Inc., and the community, with assistance from Sacramento-Yolo Mosquito & Vector control District, to discuss solutions regarding Midge Flies in Rancho Murieta.

Staff recommends Director Ferraro and Paul Siebensohn represent the District on the Committee as they have already been working together on this issue.

RANCHO MURIETA MIDGE FLY SOLUTION

Laguna Joaquin Lake and other areas within Rancho Murieta have a significant problem with midges during the summer months. This problem exists primarily in lakes with standing water when the water temperature rises in the summer and oxygen levels decrease due to stagnant water or contaminated conditions.

This has become a particular problem for residents living on or near our lakes. The presence of midge flies indicate an unhealthy body of water. An additional problem is the growth of blue-green algae during the summer months which is also an indicator of polluted conditions. This blue-green algae is toxic to mammals, and poses a significant health risk.

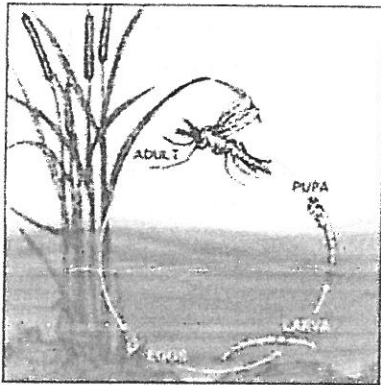
We are working to develop a plan for minimizing the effect of midge flies on the population of Rancho Murieta and to return our lakes to a healthy environment. The proposed plan outlined below is based on researching an abundance of scientific facts as well as suggestions from The Sacramento County Vector Control District (SCVCD). Hopefully this plan, or a modification thereof, can be implemented by a joint effort of RMA, CSD, and MTI.

1. **Granular seeding of lake beds with larvacides.** Using granular pellets allow the larvacide to sink to the bottom where the midge fly larvae are developing, as opposed to surface spraying, of insecticides, which has been only marginally effective. SCVCD has agreed to assist in securing a quantity discount using their purchase agreement for the appropriate larvacide.
2. **Change existing pumps to a diffused aeration system.** The current pumps are ineffective and induce more moisture into the atmosphere than oxygen into the lake. The oxygen in Laguna Joaquin last summer was depleted to a level indicating a dying or dead lake. The lake struggled to maintain an adequate oxygen level to sustain normal aquatic populations. CSD may have some pumps available for this use.
3. **Restock the effected lakes with native fish.** The SCVCD will assist in restocking selected lakes with bass, blue gull, and catfish. These species are known to feed on midge fly (blood worms) and mosquito larvae, and they will aid in returning the lake to a healthy ecosystem.
4. **Routinely add fresh water to effected lakes during the summer months.** Develop a schedule to add additional water either weekly, monthly, or when water drops to a specific level.
5. **Educate residents on prevention techniques.** Prepare a facts sheet to assist residents in minimizing the effect of midge flies on their everyday life. This would include methods to avoid attraction, decreasing exposure, and aiding in removal.
6. **Temporarily reducing the level of the lake to aid in removal of bottom sediments and vegetation in breeding areas.** This suggestion is somewhat radical and should only be necessary if the above solutions are ineffective.
7. **Install lights in open spaces to attract the midge flies away from populated areas.** This suggestion should only be used if conditions warrant additional efforts to improve living standards.

Midge Fly Fact Sheet

Aquatic midge flies are non-biting insects found in lakes and ponds, and are known by many common names including blind mosquito and fuzzy bill. They do not bite, suck blood, or carry disease like true mosquitoes do, so they are more of a nuisance than anything.

Midge flies are a food source for other aquatic insects, such as dragonflies, as well as frogs, turtles, several varieties of fish and birds, and bats. Therefore, the goal is not to completely eliminate them, but to keep them in proper balance within the ecosystem. Midge fly populations grow exponentially in water that is high in nutrients and bottom muck, and low in oxygen, environments that don't support fish.



- Swarms tend to be worse in the spring and early fall
- At night they are attracted to lights around houses and businesses
- Swarming midges can be inhaled into the mouth and nose and get into eyes and ears
- Swarms fly to cool shady areas, stained or paint surfaces, stucco, roofs, cars, etc.
- Small & large pond and lakes, whether natural or man-made
- Larvae (bloodworms) live on and in the lake bottom making them more difficult to control and to detect imminent adult swarming

What can be done about them?

Shorter term control with fast results includes applying larvacides to the lake to prevent midge flies from developing into flying adults.

For longer term control, you need to improve the lakes water quality. As lakes age many develop layers of organic bottom muck that dramatically lowers dissolved oxygen levels favoring growth of midge fly larvae while preventing fish and other insect predators from feeding on them. Infested lakes can easily support populations of 2,000 larvae/square meter.

Lakes low in oxygen and high in nutrients, pollution and algae are a perfect habitat for midges. The most effective long term remedy for midge flies may be installing a diffused air aeration system to raise oxygen levels and improve overall water quality.

SECURITY

YEAR IN REVIEW



PRESENTATION

By

Greg Remson

Security Chief

FIELD OPERATIONS

YEAR IN REVIEW

PRESENTATION BY

PAUL SIEBENSOHN

Director of Field Operations



MEMORANDUM

Date: February 9, 2016
To: Board of Directors
From: Paul Siebensohn, Director of Field Operations
Subject: Consider Approval of Estimated Costs to Youngdahl Consulting Group, Inc. for Special Inspection Services for the Water Treatment Plant Expansion Project Paving

RECOMMENDED ACTION

Approve estimated costs to Youngdahl Consulting Group Inc., in an amount not to exceed \$1,000 for special inspection services for the Water Treatment Plant Expansion Project paving. Funding to come from Water Treatment Plant Construction Fund Reserves and CFD 2014-1 Bond Funding.

BACKGROUND

As part of the work associated with the Water Treatment Plant Expansion Project, Youngdahl Consulting Group, Inc. provides the District special inspection services. Asphalt paving is the only work left to be done which requires this service. Previously, the Board approved \$34,547 on July 16, 2014; \$10,964 on May 20, 2015; and \$1,520 on January 20, 2016 for a total of \$47,031.

MEMORANDUM

Date: February 12, 2016
To: Board of Directors
From: Paul Siebensohn, Director of Field Operations
Subject: Consider Approval of Proposal from TESCO Controls for Alarm Integrations

RECOMMENDED ACTION

Approve proposal from TESCO Controls, Inc., for integration of Water Treatment Plant #2 alarms into Win911, in an amount not to exceed \$4,000. Funding to come from Water Treatment Plant Construction Fund Reserves.

BACKGROUND

For alarms that occur at the water treatment plants, the District uses an auto dialer system to alert staff. As part of the new Water Treatment Plant Expansion Project, alarms generated are called out to staff via a software based program called Win911. Although the project did not require integration of all of the alarms that exist at the facility into Win911, we asked TESCO to integrate eight (8) additional alarms into the Win911 system to simplify callouts to staff. This effort requires review of the existing wiring architecture to determine where the wiring for the alarms exist and need to be routed to, as well as configuration, setup, and testing in the Win911 and SCADA systems.

This work will occur after the Acceptance Testing has been completed and Plant #2 is integrated into SCADA. I sought a slightly higher cost than quoted so we may add additional alarm points if needed. Quote attached.

To: Rancho Murieta Community Services District
Attn: David Herrmann
Re: Addition of Alarms into WIN-911

Quote Date: 02/12/16
Quote No.: 16B035Q03

Thank you for your continued interest in TESCO products, services, and solutions. We are pleased to quote the following scope of work pertaining to the above-referenced project.

Scope of Work

The scope includes configuration of existing plant 2 autodialer alarms (qty. 8 alarms) into LCP-CON-1002 I/O and SCADA WIN-911 alarm software package. Alarm signal wire will be provided, installed, and terminated by RMCS. Termination points will be provide to the District by TESCO. TESCO will program the signals at LCP-CON-1002, configure the alarms at SCADA, and perform startup & operational test. TESCO will also develop revised documentation for O&M's.

Item	Qty	Description
1	Lot	Professional Services to Include: <ul style="list-style-type: none"> ▪ Engineering & Management ▪ PLC Programming ▪ SCADA Configuration & Test
TOTAL COST FOR ITEM 1:		\$3,630.00

Terms and Conditions

- Quote is firm for 30 days unless otherwise stated.
- Delivery: to be scheduled approximately **2-3** weeks minimum after receipt of purchase order.
- Unless otherwise stated above, price does not include any sales tax, use tax, or applicable fees.
- TESCO price is FOB factory, full freight allowed.
- TESCO warranties against defect in design workmanship and materials for a period of one year from date of installation, and does not exceed 18 months from the date of shipment from the factory.
- TESCO carries liability insurance, with full workman's compensation coverage.
- Terms are net 30 days on approved credit accounts.
- Interest will be applied to all past due invoices.
- All merchandise sold is subject to lien laws.
- Final retention to be paid within 10 days after the project notice of completion.

Please feel free to contact us at (916) 395-8800 to discuss any questions or comments you may have regarding this quotation.

Best Regards,



Richard Martinez
Technical Sales
Tesco Controls, Inc.
(916) 395-8800
(916) 730-9936 – Mobile
rmartinez@tescocontrols.com

MEMORANDUM

Date: February 8, 2016
To: Board of Directors
From: District Staff
Subject: Consider Adoption of Resolution 2016-02, Surplus District Equipment

RECOMMENDED ACTION

Adopt Resolution R2016-02 authorizing the sale of Bobcat Tractor, Model 2410, as District surplus equipment.

BACKGROUND

The District purchased this used Bobcat Tractor in early 1993 and has made many repairs to it over the years, especially the last few, to keep it running for the District's needs. Currently, its hydrostatic drive unit has failed. Unfortunately, due to its age, parts are no longer available. It may be possible to repair it with a custom fabricated replacement; however, based on feedback from repair shops, the cost may range over \$10,000 and there is no certainty in the long term viability of the unit. Therefore, staff recommends selling the Bobcat Tractor as surplus equipment.



RESOLUTION #R2016-02

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO MURIETA
COMMUNITY SERVICES DISTRICT AUTHORIZING SALE OF DISTRICT
SURPLUS EQUIPMENT**

WHEREAS, in the past, the Rancho Murieta Community Services District has purchased equipment to be used in the provision of water, sewer, drainage, solid waste, and security services to the community of Rancho Murieta; and

WHEREAS, the equipment listed below has become obsolete and its useful life has been consumed:

<u>No.</u>	<u>Description</u>
1	Bobcat Tractor – model 2410

THEREFORE, BE IT RESOLVED the Board of Directors of Rancho Murieta Community Services District declares this equipment surplus to the needs of the District and authorizes the equipment to be placed for sale, with the sale to be conducted by staff.

PASSED AND ADOPTED this 17th day of February, 2016, by the following roll call vote:

Ayes:
Noes:
Absent:
Abstain:

Gerald Pasek, President of the Board
Rancho Murieta Community Services District

[SEAL]

Attest:

Suzanne Lindenfeld, District Secretary
Rancho Murieta Community Services District

MEMORANDUM

Date: February 12, 2016
To: Board of Directors
From: Darlene J. Thiel Gillum, General Manager
Subject: Consider Change to District Regular Board Meeting Process and Schedule

RECOMMENDED ACTION

Provide direction to staff on the Board of Director's preferred meeting schedule.

BACKGROUND

At the June 17, 2015 District Board meeting, the Board of Directors agreed to a 6-month trial period of two (2) Board meetings a month instead of one (1) Board meeting and five (5) committee meetings. We are now at the end of the 6-month trial period.

Staff is seeking direction from the Board on the preferred meeting schedule for conducting the Board of Directors' business.

Option 1: Revert to the previous meeting schedule of five (5) separate committees that meet monthly. The Committees are: Communication & Technology, Finance, Improvements, Personnel, and Security. These meetings average about an hour each. The purpose of the Committees is to review pending District business items and, when appropriate, make a recommendation to forward the item to the Board for action. The meetings would be held as needed (meaning that if the committee members or staff did not have anything of importance to discuss the meeting for that particular month would be cancelled).

Pros: Committee topics that are currently addressed in staff reports would be discussed by Committee members prior to being included in the Board packet staff reports.

Con: Items that are sent to the Board for approval that are returned to staff for further research will take an additional month for final approval unless a Special Board meeting is called to address that issue prior to the regularly scheduled Board meeting.

Additional staff time needed in preparing five (5) separate agendas, packets, and preparing five (5) sets of meeting minutes.

Option 2: Formally adopt the trial period meeting schedule of two (2) Board meetings per month on the first and third Wednesdays. Standing Committees would not be formed. However, ad hoc committees could be formed at anytime by the Board of Directors for addressing particular issues and/or topics.

Pros: The full Board is involved in the discussion of items that were previously discussed at the Committee level and then forwarded to the Board for discussion and action.

Cost savings by eliminating one meeting payment to Directors (two (2) Board meetings as opposed to one (1) Board meeting and two (2) Committee meetings per month).

Reduced staff time needed to prepare for and document two (2) Board meetings instead of five (5) Committee meetings.

Business can be conducted on a faster turnaround since a Board meeting is scheduled approximately every two (2) weeks.

Cons: The Board meeting held in place of the Committee meetings has the potential to be a longer meeting than an average board meeting (but less than the combined time of the five (5) committee meetings) because the discussion of the item can be more involved than if it was reviewed at the Committee level prior to Board review.

Staff is required to attend two (2) evening meetings a month instead of one.

Option 3: Other ideas and suggestions from the Board of Directors on meeting schedules.

As the purpose of the Board and Committee meetings is for the Board of Directors to conduct District business, staff has no recommendation and defers to the majority opinion of the Board on the desired meeting schedule.

MEMORANDUM

Date: February 12, 2016
To: Board of Directors
From: Darlene J. Thiel Gillum, General Manager
Subject: Discuss Parks Committee

RECOMMENDED ACTION

Provide direction to staff and Parks Committee member appointee.

BACKGROUND

We have three (3) areas for discussion and possible action regarding the Parks:

1. Discuss the District's role in Parks.
 - a. Receive input from Richard Shanahan, District General Counsel
2. Discuss repealing District Code Chapter 8, Section 3.03(b), Community Parks Fee
 - a. Receive input from Richard Shanahan, District General Counsel
3. Review the draft Parks Operating Guidelines dated January 27, 2016

A copy of the draft January 27, 2016 Parks Committee minutes is attached for your information.

**Rancho Murieta Association
Parks Committee
Minutes for Meeting of January 27, 2016**

Present

Tim Maybee, Chair, RMA
Cheryl McElhany, RMA
Mark Pecotich, CSD
John Sullivan, CRLD
Cindy Moreno, The Retreats

Staff

Greg Vorster, RMA Staff
Darlene Gillum, CSD Staff
Danise Hetland, RMA Staff
Mark Parsons, RMA Staff
Darlene Myers, RMA Staff

Guests

K. Muldoon, rm.com

Call to Order

The meeting was called to order at 4:00 p.m. by Tim Maybee, Chair.

Approval of Minutes

M/S/C to approve the minutes of November 30, 2015.

Vote: 5 Yes; 0 No; 0 Abstention

Park Fund Balance

Neighborhood Parks	\$ (44,562.68)
Community Park	<u>129,958.64</u>
Total	\$ 84,395.96

Trail System – Exhibit “E” and Rancho North Conceptual Plan

John Sullivan presented two maps demonstrating Exhibit E (Trail System) titled, “Proposed Exhibit E”, and “Currently Constructed Trails”.

The “Proposed Exhibit E” map shows bike and pedestrian trails in the new subdivisions (villages) in the Rancho North development which are on the streets. There is also a proposed trail showing access to the beach. Mr. Sullivan said he is working with CSD to add a trail near Granlee’s Dam.

Comparing Exhibit E to the maps that Mr. Sullivan presented for the Committee’s review showed some inconsistencies. Some of the inconsistencies include: the trail around Chesbro Lake is not shown as a contiguous trail as Exhibit E requires; the bike/walking trail around Lake Clementia is not shown as Exhibit E requires; and the portions of the trails that should be paved per Exhibit E are not delineated as paved.

Mark Pecotich posed questions as to how CSD will have access to the water plant with these trails in place. He also asked how trails on the levees would be managed. Mr. Sullivan said that these issues will need to be reviewed.

After the Committee reviewed these maps, Tim Maybee said that he will confer with the RMA Board and seek their input.

There was also some discussion about restrooms at Lake Clementia and reconfiguring some of the lots that will be developed on the east side of the lake.

The Greens Park and Neighborhood Park Fees

At the November 30, 2015 Parks Committee meeting a question was raised as to whether Neighborhood Park Fees paid on property located on the North could be used for parks on the South. RMA's legal counsel gave his opinion that the PDAs do not expressly require separation of funds for expenditures within the parks' account, as Section 7 of the PDAs states, "The Fund shall be used for the purposes of constructing the facilities delineated in the Park Facilities Matrix and for no other purpose". The opinion was again distributed to the Parks Committee members.

Mr. Sullivan said he does not agree with this opinion and stated that he believes that Neighborhood Park funds which are collected on the North can only be used for parks located on the North.

Mr. Sullivan asked Staff to rebill the parks' fees to The Retreats.

The Retreats' Unpaid Park Fees

The Neighborhood and Community Park Fees for The Retreats were due upon approval of the final map which occurred on August 26, 2015. Rancho North had been billed for 22 lots on August 31, 2015, for a total amount of \$69,456.42, which consists of community park fees of \$44,738.10 and neighborhood park fees of \$24,718.32. The CSD and Mr. Sullivan raised a concern previously as to what entity should collect the fees. The question has since been answered.

Mr. Sullivan said that he did not want to pay the Neighborhood Park fees until the Parks Committee could guarantee that these funds would only be used for parks located on the North.

Murieta Gardens Detention Basin

Mr. Sullivan said that a 5-acre detention basin near the Murieta Gardens subdivision could be used for a passive recreation park which could include a sports field. He would like to know if RMA is interested in developing this area for recreational purposes.

It was noted that potential parks in the Murieta Gardens development are not in the Park Facilities Matrix.

Parks Committee Operating Guidelines

Mark Pecotich distributed a copy of the Parks Operating Guidelines to the Committee that he had drafted. This is a revised version of the "MOU" that he presented in October 2015. This new draft had not been reviewed by the CSD Board. The RMA Board would also need to review the draft.

Adjournment

The meeting was adjourned at 4:50 p.m.

Respectfully submitted,

Tim Maybee, Chair

Date

Parks Operating Guidelines

January 27, 2016

The purpose of the Parks Operating Guidelines is to provide a general understanding of how the Parks Committee conducts business related to the development of parks and collection of parks fees.

There are three Parks Development Agreements (PDAs) currently in place today. These agreements govern the parties' obligations in developing, funding and constructing both Neighborhood Parks and Community Parks, which are identified on the Park Facilities Matrix.

- Sept. 19, 1990 RMA, CSD, Winncrest Homes, F.N. Projects, and N.T. Hill (Rancho Murieta South)
 - Feb. 20, 1991 RMA, CSD, Rancho Murieta Properties Inc, CBC Builders, SHF Acquisitions (Rancho Murieta North)
 - June 28, 1991 RMA, CSD, PTF (Rancho Murieta North)
1. Section 5A of the PDAs establishes the Parks Committee (five members) comprised of two RMA appointees, one CSD appointee, one RMPI appointee, and one appointee from Landowners other than RMPI. Upon completion of the Community Park facilities described in Ex. D the Landowner members shall be replaced by RMA appointees. Since the PDAs are silent regarding transfer of property ownership, it is assumed that the Landowner seats on the Parks Committee are transferred to successors in interest.
 2. The Parks Committee is responsible for the review and approval of construction plans, and the quality of the plans, for consistency with the PDAs. Inconsistent plans may be approved by the Parks Committee provided implementation of the inconsistent plans will not disrupt the overall implementation of the Parks and quality of the Park Development Plan.
 3. Exhibit C of the PDAs, the Park Facilities Matrix, defines existing parks, proposed parks, physical characteristics, funding, and features/improvements. The Park Facilities Matrix will be reviewed at each Parks Meeting to reflect the current status of park projects. The Park Facilities Matrix may be updated for relocation of parks or changes in park size upon the mutual written consent of the Parks Committee and the landowner, or its successor in interest, of the undeveloped property subject to the change. However, any such change is subject to Sacramento County approval.
 4. Exhibit D of the PDAs identifies the original Park Financing Plan, which outlines the initial parks budget by Neighborhood Parks and Community Parks. Exhibit D also identifies the financial obligation of developers and RMA.
 - Landowners are responsible for financing Neighborhood Parks and Facilities.
 - RMA and Landowners are jointly responsible for financing Community Parks and Facilities.
 5. Exhibit E of the PDAs identifies the pedestrian and bike trail system that is to be developed by Landowners. The locations identified in the original Exhibit E are conceptual only. The final pedestrian and bike trail configuration shall be identified on final residential maps approved by Sacramento County. In addition, any changes to Exhibit E are subject to Parks Committee consent, which shall not be unreasonably withheld.

6. RMA is responsible for the collection of Park related fees (both Neighborhood and Community park fees). RMA determines the annual escalation for the Park Fees per the PDAs.
7. Per the PDAs, properties that annex into RMA pay their Park Fees at the time of annexation into RMA. The Mutual Benefit Agreement addresses the payment of Park Fees for properties that do not annex into RMA.
8. RMA will be responsible for maintaining the Park Development funds in a separately identifiable account which is audited annually. Taxes on related interest income will be paid from the Park Development Fund.
9. RMA will provide detailed accounting of the Parks Development Fund, denoting cash in and cash out, taxes paid, and interest accrued for Neighborhood and Community Parks' contributions individually and in summary for the RMA Parks Development funds at each Parks Meeting.
10. The use of Parks Development funds will be reviewed and agreed upon by majority vote of the Parks Committee effectively determining the identification and prioritization of park development for those Park Facilities identified in the Park Facilities Matrix.
11. For clarification purposes, the RMA Park Development Reserve Fund is unrelated to the fees collected pursuant to the PDAs. This Reserve Fund represents monies collected by RMA since 2004 to fund RMA future obligations under the PDAs. These Reserve Funds will be transferred to the Park Development Fund from time to time to satisfy RMA's obligation toward the construction of Community Parks, unless the Parks Committee has approved an 'in-lieu' credit
12. The obligation for bridge project reimbursements, owed to the Parks Committee by Rancho Murieta North developers, of \$178,500 is memorialized in Sacramento County documentation. As development on the North progresses, the County will collect fees from the North Developer and remit payments to the RMA Park Development Reserve Fund.
13. The PDAs expressly limit the use of Park Development Funds for the construction of Park Facilities identified on the Park Facilities Matrix. RMA provides for the maintenance of parks through separate funding sources. Maintenance issues or expenses are not under the purview of the Parks Committee.
14. Parks construction related items identified by the RMA Board, the CSD Board, or the Landowner will be brought to the Parks Committee for consideration of inclusion on the Park Facilities Matrix.

These items have been deleted from the Operating Guidelines for the reasons noted.

1. ***Need to define the Sacramento County's role in dedication of park land, payment of park development fees, and approval of the location and design of park improvements within the District should be clarified in the MOU.***
 - a. ***Need to also address potential park sites outside of the HOAs (e.g., 136 acre County Park along river, 'passive use' detention basin at end of airport runway to replace Anderson Fields) and how those might be viewed within this MOU since they are still within the Rancho Murieta district. This item is outside of the Parks Committee current authority as it was established by the Parks Development Agreements that cover parks for RM South and RM North.***

2. Community Park Fees are received through RMA contributions (***need to define what these contributions encompass – Parks assessments on current residents? And?***) and landowner payment of fees per dwelling unit. Per Section 7.Bii of the Parks Agreement (as adjusted by the Engineering News-Record Index), landowner Community Park Fees are \$1,983.96 per dwelling unit as of July 2014. The RMA Community Park Fee is \$878.74 per dwelling unit as of July 2014.
 - a. ***(Add a statement that identifies when current RMA residents are paid in full/obligation completed on Park Fees owed for their contribution.) This is an RMA issue to disclose to its members and is outside of the Parks Committee purpose and purview.***

3. Community and Neighborhood park funds were combined under the Parks Committee and treated as a single fund for Parks spending. Per the Parks Agreement and District Code, the Community and Neighborhood funds have to be used for Community and Neighborhood Parks respectively. The comingling of the funds was incorrect relative to these rules. Therefore, we request that Parks Committee begin to spend and report the funds separately to the Community and Neighborhood Parks for which they are assigned. (***Need to discuss this statement relative to prior decision of Parks Committee to commingle funds – reporting combined funds versus how funds are spent.***) ***The requirement to keep Community Park and Neighborhood Park monies separated for expenditure only becomes applicable if the fees are collected by CSD. Collection by RMA of the park fees is governed by the PDAs, which, as RMA legal opined, do not specify how the funds are spent as long as they are spent according to the Park Facilities Matrix.***

MEMORANDUM

Date: February 12, 2016
To: Board of Directors
From: Darlene J. Thiel Gillum, General Manager
Subject: Discuss Ribbon Cutting Ceremony/Event for New Water Treatment Plant

RECOMMENDED ACTION.

No action, receive information update only.

BACKGROUND

Attached is a draft memo that reflects ideas and discussions to date regarding the ribbon cutting ceremony/event to announce the official opening of the new Water Treatment Plant. A final recommendation will be brought forward to the Board at the March 16, 2016 Board meeting for approval.

Water Treatment Plant Ribbon Cutting Memo

I. Proposed Date: Thursday, April 28

- Optional Shuttle Provided from Rancho Murieta Country Club: 10:45 a.m.
- Ribbon Cutting Event at Water Plant: 11 a.m. (Includes Brief Tour)
- Luncheon at Rancho Murieta Country Club: 12:15 p.m.

II. Tentative Speaker List

- Supervisor Roberta MacGlashan
- Supervisor Don Notolli
- Jerry Pasek, CSD Board President
- Darlene Gillum, CSD General Manager

III. Guest List

- Darlene/Elmets to assist with guest list, which will include:
 - RMA Board & Members
 - Country Club Board & Members
 - HOA Board
 - Elected Officials (Local & State)
 - Other Local Water Agencies
 - Department of Drinking Water
 - Director of Field Operations
 - Construction Contractors
 - Developers

IV. Printed Materials

- Elmets Communications to develop Ribbon Cutting Invitation (250)
- Elmets Communications to assist with informational Direct Mail Piece that will be mailed to all Rancho Murieta residents

V. PowerPoint Presentation

- Elmets to work with Paul Siebensohn to create PowerPoint photo presentation which will be displayed during the luncheon.

VI. Prepare Information Packets that might include:

- Fact Sheets (Paul Siebensohn)
- Q & A (Paul Siebensohn)
- Renderings and Photographs (Paul Siebensohn)
- Press Release (Elmets Communications)

DRAFT

MEMORANDUM

Date: February 11, 2016
To: Board of Directors
From: Paul Siebensohn, Director of Field Operations
Subject: Receive Water Treatment Plant Expansion Project Update

WATER TREATMENT PLANT EXPANSION PROJECT UPDATE

We have begun operating the new Plant 1 ultrafiltration system as part of the Acceptance Test period for the Project and providing the processed water into our distribution system for use. The Acceptance Test is required, per the project design specifications, to provide assurance that the membranes will meet their designed membrane integrity, flow capacity, water quality objectives, and the functional integrity of the mechanical and electrical equipment and the components comprising the system as evidence of substantial completion of the project. The test information will also be used to determine needed cleaning intervals of the membranes as the system is operated within its warranty period. Prior to providing water to the distribution system, staff had disinfected the facility and confirmed it successful with bacteriological testing and ensured that water quality monitoring equipment has been calibrated and functioning properly. Plant 2 is currently set up to operate as a backup to Plant 1.

After the 30 day test is completed and Plant 1 is verified to run well, we will proceed with temporarily shutting off of Plant 2 for several days to allow its control wiring to be transferred over to the PLC. At that point, Plant 2 will be connected to the SCADA system.

Paving is proceeding due to unseasonably warm weather. Once the majority of the paving is completed, the installation of the bird netting, further painting, and siding work will continue as the weather allows.

Change Order Detail - ***NO CHANGES FOR JANUARY***

Shared Cost Change Orders (Split between CSD/CFD#1/CFD2014-1):

Completed (Shared) Change Orders:

<u>#</u>	<u>Status</u>	<u>Description</u>	<u>Amt</u>	<u>Remaining</u>
0.028	COMPLETE	Bid Div 28 SCADA console Allowance	\$ 1,738	\$ -
1	COMPLETE	Remove proj contingency from trade contr	\$ -	
2	COMPLETE	JDP - Drying bed extension shotcrete	\$ 5,648	\$ -
3	COMPLETE	KGW/JDP - FM change of material	\$ 2,888	\$ -
4	COMPLETE	JDP - 2" Conduit for Fiber	\$ 26,264	\$ -
5	COMPLETE	JDP - CLSM trench at lower yard	\$ 3,300	\$ -
6	COMPLETE	JDP - drying bed clean out	\$ 1,882	\$ -
7	COMPLETE	Boring of 2" FM (IBA)	\$ -	\$ -
8	COMPLETE	RFI #024, replace corroded FCA	\$ 6,623	\$ -
9	COMPLETE	RFI #009, TW Booster pump station slab	\$ 6,029	\$ -
10	COMPLETE	ASI #01, check valve/concrete fillet	\$ 7,018	\$ -
11	COMPLETE	NAOH added slab at tank yard	\$ 4,091	\$ -
14	COMPLETE	RFI #28, conduit & chem trench vault conflict	\$ 11,700	\$ -
15	COMPLETE	SWPPP Maintenance	\$ -	\$ -
16	COMPLETE	16" Water Main Repair	\$ 7,000	\$ -
17	COMPLETE	Addl gunite for drying bed extension	\$ 2,946	\$ -
18	COMPLETE	KGW - Door 302 added lockset	\$ 345	\$ -
19	COMPLETE	Zenon - GE dimension Clar.Support Grate	\$ 2,815	\$ -
21	COMPLETE	RFI #19, Transformer Relocation	\$ 1,542	\$ -
23	COMPLETE	Temp Power Switchover	\$ 3,070	\$ -
24	DELETION	RFI #024, deleted ARV at sta 227+47	\$ (5,008)	\$ -
26	COMPLETE	SWPPP Maintenance	\$ -	\$ -
27	DELETION	Upper Tank Yard Pad Prep	\$ (492)	\$ -
30	COMPLETE	RFI #060, relocate 12" line for stair conflt	\$ 1,725	\$ -
35	COMPLETE	RFI #041, CIP Line Relocation	\$ 5,561	\$ -
36	COMPLETE	GE Upgraded Maintenance Table	\$ 5,013	\$ -
38	COMPLETE	CIP Heater Control MCC	\$ 4,415	\$ -
39	COMPLETE	FS Structural Consulting	\$ 1,093	\$ -
40	COMPLETE	Additional Spare Parts	\$ 2,600	\$ -
42	COMPLETE	RFI#043.1 Flocculation covers	\$ 29,745	\$ -
43	COMPLETE	RCMS Trailer Power Hookup	\$ -	\$ -
45	COMPLETE	1" Motorized ball valves for chlorination equip	\$ 5,306	\$ -
46	COMPLETE	Temp Lab Water Connection (Operations Expense)	\$ 4,501	\$ -
47	COMPLETE	Generator Pad Size Changes	\$ 8,317	\$ -
57	COMPLETE	SWPPP Maintenance	\$ -	\$ -
58	COMPLETE	Temp Filter Trailer Connections (Operations Expense)	\$ 90,894	\$ -
60	COMPLETE	AER (E) Fan Demo and Plywood Vents	\$ 5,860	\$ -
61	COMPLETE	Clay Pipe at pump station	\$ 6,487	\$ -
62	COMPLETE	Unsuitable material under pump station	\$ 6,124	\$ -
63	COMPLETE	R&R Siding at West Side Plant 1	\$ 2,120	\$ -
64	COMPLETE	Additional Painting Control Room Ceiling & Walls	\$ 2,230	\$ -
65	DELETION	Delete control panels & VFD for KGW pumps	\$ (9,300)	\$ -
69	COMPLETE	RFI #084, Pump Station Bar Beams	\$ 286	\$ -
70	DELETION	Paint (E) Chlorine Room	\$ 3,280	\$ -
72	COMPLETE	Modify Crane Stops	\$ 4,700	\$ -
75	COMPLETE	RFI#037, chemical conduit trench pathway	\$ 38,430	\$ -
81	COMPLETE	Lightpole at Pump Station	\$ 4,104	\$ -
83	COMPLETE	Wall opening at backwash basins	\$ 4,939	\$ -
86	COMPLETE	Pipe gallery valves and bolts replacement	\$ 5,360	\$ -
87	DELETION	Reverse CE#70 paint (E) chlorine room	\$ (3,280)	\$ -
89	COMPLETE	RFI#102 Underdrain wall elevation descrcpncy	\$ 1,240	\$ -
90	COMPLETE	2" FM ARV at septic tank	\$ 1,483	\$ -

93	COMPLETE	Concrete fillet at backwash basin conflict with ladder	\$ 659	\$ -
94	COMPLETE	RFI#081 Waterstop at wet well	\$ 1,185	\$ -
95	COMPLETE	TW bell restrain	\$ 549	\$ -
97	COMPLETE	Slide Gates at flocc basin	\$ 10,328	\$ -
98	COMPLETE	Clean CCT basin	\$ 9,946	\$ -
99	COMPLETE	Grating at overflow channel	\$ 4,976	\$ -
100	COMPLETE	Cable Tray rack in basin (power & signal)	\$ 1,823	\$ -
102	COMPLETE	IP camera upgrade	\$ 456	\$ -
106	COMPLETE	Flocculator surrounding concrete uneven	\$ 3,966	\$ -
107	COMPLETE	Modify flocculation covers for relocated slide gates	\$ 4,025	\$ -
115	COMPLETE	Phone line from (e) termination board to (N) PLC	\$ 3,417	\$ -
116	COMPLETE	Generator Slab duck bank conflict	\$ 425	\$ -
117	COMPLETE	RFI#122 Chemical injectors	\$ 2,829	\$ -
120	COMPLETE	Generator control peripheral module	\$ 2,791	\$ -
121	COMPLETE	RFI#110 safety air exhaust valves	\$ 1,724	\$ -
122	COMPLETE	Plug holes at feed channel pvc	\$ 2,142	\$ -
125	COMPLETE	RFI#145 gable end canopy supports	\$ 11,425	\$ -
129	COMPLETE	RFI#139 ACH & CLS chemical diffusers	\$ 1,612	\$ -
132	COMPLETE	Replace siding ancillary room & flocc basin	\$ 3,680	\$ -
133	COMPLETE	RFI#133 RW sample pump	\$ 4,119	\$ -
134	COMPLETE	Retaining Wall at pipe gallery	\$ 1,467	\$ -
135	COMPLETE	ASI#03 HCL acid fume scrubber	\$ 1,701	\$ -
136	COMPLETE	RFI#144 Neutralization tank LIT connection	\$ 916	\$ -
138	COMPLETE	Future pump pad	\$ 1,349	\$ -
139	COMPLETE	TWPS hatch drain relocation	\$ 516	\$ -
140	COMPLETE	Membrane covers modify attachment	\$ 2,504	\$ -
144	COMPLETE	Collapsed shoring hole at TWBPS	\$ 3,209	\$ -
148	COMPLETE	Replace lamps of (E) light poles with LED	\$ 2,531	\$ -
151	COMPLETE	RFI#130.1 Modify control room ductwork	\$ 2,024	\$ -
153	COMPLETE	Plant 2 at (E) doorway dryrot (Operations Expense)	\$ 2,020	\$ -
154	COMPLETE	Plant 1 siding dryrot at roof line & control room window	\$ 6,005	\$ -
155	COMPLETE	Air compressor switching panel	\$ 3,664	\$ -
159	COMPLETE	Replacement of 12" FCA in pipe gallery	\$ 8,129	\$ -
			\$ 430,744	\$ -

Non-Completed (Shared) Change Orders:

<u>#</u>	<u>Status</u>	<u>Description</u>	<u>Amt</u>	<u>Remaining</u>
52	APPROVED	BWW & reject Flow Meters	\$ 26,653	\$ 26,653
157	APPROVED	Ancillary room (E) soffit opening infill	\$ 2,390	\$ 2,390
179	APPROVED	Bird netting at canopy	\$ 28,051	\$ 28,051
			\$ 57,094	\$ 57,094

CSD-Only Change Orders:

Completed (CSD-Only) Change Orders:

<u>#</u>	<u>Status</u>	<u>Description</u>	<u>Amt</u>	<u>Remaining</u>
25	COMPLETE	Drying Bed cleanout and sand infill (CSD only)	\$ 13,482	\$ -
34	COMPLETE	Plant 2 SLC Ethernet connection (CSD only)	\$ 8,527	\$ -
			\$ 22,009	\$ -

Non-Completed (CSD-Only) Change Orders:

<u>#</u>	<u>Status</u>	<u>Description</u>	<u>Amt</u>	<u>Remaining</u>
12	APPROVED	Siding Replacement-Hardie Board (CSD only)	\$ 91,466	\$ 18,293

HARD CONSTRUCTION COSTS (via Roebbelen) - NO ROEBBELEN CONTRACT BILLING IN JANUARY

Project Construction Summary								Source of Funding		
Contractor	Work Type	Contract Amount	% Billed to Date	Amount Billed to Date	Amount Billed This Month	Contract Amount Remaining	CSD \$4.358 million	R&B LOC \$4.136 million	CFD 2014 \$3.818m Ph 1 \$0.540m Ph 2	
Roebbelen Construction Management Services	General Conditions	781,205	98%	765,581	-	15,624	274,437	249,361	241,783	
River City Painting	Painting	291,000	100%	291,000	-	-	108,803	84,454	97,744	
GE Technology	Membrane Supplier	2,173,800	93%	2,028,911	-	144,889	704,307	713,767	610,837	
JD Pasquetti	Sitework	555,659	63%	349,625	-	206,034	123,767	117,474	108,384	
Roebbelen Construction	Fencing	53,640	30%	16,078	-	37,562	5,692	5,402	4,984	
KG Walters Construction	Mechanical & Plumbing	4,893,000	100%	4,883,500	-	9,500	1,759,515	1,578,949	1,545,037	
Bockmon & Woody Electric	Electrical	2,370,266	99%	2,353,841	-	16,425	837,048	782,171	734,621	
Marquee	Fire Protection	42,500	33%	14,025	-	28,475	6,082	2,142	5,801	
Total Initial Construction Contracts (with 534,318 Contingency = 11,695,388)		11,161,070	96%	10,702,561	-	458,509	3,819,651	3,533,719	3,349,191	
Change Order Summary										
APPROVED CHANGE ORDERS:										
Max Contract Change Order Amount		534,318								
Shared Completed Change Orders (Invoiced/Paid)		333,329					119,245	109,130	104,954	
CSD Only Completed Change Orders (Invoiced/Paid)*		95,182					95,182			
Approved Change Orders (Not Invoiced)		75,387								
	Total Completed/Approved CO	503,898								
	Amount CO remaining	30,420								
PROPOSED CHANGE ORDERS:										
	Amount CO remaining	30,420								
<i>(if Proposed COs are approved)</i>										
OTHER:										
Bay Area Coating Consulting Services	**Contingency amt outside of Roebbelen contract (approved BOD 11/19/15)	15,000	91%	13,622	-	1,378	4,822	4,577	4,223	
Sholl Construction	**Membrane Sealing contingency amt outside of Roebbelen contract	4,576	100%	4,576	-	0	1,620	1,538	1,419	
* CSD Only Change Orders are in addition to the CSD share of \$4.358m										
Total Adjusted Construction Contracts (hard costs + CO's)		11,573,089					4,040,519	3,648,964	3,459,786	
						Total Billed to Date				

SOFT CONSTRUCTION COSTS (CSD Direct Expenses to be shared equally)

Service Cost Summary							Source of Funding		
Item	Company/Agency	Estimated Soft Cost	Contract/Actual Soft Cost	Amount Billed to Date	Amount Billed This Month	Contract Amount Remaining	CSD	R&B LOC	CFD 2014
							\$4.358 million	\$4.136 million	\$3.818m Ph 1 \$0.540m Ph 2
Preconstruction CM Assistance	Roebbelen CMS	49,049	49,049	49,049		-	17,363	16,480	15,205
Design Engineering	HDR Engineering	240,000	239,982	239,982		-		239,982	
CEQA NOI/MND	HDR Engineering	40,000	71,070	63,559		7,511	5,583	53,088	4,889
Design Geotech	Youngdahl and Associates	3,000	2,600	2,600		-	920	874	806
Construction Engineering Assistance	HDR Engineering	150,000	276,328	259,062		17,266	95,533	78,243	85,287
Special Construction Inspection	Youngdahl and Associates	50,000	45,511	45,511		-	16,111	15,292	14,108
Misc Fees				709		-	251	238	220
SMUD Service	SMUD	5,000	31,632	31,632		-	11,198	10,628	9,806
Generator Permit	Sac County Air Quality Mgmt	5,000	5,000	-		5,000	-	-	-
State Clearinghouse for CEQA	State of CA	3,000	3,000	-		3,000	-	-	-
Fish & Wildlife Agency Permits	State of CA	2,000	2,000	921		1,079	326	310	286
Ca Dept Health Review	State of CA	5,000	5,000	-		5,000	-	-	-
Road Mitigation	RMA	8,000	12,000	12,000		-	4,248	4,032	3,720
CSD Admin, Legal and Engineering (CFD 2014 Max per FSA = \$50K)	CSD	50,000	50,000	257,064		-	139,097	67,968	50,000
						-	-	-	-
Total		610,049	793,172	962,090	-	38,856	290,629	487,135	184,326

Grand Total (Construction and soft costs)

12,488,560

12,111,359

Additional Info	
Total Retainage to Date:	459,979
Note: As of September 30, 2015, R&B LOC funding cap had been reached. No further expenditures will be allocated to this funding source	

Total Hard/Soft Costs	4,331,149	*See Note 4,136,099	3,644,112
Less: Funds Received		(4,136,099)	(3,455,475)
Pending Draw Request		0	0
Total Outstanding Amount		0	188,637

**CFD 2014-1 Draw Amount Based on Cashflow per FSA

CONFERENCE/EDUCATION SCHEDULE

Date: February 11, 2016
To: Board of Directors
From: Suzanne Lindenfeld, District Secretary
Subject: Review Upcoming Conference/Education Opportunities

This report is prepared in order to notify Directors of upcoming educational opportunities. Directors interested in attending specific events or conferences should contact me to confirm attendance for reservation purposes. The Board will discuss any requests from Board members desiring to attend upcoming conferences and approve those requests as deemed appropriate.

Board members must provide brief reports on meetings that they have attended at the District's expense. (AB 1234).

The upcoming conferences/educational opportunities include the following:

CALIFORNIA SPECIAL DISTRICT ASSOCIATION (CSDA)

Rules of Order Made Easy	February 25, 2016	Webinar
Understanding Board Member & District Liability	March 1, 2016	Webinar
Completing Statement of Economic Interest – Form 700	March 17, 2016	Webinar
New Developments in the Brown Act	April 7, 2016	Webinar
Staying in Compliance: Understanding Special District Laws	April 12, 2016	Sacramento

GOLDEN STATE RISK MANAGEMENT ASSOCIATION (GSRMA)

No Information Currently Available on Upcoming Conferences.

ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA)

Dry, Wet, or Average? The Challenges For Water Project Operations	February 23, 2016	Sacramento
2016 Executive Briefing: Defining The New Normal	March 17, 2016	Sacramento
ACWA 2016 Spring Conference & Exhibition	May 3 - 6, 2016	Monterey