



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

15160 JACKSON ROAD
RANCHO MURIETA, CA 95683
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AGENDA

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

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

REGULAR BOARD MEETING

December 18, 2013

Closed Session 3:30 p.m. * Open Session 5:00 p.m.

RMCS D Administration Building – Board Room

15160 Jackson Road

Rancho Murieta, CA 95683

BOARD MEMBERS

Gerald Pasek	President
Roberta Belton	Vice President
Betty Ferraro	Director
Paul Gumbinger	Director
Michael Martel	Director

STAFF

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

RANCHO MURIETA COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
December 18, 2013

Closed Session 3:30 p.m. - 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)	3:30
2. ADOPT AGENDA (<i>Motion</i>)	3:35
3. SPECIAL ANNOUNCEMENTS AND ACTIVITIES (<i>5 min.</i>)	3:40
4. CLOSED SESSION	3:45
<i>Under Government Code section 54956.8: Conference with Real Property Negotiators - Real Property APN 128-0080-067; APN 128-0080-068; APN 128-0080-069; APN 128-0080-076; and APN 128-0100-029. Real Property Agency Negotiator: Edward R. Crouse, General Manager. Negotiating Party: CSGF Rancho Murieta, LLC, BBC Murieta Land, LLC, Murieta Retreats, LLC, PCCP CSGF RB PORTFOLIO, LLC. Under Negotiation: Price and Terms.</i>	
<i>Under Government Code section 54956.8: Conference with Real Property Negotiators – Real Property APN 128-0080-067 and APN 128-0100-029. Real Property Agency Negotiator: Edward R. Crouse, General Manager. Negotiating Party: Cosumnes River Land, LLC and Rancho Murieta Properties, LLC. Under Negotiation: Price and Terms.</i>	
<i>Conference with Legal Counsel – Anticipated Litigation. Initiation of litigation pursuant to Government Code Section 54956.9(c): (One Potential Case).</i>	
<i>Conference with Legal Counsel – Anticipated Litigation. Significant Exposure to Litigation Pursuant to 54956.9(b): (Two (2) Potential Cases).</i>	
<i>Under Government Code 54957: Public Employee Performance Review: Title: General Manager.</i>	
<i>Under Government Code 54957.6: Conference with Labor Negotiator. Agency Designated Representative: Gerald Pasek. Unrepresented Employee: District General Manager.</i>	

- 5. OPEN SESSION** 5:00
- 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.*
- The running times listed on this agenda are only estimates and may be discussed earlier or later than shown. At the discretion of the Board, an item may be moved on the agenda and or taken out of order. **TIMED ITEMS** as specifically noted, such as Hearings or Formal Presentations of community-wide interest, will not be taken up earlier than listed.*
- 6. REPORT ACTION FROM CLOSED SESSION** 5:05
- 7. COMMENTS FROM THE PUBLIC** 5:10
- 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, and reserve your comments to no more than 3 minutes so that others may be allowed to speak.*
- 8. CONSENT CALENDAR (Motion) (Roll Call Vote) (5 min.)** 5:15
- All the following items in Agenda Item 8 will be approved as one item if they are not excluded from the motion adopting the consent calendar.*
- a. Approval of Board Meeting Minutes**
 - 1. November 20, 2013 Regular Board Meeting
 - b. Committee Meeting Minutes (Receive and File)**
 - 1. November 27, 2013 Personnel Committee Meeting
 - 2. December 5, 2013 Improvements Committee Meeting
 - 3. December 5, 2013 Finance Committee Meeting
 - 4. December 5, 2013 Security Committee Meeting
 - c. Approval of Bills Paid Listing**
- 9. STAFF REPORTS (Receive and File) (5 min.)** 5:20
- a.** General Manager's Report
 - b.** Administration/Financial Report
 - c.** Security Report
 - d.** Water/Wastewater/Drainage Report
- 10. CORRESPONDENCE (5 min.)** 5:25

- 11. APPROVE CFD #1 REFUND REQUEST FROM DISTRICT'S GENERAL FUND** 5:30
(Discussion/Action) (Motion) (Roll Call Vote) (5 min.)
- 12. RECEIVE MASTER RECLAMATION PERMIT REPORT OF WASTE DISCHARGE** 5:35
(Discussion/Action) (Motion) (10 min.)
- 13. APPROVAL OF 670 GROUP FINANCING AND SERVICES AGREEMENT** 5:45
(Discussion/Action) (Motion) (Roll Call Vote) (10 min.)
- 14. APPROVAL OF RANCHO NORTH AND MURIETA GARDENS FEE AND SERVICES AGREEMENT TERM SHEET** 5:55
(Discussion/Action) (Motion) (Roll Call Vote) (10 min.)
- 15. REPORT BACK ON WATER TREATMENT PLANT EXPANSION FINANCING ALTERNATIVES** 6:05
(Discussion/Action) (5 min.)
- 16. WATER TREATMENT PLANT EXPANSION** 6:10
- a. Report Back on Design and Bidding Status (5 min.)
 - b. Report Back on Mechanical and Electrical Prequalification Responses (5 min.)
 - c. Approve Sole Source Contracting for GE Submerged Membrane Technology (Discussion/Action) (Motion) (5 min.)
 - d. Receive Update on Contract with GE as Supplier for Membrane Equipment (Discussion/Action) (Motion) (5 min.)
- 17. APPROVE AUGMENTATION WELL TECHNICAL MEMORANDUM RECOMMENDATION** 6:30
(Discussion/Action) (Motion) (15 min.)
- 18. REPORT BACK ON SECURITY SURVEILLANCE CAMERA AD HOC COMMITTEE FORMATION** 6:45
(5 min.)
- 19. APPROVE GENERAL MANAGER'S EMPLOYMENT AGREEMENT AMENDMENT** 6:50
(Discussion/Action) (Motion) (5 min.)
- 20. COMMITTEE ASSIGNMENTS** (5 min.) 6:55
- 21. NOMINATIONS FOR CALIFORNIA SPECIAL DISTRICTS ASSOCIATION BOARD OF DIRECTORS** 7:00
(Discussion/Action) (Motion) (5 min.)
- 22. REVIEW AND SELECT CONFERENCE/EDUCATION OPPORTUNITIES** 7:05
(Discussion/Action) (Motion) (5 min.)
- 23. MEETING DATES/TIMES FOR THE FOLLOWING:** (5 min.) 7:10
- Board Goal Workshop:** January 24, 2014 at 9:00 a.m.
- Next Regular Board Meeting:** January 15, 2014

Committee Meeting Schedule:

✚ Improvements	January 2, 2014 at 8:30 a.m.
✚ Finance	January 2, 2014 at 9:30 a.m.
✚ Security	January 2, 2014 at 10:00 a.m.
✚ Communications	January 3, 2014 at 9:00 a.m.
✚ Personnel	January 8, 2014 at 9:00 a.m.
✚ Joint Security -	T.B.A.
✚ Parks -	T.B.A.

24. COMMENTS/SUGGESTIONS – BOARD MEMBERS AND STAFF

7:15

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.

25. ADJOURNMENT (Motion)

7:20

"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 December 13, 2013. 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

November 20, 2013

3:00 p.m. Closed Session * 5:00 p.m. Open Session

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 3:00 p.m. in the District meeting room, 15160 Jackson Road, Rancho Murieta. Directors present were Gerald Pasek, Roberta Belton, Betty Ferraro, Paul Gumbinger and Michael Martel. Also present were Edward R. Crouse, General Manager; Darlene Gillum, Assistant General Manager; Greg Remson, Security Chief; Paul Siebensohn, Director of Field Operations; and Suzanne Lindenfeld, District Secretary.

2. ADOPT AGENDA

Motion/Gumbinger to adopt the agenda. **Second/Ferraro. Ayes: Pasek, Belton, Ferraro, Gumbinger, and Martel. Noes: None.**

3. SPECIAL ANNOUNCEMENTS AND ACTIVITIES

None.

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

Under Government Code section 54956.8: Conference with Real Property Negotiators - Real Property APN 128-0080-067; APN 128-0080-068; APN 128-0080-069; APN 128-0080-076; and APN 128-0100-029. Real Property Agency Negotiator: Edward R. Crouse, General Manager. Negotiating Party: CSGF Rancho Murieta, LLC, BBC Murieta Land, LLC, Murieta Retreats, LLC, PCCP CSGF RB PORTFOLIO, LLC. Under Negotiation: Price and Terms.

Under Government Code section 54956.8: Conference with Real Property Negotiators – Real Property APN 128-0080-067 and APN 128-0100-029. Real Property Agency Negotiator: Edward R. Crouse, General Manager. Negotiating Party: Cosumnes River Land, LLC and Rancho Murieta Properties, LLC. Under Negotiation: Price and Terms.

Conference with Legal Counsel – Anticipated Litigation. Initiation of litigation pursuant to Government Code Section 54956.9(c): (One Potential Case).

Conference with Legal Counsel – Anticipated Litigation. Significant Exposure to Litigation Pursuant to 54956.9(b): (Three (3) Potential Cases).

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

Under Government Code 54957.6: Conference with Labor Negotiator. Agency Designated Representative: Gerald Pasek. Unrepresented Employee: District General Manager.

5/6. BOARD RECONVENED TO OPEN SESSION AT 5:02 P.M. AND REPORTED THE FOLLOWING:

Under Government Code section 54956.8: Conference with Real Property Negotiators - Real Property APN 128-0080-067; APN 128-0080-068; APN 128-0080-069; APN 128-0080-076; and APN 128-0100-029. Real Property Agency Negotiator: Edward R. Crouse, General Manager. Negotiating Party: CSGF Rancho Murieta, LLC, BBC Murieta Land, LLC, Murieta Retreats, LLC, PCCP CSGF RB PORTFOLIO, LLC. Under Negotiation: Price and Terms. Nothing to report.

Under Government Code section 54956.8: Conference with Real Property Negotiators – Real Property APN 128-0080-067 and APN 128-0100-029. Real Property Agency Negotiator: Edward R. Crouse, General Manager. Negotiating Party: Cosumnes River Land, LLC and Rancho Murieta Properties, LLC. Under Negotiation: Price and Terms. Nothing to report.

Conference with Legal Counsel – Anticipated Litigation. Initiation of litigation pursuant to Government Code Section 54956.9(c): (One Potential Case). Nothing to report.

Conference with Legal Counsel – Anticipated Litigation. Significant Exposure to Litigation Pursuant to 54956.9(b): (Three (3) Potential Cases). Nothing to report.

Under Government Code 54957: Public Employee Performance Review: Title: General Manager. Nothing to report.

Under Government Code 54957.6: Conference with Labor Negotiator. Agency Designated Representative: Gerald Pasek. Unrepresented Employee: District General Manager. Nothing to report.

7. COMMENTS FROM THE PUBLIC

None.

8. CONSENT CALENDAR

Motion/Belton to adopt the consent calendar with one change to the Finance Committee minutes regarding Director Belton’s comment on Districts advertising on Starbucks cup sleeves.
Second/Gumbinger. Roll Call Vote: Ayes: Pasek, Belton, Ferraro, Gumbinger, and Martel. Noes: None.

9. STAFF REPORTS

Under Agenda Item 9 a, Director Martel asked about the airport hangar expansion project. Ed Crouse stated that the owner is planning to add 2 hangars. District staff is reviewing the plans. In reviewing the plans, staff discovered an illegal service connection from a fire hydrant line to an unmetered service to a small vegetable garden. Staff will be separating the fire service so there is a master fire flow meter so any water used off the fire service can be tracked. Also, a master domestic service so there will be only one meter for that site but all the domestic services will be tied to that one meter so that any water used on that parcel will be metered. As to the current illegal connection, staff has notified the owner that we intend to pursue back charges for the water used.

Director Martel commented on the advertisement the airport has on Ranchomurieta.com, stating that he has water and air available and he believes the construction took place 2 years ago. Director Martel feels the District should fine the airport since this violation was premeditated. Director Martel stated that the airport is now advertising dumping services. Ed stated he is not aware of any permitting for the airport to offer dumping services. Staff will check into this issue.

Under Agenda Item 9 d, Director Gumbinger asked about the water infiltration in the Main Lift North Project. Paul Siebensohn stated that the water infiltration was found in the bottom of all three (3) wells. The wells are being sealed to prevent future water infiltration.

Under Agenda Item 9 a, Director Ferraro stated that she is disappointed in the end product of the 360 Degree Performance Evaluation. President Pasek and Director Belton agreed. Ed Crouse stated that staff will be presenting an improvement plan based off the survey results at the next Personnel Committee meeting.

Under Agenda Item 9 b, Director Belton commented on the Water Treatment Plant Project spreadsheet and would like it to be a separate document as the project progresses. President Pasek agreed and asked that it be a separate accounting item. Director Ferraro asked that the spread sheet show the beginning balance and ending balance by month.

Under Agenda Item 9 d, Director Belton asked about the SMUD permitting fee. Paul Siebensohn stated that it is for SMUD engineers to review the project. Ed Crouse stated that there will more than likely be additional charges from SMUD.

10. CORRESPONDENCE

No comments.

11. ADOPT THE DRAFT TITLE 22 ENGINEERING REPORT

Ed Crouse gave a brief summary of the recommendation to adopt the Draft Title 22 Engineering Report.

John Sullivan commented that on page 9, Section 2.1 General, the 0.51 should be 0.44. President Pasek requested staff verify the number.

Motion/Gumbinger to adopt the Draft Title 22 Engineering Report prepared by Kevin Kennedy, AECOM. **Second/Belton. Ayes: Pasek, Belton, Ferraro, Gumbinger, Martel. Noes: None.**

12. APPROVE SACRAMENTO AIR QUALITY MANAGEMENT DISTRICT GENERATOR PERMIT FEE

Paul Siebensohn gave a brief summary of the recommendation to approve up to \$5,618 to the Sacramento Air Quality Management District for permit fees for a standby diesel generator.

Motion/Gumbinger to approve up to \$5,618 to the Sacramento Air Quality Management District for permit fees for a standby diesel generator, funding to come from Water Replacement Reserves. This is part of the Water Treatment Plant Expansion Project. **Second/Ferraro. Ayes: Pasek, Belton, Ferraro, Gumbinger, Martel. Noes: None.**

13. APPROVE SACRAMENTO MUNICIPAL UTILITY DISTRICT NEW SERVICES COMMITMENT APPLICATION FEE

Paul Siebensohn gave a brief summary of the recommendation to approve \$5,000 to Sacramento Municipal Utilities District (SMUD) for a new service commitment.

Motion/Gumbinger to approve \$5,000 to Sacramento Municipal Utilities District (SMUD) for a new service commitment. Funding to come from Water Replacement Reserves. This is part of the Water Treatment Plant Expansion Project. **Second/Belton. Ayes: Pasek, Belton, Ferraro, Gumbinger, Martel. Noes: None.**

14. DISCUSS THE DISTRICT PROVIDING FUNDING FOR THE NEW NORTH GATE PROJECT

Ed Crouse gave a brief update on the discussions between the District and Rancho Murieta Association (RMA) regarding funding for the New North Gate Project. Given recent discussions with the RMA North Gate Committee and John Sullivan and his development team on their vision of the new North Gate design concepts, our discussions were put on hold until a new plan is developed and construction costs are estimated.

President Pasek suggested the District develop a policy on what electronic support to the gates the District should provide. Director Gumbinger suggested the District do the initial purchase but all maintenance be the responsibility of RMA.

John Merchant asked what the dispute is about. Director Belton stated that the money is the issue.

Director Martel commented that he feels the District needs to look short term and long term. With more people, there will be an increase in crime.

15. APPROVE FINAL SECURITY SURVEILLANCE CAMERA PLAN

Chief Remson gave a brief summary of the Draft Security Surveillance Camera Plan. The District will be providing cameras only for District owned property and facilities. Each separate entity would be responsible for acquiring, operating, and maintaining their individual surveillance camera systems that would be compatible with the District's viewing system.

Director Ferraro asked if Van Vleck Ranch and individual home owners can link into the District's system. Chief Remson stated yes.

Ed Crouse stated the three (3) functions of the camera plan: 1) documentation; 2) have monitoring done off-site and the monitoring company can notify Security who will then have the ability to pull up and view; 3) and cameras are a visual deterrent. RMA agrees to cameras in the parks but none on the streets.

Director Martel requested that this item be deferred so the plan can be expanded to include specs and consideration for future development. Director Ferraro suggested the District hold a workshop for the community to advise them of what is going on. By consensus, this item is deferred.

16. REPORT BACK ON FINANCING AND SERVICES AGREEMENT

Ed Crouse gave a brief update on the Financing and Services Agreement (FSA). In late October Jon Hobbs prepared language revisions suggested by the Board which were forwarded to Les Hock for the group's review. The 670 Group disagreed with the suggested language. We are working on resolving their concerns.

17. DISCUSS WATER TREATMENT PLANT EXPANSION FINANCING ALTERNATIVES

Darlene gave a summary of the four (4) options for consideration and staff's recommendation to authorize District staff to enter into negotiations with US Bank for a loan of up to \$3,000,000 for a 7 year term, principal payment amortized over 15 years and a balloon payment of \$1,600,000 at the end of the loan term.

Since the total actual cost of the project is yet to be determined and based on recommendation from the Finance Committee: 1) the principal loan amount used in this comparison has been selected at \$3,000,000; and 2) while it is expected that some portion of available reserves will be used toward payment of the debt incurred by the District, that amount is not being considered in this analysis. Once the final cost is determined, the Board will have the opportunity to approve the best use and the amount of reserves to be used.

John Merchant asked if the Board considered bonds to pay for this project. Darlene stated it was discussed but due to the cost and amount of time it takes, the Board didn't not want to pursue using bonds. Director Merchant suggested staff look into private placement. President Pasek stated that the Board did discuss that but decided against it.

Motion/Gumbinger to authorize District staff to enter into negotiations with US Bank for a loan of up to \$3,000,000 for a 7 year term, principal payment amortized over 15 years and a balloon payment of \$1,600,000 at the end of the loan term. **Second/Pasek. Ayes: Pasek, Belton, Ferraro, Gumbinger, Martel. Noes: None.**

18. APPROVE TRANSFERS TO RESERVE FUNDS

Darlene Gillum gave a brief summary of the recommendation to transfer \$50,000 of Working Capital to Capital Replacement Reserves for the Drainage Fund and the Security Fund. And approve the transfer of \$38,380 of Working Capital to Admin Replacement Reserves.

Director Martel commented on his feeling that the District should be refunding some of the rates collected or the money should be put towards the Water Treatment Plant Project.

John Sullivan commented on his feeling that what was owed to us on June 30th has long been collected and all that money is now sitting in a bank account and stated that if anybody wants to argue that with him, they will do it after the meeting.

Director Gumbinger stated that at the recent training he went to, it is suggested districts keep 3 to 6 months of working capital on hand.

Director Martel suggested that if this recommendation does not pass, he would like to motion to put all the reserves in a different type of fund that could possibly be used as much as possible into the water treatment plant.

Motion/Belton to approve the transfer of \$50,000 of Working Capital to Capital Replacement Reserves for the Drainage Fund and the Security Fund. And approve the transfer of \$38,380 of Working Capital to Admin Replacement Reserves allocated by fund as indicated: Water - \$14, 930; Sewer - \$11,399; Drainage - \$2,341; Solid Waste - \$1,919; and Security – \$7,791. **Second/Ferraro. Ayes: Pasek, Belton, Ferraro, Gumbinger. Noes: Martel.**

19. ADOPT RESOLUTION 2013-04, PREQUALIFICATION OF BIDDERS ON PUBLIC WORKS CONTRACTS; PROVIDE DIRECTION CONCERNING PREQUALIFICATION ON WATER TREATMENT PLANT EXPANSION PROJECT

Ed Crouse gave a brief summary of the recommendation to adopt Resolution 2013-04, prequalification of bidders on public works contracts. California Public Contract Code section 20682 requires competitive bidding by the District for public works projects exceeding a cost of \$25,000. California Public Contract Code section 20101 authorizes the District to adopt a system of prequalification of bidders on particular public works projects. With such a system in place, only those bidders prequalified would be eligible to bid.

Motion/Gumbinger to adopt Resolution 2013-04, authorizing prequalification of prospective bidders for public works projects. **Second/Ferraro. Roll Call Vote: Pasek, Belton, Ferraro, Gumbinger, Martel. Noes: None.**

Motion/Gumbinger to provide direction to staff to use the prequalification procedures on the proposed Water Treatment Plant Expansion Project, at the discretion of the District General Manager in consultation with Roebbelen CMS and legal counsel. **Second/Belton. Roll Call Vote: Pasek, Belton, Ferraro, Gumbinger, Martel. Noes: None.**

20. DISCUSS NON-DIRECTOR PARTICIPATION ON DISTRICT COMMITTEES

Director Gumbinger commented on his suggestion to have a resident assigned to each of the District's committees to give more input on decisions regarding the District.

John Merchant commented on how efficient the District runs and when needed, develops ad hoc committees to address items of interest in which residents are invited to be a member.

Director Martel commented on how he feels that the District does not communicate with the community and that management staff manipulate recommendations to the Board.

Jonathan Hobbs, District's General Counsel, stated that any resident appointed to a District Committee falls under the Brown Act.

President Pasek asked staff to look into what all is required of the District to be able to appoint a resident to the District's standing committees.

Director Ferraro suggested the District survey the community to see who is interested and request residents submit an application to be on a committee.

Director Martel requested to see the policy showing the District's authority to negotiate with violators without bringing the item to the Board for approval. Ed stated that he would.

21. DISCUSS USE OF DISTRICT LETTERHEAD FOR DIRECTOR'S PERSONAL OPINIONS/COMMENTS

Ed Crouse gave a brief summary of the request from Director Martel to use District letterhead to convey his personal opinion to the public regarding actions of the Board and District staff, when it differs from the Board's decision.

Director Martel stated that he was satisfied with the response and will not pursue the matter.

22. APPROVE CONTROLLER JOB DESCRIPTION

Darlene Gillum gave a brief summary of the District Controller job description. The duties of the District Controller are to assume a combination of the hands-on day to day accounting and budget activities performed by the Director of Administration and the Accounting Assistant I/II positions. The Assistant General Manager will continue to perform the high level duties of the Director of Administration while the day to day accounting responsibilities will be handed down to the District Controller.

President Pasek suggested the Board approve the job description but staff hold off on filling the position.

Motion/Martel to approve the District Controller job description. **Second/Belton. Roll Call Vote: Pasek, Belton, Ferraro, Gumbinger, Martel. Noes: None.**

23. APPROVE ACCOUNTING AND HUMAN RESOURCES SPECIALIST JOB DESCRIPTION

Darlene Gillum gave a brief summary of the Accounting and Human Resources Specialist job description.

Motion/Ferraro to approve the Accounting and Human Resources Specialist job description. **Second/Gumbinger. Roll Call Vote: Pasek, Belton, Ferraro, Gumbinger, Martel. Noes: None.**

24. APPROVE REVISED JOB DESCRIPTIONS

Darlene Gillum gave a brief summary of the recommended job description revisions.

Motion/Gumbinger to approve revisions to the Director of Administration, Accounting Assistant I & II and Office Assistant I & II Job descriptions. **Second/Ferraro. Roll Call Vote: Pasek, Belton, Ferraro, Gumbinger, Martel. Noes: None.**

25. REVIEW AND SELECT CONFERENCE/EDUCATION OPPORTUNITIES

No discussion.

26. MEETING DATES/TIMES

Director Gumbinger requested that the Personnel Committee meeting be changed. Staff will reschedule.

27. COMMENTS/SUGGESTIONS – BOARD MEMBERS AND STAFF

Darlene Gillum stated that she is unable to find anything that would make the District tax exempt as suggested by resident Mo Chaudhry. President Pasek stated he spoke with Mr. Chaudhry and Mr. Chaudhry is checking with his sources.

Darlene stated that the responses to Director Martel's audit questions have been provided to all the Directors, Ranchomurieta.com, River Valley Times, and are posted on our website.

Chief Remson stated that the new Patrol Office started.

Paul Siebensohn stated he will continue to provide updates on the Main Lift North Project.

Director Martel thanked Darlene Gillum and Larry Bain for the responses to his questions.

Director Martel requested that an ad hoc committee be developed to help Security develop a global view, plan, and strategies. He would like the committee to begin in January and should run for about 6 months. President Pasek directed Director Martel to bring an outline to the Board for review and approval in January 2014.

Director Gumbinger gave a brief summary of his California Special Districts Association Leadership Academy training and certification he received. There was over 20 hours of training. Director Gumbinger will be getting with Ed Crouse and Darlene Gillum to discuss some of the information he received. Director Gumbinger requested the Board look at updated the District's mission statement.

Director Belton suggested that the Security ad hoc committee Director Martel wants should look in to RMA adopting the vehicle code inside the gates.

Director Ferraro wished everyone a happy holiday.

Ed Crouse stated that there is a Water Treatment Plant Expansion Project meeting Thursday morning.

28. ADJOURNMENT

Motion/Ferraro to adjourn at 7:45 p.m. **Second/Belton. Ayes: Pasek, Belton, Ferraro, Gumbinger, Martel. Noes: None.**

Respectfully submitted,

Suzanne Lindenfeld
District Secretary

MEMORANDUM

Date: November 6, 2013
To: Board of Directors
From: Personnel Committee Staff
Subject: November 6, 2013 Personnel Committee Meeting

Director Ferraro called the meeting to order at 11:00 a.m. Present were Directors Ferraro and Gumbinger. Present from District staff was Edward R. Crouse, General Manager.

COMMENTS FROM THE PUBLIC

None.

ADJOURNED TO CLOSED SESSION

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

REPORT BACK FROM CLOSED SESSION

Under Government Code 54957: Public Employee Performance Review: General Manager
Nothing to report.

DIRECTORS' & STAFF COMMENTS/SUGGESTIONS

None.

ADJOURNMENT

The meeting was adjourned at 11:47 a.m.

MEMORANDUM

Date: December 5, 2013
To: Board of Directors
From: Improvements Committee Staff
Subject: December 5, 2013 Committee Meeting Minutes

1. CALL TO ORDER

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

2. COMMENTS FROM THE PUBLIC

None.

3. UPDATES

Hotel Water Service Agreement

As reported last month, the Hotel Water Service Agreement is being rolled into the new Rancho North Financing and Services Agreement (FSA). The new FSA includes the 30 provisional will serves as well as the \$180,000 contribution to allow an early start for the hotel.

Representatives of Cosumnes River Land indicate the Peer Review is still being reviewed by Sacramento County although no red flags are apparent and the report supports our ability to provide the hotel provisional will serves.

Rancho North Financing and Services Agreement

Representatives from Cosumnes River Land, on behalf of the Rancho North property owners group, have been meeting with staff and our negotiating group over the last two (2) months to iron out a term sheet of deal points. We hope to have a pre-final version to review at the December committee meeting and hope to bring a final version to the Board for consideration at the December Board meeting.

670 Financing and Services Agreement

Ed Crouse stated that following the November Board meeting, Jon and I talked to Les about a new approach for deposit monies upon signing of the FSA. We hope to hear back in time for the December Board meeting.

Main Lift North Rehabilitation Project

The project is continuing despite setbacks, one being from groundwater infiltration into the wet wells at the station. A specialty contractor was brought in and stopped the infiltration. Once that was completed it was discovered that the cementitious product (cp) that was being used to build

up the failed areas of concrete was a bad batch. The general contractor has submitted a request for a six (6) day project extension, which is under District review pending a project schedule.

North Gate Funding Request by Rancho Murieta Association

The north development group continues to meet with RMA on refining their new north gate entry themes. It is our understanding that no formal estimates have been provided for the new North Gate. Until then, our discussions with Rancho Murieta Association (RMA) on funding the gate access system are on hold.

4. WATER TREATMENT PLANT EXPANSION PROJECT

Review CEQA IS/MND

HDR is completing the IS/MND although the delivery has slipped a bit more since we now need to add the back wash waste line to Lift Station 3 B. We expect the final soon so we can send it to the State Clearinghouse for distribution and our 30 day statutory review period.

Design Update

HDR completed 90% plans and specs. Staff and Roebbelen are reviewing the plans and specifications to make sure previous comments and suggestions were addressed. We are still on schedule for completion of the 100% bid ready plans and specifications by our December Board meeting. Our current schedule is to release the bid notice in early January 2014 and a bid opening in early February 2014 with contract award at the February 2014 Board meeting.

Trade Contractor Prequalification

Roebbelen completed the prequalification package and released it to various builders' exchanges. The prequalification packet is on our website for contractors to download.

5. AUGMENTATION WELL – TECHNICAL MEMORANDUM

Paul Siebensohn gave a brief summary of the recommendation to proceed with Option 2 which is at site TH-A, within the District's levee and a close tie-in to the distribution system on Cantova Way. **This item will be on the December 18, 2013 Board of Directors meeting agenda.**

6. MASTER RECLAMATION PERMIT – REPORT OF WASTE DISCHARGE

Ed Crouse gave a brief summary of the Report of Waste Discharge Administrative Draft for the District's Master Reclamation Permit Application. The Report of Waste Discharge (RWD) will be submitted in support of consolidating Waste Discharge Requirements (WDR) R5-01-124 and WDR R5-2007-0109 into a renewed WDR for the District's Wastewater Reclamation Plant (WWRP) and a new Master Reclamation Permit to cover the use of recycled water within the District's service area. **This item will be on the December 18, 2013 Board of Directors meeting agenda.**

7. AIRPORT HANGAR EXPANSION – IMPROVEMENT PLANS

Ed Crouse gave a brief summary of the improvement plans for Airport Hangar Expansion Project. I met with the airport owner to review our comment letter and he is agreeable to our recommendations. His engineer is revising the plans accordingly.

8. MURIETA GARDENS I & II – IMPROVEMENT PLANS

Ed Crouse gave a brief summary of the improvement plans for Murieta Gardens I & II. Staff is currently reviewing the plans and will provide redlined comments back to the engineer.

9. DIRECTORS' & STAFF COMMENTS/SUGGESTIONS

Ed Crouse reminded everyone that with this cold weather, they should wrap their pipes. Chief Remson stated that Channel 13 was in Rancho Murieta this morning doing a story on the cold weather and the need to wrap pipes.

10. ADJOURNMENT

The meeting was adjourned at 9:30 a.m.

DRAFT

MEMORANDUM

Date: December 5, 2013
To: Board of Directors
From: Finance Committee Staff
Subject: December 5, 2013 Finance Committee Meeting

1. CALL TO ORDER

Director Pasek called the meeting to order at 9:38 a.m. Present were Directors Pasek and Belton. Present from District staff were Edward Crouse, General Manager; Darlene Gillum, Assistant General Manager; Greg Remson, Security Chief; Paul Siebensohn, Director of Field Operations; and Suzanne Lindenfeld, District Secretary.

2. COMMENTS FROM THE PUBLIC

None.

5. CFD #1 REFUND REQUEST – DONALD KURTZ (taken out of order)

Darlene Gillum gave a brief summary of the recommendation to refund Mr. Kurtz from the District's General Fund. **This item will be on the December 18, 2013 Board of Directors meeting agenda.**

4. ANNUAL OPEB PLAN REVIEW (taken out of order)

Mitch Barker and Rachel Sanders, from PARS and Andrew Brown, from High Mark Capital Management, gave a brief summary of the annual OPEB Plan review. As of October 31, 2013, the total investment earnings are \$71,523.78 giving a total account balance of \$522,274.00. A question and answer period followed.

3. UPDATES

Water Treatment Plant Expansion Financing Alternatives

Nothing new to report. Darlene Gillum stated the goal is to have information back from US Bank in time to present to the Board at the December Board meeting.

Financing and Services Agreement

Staff has not heard back yet regarding the language revisions suggested by the Board which were forwarded to Les Hock for the group's review.

6. DIRECTORS' & STAFF COMMENTS/SUGGESTIONS

None.

7. ADJOURNMENT

The meeting was adjourned at 10:07 a.m.

MEMORANDUM

Date: December 5, 2013
To: Board of Directors
From: Security Committee Staff
Subject: December 5, 2013 Security Committee Meeting

1. CALL TO ORDER

Director Belton called the meeting to order at 10:07 a.m. Present were Directors Belton and Pasek. Present from District staff were Edward R. Crouse, General Manager; Darlene Gillum, Assistant General Manager; Greg Remson, Security Chief; Paul Siebensohn, Director of Field Operations; and Suzanne Lindenfeld, District Secretary. Director Martel was absent.

2. COMMENTS FROM THE PUBLIC

None.

3. MONTHLY UPDATES

Operations

The new Security Patrol Officer is training in gate operations. Shortly he will transition into patrol training with Sergeant Bieg.

Thanksgiving weekend was busy with minor calls for service and very busy at the gates. The Gate Officers did a good job processing the large amount of guest traffic, along with refusing entry to vendors on the holiday Friday.

Incidents of Note

Chief Remson gave a brief overview of the incidents of note for the month of November 2013.

RMA Citations/Admonishments

Chief Remson reported on the following Rancho Murieta Association (RMA) rule violation citations for the month of November, which included 18 stop sign, 15 driveway parking, and 11 overnight street parking. RMA rule violation admonishments and/or complaints for the month of November included 36 loose/off leash dogs; 14 barking dogs, and 14 open garage doors.

RMA Compliance/Grievance/Safety Committee Meeting

The meeting was held on November 4, 2013 at the Rancho Murieta Association (RMA) office. There was one (1) letter submitted regarding parking. The next meeting is scheduled for December 2, 2013.

Joint Security Committee Meeting

The meeting was held on November 1, 2013. Items discussed were Security Surveillance Cameras and Golf Cart Safety. The next meeting has not been scheduled.

James L. Noller Safety Center

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

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

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

Director Belton commented on Jacque Villa receiving a “Volunteer of the Month” award from the VIPS program.

New North Gate

On November 20, 2013 I met with John Sullivan and Rancho Murieta Association (RMA) Director Sam Somers at the North Gate. We discussed placement of the new North Gate and barcode/gate operator locations for the Lago Drive left hand turn. John Sullivan will provide the comments to his design group.

Beach Access/PTF Gates

District Patrol Officers continue to open the gate at dawn and close it at dusk. Calls for service continue to be rare, but recently there have been signs that someone has moved rocks and branches to drive around the gates. RMA has been notified and asked to increase the material around these areas.

4. FINAL SECURITY SURVEILLANCE CAMERA PLAN

At the November 20, 2013 District Board meeting, the Surveillance Camera Implementation, Integration and Expansion was presented to the Board for adoption. At Director Martel’s request, the Board deferred adoption of the plan. Director Martel requested expansion of the plan to include specifications of cameras and hardware that would blend with the District’s new system and long term planning to include future development. Director Martel also requested formation of an ad hoc committee to help Security develop a global view, plan, and strategy.

5. SECURITY STRATEGIC PLAN

At the November 20, 2013 District Board meeting, Director Martel discussed the need for long term planning for the Security Department due to future development. The original plan was completed in August 2005 and updated in August 2010.

6. DIRECTOR & STAFF COMMENTS

Chief Remson commented on some kids that were caught running around late night/early morning. One of the kids wrote a letter of apology to the Patrol Officer.

7. ADJOURNMENT

The meeting adjourned at 10:16 a.m.

MEMORANDUM

Date: December 13, 2013
To: Board of Directors
From: Darlene Gillum, Assistant General Manager
Subject: Bills Paid Listing

Enclosed is the Bills Paid Listing Report for **November 2013**. Please feel free to call me before the Board meeting regarding any questions you may have relating to this report. This information is provided to the Board to assist in answering possible questions regarding large expenditures.

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

Vendor	Project/Purpose	Amount	Funding
California Waste Recovery Systems	Solid Waste Contract	\$45,394.03	Operating Expense
CDS Government, Inc.	Replacement Workstations	\$5,115.91	Operating Expense
County of Sacramento	Quarterly Waste Disposal Fee	\$8,649.40	Operating Expense
Dunn Environmental, Inc.	Augmentation Test Well	\$28,872.20	Reserve Expenditure
Larry Bain, CPA, An Accounting Corporation	FY 2012-13 Annual Audit	\$14,300.00	Operating Expense
AECOM Technical Services, Inc.	Recycled Water Standards, Title 22 Engineering Report	\$39,680.04	Reserve Expenditure
Carrillo Enterprises	Multiple Street Repairs, Drying Beds Cleanout	\$6,129.90	Operating Expense
Kronick, Moskovitz, Tiedemann & Girard	Legal Services	\$7,663.50	Operating Expense
SMUD	Monthly Electric	\$23,149.38	Operating Expense
State Water Resources Control Board	Water Rights Fees and Permits	\$22,596.41	Operating Expense
TNT Industrial Contractors Inc.	MLN Wet Well Rehabilitation	\$179,879.25	Reserve Expenditure

Rancho Murieta Community Services District
Bills Paid Listing for November 2013

Ck Number	Date	Vendor	Amount	Purpose
CM27230	11/1/2013	Administrative Professional Today	\$89.00	Subscription Renewal
CM27231	11/1/2013	American Public Works Association	\$175.00	Support Staff Luncheon
CM27232	11/1/2013	California Public Employees' Retirement Sys	\$29,814.67	Payroll
CM27233	11/1/2013	Jeff Francetic	\$100.00	Sprinkler Rebate
CM27234	11/1/2013	Carl Gaither	\$35.93	Sprinkler Rebate
CM27235	11/1/2013	Roger Grigsby	\$100.00	Toilet Rebate
CM27236	11/1/2013	Guardian Life Insurance	\$5,247.85	Payroll
CM27237	11/1/2013	Leonard Kahl	\$200.00	Toilet Rebate
CM27238	11/1/2013	Kenneth Newton	\$100.00	Pressure Valve Rebate
CM27239	11/1/2013	Vision Service Plan (CA)	\$446.09	Payroll
CM27240	11/1/2013	Michael Zechlin	\$100.00	Toilet Rebate
CM27241	11/8/2013	A Leap Ahead IT	\$3,447.18	Monthly IT Support
CM27242	11/8/2013	Ace Hardware	\$132.97	Monthly Supplies
CM27243	11/8/2013	American Express	\$2,359.83	Monthly Bill
CM27244	11/8/2013	American Family Life Assurance Co.	\$590.24	Payroll
CM27245	11/8/2013	Aramark Uniform Services	\$296.47	Uniform Service - Water
CM27246	11/8/2013	Atkins North America, Inc.	\$1,680.00	Augmentation Test Well Project
CM27247	11/8/2013	California Special Districts Association	\$4,919.00	Annual Membership
CM27248	11/8/2013	California Waste Recovery Systems	\$45,394.03	Monthly Solid Waste Cost
CM27249	11/8/2013	CDW Government Inc.	\$5,115.91	Replacement Workstations
CM27250	11/8/2013	Cell Energy Inc.	\$192.14	Batteries
CM27251	11/8/2013	Capital One Commercial	\$1,584.83	Monthly Supplies
CM27252	11/8/2013	County of Sacramento	\$2,043.20	Sheriff Off-Duty Program
CM27253	11/8/2013	County of Sacramento	\$8,649.40	Quarterly Waste Disposal Fee
CM27254	11/8/2013	Dunn Environmental, Inc.	\$28,872.20	Augmentation Test Well Project
CM27255	11/8/2013	Employment Development Department	\$2,537.74	Payroll
CM27256	11/8/2013	Express Office Products, Inc.	\$368.10	Office Supplies
CM27257	11/8/2013	Folsom Lake Fleet Services	\$608.97	Vehicle Maintenance #519 and #520
CM27258	11/8/2013	Franchise Tax Board	\$75.00	Payroll
CM27259	11/8/2013	Gempler's, Inc.	\$182.41	Safety Items
CM27260	11/8/2013	Groeniger & Company	\$2,047.68	Maintenance & Repair Supplies
CM27261	11/8/2013	HDR Engineering, Inc	\$2,689.24	WTP1 Expansion - CEQA Services
CM27262	11/8/2013	Home Depot Credit Services	\$158.18	Maintenance & Repair Supplies
CM27263	11/8/2013	Industrial Door Company	\$196.25	Admin Building Door Repair
CM27264	11/8/2013	Larry Bain, CPA, An Accounting Corporation	\$14,300.00	FY 2012-13 Audit
CM27265	11/8/2013	Legal Shield	\$116.32	Payroll
CM27266	11/8/2013	Nationwide Retirement Solution	\$1,663.23	Payroll
CM27267	11/8/2013	Operating Engineers Local Union No. 3	\$520.56	Payroll
CM27268	11/8/2013	P. E. R. S.	\$13,238.40	Payroll
CM27269	11/8/2013	PERS Long Term Care Program	\$48.10	Payroll
CM27270	11/8/2013	Quartermaster Uniform Manufacturing Company	\$92.98	Security Uniforms

Rancho Murieta Community Services District
Bills Paid Listing for November 2013

Ck Number	Date	Vendor	Amount	Purpose
CM27271	11/8/2013	Rancho Murieta Association	\$466.04	South Gate Lighting
CM27272	11/8/2013	Roto Rooter Service & Plumbing	\$2,141.69	Testing and Certification
CM27273	11/8/2013	Schaeffer Manufacturing Company	\$800.83	WWRP Brush Aerator Oil
CM27274	11/8/2013	Sierra Chemical Co.	\$616.56	Chemicals
CM27275	11/8/2013	Sierra Office Supplies	\$555.12	Office Supplies
CM27276	11/8/2013	State Water Resources Control Board	\$300.00	WW Certificate Renewal
CM27277	11/8/2013	TASC	\$172.69	Payroll
CM27278	11/8/2013	TelePacific Communications	\$499.98	Monthly Phone Bill
CM27279	11/8/2013	Tesco Controls, Inc.	\$3,993.41	WWRP Alarm Updates, troubleshooting, repair
CM27280	11/8/2013	The Westmark Group, Inc.	\$3,622.50	2013 Groundwater Reporting
CM27281	11/8/2013	U.S. Bank Corp. Payment System	\$4,237.80	Monthly Gasoline Bill
CM27282	11/8/2013	USA Blue Book	\$605.85	Maintenance & Repair Supplies
ACH	11/12/2013	EFTPS	\$9,668.84	Bi-Weekly Payroll Taxes
CM27283	11/14/2013	C.S.T.A.	\$50.00	Security Refresher Training
CM27284	11/14/2013	C.S.T.A.	\$50.00	Security Refresher Training
CM27285	11/14/2013	C.S.T.A.	\$50.00	Security Refresher Training
CM27286	11/14/2013	C.S.T.A.	\$50.00	Security Refresher Training
CM27287	11/14/2013	C.S.T.A.	\$50.00	Security Refresher Training
CM27339	11/22/2013	Action Cleaning Systems	\$1,172.00	Monthly Cleaning Service
CM27340	11/22/2013	AECOM Technical Services, Inc.	\$39,680.04	Recycled Water Standards, Title 22 Eng Report
CM27341	11/22/2013	Metal Samples Company	\$92.54	Coupon Analysis
CM27342	11/22/2013	AM Conservation Group, Inc.	\$1,588.72	Water Conservation Supplies & Materials
CM27343	11/22/2013	American Family Life Assurance Co.	\$590.24	Payroll
CM27344	11/22/2013	ARC	\$264.53	Engineering Drawings Scans
CM27345	11/22/2013	Apple One Employment Services	\$1,207.92	Temp Office Assistant
CM27346	11/22/2013	Applications By Design, Inc.	\$125.00	Security Data Backup
CM27347	11/22/2013	Aramark Uniform Services	\$259.30	Uniform Service - Water
CM27348	11/22/2013	ASR - Sacramento Uniform	\$530.28	Security Uniforms
CM27349	11/22/2013	AT&T	\$834.87	Monthly Phone Bill
CM27350	11/22/2013	Borges & Mahoney	\$989.82	Maintenance & Repair Supplies
CM27351	11/22/2013	California Laboratory Services	\$3,888.64	Monthly Lab Tests
CM27352	11/22/2013	Caltronics Business Systems	\$1,638.76	Admin Copier Monthly Maintenance and Supplies
CM27353	11/22/2013	Carrillo Enterprises	\$6,129.90	Multiple Road Repairs, Drying Beds Cleanout
CM27354	11/22/2013	CDW Government Inc.	\$182.03	IT Supplies
CM27355	11/22/2013	Cell Energy Inc.	\$651.97	Batteries
CM27356	11/22/2013	Corrpro Companies, Inc.	\$570.00	Rio Oso Tank Maintenance
CM27357	11/22/2013	County of Sacramento	\$72.00	Sheriff Off-Duty Program
CM27358	11/22/2013	eCivis, Inc.	\$3,081.25	Grant System Annual Renewal
CM27359	11/22/2013	Employment Development Department	\$5,180.22	Payroll
CM27360	11/22/2013	Express Office Products, Inc.	\$1,995.08	Office Supplies
CM27361	11/22/2013	Folsom Lake Fleet Services	\$1,068.33	Vehicle Maintenance #218, #517, VIPS

**Rancho Murieta Community Services District
Bills Paid Listing for November 2013**

Ck Number	Date	Vendor	Amount	Purpose
		CFD#1 Bank of America Checking		
CM2701	11/8/2013	Larry Bain, CPA, An Accounting Corporation	\$1,200.00	CFD#1 Admin Fees
CM2702	11/8/2013	NBS	\$125.00	CFD#1 Admin Fees
CM2703	11/22/2013	CoreLogic Solutions, LLC.	\$165.00	CFD#1 Admin Fees
CM2704	11/22/2013	Rancho Murieta CSD	\$7,792.57	LOC Reimbursement to CSD
		TOTAL	\$9,282.57	
		EL DORADO PAYROLL		
Payroll (El Dorado)				
Checks: # CM11090 to CM11115		and Direct Deposits: DD06792 to DD06851	\$ 134,994.97	Payroll
ACH	11/30/2013	National Payment Corp	\$202.35	Payroll
		TOTAL	\$135,197.32	

MEMORANDUM

Date: December 12, 2013
To: Board of Directors
From: Edward R. Crouse, General Manager
Subject: General Manager's Report

The following are highlights since our last Board Meeting.

EMPLOYEE RELATIONS

We held our annual employee luncheon on December 12, 2013 at Rancho Murieta Country Club (RMCC). As in years past, we had about 20 employees attend. We shared stories of the year and played the infamous holiday trivia game. Debby won the ugly sweater prize this year. It was a fun time for all.

Since the Personnel Committee did not meet in open session this month, our report back on the District's approach for incorporating the 360 survey recommendations will be carried forward to the January 2014 Committee meeting.

FINANCE/IT

Darlene has been focusing much attention on the Water Treatment Plant Expansion Project (WTP) financing alternatives sandwiched between her routine monthly duties. In addition, Darlene has been sitting in on the WTP design critique meetings and Term Sheet negotiations.

Debby has been working with staff on finalizing their medical spending account, childcare account and medical/health benefit employee share contributions for January 2014 payroll.

SECURITY

Chief Remson welcomed aboard Gary Tipton as our new Patrol Officer. Officer Tipton started on November 16, 2013 and is currently training on swing shift. Finally, Patrol is fully staffed.

Chief Remson has been meeting with Rancho Murieta Association (RMA) and John Sullivan on the new North Gate design and lane layout. So far, John seems amenable to our suggestions and we look forward to a robust North Gate and entry project, which will meet full build out needs.

WATER

Water production again dropped from last month, nearly 40% this month vs. 10 % last month, down to 1.1 mgd. This is well below the capacity of water treatment plant 2 (2.0 mgd). Like last month at 1.8 mgd, we would be able to take water treatment plant 1 off line for the expansion project this time next year.

Our reservoirs are at roughly 2975 AF or 63% of full capacity. Forecasts predict a dry rainfall season though we are usually assured of late season flows to fill the reservoirs. Given the dry forecast though, we will likely begin diversions as soon as we can to stay ahead of the curve for filling the reservoirs. Recall our normal yearly diversions are generally around 2000-2200 AF for the 5-month window from January to the end of May.

WASTEWATER

Flows to the plant dropped to below .400 mgd for the first time in a long time; likely due to the lack of rainfall, induce infiltration, and inflow. The downside is this means less storage next year for recycled water production.

DRAINAGE

Paul's crews stopped ditch clearing and preventative maintenance, cleaning of ditches and drainage facilities for the winter season.

We have been monitoring the grading at Murieta Gardens for erosion and storm water protection. Although the grading may be completed soon, erosion control measure will be in place all winter due to the exposed, bare soil.

SOLID WASTE

Nothing new to report on the collection side. However, we did receive the renewal of the California Waste Recovery Systems (CWRS) letter of credit for in lieu of a performance bond.

ENGINEERING

Augmentation Well

Dunn Environmental submitted a Draft Technical Memorandum for review and comment. Staff provided comments and we are now waiting on the final memo, which will be available for the December Board meeting. Staff is recommending drilling at the first production well nearer Cantova Way and then evaluating secondary well locations if the first well has insufficient sustainable yield.

Hotel Water Service Agreement

As reported last month, it appears the Hotel Service Agreement conditions will be rolled into a new fee and service agreement for all lands controlled and/or owned by Cosumnes River Land and their partners. We are currently negotiating the term sheet for the Fee and Service Agreement for Murieta Gardens and the remaining undeveloped lands.

Recycled Standards/Title 22 Report/Master Recycled Water Permit Application

The Report of Waste Discharge is now completed, as it is the last report in support of our Master Reclamation Permit (MRP) Application. The MRP application will be submitted to the Regional Board in late December

670 Financing and Services Agreement

It appears as though the remaining 670 landowners have agreed to a signing deposit, so approval of the Financing and Services Agreement (FSA) is on the December Board agenda.

Airport Hanger Expansion Project

Our plan review comments and accompanying letter were returned to the airport design engineer. Last week the plans were revised to address our comments.

Murieta Gardens Improvement Plans

Staff reviewed and provided comments on the underground utility plans for the portion of the Murieta Garden road network serving the hotel project. We understand they are looking at a spring start of underground utility construction, although no site work is anticipated until the County formally approves the revised hotel, commercial and residential application.

CONSERVATION

December is **Wrap Up for Winter** month. We are offering toilet, clothes washer, water pressure reducing valve, and water heater recirculating pump rebates. The District is also giving away a variety of water conservation items, which include an outdoor water conservation kit, a ladybug moisture meter, a shower timer, a garden kneeling pad, and a sprinklerhead screwdriver.

MEMORANDUM

Date: December 13, 2013
 To: Board of Directors
 From: Darlene Gillum, Assistant General Manager
 Subject: Administration/Financial Reports

Enclosed is a combined financial summary report for **November 2013**. 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:

		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
	12 month rolling % increase												
Residences	0.0	2,513	2,513	2,513	2,513	2,513							
	Weighted average	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Cubic Feet	2,550	3074	2996	2932	2114	1633							
Gallons per day	636	766	747	731	527	407							
Planning Usage GPD	583												

Lock-Offs - For the month of November, there were 21 lock-offs.

Aging Report – Delinquent accounts total \$60,104 which is 11.5% of the total accounts receivable balance of \$523,242. Past due receivables, as a percent of total receivables, have increased by 2.2% since October.

Summary of Reserve Accounts as of November 30, 2013 – The District’s reserve accounts have increased \$341,001, year to date, since July 1, 2013. The increase is due to the reserve amounts collected in the Water and Sewer base rates and interest earned. The District has expended \$420,931 of reserves since the beginning of the fiscal year, which started July 1, 2013. The total amount of reserves held by the District as of November 30, 2013 is \$8,700,002. Please 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, 2013</i>	<i>YTD Collected & Interest Earned</i>	<i>YTD Spent</i>	<i>Period End Balance Nov 30, 2013</i>
Water Capital Replacement (200-2505)	2,682,621	96,862	(90,448)	2,689,035
Sewer Capital Replacement (250-2505)	2,869,146	120,997	(267,080)	2,723,063
Drainage Capital Replacement (260-2505)	26,834	13	(18,922)	7,925
Security Capital Replacement (500-2505)	51,315	31	(0)	51,346
Sewer Capital Improvement Connection (250-2500)	4,008	3	(0)	4,011
Capital Improvement (xxx-2510)	392,601	282	(0)	392,883
Water Supply Augmentation (200-2511)	2,448,725	1,558	(44,481)	2,405,802
Water Debt Service Reserves (200-2512)	139,260	77,900	(0)	217,160
Sewer Debt Service Reserves (250-2512)	163,116	43,353	(0)	206,469
Rate Stabilization (200/250/500-2515)	2,306	2	(0)	2,308
Total Reserves	8,779,932	341,001	(420,931)	8,700,002

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 October 31, 2013		
1-Month	3-Months	1-Year
2.51%	3.46%	14.43%

Financial Summary Report (year to date through November 30, 2013)

Revenues:

Water Charges, year-to-date, are **above** budget \$30,338 or 3.4%

Sewer Charges, year-to-date, are **below** budget \$402 or (0.1%)

Drainage Charges, year-to-date, are **below** budget \$220 or (0.3%)

Security Charges, year-to-date, are **below** budget \$110 or (0.0%)

Solid Waste Charges, year-to-date, are **below** budget \$95 or (0.0%)

Total Revenues, which includes other income, property taxes and interest income year-to-date, are **above** budget \$47,163 or 1.9% (due to \$14,463 of late charges and transfer fees and \$30,338 in Water Charges exceeding budget projections). Year to date residential Water usage has exceeded budget projections by 7.0% and year to date commercial Water usage is has exceeded budget projections by 1.4%. With November being a very dry month, water consumption for both residential and commercial users far exceeded the budget projections.

Expenses: Year-to-date total operating expenses are below budget \$106,990 or 4.8%. Year-to-date operational reserve expenditures total \$18,922. 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 **below budget \$13,956 or (2.3%), prior to reserve expenditures.** Wages are over budget due to the combined effect of the open Utility Worker position and the actual allocation variance between Water, Sewer and Drainage. Employer Costs are over budget due to the combination of the open Utility Worker position, Medical Opt Out contingency under-run and the variance between the actual allocation of labor charges between Water, Sewer and Drainage and the projected budget allocations. Chemicals, Taste & Odor Chemicals, Water Meters and Permits are the largest areas running below budget. Maintenance and Repair, Equipment Rental and Other Direct Costs (due primarily to Dam Inspection actual costs being incurred prior to anticipated within the budget – a timing difference) are the largest areas running over budget. Year-to-date \$0 of expenses have been incurred from reserves expenditures.

Sewer Expenses, year-to-date, are **below budget by \$62,520 or (14.4%), prior to reserve expenditures.** Areas running over budget are Chemicals, Lab Tests and permits. Wages are under budget due to the combined effect of the open Utility Worker position and the actual allocation variance between Water, Sewer and Drainage. Employer Costs are under budget due to the combination of the open Utility Worker position, Medical Opt Out contingency under-run and the variance between the actual allocation of labor charges between Water, Sewer and Drainage and the projected budget allocations. Other areas running below budget are Power, Maintenance & Repair, Training/Safety, Equipment Rental and Other Direct Costs (which includes Vehicle Maintenance, Vehicle Fuel, Legal and Consulting). Year-to-date \$0 of expenses have been incurred from reserves expenditures.

Drainage Expenses, year-to-date, are **below budget by \$14,701 or (24.00%).** All areas are running below budget with Power, Maintenance and Repair, Equipment Rental and Other Direct Costs (which includes Consulting and Drainage Flood Work) being the largest areas of under-run.

Security Expenses, year-to-date, are **below budget by \$27,319 or (6.4%).** Areas running over budget are Equipment Repairs and Vehicle Maintenance. Wages and Employer Costs are running under budget due to the open Patrol Officer position, which is now filled, and a Patrol Officer who was out on a Workers' Comp injury. Areas running below budget are Vehicle Fuel and Other (which includes Telephones, Barcodes and Vehicle Lease).

Solid Waste Expenses, year-to-date, are **below budget by \$11,299 or (4.5%).** The under-run is related to the Household Hazardous Waste Event budget of 50% of the bi-annual collection event. The budget is planned to collect 50% of the cost of the event every year while the event is planned to be held bi-annually.

General Expenses, year-to-date, are **above budget by \$22,803 or 5.0%**. The largest areas running over budget are Wages (primarily due to the timing of vacation buy-back payout in November while planned in the budget for December), Insurance (due to the increase in our appraised property value), Office Supplies (related to the purchase of the new billing statement stock), Community Communications (related to website updates/upgrades) and Other (which includes Temp Clerical, Copy Machine Maintenance, Memberships, Audit (due to a timing issue between actual and budget), and Consulting (related to the 360 Degree Evaluation Survey). Areas running below budget are Employer Costs, Director Meetings, Legal, and IT Systems Maintenance (which is related to timing between budget and actual expenditures for some annual maintenance renewals).

Net Income: Year-to-date unadjusted net income, before depreciation, is \$375,668. Net income/(Loss) adjusted for estimated depreciation expense of \$459,477 is (\$83,809).

The YTD expected net operating income before depreciation, per the 2013-2014 budget, is \$240,437. The actual net operating income is \$154,153 higher than the budget expectation due to revenue running \$47,163 over budget and total operating expenses running under budget \$106,990.

Rancho Murieta Community Services District
Summary Budget Performance Report
YTD THROUGH NOVEMBER 2013

	% of Total	Annual Budget	% of Total	YTD Budget	YTD Actuals	% of Total	YTD VARIANCE	
							Amount	%
REVENUES								
Water Charges	31.7%	\$1,775,230	35.7%	\$881,484	\$911,822	36.2%	\$30,338	3.4%
Sewer Charges	22.1%	1,237,740	20.9%	515,555	515,153	20.4%	(402)	(0.1%)
Drainage Charges	3.2%	180,430	3.0%	75,175	74,955	3.0%	(220)	(0.3%)
Security Charges	21.2%	1,185,510	20.0%	493,960	493,850	19.6%	(110)	0.0%
Solid Waste Charges	11.1%	621,072	10.5%	258,780	258,685	10.3%	(95)	0.0%
Other Income	1.7%	92,550	1.5%	37,805	55,288	2.2%	17,483	46.2%
Interest Earnings	0.0%	1,140	0.0%	318	485	0.0%	167	52.5%
Property Taxes	9.0%	502,800	8.5%	209,500	209,502	8.3%	2	0.0%
Total Revenues	100.0%	5,596,472	100.0%	2,472,577	2,519,740	100.0%	47,163	1.9%
OPERATING EXPENSES								
Water/Sewer/Drainage								
Wages	14.5%	809,730	13.8%	309,000	301,147	14.2%	(7,853)	(2.5%)
Employer Costs	6.9%	385,450	6.8%	151,001	145,038	6.8%	(5,963)	(3.9%)
Power	5.8%	325,510	6.0%	134,050	122,840	5.8%	(11,210)	(8.4%)
Chemicals	4.3%	240,200	5.3%	117,445	89,356	4.2%	(28,089)	(23.9%)
Maint & Repair	6.2%	345,470	5.7%	126,500	116,114	5.5%	(10,386)	(8.2%)
Meters/Boxes	1.0%	54,000	0.9%	20,000	9,906	0.5%	(10,094)	(50.5%)
Lab Tests	1.3%	74,250	1.2%	27,550	28,229	1.3%	679	2.5%
Permits	1.1%	64,300	2.0%	43,600	43,000	2.0%	(600)	(1.4%)
Training/Safety	0.4%	21,700	0.5%	10,475	6,650	0.3%	(3,825)	(36.5%)
Equipment Rental	0.8%	43,500	0.9%	20,700	17,194	0.8%	(3,506)	(16.9%)
Other	7.0%	394,010	6.2%	138,065	127,736	6.0%	(10,329)	(7.5%)
Subtotal Water/Sewer/Drainage	49.3%	2,758,120	49.2%	1,098,386	1,007,210	47.4%	(91,176)	(8.3%)
Security								
Wages	11.2%	625,100	10.7%	238,900	234,684	11.0%	(4,216)	(1.8%)
Employer Costs	6.7%	374,700	6.5%	146,100	128,687	6.1%	(17,413)	(11.9%)
Off Duty Sheriff Patrol	0.1%	6,000	0.1%	2,500	3,057	0.1%	557	22.3%
Other	1.7%	94,700	1.8%	41,055	34,809	1.6%	(6,246)	(15.2%)
Subtotal Security	19.7%	1,100,500	19.2%	428,555	401,237	18.9%	(27,318)	(6.4%)
Solid Waste								
CWRS Contract	9.7%	543,000	10.1%	226,250	226,981	10.7%	731	0.3%
Sacramento County Admin Fee	0.6%	34,680	0.6%	14,450	14,420	0.7%	(30)	(0.2%)
HHW Event	0.2%	12,000	0.5%	12,000		0.0%	(12,000)	(100.0%)
Subtotal Solid Waste	10.5%	589,680	11.3%	252,700	241,401	11.4%	(11,299)	(4.5%)
General / Admin								
Wages	9.5%	534,200	9.0%	201,400	209,625	9.9%	8,225	4.1%
Employer Costs	5.2%	292,300	5.1%	114,500	106,621	5.0%	(7,879)	(6.9%)
Insurance	0.8%	45,000	0.8%	18,755	26,921	1.3%	8,166	43.5%
Legal	0.4%	25,000	0.4%	10,000	4,536	0.2%	(5,464)	(54.6%)
Office Supplies	0.3%	19,200	0.4%	8,000	12,033	0.6%	4,033	50.4%
Director Meetings	0.3%	18,000	0.3%	7,510	4,600	0.2%	(2,910)	(38.7%)
Telephones	0.1%	4,620	0.1%	1,920	1,896	0.1%	(24)	(1.3%)
Information Systems	1.4%	79,000	2.1%	46,386	33,709	1.6%	(12,677)	(27.3%)
Community Communications	0.1%	5,900	0.1%	2,250	4,533	0.2%	2,283	101.5%
Postage	0.4%	21,780	0.4%	9,075	7,809	0.4%	(1,266)	(14.0%)
Janitorial/Landscape Maint	0.3%	16,800	0.3%	7,000	6,576	0.3%	(424)	(6.1%)
Other	1.5%	86,500	1.2%	25,703	56,443	2.7%	30,740	119.6%
Subtotal General / Admin	20.5%	1,148,300	20.3%	452,499	475,302	22.4%	22,803	5.0%
Total Operating Expenses	100.0%	5,596,600	100.0%	2,232,140	2,125,150	100.0%	(106,990)	(4.8%)
Operating Income (Loss)	100.0%	(128)	100.0%	240,437	394,590	100.0%	154,153	64.1%
Non-Operating Expenses								
Drainage Reserve Expenditure	0.0%		0.0%		18,922	100.0%	18,922	0.0%
Total Non-Operating Expenses	0.0%		0.0%		18,922	100.0%	18,922	0.0%
Net Income (Loss)	100.0%	(128)	100.0%	240,437	375,668	100.0%	135,231	56.2%

Rancho Murieta Community Services District
Budget Performance Report by FUND
YTD THROUGH NOVEMBER 2013

	% of Total	Annual Budget	% of Total	YTD Budget	YTD Actuals	% of Total	YTD VARIANCE Amount %	
WATER								
REVENUES								
Water Charges	98.7%	\$1,775,230	98.9%	\$881,484	\$911,822	98.4%	\$30,338	3.4%
Interest Earnings	0.0%	80	0.0%	30	60	0.0%	30	100.0%
Other Income	1.3%	23,830	1.1%	9,930	15,065	1.6%	5,135	51.7%
Total Water Revenues	100.0%	1,799,140	100.0%	891,444	926,947	100.0%	35,503	4.0%
EXPENSES (excluding depreciation)								
Wages	28.2%	437,250	27.6%	166,860	171,683	29.1%	4,823	2.9%
Employer Costs	13.4%	208,130	13.5%	81,541	82,098	13.9%	557	0.7%
Power	10.7%	166,050	9.9%	59,610	59,926	10.2%	316	0.5%
Chemicals	8.0%	124,500	9.3%	56,135	51,150	8.7%	(4,985)	(8.9%)
T&O - Chemicals/Treatment	3.3%	51,000	5.3%	31,900	11,686	2.0%	(20,214)	(63.4%)
Maint & Repair	10.4%	161,070	10.4%	62,750	68,256	11.6%	5,506	8.8%
Meters/Boxes	3.5%	54,000	3.3%	20,000	9,906	1.7%	(10,094)	(50.5%)
Lab Tests	2.3%	36,000	2.1%	12,500	12,001	2.0%	(499)	(4.0%)
Permits	2.1%	32,000	2.1%	12,500	9,509	1.6%	(2,991)	(23.9%)
Training/Safety	0.5%	7,500	0.5%	3,150	3,669	0.6%	519	16.5%
Equipment Rental	1.5%	23,000	1.7%	10,000	14,592	2.5%	4,592	45.9%
Other Direct Costs	16.2%	251,070	14.5%	87,375	95,889	16.2%	8,514	9.7%
Operational Expenses	100.0%	1,551,570	100.0%	604,321	590,365	100.0%	(13,956)	(2.3%)
Water Income (Loss)	16.0%	247,570	47.5%	287,123	336,582	57.0%	49,459	17.2%
38.9% Net Admin Alloc	16.0%	247,570	15.4%	93,274	100,770	17.1%	7,496	8.0%
Total Net Income (Loss)	0.0%		32.1%	193,849	235,812	39.9%	41,963	21.6%
SEWER								
REVENUES								
Sewer Charges	98.7%	1,237,740	98.7%	515,555	515,153	98.3%	(402)	(0.1%)
Interest Earnings	0.0%	140	0.0%	51	70	0.0%	19	37.3%
Other Income	1.3%	15,990	1.3%	6,660	8,741	1.7%	2,081	31.2%
Total Sewer Revenues	100.0%	1,253,870	100.0%	522,266	523,964	100.0%	1,698	0.3%
EXPENSES (excluding depreciation)								
Wages	29.7%	315,800	27.8%	120,510	106,914	28.9%	(13,596)	(11.3%)
Employer Costs	14.1%	150,330	13.6%	58,890	52,363	14.1%	(6,527)	(11.1%)
Power	13.5%	143,960	15.6%	67,660	58,078	15.7%	(9,582)	(14.2%)
Chemicals	6.6%	70,300	7.5%	32,660	35,680	9.6%	3,020	9.2%
Maint & Repair	16.2%	172,500	13.6%	58,750	47,285	12.8%	(11,465)	(19.5%)
Lab Tests	3.6%	38,250	3.5%	15,050	16,228	4.4%	1,178	7.8%
Permits	2.6%	27,300	6.0%	26,100	28,627	7.7%	2,527	9.7%
Training/Safety	1.3%	14,200	1.7%	7,325	2,981	0.8%	(4,344)	(59.3%)
Equipment Rental	1.5%	16,000	1.7%	7,200	1,191	0.3%	(6,009)	(83.5%)
Other Direct Costs	10.9%	116,240	8.9%	38,640	20,918	5.6%	(17,722)	(45.9%)
Operational Expenses	100.0%	1,064,880	100.0%	432,785	370,265	100.0%	(62,520)	(14.4%)
Sewer Income (Loss)	17.7%	188,990	20.7%	89,481	153,699	41.5%	64,218	71.8%
29.7% Net Admin Alloc	17.8%	189,020	16.5%	71,420	76,938	20.8%	5,518	7.7%
Total Net Income (Loss)	0.0%	(30)	4.2%	18,061	76,761	20.7%	58,700	325.0%
DRAINAGE								
REVENUES								
Drainage Charges	100.0%	180,430	100.0%	75,175	74,955	100.0%	(220)	(0.3%)
Interest Earnings	0.0%	30	0.0%	9	30	0.0%	21	233.3%
Total Drainage Revenues	100.0%	180,460	100.0%	75,184	74,985	100.0%	(199)	(0.3%)
EXPENSES (excluding depreciation)								
Wages	40.0%	56,680	35.3%	21,630	22,550	48.4%	920	4.3%
Employer Costs	19.1%	26,990	17.2%	10,570	10,577	22.7%	7	0.1%
Power	10.9%	15,500	11.1%	6,780	4,836	10.4%	(1,944)	(28.7%)
Chemicals	3.8%	5,400	3.7%	2,250	1,418	3.0%	(832)	(37.0%)
Maint & Repair	8.4%	11,900	8.2%	5,000	573	1.2%	(4,427)	(88.5%)
Permits	3.5%	5,000	8.2%	5,000	4,864	10.4%	(136)	(2.7%)
Equipment Rental	3.2%	4,500	5.7%	3,500	1,411	3.0%	(2,089)	(59.7%)
Other Direct Costs	11.1%	15,700	10.7%	6,550	350	0.8%	(6,200)	(94.7%)
Operational Expenses	100.0%	141,670	100.0%	61,280	46,579	100.0%	(14,701)	(24.0%)
Drainage Income (Loss)	27.4%	38,790	22.7%	13,904	28,406	61.0%	14,502	104.3%
6.1% Net Admin Alloc	27.4%	38,820	23.9%	14,622	15,802	33.9%	1,180	8.1%
Reserve Expenditures	0.0%		0.0%		18,922	40.6%	18,922	0.0%
Total Net Income (Loss)	0.0%	(30)	-1.2%	(718)	(6,318)	-13.6%	(5,600)	779.9%
SECURITY								
REVENUES								
Security Charges	96.4%	1,185,510	96.4%	493,960	493,850	95.2%	(110)	0.0%
Interest Earnings	0.0%	410	0.0%	108	161	0.0%	53	49.1%
Other Income	3.6%	43,730	3.6%	18,205	24,795	4.8%	6,590	36.2%
Total Security Revenues	100.0%	1,229,650	100.0%	512,273	518,806	100.0%	6,533	1.3%

Rancho Murieta Community Services District
Budget Performance Report by FUND
YTD THROUGH NOVEMBER 2013

	% of	Annual	% of	YTD	YTD	% of	YTD VARIANCE	
	Total	Budget	Total	Budget	Actuals	Total	Amount	%
EXPENSES (excluding depreciation)								
Wages	56.8%	\$625,100	55.7%	\$238,900	\$234,684	58.5%	(\$4,216)	(1.8%)
Employer Costs	34.0%	374,700	34.1%	146,100	128,687	32.1%	(17,413)	(11.9%)
Equipment Repairs	0.4%	4,400	0.4%	1,835	6,636	1.7%	4,801	261.6%
Vehicle Maintenance	0.6%	6,700	0.6%	2,775	7,982	2.0%	5,207	187.6%
Vehicle Fuel	1.9%	20,560	2.3%	9,775	6,931	1.7%	(2,844)	(29.1%)
Off Duty Sheriff Patrol	0.5%	6,000	0.6%	2,500	3,057	0.8%	557	22.3%
Other	5.7%	63,040	6.2%	26,670	13,259	3.3%	(13,411)	(50.3%)
Operational Expenses	100.0%	1,100,500	100.0%	428,555	401,236	100.0%	(27,319)	(6.4%)
Security Income (Loss)	11.7%	129,150	19.5%	83,718	117,570	29.3%	33,852	40.4%
20.3% Net Admin Alloc	11.7%	129,190	11.4%	48,659	52,587	13.1%	3,928	8.1%
Total Net Income (Loss)	0.0%	(40)	8.2%	35,059	64,983	16.2%	29,924	85.4%
SOLID WASTE REVENUES								
Solid Waste Charges	99.9%	621,072	100.0%	258,780	258,685	100.0%	(95)	0.0%
Interest Earnings	0.1%	400	0.0%	100	99	0.0%	(1)	(1.0%)
Total Solid Waste Revenues	100.0%	621,472	100.0%	258,880	258,784	100.0%	(96)	0.0%
EXPENSES (excluding depreciation)								
CWRS Contract	92.1%	543,000	89.5%	226,250	226,981	94.0%	731	0.3%
Sacramento County Admin Fee	5.9%	34,680	5.7%	14,450	14,420	6.0%	(30)	(0.2%)
HHW Event	2.0%	12,000	4.7%	12,000		0.0%	(12,000)	(100.0%)
Operational Expenses	100.0%	589,680	100.0%	252,700	241,401	100.0%	(11,299)	(4.5%)
Solid Waste Income (Loss)	5.4%	31,792	2.4%	6,180	17,383	7.2%	11,203	181.3%
5.0% Net Admin Alloc	5.4%	31,820	4.7%	11,994	12,953	5.4%	959	8.0%
Total Net Income (Loss)	0.0%	(28)	-2.3%	(5,814)	4,430	1.8%	10,244	(176.2%)
OVERALL NET INCOME(LOSS)	100.0%	(128)	100.0%	240,437	375,668	100.0%	135,231	56.2%

Water Treatment Plant 1 (WTP1) Expansion and Upgrade Project

The table below is a summary of expenditures, through November 2013, related to the WTP1 Expansion and Upgrade project:

WTP1 Expansion and Upgrade Project	Approved Amount	RMCS D	R&B Letter of Credit	Developer	Total Expended to Date
WTP Design (HDR)	\$177,778.00		\$71,658.83		\$71,658.83
Construction Manager at Risk (Roebbelen)	\$49,049.00				
SMUD Application	\$5,000.00	\$5,000.00			\$5,000.00
CEQA (HDR)	\$46,292.00		\$2,689.24		\$2,689.24
Geotechnical Study (Youngdahl)	\$2,600.00	\$2,600.00			\$2,600.00
Total	<u>\$280,719.00</u>	<u>\$7,600.00</u>	<u>\$74,348.07</u>		<u>\$81,948.07</u>

Letter of Credit (LOC) Balance as of November 30, 2013:

Beginning Balance:	\$ 4,136,099.12
- LOC expenditures thru 11/30/13	<u>\$ (74,348.07)</u>
LOC Remaining Balance	<u><u>\$ 4,061,751.05</u></u>

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

INVESTMENT REPORT

CASH BALANCE AS OF NOVEMBER 30, 2013

INSTITUTION	YIELD	BALANCE
CSD FUNDS		
EL DORADO SAVINGS BANK		
SAVINGS	0.03%	\$ 438,305.19
CHECKING	0.02%	\$ 13,166.00
PAYROLL	0.02%	\$ 64,060.11
AMERICAN WEST BANK		
EFT	0.05%	\$ 18,798.85
LOCAL AGENCY INVESTMENT FUND (LAIF)		
UNRESTRICTED		\$ -
RESTRICTED RESERVES	0.26%	\$ 5,686,168.71
CALIFORNIA ASSET MGMT (CAMP)		
OPERATION ACCOUNT	0.07%	\$ 3,596,007.48
UNION BANK		
PARS GASB45 TRUST (balance as of 10/31/13)		\$ 522,273.81
TOTAL		\$ 10,338,780.15

BOND FUNDS

COMMUNITY FACILITIES DISTRICT NO. 1 (CFD)

BANK OF AMERICA		
CHECKING	N/A	\$ 133,017.36
CALIFORNIA ASSET MGMT (CAMP)		
SPECIAL TAX	0.07%	\$ 8,300.88
US BANK		
SPECIAL TAX REFUND	0.00%	\$ -
BOND RESERVE FUND/ SPECIAL TAX FUND	0.00%	\$ -
TOTAL		\$ 141,318.24
TOTAL ALL FUNDS		\$ 10,480,098.39

The investments comply with the CSD adopted investment policy.

PREPARED BY: Darlene Gillum
Assistant General Manager

MEMORANDUM

Date: December 12, 2013
To: Board of Directors
From: Greg Remson, Security Chief
Subject: Security Report for the Month of November 2013

OPERATIONS

The new Security Patrol Officer has completed training in gate operations. He has begun patrol training with Sergeant Bieg, primarily working swing shift.

Thanksgiving weekend was busy with minor calls for service, and very busy at the gates. The Gate Officers did a good job processing the large amount of guest traffic, along with refusing entry to vendors on the holiday Friday.

INCIDENTS OF NOTE

November 1, Friday, reported at 8:25 p.m. on Nueva Drive. A flag was taken from the front yard over the past 24 hours.

November 3, Sunday, reported at 5:20 a.m. at Stonehouse Park. A glass block on the restroom/snack bar building was damaged.

November 7, Thursday, reported at 1:00 p.m. at the Country Store. A vehicle parked in the rear parking area had the windshield broken and two tires flattened.

November 11, Monday, reported at 8:41 a.m. on Bella Union Court. Gas was siphoned from a vehicle that was parked in the driveway.

November 12, Tuesday, reported at 7:00 p.m. on Murieta Parkway. Domestic violence arrest by SSD.

November 16, Saturday, reported at 12:03 p.m. on Anillo Way. Hit & run to a parked vehicle. Referred to CHP.

November 18, Monday, reported at 9:35 a.m. on Camino De Luna. A green waste container was taken from the rear yard.

November 18, Monday, reported at 2:08 p.m. at the Gazebo. A resident going for a walk found a shoe box under some bushes. The box contained approximately 3 ounces of marijuana, a scale, baggies, and an empty brown purse. The property was turned over to SSD.

November 26, Tuesday, reported at 8:10 p.m. at the Gazebo. Disturbance at the Gazebo between husband and wife and two young adults. SSD responded and mediated.

November 27, Wednesday, reported at 11:18 p.m. on Pescado Circle. Report of two males and a female fighting. One subject may have an injury from a broken window. Subject found under house. SSD mediated, no medical assistance needed.

During the month of November, District Security Patrol Officers also responded to complaints of loud music, parties and disturbances.

RANCHO MURIETA ASSOCIATION COMPLIANCE/GRIEVANCE/SAFETY COMMITTEE MEETING

The meeting was held on November 4, 2013 at the Rancho Murieta Association (RMA) office. There was one (1) letter submitted regarding parking. The next meeting is scheduled for December 2, 2013.

JOINT SECURITY COMMITTEE MEETING

The meeting was held on November 1, 2013. Items discussed were Security Surveillance Cameras and Golf Cart Safety. The next meeting has not been scheduled.

JAMES L. NOLLER SAFETY CENTER

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

Congratulations go out to Jacque Villa for receiving the VIPS “Volunteer of the Month” award in November 2013.

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

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

NEW NORTH GATE

On November 20, 2013 I met with John Sullivan and RMA Director Sam Somers at the North Gate. We discussed placement of the new North Gate and barcode/gate operator locations for the Lago Drive left hand turn. John Sullivan will provide the comments to his design group.

BEACH ACCESS/PTF GATES

Patrol Officers continue to open the gate at dawn and close it at dusk. Calls for service continue to be rare, but recently there have been signs that someone has moved rocks and branches to drive around the gates. RMA has been notified and asked to increase the material around these areas.

MEMORANDUM

Date: December 12, 2013
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

Water production is in winter demand mode due to cooler weather and shorter days. Water Treatment Plant #1 production is set at 0.6 million gallons per day (MGD) and Plant #2 production is at 0.5 MGD for a total of 1.1 MGD, down from 1.8 mgd last month, with facility run times currently operating around 20 hours per day.

Total potable water production for November 2013 was approximately 38.543 million gallons (MG), or 118.3 acre-feet, down up from last month's total flow of 55.1 MG. Based off of production versus number of connections, the average usage per customer connection was 491 gallons per day (gpd) during the month of November vs. 680 gpd in October. A total of 0.79" of rainfall was recorded for the month of November with evaporation at 2.13" as measured by the U.S. Bureau of Reclamation at Folsom Lake.

WATER SOURCE OF SUPPLY

On December 4, 2013, the combined raw water storage for Calero, Chesbro, and Clementia Reservoirs measured approximately 969.2 MG (2,974.5 acre-feet). This year has been the driest year on record with only 6.16" of rain having been received here so far this calendar year and this winter predicted to be a dry one. The Cosumnes River flow has been maintaining around 22 cubic feet per second (cfs). We may begin diversions once the river flows are maintained above 70 cfs.

WASTEWATER TREATMENT, COLLECTION & RECLAMATION

Influent wastewater flow averaged 0.392 million gallons a day, for a total of 11,750,665 gallons, (36.1 acre-feet) for the month of November. Secondary storage measured 31.8 MG (97.7 acre-feet) on December 4, 2013. Tertiary recycled water is no longer being produced and/or delivered until the next irrigation season.

Utility staff completed the Fats, Oils, and Grease (FOG) inspections of local businesses per our required Sanitary Sewer Management Plan (SSMP), to ensure they are removing FOG on a regular basis to prevent it from getting into our sewer collection system.

DRAINAGE / CIA DITCH

Staff is no longer cutting vegetation in the drainage system, allowing it to maintain in its natural state to catch, filter, and slow the velocity of storm water that may be received during the winter months and into spring.

WATER METERING & UTILITY STAFF WORK

Staff completed all of the necessary water meter maintenance in November which included replacement of twenty (20) water meters, no MXUs, and two (2) meter registers. Utility staff repaired one (1) District service line water leak. Also completed were thirty (30) underground service alert (USA) requests and seventeen (17) Utility Star service orders.

OTHER PROJECTS

Murieta Gardens

As the Municipal Separate Storm Sewer System (MS4) permit holder, we have been providing the storm water protection inspections for the Murieta Gardens grading project. No issues have been encountered so far as all Best Management Practices (BMPs) for stormwater pollution prevention controls have been in place. The project obtained a hydrant meter from the District for construction water as well.

Infrastructure plans have been submitted along with a Facilities Extension Agreement filing and fee. Staff is currently reviewing plans to provide comments back to the project engineer.

Murieta Airport

They have submitted improvements plans for installation of two twenty-thousand square foot hangers for District review. Based on District findings, the airport system will now be isolated from the rest of the District through the installation of a master meter and backflow prevention. Since then, they have resubmitted plans which are currently being reviewed by the District for approval.

Well Project

Dunn Environmental provided their Augmentation Well Report and Well Construction Design. Based on their findings, staff is proposing to move forward with drilling a well with an 18" bore and 8" casing at the site located in the FAA field. Next steps would be completing and submitting a drinking water source assessment plan (DWSAP) to the California Department of Public Health for approval to construct a well at the site of TH-A. Once that is approved we can put together plans and specifications, put the project out to bid, award bids, and construct the well. After the well is completed we will get firm yield and water quality results and then make a determination as to how to proceed from there.

Water Plant Phase 3

Staff worked with and met with HDR and with Roebbelen extensively on the 90% design plans and specifications in an effort to finalize them. As it was determined that a waste pumping station and connection line from the Water Plant to Clementia Circle would need to be added for this project, an increased effort is being undertaken by HDR for CEQA and design with a completion goal of by the District's December 2013 Board meeting.

Main Lift North Rehabilitation Project

The sewer bypass is in place and the lift station rehab has begun. So far, the I-beams are installed for the hoist, and the wet wells have had all of the necessary demo work completed. Currently Hansen painting is grit blasting the wetwells in preparation for a calcium aluminate cementitious product for building up the corroded concrete. Once that is completed, a specially formulated epoxy coating will be applied. Also left to do is to prepare and paint the I-beams, install the trolley/hoist, move the sewer bypass near the Country Store and trench it across the roadway, and rehabilitation of the two manholes leading up to the lift station.

Recycled Water for Future Use

The Title 22 Engineering Report has been submitted to the California Department of Public Health. The Report of Waste Discharge for the delivery and use of recycled water is in the process of being finalized.

MEMORANDUM

Date: December 12, 2013
To: Board of Directors
From: Finance Committee Staff
Subject: Approve CFD#1 Refund Request from District's General Fund

RECOMMENDED ACTION

Refund Donald Kurtz \$1,399.50 for his prepayment of his CFD #1 Mello-Roos taxes. Funding to come from the District's General Fund.

BACKGROUND

In 2007, Donald Kurtz prepaid his Mello-Roos taxes for his property located in the Rancho Murieta Community Facilities District #1 (CFD#1) in an amount close to \$7,000. After receiving notice that the CFD#1 bonds were being called two (2) years early on October 1, 2013, Mr. Kurtz spoke with me and David Schroeder, NBS representative that administers the CFD#1 bonds, inquiring as to how he would receive a refund on the taxes he prepaid for the 2014 and 2015 assessment years. David Schroeder's opinion was that Mr. Kurtz was not entitled to a refund because Mr. Kurtz was no longer an active participant in the CFD#1. On October 2, 2013, Donald Kurtz sent an email to the District requesting that District staff and Board explore how he could be refunded extra monies paid to the CFD#1.

I contacted Jonathon Hobbs, KMTG, to obtain a legal opinion as to the District's ability to refund any prepaid taxes to Mr. Kurtz. On November 7, 2013, Constantine Baranoff, KMTG, responded that if the prepayment calculation done in 2007 by NBS was properly done (i.e., that NBS followed the prepayment requirements of the CFD#1 Rate and Method, which they did per David Schroeder) the District does not legally owe Mr. Kurtz a refund of taxes paid for 2014 and 2015. Mr. Baranoff also opined that refunding these prepaid taxes from any remaining CFD#1 funds would not be a voter approved use of the CFD#1 funds.

Mr. Baranoff suggested that, with the amount being relatively small ($\$699.75 \times 2 = \$1,399.50$), the Board could consider refunding Mr. Kurtz from the District's General Fund and see if there are any CFD costs which the District has been paying from the General Fund which may be reimbursed by the CFD#1. There is 18 hours of my time in 2013 spent on CFD#1 that has not been billed to the CFD#1. This totals \$3,956 at the fully burdened billing rate.

The Committee recommends refunding Mr. Kurtz for his prepayment of CFD #1 Mello Roos taxes as outlined above.

-----Original Message-----

From: Donald Kurtz [<mailto:donjkurtz@gmail.com>]

Sent: Wednesday, October 02, 2013 10:31 AM

To: Darlene Gillum; dschroeder@nbsgov.com

Cc: Donald Kurtz

Subject: CFD#1 Special Tax Refund Bonds - Early Bond Call

Good Morning Darelne Gillum & David Schroeder I am writing today to request a refund of 2 years of extra Bond Payments.

In 2007 I prepaid my CFD#1 bond. The amount being close to \$7,000.

Apparently, I was the only homeowner in the CSD to do so.

I request the Rancho Murieta Community Service District Staff and Board to explore how I can be refunded the extra monies paid.

Thank You

Don Kurtz

15253 Murieta South Parkway
Rancho Murieta, CA 95683-9110

APN # 128-0220-040

MEMORANDUM

Date: December 12, 2013
To: Board of Directors
From: Improvements Committee Staff
Subject: Receive Master Reclamation Permit Report of Waste Discharge

RECOMMENDED ACTION

Receive Report of Waste Discharge Administrative Draft for the District's Master Reclamation Permit Application and direct staff to proceed with filing of the Master Permit Application.

BACKGROUND

Attached is the Administrative Draft of the Report of Waste Discharge for the District's Master Reclamation Permit Application.

The Report of Waste Discharge (RWD) will be submitted in support of consolidating Waste Discharge Requirements (WDR) R5-01-124 and WDR R5-2007-0109 into a renewed WDR for the District's Wastewater Reclamation Plant (WWRP) and a new Master Reclamation Permit to cover the use of recycled water within the District's service area.

The WWRP is an existing facility with plans for modification as Rancho Murieta undergoes additional development. The discharge is currently regulated under the WDRs issued by the Central Valley Regional Water Quality Control Board (Regional Board).

As part of the RWD, Chapter 5 is the required antidegradation analysis and salinity plan.

Also, recall the Title 22 Engineering Report was approved last month. It will be submitted concurrently to California Department of Public Health (CDPH) and the Regional Board as part of the RWD, Appendix A.

Staff is currently reviewing the administrative draft, but really, the RWD is in fine shape. We expect minimal revisions, primarily clarification type edits.

The complete package will be submitted by year end to meet our Regional Board schedule.

The Improvements Committee recommends approval.

AGENDA ITEM 12

MASTER RECLAMATION PERMIT
REPORT OF WASTE DISCHARGE

**Please See Separate Link:
Report of Waste Discharge**

MEMORANDUM

Date: December 11, 2013
To: Board of Directors
From: Edward R. Crouse, General Manager
Jonathan P. Hobbs, General Counsel
Subject: Approve 670 Group Financing and Services Agreement

RECOMMENDED ACTION

Staff recommends that the Board consider the proposed Financing and Services Agreement ("FSA"), receive any further public comment, approve the FSA, if acceptable, and/or provide further direction to staff. The FSA has been revised following the Board workshop on October 25, 2013. A summary of the FSA, as revised, is set forth below. A chart summarizing the FSA components is also attached. Approving/signing the FSA does not commit the District to actually constructing the WTP1 expansion, CSD merely accepts the process defined therein.

BACKGROUND

This FSA has been under development for several years and documents a process which defines how a diverse group of landowners (originally 7 distinct properties) can achieve and fund CSD services over a period of time. Until recently, the economy did not warrant development, and hence there was little interest pursuing service. The environment has changed with the housing market improving, new owners for the vacant lands of Rancho Murieta and a need to upgrade our existing 40 year old water plant which is operating at near capacity. These events, coupled with the availability of low financing rates, attractive construction costs and developer interest in funding their fair share, prompted the BOD last spring to initiate the effort to design an upgrade of our existing water plant (WTP 1) and apply current technology which allows for incremental capacity expansion as well as improved water quality. In addition, upon execution of FSA, \$109,000 in prior legal fees due the District will be released from escrow to the District pursuant to a Developer Deposit Agreement entered into in July of 2011.

The initial capacity of the water treatment facilities will be approximately 3.5 million gallons per day ("mgd"), more than twice present capability of WTP 1. This total initial capacity is expected to be sufficient to serve approximately 1685 EDU's and accommodate existing and stated near term development. The water treatment facility will be expandable to be able to accommodate additional need by mere installation of additional filtering capability up to a max of 6.0 mgpd, which may allow CSD to decommission WTP 2 rather than upgrade it within the decade. This could save residents significant expense relative to WTP 2.

To finance the upgrade, all parties have agreed to pay their fair share (based on stated capacity needed or previously committed) with CSD funding the current WTP 1 capacity (1.5 mgpd), or approximately 1/3 of the cost. The other WTP funding sources are the Letter of Credit from the

Mello Roos effort (LOC) and the new RM North owners. The LOC will fund major portions of the FSA indicated capacity needs and be reimbursed under the provision of the FSA. Some developers may fund their needs directly as the FSA has provisions for requesting this (i.e., participating members).

Since the FSA workshop in June, 2013, Cosumnes River Land, LLC, ("CRL") representing the Murieta Gardens property ("Gardens"), has elected to no longer participate in this FSA. The FSA has, therefore, been revised to exclude the Gardens from the FSA. The revised FSA provides an opportunity for the Gardens or others to join the FSA later, at their choice, and with the consent of the parties to the FSA, to the extent there is additional capacity available for transfer or purchase. CRL, however, has indicated its desire to negotiate and execute a separate agreement for its property and the prior Pension Trust Fund ("PTF") property, now under the ownership or control of CRL or its affiliates.

The wastewater disposal facilities are similarly constructed by the same general procedure. Developers will decide whether to be participating or reimbursing landowners. The District holds certain irrigation easements, and the FSA provides that the Developers will convey an additional easement needed in conjunction with development prior to the approval of final maps.

Upon execution of the FSA by the developers, they will receive a conditional will-serve commitment from the District. Final will-serves will be contingent upon the developer's compliance with the terms of the FSA and completion of the WTP 1 effort. All developers will be obligated to pay their fair-share commitment before receiving will-serves necessary for final maps or development entitlements. Developers may, if they choose, finance improvements through a CFD as occurred for the development of the South.

The FSA also provides for the payment of certain fees. There is a \$225 per EDU one time irrigation facilities maintenance fee to cover District maintenance costs pending build out. There is a \$7,771 per EDU Bundled Fee, which includes a water augmentation fee (subject to credit for installation of "purple pipe" for reclaimed water), capital improvements fee, water meter fee, water and sewer inspection fees, and security fee. There is also a \$5,900 per EDU reimbursement fee to reimburse prior developers for prior infrastructure.

Lastly, as requested by the District, the developers have agreed to fund a \$750 per lot deposit upon signing of the FSA. The deposit payment shall be made on the following payment schedule: 25% of the deposit shall be paid upon signing; 25% of the deposit shall be paid upon the letting of bids for the WTP Improvements; and 50% of the deposit shall be paid upon the filing of a Notice of Completion for the WTP Improvements. The amounts deposited shall be applied, at the Landowner's written election at the time of the payment, as either: (1) a credit toward the Bundled Fee for each Landowner, or its successor in interest; (2) a deposit toward the Construction Costs for the WTP Improvements; or (3) a deposit toward the Landowner Irrigation Facilities Costs. Thus, developers are validating their FSA commitment with preliminary funding now.

Summary of FSA Provisions

Component Summary	FSA Sections
Purpose: Finance and construct water treatment facilities and wastewater disposal facilities	Recitals, A through K.
Definitions	Recitals, L
Construction and financing of water treatment facilities	Section 1
Initial capacity of facilities at 3.5 mgd, to be constructed by District or developers (at their option) and subject to reimbursement	Sections 1.1, 1.3(A)
Provisions for transfer of excess EDU's owned by developer	Section 1.2
Mechanisms for participating and reimbursing landowners for water treatment facilities	Sections 1.3(A) through (N)
District may provide temporary water or sewer service at its discretion	Section 1.4
Wastewater disposal facilities	Section 2
Transfer of irrigation easement by developers to District	Section 2.2.
Mechanisms for participating and reimbursing landowners for wastewater facilities	Sections 2.3(A) through (J), 2.4
\$225 irrigation facilities fee	Section 2.5
Installation of recycled water facilities	Section 2.6
Provision of service and conditional will-serves to signatories	Section 2.7
Financing mechanisms, including Developers' option to form CFD	Sections 3, 3.1
Establishment of Fund Manager under the District's control	Section 3.2
Bundled Fee of \$7,771 per EDU.	Section 3.7(A), Exh. M
Reimbursement fee to prior developers of \$5,900 per EDU	Section 3.7(C), Exh. K
Deposit of \$750 per lot; payable 25% (signing FSA); 25% (bid letting); 50% (WTP Improvements completion)	Section 3.8
Remedies and rights for default of agreement (indemnification to District, advance funding of delinquent amounts by other owners, no will-serves to delinquent owners)	Section 4
General provisions and terms (authority, binding effect, 30 year term, termination, notices, attorneys' fees clause, indemnity to District, dispute resolution)	Section 5
Property descriptions and exhibits	Exhs. A through G
Fair share allocations	Exh. H
Irrigation easement documents	Exhs. I, J
Assignment and assumption form	Exh. L

AGENDA ITEM 13

**APPROVE 670 GROUP
FINANCING AND SERVICES
AGREEMENT**

**Please See Separate Link:
670 FSA**

MEMORANDUM

Date: December 11, 2013
To: Board of Directors
From: Edward R. Crouse, General Manager
Darlene Gillum, Assistant General Manager
Subject: Rancho North and Murieta Gardens Fee and Services Agreement Term Sheet

RECOMMENDED ACTION

Staff recommends that the Board consider the proposed Term Sheet for the Rancho North and Murieta Gardens Fee and Service Agreement, receive public comment, approve the Term Sheet, if acceptable, and/or provide further direction to staff.

BACKGROUND

Over the last two months representatives of the owners group met with President Pasek, Director Gumbinger, Darlene Gillum, and Edward Crouse to negotiate the attached Term Sheet.

The purpose of the Term Sheet is to define the deal points for the fee and service obligations of the landowners and District. For this agreement, these deal points involve:

- Payment of \$180,000 for hotel will serves upon signing of the Term Sheet
- Financing of each parties fair share of the water treatment plant expansion project;
- Transfer of Van Vleck irrigation easement for Murieta Gardens disposal needs;
- Payment for Murieta Gardens fair share of Van Vleck Ranch irrigation system;
- Murieta Gardens reimbursement for previously constructed infrastructure;
- Rancho North's commitment to negotiate in good faith for reimbursement of previously constructed infrastructure;
- Payment of Security impact fees by both Murieta Gardens and Rancho North;
- Landowner acknowledgement for construction of recycled water irrigation infrastructure for new development;
- Payment of Van Vleck Ranch irrigation maintenance for three years; and
- Loaning the District funds above \$3M for water treatment plant development - if required.

If approved, the Term Sheet will be the basis of a formal Fee and Service Agreement to be prepared by legal counsel for the parties. The Term Sheet is subject to completion and approval of that formal agreement, including approval by the Board. The Term Sheet is not binding on either party, but serves as the conceptual basis for development of the formal agreement. Staff anticipates completing the agreement within approximately the next 2 months.

This Term Sheet sets the process for providing services to future developments. Current service

will be limited to 30 EDUs for the hotel. Final will serve commitments to other lands will be predicated on the landowners fulfillment of all the obligations identified in the term sheet.

One ancillary benefit of approving the Term Sheet is the landowners' commitment to pay their fair share costs related to expansion of the water treatment plant for water service to their undeveloped lands. Water Treatment Plant 1 will be able to serve their future requirements as well as allow capacity expansion by the District, should it be needed, by adding additional membrane capability in lieu of Water Treatment Plant 2 upgrading. This should result in a considerable cost savings for the residents. The land owners will post a Letter of Credit by February 1, 2014 for their full fair share of the anticipated project cost on the order of \$2.8-3.3 million, depending on the Guaranteed Maximum Price Budget.

AGENDA ITEM 14

**RANCHO NORTH AND MURIETA GARDENS FEE AND
SERVICES AGREEMENT TERM SHEET**

WILL BE FORTHCOMING.

MEMORANDUM

Date: December 13, 2013
To: Board of Directors
From: Darlene Gillum, Assistant General Manager
Subject: Report Back on Water Treatment Plant Expansion Financing Alternatives

RECOMMENDED ACTION

Receive update on Water Treatment Plant Expansion Financing Alternatives.

BACKGROUND

I have been working with US Bank on taking our financing of the WTP1 Expansion and Upgrade to the next steps (i.e., get basic terms of the financing identified so that the District can move forward in determining the required rate adjustment to effectively cover annual debt payments). When the US Bank representative sent our preliminary information to their underwriting department, the required calculations (imposed by Moody's) did not pencil out for approval. The problem is that the bank requires a sufficient revenue stream be in place (or be adopted for implementation) as a condition of loan approval that provides a 1.25 coverage ratio.

As a result, I have also been working with a representative from Wells Fargo on their financing alternatives. Wells Fargo is considering two (2) financing options: a tax-exempt offering and a taxable offering. They are currently considering an un-secured loan but may move toward requiring some amount of security for the financing. Wells Fargo is also looking for concrete revenue stream commitments by the District Board prior to entering into in-depth financing activities. I am hoping to have an email, to present to the Board of Directors, from Wells Fargo prior to Wednesday's Board Meeting that outlines their options and requirements.

After much discussion with both US Bank and Wells Fargo, it is clear that the District needs to take affirmative steps (by Resolution) that identify: i) how the District intends to generate the required revenues to cover debt payments; ii) how much the District is going to designate from reserves for the project; iii) how much principal the District needs to borrow; iv) how the remaining balance of the project cost will be financed (i.e., the Letters of Credit from R&B and CRL); and v) who is securing that additional financing.

Ed and I also discussed the District's ability to seek private placement funding with Constantine Baranoff, from KMTG. Constantine has worked on private placement funding for other public agencies and said that depending on how it would be structured it may or may not be a feasible financing alternative. For example, if the private placement would be with multiple individuals, rather than with a single person or entity, it would have the potential to become very complicated and more expensive to issue in the long run than securing financing with a banking institution. Again, though, to obtain more than generalized information we need to have District commitments in place.

A summary of the terms generally provided for the options discussed to date are:

Loan Terms:	Range:
Principal	Up to \$3,000,000
Term	7 to 20 years
Interest	2.6% (variable) to 4.0% (fixed)
Security	Unsecured and Secured options
Prepayment	Allowed at 7 years to no prepayment penalty

MEMORANDUM

Date: December 12, 2013
To: Board of Directors
From: Edward Crouse, General Manager
Subject: Water Treatment Plant Expansion Project – Design and Bidding Status

RECOMMENDED ACTION

Receive update on design and bidding status.

REVIEW CEQA IS/MND

HDR is completing the Initial Study/Mitigated Negative Declaration (IS/MND) to analyze the potential environmental impacts of the Water Treatment Plant Expansion Project under the California Environmental Quality Act (CEQA). Delivery of the IS/MND has slipped a bit more since we now need to add the back wash waste line to Lift Station 3 B. We expect the final by the end of the month so we can send it to the State Clearinghouse for distribution and our 30 day statutory review period. Subject to any comments received on the IS/MND, we anticipate approving the IS/MND at our February 2014 Board meeting.

DESIGN UPDATE

HDR completed 90% plans and specs. Staff and Roebbelen are reviewing the plans and specifications to make sure previous comments and suggestions were addressed. We are still on schedule for completion of the 100% bid ready plans and specifications by our December Board meeting or soon thereafter.

Recall our current schedule is to release the bid notice in early January 2014 and a bid opening in early February 2014, with contract award at the February 2014 Board meeting.

Two weeks ago, we held another skull session to review the sole source contract and assignment of the GE Membrane System. We will be working with Jonathan Hobbs, District General Counsel, on reviewing the contract language and sole source documentation for Board consideration in December 2013.

Last Friday we held a daylong 90% review meeting at HDR offices. Many issues and comments were addressed. We believe, as a result, we will have stronger plans and specs to bid.

Roebbelen continues to provide design critiques and value engineering ideas. Soon we will have Roebbelen reach out to the electrical subs and system integrators to tighten up their estimates now that we have a firm detailed proposal from GE.

HDR is working to complete 100% plans and specifications, pending sole source GE language by this month's Board meeting. Staff will continue to meet with Roebbelen and HDR on finalizing the plans and specifications for bidding

MEMORANDUM

Date: December 12, 2013
To: Board of Directors
From: Edward Crouse, General Manager
Subject: Water Treatment Plant Expansion Project – Mechanical and Electrical
Prequalification Responses

RECOMMENDED ACTION

Receive update on mechanical and electrical prequalification responses.

TRADE CONTRACTOR PREQUALIFICATION

Roebbelen completed the prequalification package and released it to various builders' exchanges. The prequalification packet is on the District's website for contractors to download.

Roebbelen will review, rank, and rate the responses and recommended contractors who qualify to bid on the project. Only those prequalified electrical and mechanical contractors will be allowed to bid. The remaining minor subcontractor work, i.e., grading, underground piping, paving, siding repair, etc., will be open bid with no prequalification required.

The RFQ deadline is Friday Dec 13 at 4 pm. As of December 11, 2013, we have received 1 mechanical contractor response and 2 electrical responses.

As noted above, Roebbelen will determine which contractors are qualified and solicit bids from only those mechanical and electrical contractors.

MEMORANDUM

Date: December 12, 2013
To: Board of Directors
From: Edward Crouse, General Manager
Subject: Water Treatment Plant Expansion Project – Approve Sole Source Contracting for GE Submerged Membrane Technology

RECOMMENDED ACTION

Approve sole source contracting for GE Submerged Membrane Technology for the Water Treatment Plant Expansion Project, adopt a finding supporting the use of the GE Submerged Membrane Technology as a sole source component, and direct staff to include this component in the bid specifications as the only acceptable component for the Project.

BACKGROUND

As you may recall from our July workshop, our design engineer, HDR, recommends from their research, experience, and discussions with staff and the Improvements Committee, that the design of the Water Treatment Plant (WTP) Expansion Project be based on the GE submerged membrane system.

Staff and the Improvements Committee concur, as a result of reviewing alternative systems and face to face meetings with GE technical sale representatives as well as review of GE's product specifications, operations, and warranty.

Jonathan Hobbs, District General Counsel, completed his research and work on sole source contracting authority for project components and language for Board approval at our December 2013 Board meeting. His opinion, based on Public Contract Code section 3400 (attached), is that the District can require a specific piece of equipment if the District makes one of the findings permitted under section 3400, and describes the finding in the technical specifications of the invitation for bids for the Project.

Because the specific GE Submerged Membrane Technology is a necessary component for the Project, and a substitute product will not suffice, Jon suggests the District dispense with the "or equal" component qualifier and designate the use of the GE membranes as a sole source component in order to obtain a necessary item that is only available from one source. (Pub. Cont. Code sec. 3400(c)(2)).

Jon recommends that the District add language substantially similar to the following in the bid documents' technical specifications relating to the membranes.

District requires the use of GE Submerged Membrane Technology, [insert specific brand/trade name and product description] for the Project based on the determination that this specific equipment is a necessary item for the project and available from one source.

Staff recommends that the Board adopts the above finding supporting the use of the GE Membranes a sole source component, and that it direct staff to include this component in the bid specifications as the only acceptable component.

PUBLIC CONTRACT CODE

SECTION 3400

3400. (a) The Legislature finds and declares that it is the intent of this section to encourage contractors and manufacturers to develop and implement new and ingenious materials, products, and services that function as well, in all essential respects, as materials, products, and services that are required by a contract, but at a lower cost to taxpayers.

(b) No agency of the state, nor any political subdivision, municipal corporation, or district, nor any public officer or person charged with the letting of contracts for the construction, alteration, or repair of public works, shall draft or cause to be drafted specifications for bids, in connection with the construction, alteration, or repair of public works, (1) in a manner that limits the bidding, directly or indirectly, to any one specific concern, or (2) calling for a designated material, product, thing, or service by specific brand or trade name unless the specification is followed by the words "or equal" so that bidders may furnish any equal material, product, thing, or service. In applying this section, the specifying agency shall, if aware of an equal product manufactured in this state, name that product in the specification. Specifications shall provide a period of time prior to or after, or prior to and after, the award of the contract for submission of data substantiating a request for a substitution of "an equal" item. If no time period is specified, data may be submitted any time within 35 days after the award of the contract.

(c) Subdivision (b) is not applicable if the awarding authority, or its designee, makes a finding that is described in the invitation for bids or request for proposals that a particular material, product, thing, or service is designated by specific brand or trade name for any of the following purposes:

(1) In order that a field test or experiment may be made to determine the product's suitability for future use.

(2) In order to match other products in use on a particular public improvement either completed or in the course of completion.

(3) In order to obtain a necessary item that is only available from one source.

(4) (A) In order to respond to an emergency declared by a local agency, but only if the declaration is approved by a four-fifths vote of the governing board of the local agency issuing the invitation for bid or request for proposals.

(B) In order to respond to an emergency declared by the state, a state agency, or political subdivision of the state, but only if the facts setting forth the reasons for the finding of the emergency are contained in the public records of the authority issuing the invitation for bid or request for proposals.

MEMORANDUM

Date: December 12, 2013
To: Improvements Committee
From: Edward Crouse, General Manager
Subject: Water Treatment Plant Expansion Project – Receive Update on Contract with GE as Supplier for Membrane Equipment

RECOMMENDED ACTION

Receive update on contract with GE as supplier for membrane equipment.

BACKGROUND

HDR, Roebbelen, and staff, including District General Counsel, Jon Hobbs, continue to work out the details with GE to make sure their proposal meets the specifications prepared by HDR, as required by the standard contract language. As of today, it is still a work in process on the terms and conditions. Once completed, we will go back to GE for a best and final price proposal.

We are working on specific contract language with GE but also new specification requirements related to pumping equipment, process logic controllers, seismic engineering for piping, and warranty including others as we continue with design.

Given our state of negotiations involving language, terms and price, we will likely bring the contract back for final approval at our January 2014 Board meeting or possibly at a Special Board meeting in January 2014.

MEMORANDUM

Date: December 12, 2013
To: Board of Directors
From: Improvements Committee Staff
Subject: Approve Augmentation Well Technical Memorandum Recommendation

RECOMMENDED ACTION

Proceed with Option 2 which is at site TH-A, within the District's levee and a close tie-in to the distribution system on Cantova Way.

BACKGROUND

Attached is the Dunn Environmental, Inc. Technical Memorandum for Production Water Well Assessment completed for the District.

The Technical Memorandum (TM) is Dunn's review of the historical background data and investigations and their separate geophysical investigations and test hole drilling. The TM summarizes drilled test holes and analysis of water quality and potential yield, along with production well location and design recommendations. Dunn's recommendations include design for up to two (2) production wells within fifty feet (50') of the test hole sites which may be necessary to provide a sustainable yield of over 370 gpm.

The recommendations beginning on page 24 of the TM provides a good summary of the two (2) recommended options. Staff's recommendation is to proceed with Option 2 which is at site TH-A, within the District's levee and a close tie-in to the distribution system on Cantova Way. Also of note is that both sites may require treatment although the samples may have had elevated results due to the high turbidity when taken. The production wells will be sampled under normal operating regimes which may lead to more positive findings negating further water treatment beyond normal chlorination.

The next steps would be to complete and submit a drinking water source assessment (DWSAP) to the California Department of Public Health (CDPH) for approval to construct a well at the site of TH-A. Once approved, we can put together plans and specifications, put the project out to bid, award bids, and construct the well. After a well is completed we would get firm yield and water quality results and then make determinations as how to proceed from there for pump design, treatment facilities, if needed, and connections to the existing distribution system.

The Improvements Committee recommends approval.

AGENDA ITEM 17

APPROVE AUGMENTATION WELL
TECHNICAL MEMORANDUM
RECOMMENDATION

**Please See Separate Link:
Augmentation Well**

MEMORANDUM

Date: December 12, 2013
To: Board of Directors
From: Greg Remson, Security Chief
Subject: Security Surveillance Camera Ad Hoc Committee Formation

RECOMMENDED ACTION

Receive update from Director Martel on the Security Surveillance Camera Ad Hoc Committee formation.

BACKGROUND

In the November Board meeting Director Martel requested that an ad hoc committee be developed to help Security develop a global view, plan, and strategies. He would like the Committee to begin in January and run for about 6 months. President Pasek directed Director Martel to bring an outline to the Board in December for review and approval for the January 2014 Board meeting.

MEMORANDUM

Date: December 18, 2013
To: Board of Directors
From: Gerald Pasek, Board President
Subject: Approve General Manager Employment Agreement Amendment

RECOMMENDED ACTION

Approve the proposed Seventh (7th) Amendment to the Employment Agreement for the General Manager and the Board to authorize the Board President to sign the amendment on behalf of the District.

BACKGROUND

At the November Board meeting, the Board of Directors met in closed session and provided instructions to the Board President regarding negotiations of an employment agreement amendment with the District's General Manager. Consistent with that direction, the Board President and General Manager have reached agreement on the terms of the amendment, all subject to approval by the Board. The proposed amendment is attached. The key provisions of the amendment are as follows:

- The General Manager's annual salary is increased by \$7500 to \$174,000, with this new salary amount being effective as of July 1, 2013.
- The General Manager's contribution to the employee's share of PERS will be increased from 3% to 5%, effective July 1, 2013.
- The contract is amended to reflect the fact that the General Manager is no longer being provided a District vehicle.

Provided these terms are acceptable to the Board, it is recommended that the Board approve the amendment to the General Manager's employment agreement in the form presented, and that the Board authorize the Board President to sign the amendment on behalf of the District.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

**SEVENTH AMENDMENT TO EMPLOYMENT AGREEMENT
FOR THE GENERAL MANAGER/DISTRICT ENGINEER**

This Seventh Amendment to the Employment Agreement dated July 1, 2006, for the General Manager/District Engineer of the Rancho Murieta Community Services District (referred to herein as the "Seventh" Amendment"), is made and entered into as provided for in Section 9.A. of the Employment Agreement and is effective on December 18, 2013.

- I. Section 5.A. of the Employment Agreement entitled "Salary" is hereby amended to read as follows:
 - A. Employer agrees to pay Employee for his services rendered pursuant hereto an annual base salary of \$174,000, payable in installments at the same time as other District employees are paid. In recognition of the ongoing contributions of Employee and in the interest of retaining Employee's continuing services, this salary is retroactive and effective as of July 1, 2013.
- II. Exhibit "A" to the Employment Agreement entitled "Summary of Compensation and Benefits" is hereby amended as indicated in Amendment to Exhibit "A," attached hereto and incorporated herein by reference.
- III. Force and Effect.

Except for the amendments and/or additions stated in the First Amendment, effective on November 1, 2007; the Second Amendment, effective on September 17, 2008; the Third Amendment, effective on July 15, 2009; the Fourth Amendment, effective on March 17, 2010; the Fifth Amendment, effective July 1, 2011, the Sixth Amendment, effective September 19, 2012, and not hereby replaced or superseded by this Seventh Amendment, effective December 18, 2013, all other provisions of the Employment Agreement remain in full force and effect.

This Seventh Amendment was approved by the Board of Directors of the Rancho Murieta Community Services District in open session at a regular meeting held on December 18, 2013. The Board President hereby signs this Seventh Amendment on behalf of the Rancho Murieta Community Services District, as Employer, and Edward R. Crouse hereby signs this Seventh Amendment, as Employee, with both parties agreeing to the terms and provisions set forth herein.

Approved and Authorized:

Gerald Pasek
President of the Board
Rancho Murieta Community Services District

Accepted and Agreed to:

Edward R. Crouse – Employee
General Manager

Approved as to Form:

Jonathan P. Hobbs
District General Counsel

Attest:

Suzanne Lindenfeld
District Secretary

AMENDMENT TO EXHIBIT "A"
SUMMARY OF COMPENSATION AND BENEFITS

[This Amendment to Exhibit "A" provides a summary of the Employee's compensation and benefits. In the event of a conflict between this Amendment to Exhibit "A" and the terms of the Employment Agreement, the Employment Agreement shall control.]

Base Salary: \$174,000 annually, as of July 1, 2013.

Benefits:

PERS: 2.0% at 55. Effective July 1, 2013, Employee shall pay 5% of the Employee's contribution, and the District shall pay the balance of the Employee's contribution.

Deferred Comp: 457 plan. Funded by Employee only. District pays \$00 per month.

Vacation: Per the District Personnel Manual, annual leave credits are accrued at a specified rate based upon years of continuous service.

Sick Leave: 96 hours per year.

Admin. Leave: 40 hours per calendar year.

Health Insurance: District pays the health insurance premium for Employee, Employee+1 or Employee+family, based on the minimum plan available under the PERS Medical Plan.

Dental Insurance: District pays 100% of the premium for Employee, Employee+1 or Employee+family, for dental insurance coverage.

Vision Insurance: District pays 100% of the premium for Employee, Employee+1 or Employee+family, for vision/eye insurance coverage.

Life Insurance: District pays 100% of the premium for a \$25,000 life insurance policy.

Disability: District pays 100% of the premium for long-term disability insurance coverage.

Retiree Medical: District offers the same benefit as for other full-time employees.

Vehicle: Employee is not provided a vehicle by the District.

MEMORANDUM

Date: December 12, 2013
To: Board of Directors
From: Suzanne Lindenfeld, District Secretary
Subject: Committee Assignments

RECOMMENDED ACTION

Board President to make Committee assignments for 2014.

BACKGROUND

As is the District's normal practice, and on a yearly basis for our December Board meeting, the Directors indicated their preferences for committee assignments for the upcoming year. The attached document identifies the District's Committees, current assignments and Director's preferences for 2014 committee assignments.

President Pasek will announce his Committee assignments, taking into account Director requests and well as President Pasek's assessment of the requests.

Darlene Gillum is the District's Treasurer and Suzanne Lindenfeld is the District Secretary, appointed pursuant to Government Code.

BOARD MEMBER – COMMITTEE ASSIGNMENTS

OFFICE / COMMITTEE	JAN – DEC 2013 ASSIGNMENTS	DIRECTOR REQUESTS	JAN – DEC 2014 ASSIGNMENTS
President	Gerald Pasek	N/A	Gerald Pasek
Vice President	Roberta Belton	N/A	Roberta Belton
Security Committee	Roberta Belton Michael Martel	Roberta Belton Michael Martel	
Joint Security	Betty Ferraro Michael Martel	Roberta Belton Betty Ferraro	
Finance Committee	Roberta Belton Gerald Pasek	Roberta Belton Gerald Pasek Michael Martel	
Improvements Committee	Gerald Pasek Paul Gumbinger	Gerald Pasek Paul Gumbinger	
Personnel Committee	Betty Ferraro Paul Gumbinger	Paul Gumbinger Betty Ferraro	
Parks Committee	Roberta Belton Betty Ferraro (alternate)	Betty Ferraro	
Communication & Technology Committee	Betty Ferraro Michael Martel	Betty Ferraro	
Regional Water Authority Representatives	Edward Crouse Gerald Pasek		

Legend: Red = Current Board Member
 Green = Requests



**California Special
Districts Association**
Districts Stronger Together

RECEIVED

NOV 18 2013

Rancho Tehama
Community Services District

DATE: November 15, 2013
TO: CSDA Voting Members – REGION 2
FROM: CSDA Elections and Bylaws Committee
**SUBJECT: CSDA CALL FOR NOMINATIONS – Board of Directors
Region 2, Seat C**

CSDA is conducting a call for nominations for a Region 2, Seat C Director for the remainder of the 2012-2014 term.

The leadership of CSDA is elected from its six geographical regions. Each of the six regions has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA regular member located within the geographic region that they seek to represent. (See attached Region Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration.

Commitment: Serving on the Board requires one's interest in the issues confronting special districts statewide. A board member is expected to attend all board meetings held every other month at CSDA's office in Sacramento. Besides serving on the Board, each Board Member is expected to participate on at least one committee, which usually meets 3-4 times a year in Sacramento. CSDA reimburses directors for their related expenses for Board and Committee meetings as outlined in Board Policy. In addition, all Board Members are expected to attend CSDA's two annual events: Special Districts Legislative Days (held in the spring) and the Annual Conference (held in the fall) as part of their obligation to the CSDA membership; expenses for these two events are not reimbursed by CSDA, even if a board meeting or committee meeting is held in conjunction with the event. Within 2 years of being elected, a board member is also expected to complete all four modules of CSDA's Special District Leadership Academy.

Nomination Procedures: Any regular member Independent Special District is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and a letter of experience or resume from the nominee must accompany the enclosed nomination form. The deadline for receiving nominations is January 10, 2014.** Nominations and supporting documentation may be mailed or faxed.

Nominated candidates will then be interviewed by the Region's existing directors and the successful candidate will be appointed by vote of the CSDA Board.

If you have any questions, please contact Charlotte Lowe at 877-924-CSDA or charlottel@csda.net.



**California Special
Districts Association**
Districts Stronger Together

BOARD OF DIRECTORS NOMINATION FORM

PLEASE BE SURE THE CANDIDATE'S PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE

Name of Candidate: _____

District: _____

**Mailing
Address:** _____

Region: 2

Telephone: _____

Fax: _____

E-mail: _____

Nominated by (optional): _____

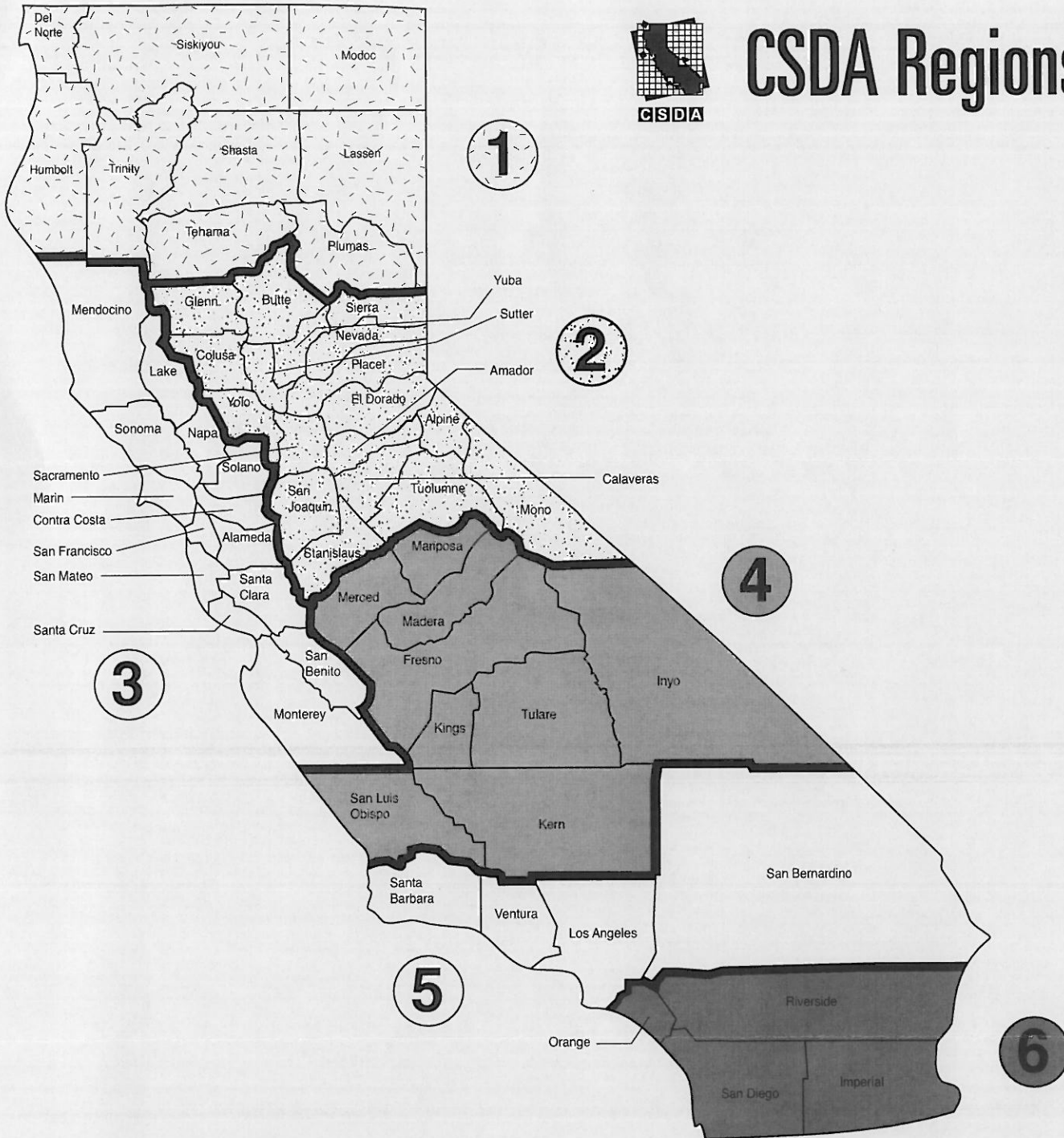
Return this **form, letter of experience/resume and a Board resolution/minute action**
supporting the candidate by fax or mail to:

CSDA
Attn: Charlotte Lowe
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732 (916) 442-7889 fax

DEADLINE FOR RECEIVING NOMINATIONS – January 10, 2014



CSDA Regions



2013 Board of Directors by Region

Region 1
 John Woolley, *Manila CSD*
 Greg Orsini, *McKinleyville CSD*
 Phil Schoefer, *Western Shasta RCD*

Region 2
 Vacant
 Noelle Mattock, *El Dorado Hills CSD*
 Ginger Root, *Tuxedo Country Club FPD*

Region 3
 Vincent Ferrante, *Moss Landing Harbor District*
 Sherry Sterrett, *Pleasant Hill RPD*
 Stanley Caldwell, *Mt. View Sanitary District*

Region 4
 Steven Esselman, *North of the River MWD*
 Tim Ruiz, *East Niles CSD*
 Steve Perez, *Rosamond CSD*

Region 5
 Elaine Freeman, *Rancho Simi RPD*
 Kathy Tiegs, *Cucamonga Valley Water District*
 Jim Acosta, *Saticoy Sanitary District*

Region 6
 Jo MacKenzie, *Vista Irrigation District*
 Bill Nelson, *Orange County Cemetery District*
 Elaine Sullivan, *Leucadia Wastewater District*

CONFERENCE/EDUCATION SCHEDULE

Date: December 12, 2013
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)

How to be an Effective Board Member	January 30, 2014	Sacramento
Board Secretary/Clerk Conference	February 27, 2014	Napa
2014 Special District Legislative Days	May 20, 2014	Sacramento
General Manager Leadership Summit	Olympic Valley	June 22, 2014

GOLDEN STATE RISK MANAGEMENT ASSOCIATION (GSRMA)

No Information Currently Available on Upcoming Conferences.

SPECIAL DISTRICT AND LOCAL GOVERNMENT INSTITUTE (SDI)

No Information Currently Available on Upcoming Conferences.

ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA)

2014 Spring Conference	May 6 – 9, 2014	Monterey
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WATEREUSE ASSOCIATION

2014 WaterReuse Annual Conference	March 16-18, 2014	Newport Beach
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AMERICAN WATER WORKS ASSOCIATION (AWWA)

No Information Currently Available on Upcoming Conferences.

ISC WEST

No Information Currently Available on Upcoming Conferences.

CALIFORNIA RURAL WATER ASSOCIATION

No Information Currently Available on Upcoming Conferences.