



## RANCHO MURIETA COMMUNITY SERVICES DISTRICT

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

### AGENDA

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

#### REGULAR BOARD MEETING

**AUGUST 17, 2016**

Call to Order and Closed Session 4:00 p.m.

Open Session 5:00 p.m.

District Administration Building – Board Room

15160 Jackson Road

Rancho Murieta, CA 95683

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#### BOARD MEMBERS

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

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#### STAFF

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

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

AUGUST 17, 2016

REGULAR BOARD MEETING

Call to Order and Closed Session 4:00 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

- |  | ESTIMATED RUNNING TIME |
|--|------------------------|
| <b>1. CALL TO ORDER</b> - Determination of Quorum - President Pasek <b>(Roll Call Vote)</b>  | 4:00                   |
| <b>2. ADOPT AGENDA (Motion)</b><br><i>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.</i>   |                        |
| <b>3. CLOSED SESSION</b><br><i>Under Government Code Section 54956.9(d)(2): Conference with Legal Counsel Regarding Anticipated Litigation – Significant Exposure to Litigation Involving one Potential Case, M &amp; R Investment One Company Demand to Extend 1995 SHF Acquisition Corporation Reimbursement Agreement</i>   |                        |
| <b>4. OPEN SESSION/REPORT ACTION FROM CLOSED SESSION</b><br><i>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.</i><br><br><i>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. <b>TIMED ITEMS</b> as specifically noted, such as Hearings or Formal Presentations of community-wide interest, will not be taken up earlier than listed.</i> | 5:00                   |
| <b>5. SPECIAL ANNOUNCEMENTS AND ACTIVITIES</b>   |                        |
| <b>6. COMMENTS FROM THE PUBLIC</b><br><i>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.</i><br><br><i>If you wish to address the Board at this time or at the time of an agendized item, as a courtesy, please state your name and address. Speakers presenting individual opinions shall have 3 minutes to speak. Speakers presenting opinions of groups or organizations shall have 5 minutes per group.</i>  |                        |

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

*All the following items in Agenda Item 7 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. July 20, 2016 Regular Board Meeting

**b. Committee Meeting Minutes (Receive and File)**

1. August 1, 2016 Personnel Committee Meeting
2. August 5, 2016 Security Committee Meeting
3. August 5, 2016 Finance Committee Meeting

**c. Approval of Bills Paid Listing**

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

- a. General Manager's Report
- b. Administration/Financial Report
- c. Security Report
- d. Water/Wastewater/Drainage Report

**9. CORRESPONDENCE**

**10. CONSIDER EXTENSION OF 1995 SHF ACQUISITION CORPORATION REIMBURSEMENT AGREEMENT AS REQUESTED BY M&R INVESTMENT ONE CORPORATION (Discussion/Action) (Motion) (Roll Call Vote) (5 min.)**

**11. CONSIDER APPROVAL OF REIMBURSEMENT TO M&R INVESTMENT ONE CORPORATION FOR FOURTEEN (14) RETREATS WEST LOTS (Discussion/Action) (Motion) (Roll Call Vote) (5 min.)**

**12. CONSIDER REQUEST FROM ROEBBELEN CONSTRUCTION, CONSTRUCTION MANAGER AT RISK, FOR AN ADJUSTMENT TO THE GUARANTEED MAXIMUM BUDGET FOR THE WATER TREATMENT PLANT EXPANSION PROJECT (Discussion/Action) (Motion) (Roll Call Vote) (5 min.)**

**13. PUBLIC HEARING TO CONSIDER PLACING DELINQUENT ACCOUNTS ON TAX ROLLS OF SACRAMENTO COUNTY FOR COLLECTION (Time is approximate but will not be conducted before 5:00 p.m.)**

- a. Presentation by Staff.
- b. The Board President will open a public hearing for public comment on placing delinquent accounts on the tax rolls of Sacramento County for collection.
- c. The Board President will close the public hearing on placing delinquent accounts on the tax rolls of Sacramento County for collection.
- d. Board Discussion/Approval of Resolution R2016-10, a Resolution Authorizing Collection and Requesting Inclusion of Delinquent Rates, Special Taxes, Charges and Penalties for Water, Sewer, Solid Waste, Drainage and Security Service on the Tax Roll for the Forthcoming Fiscal Year in the Same Manner as the General Taxes. (Discussion/Action) (Motion) (Roll Call Vote) (5 min.)

14. **CONSIDER ADOPTION OF DISTRICT RESOLUTION R2016-11, COMMUNITY FACILITIES DISTRICT NO. 2014-1 ANNUAL SPECIAL TAX LEVIES** (Discussion/Action) **(Motion)** **(Roll Call Vote)** (5 min.)
15. **CONSIDER APPROVAL OF FUNDING OF ADMINISTRATION COMPUTER SERVER FROM RESERVE FUNDS** (Discussion/Action) **(Motion)** **(Roll Call Vote)** (5 min.)
16. **CONSIDER APPROVAL OF CLOSING OF 1991 COMMUNITY FACILITIES DISTRICT #1 (CFD#1) BANK OF AMERICA AND CAMP ACCOUNTS** (Discussion/Action) **(Motion)** **(Roll Call Vote)** (5 min.)
17. **CONSIDER APPROVAL OF RESERVE FUNDS FOR NEW SECURITY VEHICLE PURCHASE** (Discussion/Action) **(Motion)** **(Roll Call Vote)** (5 min.)
18. **CONSIDER ADOPTION OF DISTRICT PERSONNEL MANUAL UPDATES** (Discussion/Action) **(Motion)** **(Roll Call Vote)** (5 min.)
19. **CONSIDER APPROVAL OF DISTRICT APPOINTMENT TO SACRAMENTO CENTRAL GROUNDWATER AUTHORITY BOARD** (Discussion/Action) **(Motion)** **(Roll Call Vote)** (5 min.)
20. **RECEIVE AND CONSIDER UPDATES** (Discussion/Action) (15 min.)
  - a. Parks Committee
  - b. Pending and Proposed Land Development Projects
  - c. Escuela Gate
  - d. Midge Fly Ad Hoc Committee
  - e. Solar Power Installation
21. **CONSIDER CONFERENCE/EDUCATION OPPORTUNITIES** (Discussion/Action) **(Motion)**
22. **REVIEW MEETING DATES/TIMES**
  - a. Midge Fly Ad Hoc – August 22, 2016 at 10:00 a.m. @ Rancho Murieta Association
  - b. Security – September 2, 2016 at 8:30 a.m.
  - c. Finance – September 2, 2016 at 9:00 a.m.
  - d. Improvements – September 2, 2016 at 9:30 a.m.
  - e. Communications – September 12, 2016 at 4:00 p.m.
  - f. Personnel – September 12, 2016 at 4:30 p.m.
  - g. Regular Board Meeting – September 21, 2016 - open session at 5:00 p.m.
23. **DIRECTOR COMMENTS/SUGGESTIONS**  
*In accordance with Government Code 54954.2(a), **Directors and staff** may make brief announcements or brief reports of their own activities. They may ask questions for clarification, make a referral to staff or take action to have staff place a matter of business on a future agenda.*

## 24. **ADJOURNMENT** (Motion)

"In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item and is distributed less than 72 hours prior to a regular meeting, will be made available for public inspection in the District offices during normal business hours. If, however, the document is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting."

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



## RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Board of Directors Meeting

MINUTES

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

### **1. CALL TO ORDER/ROLL CALL**

President Gerald Pasek called the regular meeting of the Board of Directors of Rancho Murieta Community Services District to order at 5:00 p.m. in the District meeting room, 15160 Jackson Road, Rancho Murieta. Directors present were Gerald Pasek, Betty Ferraro, Morrison Graf, Michael Martel, and Mark Pecotich. Also present were Darlene J. Thiel Gillum, General Manager; Greg Remson, Security Chief; Paul Siebensohn, Director of Field Operations; Eric Thompson, Controller; Suzanne Lindenfeld, District Secretary; and Richard Shanahan, District General Counsel.

### **2. ADOPT AGENDA**

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

### **3. SPECIAL ANNOUNCEMENTS AND ACTIVITIES**

Darlene J. Thiel Gillum introduced Paul Wagner, the new Security Chief. Paul's first day with the District is Monday, July 25, 2016.

Paul Wagner gave a brief history of his law enforcement/security background. Paul stated he is looking forward to working with everyone.

### **4. COMMENTS FROM THE PUBLIC**

Tim Maybee, Rancho Murieta Association Director, thanked Chief Remson for all his work and dedication to the community over the last 32 years and presented him with a gift basket. Mr. Maybee stated that few people have had such an impact on the community as Chief Remson has, he will be missed.

Marlene Hensley, 6934 Carreta Lane, commented on her concerns regarding the condition of Laguna Joaquin and asked that the District look into cleaning it up. A letter documenting her concerns was presented to the Board expressing hope that Rancho Murieta Association and the District should initiate action to resolve. President Pasek stated that this has been an on-going issue as maintaining Laguna Joaquin water quality is difficult given it is a detention basin for storm water and irrigation run-off as well as a community aesthetic feature.

### **5. CONSENT CALENDAR**

Director Martel asked about updating the Financing and Services Agreements (FSA). Darlene J. Thiel Gillum stated that at the June Board meeting, John Sullivan suggested the District amend the FSA with the developers to include Park Fees. This item is on the agenda for discussion.

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

### **6. STAFF REPORTS**

No discussion.

## **7. CORRESPONDENCE**

None.

## **8. CONSIDER ADOPTION OF RESOLUTION R2016-08, IN HONOR OF JACK GREGORY REMSON, JR.**

**Motion/Graf** to adopt Resolution R2016-08 in honor of Jack Gregory Remson, Jr. **Second/Pecotich. Roll Call Vote: Ayes: Pasek, Ferraro, Graf, Martel, Pecotich. Noes: None. Absent: None. Abstain: None.**

Director Ferraro requested that the Board of Directors donate money to purchase a brick for Stonehouse Park in honor of Chief Remson. By consensus, the Board agreed.

## **9. RECEIVE AND CONSIDER LEGAL OPINION REGARDING PAYMENT OF COMMUNITY FACILITIES FEES BY DEVELOPER, COSUMNES RIVER LAND, LLC**

Darlene J. Thiel Gillum gave a brief summary of the opinion from Richard Shanahan, District General Counsel, regarding Cosumnes River Land LLC's protest against District staff's calculation of the Capital Improvement Fee and Water Supply Augmentation Fee for the Murieta Inn Project.

Mr. Shanahan's opinion is that District staff's calculation of the fees based on District Code Chapter 8 was proper. The fees for residential projects are based on the number of lots and the fees for commercial/nonresidential projects are based on a combination of square footage, hotel room numbers, and acreage factors. Both commercial/nonresidential project subsections expressly refer to hotel and motel projects. In addition, the Rancho North Financing and Services Agreement, dated May 27, 2014, establishes the scope of the District's obligation to provide water service to the project. Specifically in that Agreement, Exhibit D allocates 49,980 gallons per day of water to the project, which is 66.64 EDUs.

Ms. Gillum stated that this is a good time to have an evaluation done on the District Code and fees charged for Capital Improvements Fees and Water Supply Augmentation Fees and requested that the Board authorize her to work on an agreement for payment with Cosumnes River Land LLC stating that they will pay the amount due as in the Code currently and adjustment will be made once the evaluation has been completed. John Sullivan agreed. By consensus, the Board agreed. President Pasek asked for the signed letter agreement to be available at the August Board of Directors' meeting indicating District and Developer acceptance and a target date for completion of the fee study.

Director Martel commented on his concerns regarding having an evaluation done.

## **10. CONSIDER ADOPTION OF DISTRICT RESOLUTION 2016-09 GRANTING EASEMENT RIGHTS TO SACRAMENTO MUNICIPAL UTILITY DISTRICT (SMUD)**

Darlene J. Thiel Gillum gave a brief summary of the recommendation to adopt Resolution 2016-09, granting easement rights to Sacramento Municipal Utility District (SMUD) relating to the wastewater treatment facility's solar power installation.

**Motion/Pecotich** to adopt Resolution 2016-09 a resolution granting easement rights to Sacramento Municipal Utility District (SMUD). **Second/Ferraro. Roll Call Vote: Ayes: Pasek, Ferraro, Graf, Martel, Pecotich. Noes: None. Absent: None. Abstain: None.**

## **11. DISCUSS PARK COMMITTEE ITEMS**

### **a. District Parks Role Position Statement and b. Parks Committee Operating Guidelines**

Director Pecotich gave a brief summary of the revised draft of the District's Parks Role Position statement and Park Committee Operating Guidelines.

Director Martel commented on his feeling that the documents are in conflict with the Wang Report which is the basis for the current Parks Agreement and that the existing trails have not gone through proper process or been approved. He also commented on ADA regulations not being included. Director Martel stated that all parties need to be included in the agreements. Director Martel stated that he feels this is more of a Director's personal agenda than it is of the entire Board.

Tim Maybee commented on the agreement being based on the various PDA's and the MBA.

Director Pecotich stated that this is to establish a common operating guideline for the Parks Committee.

By consensus, the Board agreed to the position statement, with a few revisions, and the guidelines, with a few modifications, to go back to the Parks Committee for review.

John Sullivan stated that the developers are not in agreement with either document.

### **c. Updating Financing and Services Agreements (FSA) Regarding Parks Fees**

Darlene J. Thiel Gillum gave a brief summary of the legal opinion from Richard Shanahan regarding the suggestion of amending the Financing and Services Agreements (FSA) to include language regarding the payment of park development fees as an alternative to a District fee nexus study and updated Park Development Fee.

**Motion/Pasek** to amend the Financing and Services Agreements to include language regarding the payment of park development fees. **Second/Martel. Ayes: Pasek, Ferraro, Graf, Martel, Pecotich. Noes: None. Absent: None. Abstain: None.**

## **12. RECEIVE AND CONSIDER UPDATES**

### **a. Escuela Gate**

The Rancho Murieta Association (RMA) Board has not made a final decision yet. The County plans to begin construction on the Stonehouse Road improvements in September 2016.

### **b. Solar Power Installation**

Nothing new to report.

### **c. Pending and Proposed Land Development Projects**

Nothing new to report.

### **d. Midge Fly Ad Hoc Committee**

Director Ferraro gave a brief summary of the last Midge Fly Ad Hoc Committee meeting. The Committee suggested the District budget for granular instead of liquid next budget year. The Committee is looking into getting turtles the area.



Larry Shelton stated that the Committee should continue through next season to follow along with the progress. Mr. Shelton stated he has received positive feedback on the progress made regarding the midge flies.

**DIRECTOR PECOTICH LEFT AT 6:54 P.M.**

**13. RECEIVE QUARTERLY UPDATE ON 2016 BOARD GOALS**

No discussion.

**14. CONSIDER CONFERENCE/EDUCATION OPPORTUNITIES**

President Pasek suggested the Board consider the CSDA conference at the next Board meeting.

**15. REVIEW MEETING DATES/TIMES**

No discussion.

**16. COMMENTS/SUGGESTIONS – BOARD MEMBERS AND STAFF**

Director Martel stated that he will purchase lunch for administration staff that helped with the zero rate increase and would like to begin discussing the District's gun policy at the next Security Committee meeting.

Director Graf thanked Paul Siebensohn and his staff for the wonderful job they did regarding the pipe bursts caused by Greenfield. Staff did a wonderful job keeping residents informed as to what was going on.

President Pasek stated that residents have commented to him regarding people speeding down Guadalupe and suggested staff work with RMA on this issue.

Director Ferraro thanked Chief Remson for his 32 years of service and welcomed Paul Wagner as the new Security Chief.

Darlene J. Thiel Gillum stated she will be off August 18 and 19, 2016. Starting August 1, 2016, the District will be switching to an odd/even irrigation schedule.

Suzanne stated that the timeline for submitting papers for candidacy for the Board of Directors is from July 18, 2016 thru August 12, 2016.

**17. ADJOURNMENT**

**Motion/Ferraro** to adjourn at 7:11 p.m. **Second/Graf. Ayes: Pasek, Ferraro, Graf, Martel. Noes: None. Absent: Pecotich. Abstain: None.**

Respectfully submitted,

Suzanne Lindenfeld  
District Secretary

# MEMORANDUM

Date: August 1, 2016  
To: Board of Directors  
From: Personnel Committee Staff  
Subject: August 1, 2016 Personnel Committee Meeting

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## 1. CALL TO ORDER

Director Pecotich called the meeting to order at 4:30 p.m. Present were Directors Pecotich and Graf. Present from District staff was Darlene Thiel Gillum, General Manager; Eric Thompson, Controller; Paul Siebensohn, Director of Field Operations; and Suzanne Lindenfeld, District Secretary.

## 2. COMMENTS FROM THE PUBLIC

None.

## 3. REVIEW PERSONNEL MANUAL UPDATES

Darlene Thiel Gillum gave a brief summary of the updates to the District's Personnel Manual. After a discussion, the Committee agreed to a minor change to the wording in Section 5.03 e and 5.10. **This item will be on the August 17, 2016 Board of Directors meeting agenda.**

## 4. DIRECTORS' & STAFF COMMENTS/SUGGESTIONS

No comments.

## 5. ADJOURNMENT

The meeting was adjourned at 4:52 p.m.

## MEMORANDUM

Date: August 5, 2016  
To: Board of Directors  
From: Security Committee Staff  
Subject: August 5, 2016 Security Committee Meeting

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### 1. CALL TO ORDER

Director Ferraro called the meeting to order at 8:30 a.m. Present were Directors Ferraro and Martel. Present from District staff were Darlene Thiel Gillum, General Manager; Paul Wagner, Security Chief; Eric Thompson, Controller; Paul Siebensohn, Director of Field Operations; and Suzanne Lindenfeld, District Secretary.

### 2. COMMENTS FROM THE PUBLIC

None.

### 3. INTRODUCTION OF CHIEF PAUL WAGNER

Darlene J. Thiel Gillum gave a brief summary of Chief Wagner's experience in law enforcement and private security and stated that he has a confident and easygoing attitude. Chief Wagner stated he plans on staying with the District for a long time.

### 4. MONTHLY UPDATES

#### Operations

The 4<sup>th</sup> of July went off without any major issues. The fireworks were delayed for about ½ hour per the request of the fire marshal.

The temporary Gate Officer has begun training and is doing well.

A job offer was made for the vacant full time Gate Officer position.

A Patrol Officer was released from probation and the position is being advertised.

#### Incidents of Note

Chief Wagner gave a brief overview of the incidents of note for July 2016.

#### RMA Citations/Admonishments

No discussion.

#### Rancho Murieta Association Compliance/Grievance/Safety Committee Meeting

The meeting was held on August 1, 2016 at the Rancho Murieta Association (RMA) office. There were appearances regarding property maintenance (vehicle parked in driveway) and failure to stop. There were letters submitted regarding property maintenance, parking, and speeding.

## **Security Data Update**

The update forms continue to be sent out weekly, by streets. The information in the Security Department computer system is updated as the completed forms are received. This will give us updated information including occupants, phone numbers, vehicles, barcodes, permanent guests and pets.

## **Incident Map and Emergency Exit Map**

This update has been delayed. Chief Wagner has been briefed on the information, and will address it as soon as he can. The plan is to add an Incident Map and Emergency Exit Map to the District website. The Incident Map will show locations of incidents of note, such as thefts and vandalism. This will help track any patterns of incidents to help direct patrol resources to those areas. The Emergency Exit Map will show additional exit locations, such as locked gates, that could allow vehicle traffic out of the North and South residential areas in the event of an emergency.

## **5. REVIEW SECURITY IMPACT FEE POLICY**

Darlene J. Thiel Gillum stated that the policy will be ready for review at the September Security meeting.

## **6. DISCUSS DISTRICT'S POSITION ON PATROL OFFICERS CARRYING GUNS**

Director Martel commented on past incidents in which Patrol Officers may have had their guns drawn. Director Martel would like clarification on the justifications for Patrol Officers to draw their gun and the policy/procedure that follows.

Chief Wagner stated that he is planning on additional gun training for Patrol Officers in the new few months. Chief Wagner's philosophy is that we are security, not peace officers and the Patrol Officer's role is to observe and report. Guns should be drawn only if immediate danger otherwise, they are to contact Sacramento Sheriff's Department and wait for their arrival. If a gun is drawn, a detailed report will be required as to why.

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

Director Martel suggested a Joint Security Committee meeting be scheduled once Chief Wagner is a little more familiar with the community. Director Ferraro agreed.

Director Ferraro suggested a town hall meeting be held so the community can meet the new Chief. She also stated that the Security staff is great, but that Gate Officers need to identify themselves when they answer the phone.

## **8. ADJOURNMENT**

The meeting adjourned at 9:08 a.m.

## MEMORANDUM

Date: August 5, 2016  
To: Board of Directors  
From: Finance Committee Staff  
Subject: August 5, 2016 Finance Committee Meeting

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### 1. CALL TO ORDER

Director Pasek called the meeting to order at 9:09 a.m. Present were Directors Pasek and Martel. Present from District staff were Darlene Thiel Gillum, General Manager; Paul Wagner, Security Chief; Paul Siebensohn, Director of Field Operations; Eric Thompson, Controller; and Suzanne Lindenfeld, District Secretary.

### 2. COMMENTS FROM THE PUBLIC

None.

### 3. RESOLUTION 2016-10, DELINQUENT CHARGES/TAXES

Darlene J. Thiel Gillum gave a brief summary of the adoption of Resolution 2016-10. This is done annually. **This item will be added to the August 17, 2016 Board of Directors meeting agenda.**

### 4. CLOSING OF CFD#1 BANK OF AMERICA AND CAMP ACCOUNTS

Darlene J. Thiel Gillum gave a brief summary of the recommendation to declare the funds held in the Bank of America Community Facilities District No. 1 redemption checking account and the funds held in the California Asset Management Program (CAMP) Community Facilities District No. 1 Special Tax Fund as surplus and approve the transfer of these surplus funds on a 50/50 basis to the Water and Sewer Capital Replacement Reserve accounts as allowed under the Mello-Roos Community Facilities Act of 1982, Section 53317 (j). **This item will be added to the August 17, 2016 Board of Directors meeting agenda.**

Director Martel asked staff to look into whether or not the District is obligated for the maintenance of the Yellow Bridge.

### 5. APPROVE FUNDING OF ADMINISTRATION SERVED FROM RESERVE FUNDS

Eric Thompson gave a brief summary of the recommendation to approve Administration Capital Replacement Reserve funding in the amount of \$6,212.69 for the purchase and installation of a new data server from A Leap Ahead IT. **This item will be added to the August 17, 2016 Board of Directors meeting agenda.**

### 6. DISCUSS OPPORTUNITY TO INCREASE REVENUE BY SELLING WATER

Director Martel commented on the possibility of the District to sell excess water, including the excess reclaimed water. Darlene J. Thiel Gillum stated that there is a State approval process that needs to be followed. Staff will look into the process.

### 7. DISCUSS STATUS AND PLAN FOR FINANCIAL CLOSURE OF WATER TREATMENT PLANT EXPANSION PROJECT

Darlene J. Thiel Gillum stated that she has met with Roebbelen and John Sullivan regarding the status of the negotiations of the increase in maximum budget for the Water Treatment Plant Expansion Project. An update will be provided to the Board at the August Board meeting.

## **8. DIRECTORS' & STAFF COMMENTS/SUGGESTIONS**

Director Pasek asked about the status of RMA paying their share of the North Gate electric bill. Darlene stated we just received a new bill and will be contacting Greg Vorster regarding their payment.

## **9. ADJOURNMENT**

The meeting was adjourned at 9:32 a.m.

DRAFT

## MEMORANDUM

Date: August 10, 2016  
 To: Board of Directors  
 From: Eric Thompson, Controller  
 Subject: Bills Paid Listing

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

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

<u>Vendor</u>	<u>Project / Purpose</u>	<u>Amount</u>	<u>Funding</u>
Aqua-Aerobic Systems, Inc.	Repairs & Maintenance	\$ 10,880.13	Operating Expense
Golden State Flow Measurement	Meters & Boxes	\$ 5,104.49	Operating Expense
GSRMA	Workers Comp / Liability Ins - 1st Qtr	\$ 44,197.25	Operating Expense
HDR Engineering, Inc	WTP#1 Expansion	\$ 7,861.32	Construction Acct Funding
Prodigy Electric & Controls Inc.	Repairs & Maintenance	\$ 7,855.89	Operating Expense
Bartkiewez, Kronick & Shanahan	Legal Services	\$ 9,889.67	Operating Expense
California Waste Recovery Systems	Solid Waste Monthly Contract	\$ 46,576.90	Operating Expense
Dave Bunfill ( DBA) Dave Bunfill Blacktop Services	Repairs & Maintenance	\$ 17,700.00	Operating Expense
Regional Water Authority	Annual Dues & Water Efficiency Program	\$ 13,262.00	Operating Expense
U.S. Bank Corp. Payment System	Vehicle Fuel & Supplies	\$ 5,446.08	Operating Expense
GSRMA	Liability Ins - Dam Coverage	\$ 11,000.00	Operating Expense
NTU Technologies, Inc.	Chemicals	\$ 10,348.80	Operating Expense
Roebbelen Construction Management Services	WTP #1 Expansion	\$ 232,772.00	Construction Acct Funding
S. M. U. D.	Monthly Bill	\$ 31,855.47	Operating Expense
SolerCity Corporation	WWTP Solar Project Upgrades	\$ 40,123.10	Operating Expense
T&T Valve and Instrument, Inc.	Small Tools & Equip	\$ 7,216.40	Operating Expense

PREPARED BY: Eric Thompson, Controller

REVIEWED BY:  District Treasurer

## Rancho Murieta Community Services District

### Bills Paid Listing for July 2016

Ck Number	Date	Vendor	Amount	Purpose
CM30912	7/1/2016	A Leap Ahead IT	\$1,826.55	IT Services
CM30913	7/1/2016	American Family Life Assurance Co.	\$585.39	Payroll
CM30914	7/1/2016	Applications By Design, Inc.	\$225.00	IT Services
CM30915	7/1/2016	Aqua-Aerobic Systems, Inc.	\$10,880.13	Repairs & Maintenance
CM30916	7/1/2016	Aramark Uniform & Career Apparel, LLC	\$251.15	Uniforms
CM30917	7/1/2016	Aspen Environmental Group	\$1,222.50	CEQA Solar Power Project
CM30918	7/1/2016	AT&T	\$57.00	Monthly Internet
CM30919	7/1/2016	AT&T	\$966.74	Monthly Cell Phones
CM30920	7/1/2016	AT&T	\$1,870.64	Monthly Phone
CM30921	7/1/2016	Borges & Mahoney	\$442.19	Repairs & Maintenance
CM30922	7/1/2016	California Public Employees' Retirement Sys	\$35,352.73	Payroll
CM30923	7/1/2016	Daily Journal Corporation	\$366.56	Subscription Renewal
CM30924	7/1/2016	Dave Bunfill ( DBA) Dave Bunfill Blacktop S	\$3,800.00	Repairs & Maintenance
CM30925	7/1/2016	Dublin San Ramon Services District	\$879.00	Chemicals
CM30926	7/1/2016	Dunbar Comfort Solutions Inc.	\$158.71	Repairs & Maintenance
CM30927	7/1/2016	Dunn Environmental, Inc.	\$900.00	Well Augmentation
CM30928	7/1/2016	Douglas Elmets (DBA) Elmets Communications	\$2,753.21	Consulting Services
CM30929	7/1/2016	Employment Development Department	\$2,878.98	Payroll
CM30930	7/1/2016	Evoqua Water Technologies	\$1,859.14	Repairs & Maintenance
CM30931	7/1/2016	Express Office Products, Inc.	\$478.89	Office Supplies
CM30932	7/1/2016	Fastsigns #60601	\$233.28	Signage
CM30933	7/1/2016	Folsom Lake Fleet Services	\$917.78	Vehicle Service & Rpr: #818
CM30934	7/1/2016	Franchise Tax Board	\$100.00	Payroll
CM30935	7/1/2016	Gempler's, Inc.	\$476.27	Repairs & Maintenance
CM30936	7/1/2016	Golden State Flow Measurement	\$5,104.49	Meters & Boxes
CM30937	7/1/2016	GSRMA	\$44,197.25	Workers Comp / Liability Ins - 1st Qtr
CM30938	7/1/2016	Groeniger & Company	\$1,435.46	Repairs & Maintenance
CM30939	7/1/2016	Guardian Life Insurance	\$5,288.87	Payroll
CM30940	7/1/2016	HDR Engineering, Inc	\$7,861.32	WTP#1 Expansion
CM30941	7/1/2016	Legal Shield	\$55.16	Payroll
CM30942	7/1/2016	McMaster-Carr Supply Co.	\$1,456.82	Repairs & Maintenance
CM30943	7/1/2016	Nationwide Retirement Solution	\$1,942.00	Payroll
CM30944	7/1/2016	Operating Engineers Local Union No. 3	\$598.08	Payroll
CM30945	7/1/2016	Prodigy Electric & Controls Inc.	\$7,855.89	Repairs & Maintenance
CM30946	7/1/2016	Rancho Murieta Association	\$1,474.79	Repairs & Maintenance
CM30947	7/1/2016	Sierra Office Supplies	\$380.16	Office Supplies
CM30948	7/1/2016	State of California	\$450.00	Right of Way Annual Lease
CM30949	7/1/2016	TASC	\$315.37	Payroll
CM30950	7/1/2016	Taser International	\$443.89	Body Camera
CM30951	7/1/2016	Teichert Aggregates	\$188.85	Repairs & Maintenance



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

Ck Number	Date	Vendor	Amount	Purpose
CM30952	7/1/2016	Tesco Controls, Inc.	\$486.00	Repairs & Maintenance
CM30953	7/1/2016	The Ed Jones Co.	\$320.88	Uniforms
CM30954	7/1/2016	U.S. HealthWorks Medical Group, PC	\$133.00	Pre-Employment Testing
CM30955	7/1/2016	Vision Service Plan (CA)	\$471.36	Payroll
CM30956	7/1/2016	W.W. Grainger Inc.	\$2,344.87	Repairs & Maintenance
CM30957	7/1/2016	Wilbur-Ellis Company	\$3,864.24	Chemicals
CM30958	7/1/2016	California Public Employees' Retirement Sys	\$11,701.78	Payroll
EFT	7/1/2016	EFTPS	\$11,191.02	Payroll
CM30959	7/15/2016	A Leap Ahead IT	\$3,479.15	IT Services
CM30960	7/15/2016	Accounting & Association Software Group	\$123.75	IT Services
CM30961	7/15/2016	ACTION CLEANING STSTEMS	\$1,172.00	Monthly Cleaning Service
CM30962	7/15/2016	Alan Albers	\$500.00	Irrigation Efficiency Rebate
CM30963	7/15/2016	American Family Life Assurance Co.	\$585.39	Payroll
CM30964	7/15/2016	Aramark Uniform & Career Apparel, LLC	\$214.70	Uniforms
CM30965	7/15/2016	Arnolds For Awards	\$31.83	Office Supplies
CM30966	7/15/2016	Bartkiewez, Kronick & Shanahan	\$9,889.67	Legal Services
CM30967	7/15/2016	Bliss Power Lawn Equipment Co	\$1,036.79	Small Tools & Equip
CM30968	7/15/2016	Borges & Mahoney	\$472.33	Repairs & Maintenance
CM30969	7/15/2016	Jeremy Buckman	\$300.00	Toilet Rebate
CM30970	7/15/2016	California Public Employees' Retirement Sys	\$9,949.59	Payroll
CM30971	7/15/2016	California Public Employees' Retirement Sys	\$10,816.42	Payroll
CM30972	7/15/2016	California Waste Recovery Systems	\$46,576.90	Solid Waste Monthly Contract
CM30973	7/15/2016	Cell Energy Inc.	\$468.28	Repairs & Maintenance
CM30974	7/15/2016	Chemtrade Chemicals US LLC	\$2,166.15	Chemicals
CM30975	7/15/2016	Capital One Commercial	\$754.08	Monthly Supplies
CM30976	7/15/2016	County of Sacramento	\$1,526.96	Off-Duty Sheriff Program
CM30977	7/15/2016	Robert Crum	\$300.00	Toilet Rebate
CM30978	7/15/2016	Dave Bunfill ( DBA) Dave Bunfill Blacktop S	\$17,700.00	Repairs & Maintenance
CM30979	7/15/2016	Empire Insignias	\$455.00	Uniforms
CM30980	7/15/2016	Employment Development Department	\$3,444.68	Payroll
CM30981	7/15/2016	Evoqua Water Technologies	\$642.30	Repairs & Maintenance
CM30982	7/15/2016	Express Office Products, Inc.	\$74.69	Office Supplies
CM30983	7/15/2016	Fastsigns #60601	\$187.17	Vehicle Repairs
CM30984	7/15/2016	Folsom Lake Fleet Services	\$1,096.07	Vehicle Service & Rpr: #520
CM30985	7/15/2016	Franchise Tax Board	\$100.00	Payroll
CM30986	7/15/2016	Laurie Francis	\$400.00	Toilet Rebate
CM30987	7/15/2016	Galls/Quartermaster	\$14.08	Uniforms
CM30988	7/15/2016	Gempler's, Inc.	\$943.83	Office Supplies
CM30989	7/15/2016	Golden State Flow Measurement	\$793.95	Meters & Boxes
CM30990	7/15/2016	Groeniger & Company	\$567.00	Repairs & Maintenance

## Rancho Murieta Community Services District

### Bills Paid Listing for July 2016

Ck Number	Date	Vendor	Amount	Purpose
CM30991	7/15/2016	Hach Company	\$1,796.82	Repairs & Maintenance
CM30992	7/15/2016	HDS White Cap Const Supply	\$2,518.07	Small Tools & Equip
CM30993	7/15/2016	Donald F Holmquist	\$45.00	Office Supplies
CM30994	7/15/2016	Ken Grady Company, Inc.	\$3,487.28	Meters & Boxes
CM30995	7/15/2016	Kennedy/Jenks Consultants, Inc.	\$3,527.50	Recycle Water Program
CM30996	7/15/2016	KWA Safety & Hazmat Consultants, Inc.	\$870.00	Safety Training
CM30997	7/15/2016	Legal Shield	\$55.16	Payroll
CM30998	7/15/2016	McMaster-Carr Supply Co.	\$43.24	Repairs & Maintenance
CM30999	7/15/2016	Rene Mellegers	\$200.00	Toilet Rebate
CM31000	7/15/2016	Nationwide Retirement Solution	\$1,942.00	Payroll
CM31001	7/15/2016	Operating Engineers Local Union No. 3	\$598.08	Payroll
CM31002	7/15/2016	William Ossolinski	\$100.00	Toilet Rebate
CM31003	7/15/2016	James Pryor	\$100.00	Water Pressure Valve Rebate
CM31004	7/15/2016	Quincy Compressor LLC	\$2,969.25	Repairs & Maintenance
CM31005	7/15/2016	Rancho Murieta Ace Hardware	\$225.76	Monthly Supplies
CM31006	7/15/2016	Regional Water Authority	\$13,262.00	Annual Dues & Water Efficiency Program
CM31007	7/15/2016	Romo Landscaping	\$385.00	Landscaping
CM31008	7/15/2016	Santander Leasing	\$240.00	Security Vehicle Lease
CM31009	7/15/2016	Raymond Sauve	\$500.00	Irrigation Efficiency Rebate
CM31010	7/15/2016	Sierra Chemical Co.	\$4,877.72	Chemicals
CM31011	7/15/2016	Sierra Office Supplies	\$352.08	Office Supplies
CM31012	7/15/2016	State of California	\$32.00	Pre-Employment Testing
CM31013	7/15/2016	State Water Resources Control Board	\$105.00	Employee Certification
CM31014	7/15/2016	TASC	\$315.37	Payroll
CM31015	7/15/2016	Teichert Aggregates	\$89.54	Repairs & Maintenance
CM31016	7/15/2016	TelePacific Communications	\$644.58	Monthly Phone Bill
CM31017	7/15/2016	Tesco Controls, Inc.	\$2,650.00	Equipment Calibration
CM31018	7/15/2016	Gordon Tomlinson	\$100.00	Water Pressure Valve Rebate
CM31019	7/15/2016	U.S. Bank Corp. Payment System	\$5,446.08	Vehicle Fuel & Supplies
CM31020	7/15/2016	U.S. HealthWorks Medical Group, PC	\$94.00	Pre-Employment Testing
CM31021	7/15/2016	Univar USA Inc.	\$2,632.97	Chemicals
CM31022	7/15/2016	USA Blue Book	\$3,873.43	Repairs & Maintenance
CM31023	7/15/2016	W.W. Grainger Inc.	\$1,807.50	Repairs & Maintenance
CM31024	7/15/2016	Watchdogs Surveillance	\$436.20	Repairs & Maintenance
CM31025	7/15/2016	Waterwise Consulting, INC	\$420.00	Waterwise Calls
CM31026	7/15/2016	Wilbur-Ellis Company	\$3,623.20	Chemicals
CM31027	7/15/2016	Zep Sales & Service	\$3,726.43	Repairs & Maintenance
CM31028	7/15/2016	AT&T	\$1,725.94	Monthly Phone Bill
EFT	7/15/2016	Pitney Bowes	\$500.00	Postage Machine Refill
EFT	7/15/2016	EFTPS	\$12,909.04	Payroll

## Rancho Murieta Community Services District

### Bills Paid Listing for July 2016

Ck Number	Date	Vendor	Amount	Purpose
CM31029	7/18/2016	AT&T	\$470.91	Monthly Phone Bill
EFT	7/22/2016	Pitney Bowes	\$1,500.00	Postage Machine Refill
EFT	7/26/2016	EFTPS	\$238.68	Payroll
CM31030	7/29/2016	Action Cleaning Systems	\$1,172.00	Monthly Cleaning Service
CM31031	7/29/2016	American Family Life Assurance Co.	\$585.39	Payroll
CM31032	7/29/2016	Aramark Uniform & Career Apparel, LLC	\$251.15	Uniforms
CM31033	7/29/2016	Arnolds For Awards	\$31.83	Office Supplies
CM31034	7/29/2016	AT&T	\$73.21	Monthly Internet
CM31035	7/29/2016	AT&T	\$705.97	Monthly Cell Phones
CM31036	7/29/2016	AT&T	\$1,469.96	Monthly Phone
CM31037	7/29/2016	Charles Bartlett	\$100.00	Toilet Rebate
CM31038	7/29/2016	Borges & Mahoney	\$714.56	Repairs & Maintenance
CM31039	7/29/2016	California Laboratory Services	\$2,378.46	Monthly Lab Tests
CM31040	7/29/2016	Caltronics Business Systems	\$709.65	Office Supplies
CM31041	7/29/2016	CDW Government Inc.	\$1,058.79	IT Equipment
CM31042	7/29/2016	Cell Energy Inc.	\$442.24	Repairs & Maintenance
CM31043	7/29/2016	Chemtrade Chemicals US LLC	\$2,280.46	Chemicals
CM31044	7/29/2016	County of Sacramento	\$54.00	Pre-Employment Testing
CM31045	7/29/2016	Paul Dunne	\$100.00	Toilet Rebate
CM31046	7/29/2016	Employment Development Department	\$3,964.44	Payroll
CM31047	7/29/2016	Environmental Resource Associates	\$616.34	Lab Testing
CM31048	7/29/2016	Express Office Products, Inc.	\$93.52	Office Supplies
CM31049	7/29/2016	Fastenal	\$15.45	Repairs & Maintenance
CM31050	7/29/2016	Fastsigns #60601	\$895.13	Vehicle Supplies
CM31051	7/29/2016	Antoine Fleming	\$100.00	Toilet Rebate
CM31052	7/29/2016	Folsom Lake Fleet Services	\$4,228.11	Vehicle Service & Rpr #217
CM31053	7/29/2016	Franchise Tax Board	\$100.00	Payroll
CM31054	7/29/2016	GM Crane Services, Inc	\$450.00	Equipment Inspections
CM31055	7/29/2016	GSRMA	\$11,000.00	Liability Ins - Dam Coverage
CM31056	7/29/2016	Greenfield Communications	\$142.97	Internet/TV
CM31057	7/29/2016	Groeniger & Company	\$2,982.26	Repairs & Maintenance
CM31058	7/29/2016	Hach Company	\$806.99	Repairs & Maintenance
CM31059	7/29/2016	Hastie's Capitol Sand and Gravel Co.	\$381.17	Repairs & Maintenance
CM31060	7/29/2016	HDR Engineering, Inc	\$891.00	WTP #1 Expansion
CM31061	7/29/2016	Industrial Door Company	\$295.25	Repairs & Maintenance
CM31062	7/29/2016	Legal Shield	\$55.16	Payroll
CM31063	7/29/2016	Anne H Long (DBA) Marion Leasing	\$528.13	Office Supplies
CM31064	7/29/2016	Nationwide Retirement Solution	\$1,957.00	Payroll
CM31065	7/29/2016	NTU Technologies, Inc.	\$10,348.80	Chemicals
CM31066	7/29/2016	Operating Engineers Local Union No. 3	\$598.08	Payroll

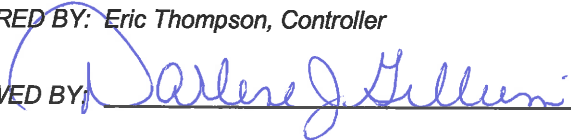
## Rancho Murieta Community Services District Bills Paid Listing for July 2016

Ck Number	Date	Vendor	Amount	Purpose
CM31067	7/29/2016	Pitney Bowes	\$121.14	Office Supplies
CM31068	7/29/2016	Pitney Bowes	\$705.61	Office Supplies
CM31069	7/29/2016	Public Agency Retirement Services	\$300.00	Payroll
CM31070	7/29/2016	Rancho Murieta Association	\$150.00	Landscaping
CM31071	7/29/2016	Rancho Murieta Association	\$461.93	Smud @ North Gate
CM31072	7/29/2016	Roebbelen Construction Management Services	\$232,772.00	WTP #1 Expansion
CM31073	7/29/2016	S. M. U. D.	\$31,855.47	Monthly Bill
CM31074	7/29/2016	Robert Schultz	\$100.00	Toilet Rebate
CM31075	7/29/2016	Sierra Chemical Co.	\$1,662.51	Chemical
CM31076	7/29/2016	Sierra Office Supplies	\$524.88	Office Supplies
CM31077	7/29/2016	SolarCity Corporation	\$40,123.10	WWTP Solar Project Upgrades
CM31078	7/29/2016	Sprint	\$151.96	Monthly Internet
CM31079	7/29/2016	Streamline	\$300.00	IT Services
CM31080	7/29/2016	T&T Valve and Instrument, Inc.	\$7,216.40	Small Tools & Equip
CM31081	7/29/2016	TASC	\$64.91	Payroll
CM31082	7/29/2016	TASC	\$315.37	Payroll
CM31083	7/29/2016	U.S. HealthWorks Medical Group, PC	\$417.00	Pre-Employment Testing
CM31084	7/29/2016	Underground Service Alert of N, Cal and Nev	\$269.41	Annual Membership
CM31085	7/29/2016	UPS	\$47.15	Postage
CM31086	7/29/2016	USA Blue Book	\$994.60	Repairs & Maintenance
CM31087	7/29/2016	Western Exterminator Co.	\$470.00	Monthly Service
EFT	7/29/2016	EFTPS	\$12,052.13	Payroll
EFT	7/29/2016	EFTPS	\$2,059.30	Payroll
		<b>TOTAL</b>	<b>\$762,974.32</b>	

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

Ck Number	Date	Vendor	Amount	Purpose
		<b><u>CFD#1 Bank of America Checking</u></b>		
CM2765	7/1/2016	Bank of America	\$74.99	CFD#1 Admin Fee
		<b>TOTAL</b>	<b>\$74.99</b>	
		<b><u>CFD 2014-1 Bank of America Checking</u></b>		
CM2025	7/1/2016	NBS	\$1,495.50	CFD 2014-1 AdminFee
CM2026	7/15/2016	Corelogic Solutions, LLC	\$165.00	CFD 2014-1 Admin Fee
		<b>TOTAL</b>	<b>\$1,660.50</b>	
		<b><u>EL DORADO PAYROLL</u></b>		
Checks: CM11482 to CM11498 and Direct Deposits: DD08966 to DD09066			\$ 193,220.02	Payroll
EFT	7/31/2016	National Payment Corp	\$227.79	Payroll
EFT	7/12/2016	El Dorado Savings Bank	\$30.00	Wire Fee
		<b>TOTAL</b>	<b>\$193,477.81</b>	

PREPARED BY: Eric Thompson, Controller

REVIEWED BY:  Valerie J. Gullen, District Treasurer



## MEMORANDUM

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

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Following are highlights since our last Board Meeting:

### **FINANCE**

Eric is working on year-end entries, accruals, and reconciliations in preparation for the 2015-2016 audit. Larry Bain will be at the District on September 6, 2016 through September 9, 2016 to perform the audit fieldwork. Mr. Bain expects to have the draft audit reports ready for the October Finance Committee.

### **COUNTY STAKEHOLDER MEETINGS**

The fourth (4<sup>th</sup>) County Stakeholder meeting regarding the proposed Rancho North development was held on Thursday, July 22, 2016 at the District office. The primary focus of this meeting was for each of the stakeholder groups to give feedback to the developer on their areas of concern and suggestions for project modification. Feedback was provided by adjacent landowners (Ruman family and Van Vleck family), the District, Murieta Trails Stewardship, Rancho Murieta Association, Rancho Murieta Country Club, and Save Our Lakes and Open Spaces. The District did not provide any specific comments to the individual maps/villages but reiterated that the District's obligation is to evaluate the proposed plans to determine if District services can be provided based on those plans and to protect the community's utility systems, such as water quality, sewer treatment, etc.

After the stakeholders made their comments, Tom DeRegt (representing the developer group), requested that the next meeting be pushed out for a few weeks to allow the developer group time to digest and consider the amount of feedback provided. The group agreed to schedule the next meeting for Thursday, September 1, 2016 at 10:00 a.m. at the District office. The developer will present changes made to their proposed development plans as a result of the feedback provided.

### **DISTRICT ELECTION**

The cut-off date for filing with the County Elections Office for the open District Director positions (3 total; two for a four-year term and one for a two-year term) was August 12, 2016. Suzanne is putting together a plan for a Candidate's Night question and answer meeting for October 27 at 7:00 p.m. Suzanne will notify the registered candidates of the date and time. Participation by the candidates is voluntary. I will emcee the question and answer period.

### **TOWN HALL MEETING - SECURITY**

We are working on ideas and plans for a "town hall" type meeting surrounding Security topics and an opportunity for community members to meet Chief Wagner. I will keep you posted as more specifics are available.

## MEMORANDUM

Date: August 12, 2016  
 To: Board of Directors  
 From: Eric Thompson, Controller  
 Subject: Administration / Financial Reports

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

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

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

	12 month rolling % increase	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Residences	0.3%	2,524											
	Weighted average	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Cubic Feet	2,489	2,489											
Gallons per day	621	621											
Planning Usage GPD	583												

**Lock-Offs** – For the month of July, there were 21 lock-offs.

**Connection Fees** – The District received three (3) new residential connection fees from the Retreats West development during the month of July. In addition to this, we also received inspection, installation, security impact, and prior infrastructure fees from Murieta Gardens (18 edus).

**Aging Report** – Delinquent accounts totaled \$103,688 which was 15.8% of the total accounts receivable balance of \$657,636. Past due receivables increased approximately 41.9% or \$30,642 from the prior month. The bulk of this increase (\$24,365) was related to undeveloped property.

**Summary of Reserve Accounts as of July 31, 2016** – The District began the 2016-17 fiscal year with \$4,787,924 in its reserve accounts and those reserves increased \$79,905 during the month of July. There were \$891 in water treatment plant (WTP) related reserve expenditures and \$895 in security reserve expenditures during the month. New connection fees added \$5,586 to Water Augmentation Reserves; \$3,540 to Capital Improvement Reserves; and \$17,100 to Security Impact Fee Reserves. The total amount of reserves held by the District on July 31, 2016 was \$4,867,829. See the table below for information by specific reserve account.

## Reserve Fund Balances

Reserve Descriptions	Fiscal Yr Beg Balance July 1, 2016	YTD Collected & Interest Earned	YTD Spent	Period End Balance July 31, 2016
Water Capital Replacement (200-2505)	826,443	17,694	(0)	844,137
Sewer Capital Replacement (250-2505)	1,915,904	29,796	(0)	1,945,700
Drainage Capital Replacement (260-2505)	71,601	0	(0)	71,601
Security Capital Replacement (500-2505)	90,972	3,807	(2,840)	91,939
Admin Capital Replacement (xxx-2505-99)	57,174	0	(0)	57,174
Sewer Capital Improvement Connection (250-2500)	4,045	0	(0)	4,045
Capital Improvement (xxx-2510)	331,445	5,485	(0)	336,930
Water Supply Augmentation (200-2511)	1,758,673	9,698	(0)	1,768,371
WTP Construction Fund Reserve (200-2513)	(281,547)	15,615	(16,450)	(282,382)
Security Impact Fee Reserves (500-2513)	13,214	17,100	(0)	30,314
<b>Total Reserves</b>	<b>4,787,924</b>	<b>99,195</b>	<b>(19,290)</b>	<b>4,867,829</b>

## Inter-fund Borrowing Balances

Inter-fund Borrowing	Fiscal Yr Beg Balance July 1, 2016	YTD Interest	YTD Repayment	Period End Balance July 31, 2016
Sewer Loan to WTP Construction Fund	1,277,709	626	(12,337)	1,265,998
WSA Loan to WTP Construction Fund	425,903	209	(4,112)	422,000
N. Gate Security Loan from Drainage Fund	86,039	42	(1,945)	84,136
<b>Total Inter-fund Borrowing</b>	<b>1,789,651</b>	<b>877</b>	<b>(18,394)</b>	<b>1,772,134</b>

**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 June 30, 2016		
1-Month	3-Months	1-Year
1.57%	3.07%	2.09%

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

### Revenues:

Water Charges, year-to-date, are **above** budget \$17,053 or 8.3%

Sewer Charges, year-to-date, are **below** budget \$979 or (0.9%)



**Drainage Charges**, year-to-date, are **below** budget \$117 or (0.7%)

**Security Charges**, year-to-date, are **below** budget \$678 or (0.6%)

**Solid Waste Charges**, year-to-date, are **above** budget \$59 or 0.1%

**Total Revenue**, which includes other income, property taxes, and interest income year-to-date, is **above** budget \$21,868 or 4.0% (Water Conservation Efforts - YTD residential water usage is up 11.3% compared to budget).

**Expenses:** Year-to-date total operating expenses are **below** budget \$115,645 or (22.7%). There have been no operational reserve expenditures so far this year. Operational reserve expenditures cover projects funded from reserves which are also recorded as operational expenses through the income statement as required by Generally Accepted Accounting Principles (GAAP).

**Water Expenses** (including wages & employer costs) year-to-date, are **below** budget \$63,542 or (34.5%). The bulk of this underspend is related to Dam Inspection Costs that were budgeted in July but have not yet been incurred. The \$9,757 savings in power is also a timing issue which will true up as the year progresses. Actual savings were seen in the following categories: meters/boxes; repairs & maintenance; and equipment rental.

**Sewer Expenses**, year-to-date, are **below** budget by \$26,070 or (31.4%). Savings were seen across most sewer expense categories during the first month of the year, with the largest savings being seen in salaries and wages, employer costs, consulting, and training. Sewer wages were under budget 39.5% due to personnel being allocated more to water during the month.

**Drainage Expenses**, year-to-date, are **below** budget by \$5,608 or (53.6%). Year-to-date wages and employer costs are below budget \$2,843 for the same allocation reason mentioned above. Additional savings were seen in repairs & maintenance, consulting, and improvements.

**Combined Water/Sewer/Drainage Wages & Employer Costs**, year-to-date, are **below** budget by \$8,418 or (8.0%). Utility personnel at the District allocate their time between the Water, Sewer and Drainage Departments as needed and as directed. This section is being reported to help gauge overall utility personnel expenses versus budget. Also, please note that these expenses are included in the departmental expenses listed above.

**Security Expenses**, year-to-date, are **below** budget by \$3,352 or (3.6%). The Security Department saw savings in employer costs, vehicle maintenance, equipment repairs, and office supplies during the month of July.

**Solid Waste Expenses**, year-to-date, are **above** budget by \$392 or 0.8%. Solid waste revenues and expenses are both slightly over budget for the month of July.

**General Expenses**, for the month, are **below** budget by \$17,464 or (19.2%). Savings were seen across most expense categories in July with the biggest savings being in salaries & wages, employer costs, memberships, and office supplies.

**Net Income:** Year-to-date unadjusted net income, before depreciation, is \$169,314 versus a budget of \$31,801. Net income/(Loss) adjusted for estimated depreciation expense is (\$75,500). The full-year expected net operating income (loss) before depreciation, per the 2016-2017 budget is (\$110).

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

	% of Annual		% of YTD		YTD Actuals	% of Total	YTD VARIANCE	
	Total	Budget	Total	Budget			Amount	%
<b>WATER</b>								
<b>REVENUES</b>								
Water Charges	98.4%	\$1,939,830	99.0%	\$204,489	\$221,542	96.5%	\$17,053	8.3%
Interest Earnings	0.1%	2,530	0.0%	15	70	0.0%	55	366.7%
Other Income	1.4%	28,160	1.0%	2,105	7,913	3.4%	5,808	275.9%
<b>Total Water Revenues</b>	<b>100.0%</b>	<b>1,970,520</b>	<b>100.0%</b>	<b>206,609</b>	<b>229,525</b>	<b>100.0%</b>	<b>22,916</b>	<b>11.1%</b>
<b>EXPENSES (excluding depreciation)</b>								
Wages	28.8%	491,940	20.5%	37,692	44,321	36.7%	6,629	17.6%
Employer Costs	14.1%	240,620	10.4%	19,170	21,613	17.9%	2,443	12.7%
Power	14.9%	254,240	8.5%	15,747	5,990	5.0%	(9,757)	(62.0%)
Chemicals	7.3%	124,100	6.0%	11,000	11,450	9.5%	450	4.1%
T&O - Chemicals/Treatment	0.4%	7,200	0.7%	1,200	3,017	2.5%	1,817	151.4%
Maint & Repair	8.3%	142,000	9.3%	17,200	5,627	4.7%	(11,573)	(67.3%)
Meters/Boxes	3.2%	54,000	2.6%	4,750		0.0%	(4,750)	(100.0%)
Lab Tests	1.6%	28,000	0.3%	500	1,140	0.9%	640	128.0%
Permits	1.9%	32,000	1.4%	2,500	3,185	2.6%	685	27.4%
Training/Safety	0.5%	9,300	0.4%	750	129	0.1%	(621)	(82.8%)
Equipment Rental	1.2%	21,000	1.1%	2,000		0.0%	(2,000)	(100.0%)
Other Direct Costs	17.7%	301,140	38.9%	71,765	24,260	20.1%	(47,505)	(66.2%)
<b>Operational Expenses</b>	<b>100.0%</b>	<b>1,705,540</b>	<b>100.0%</b>	<b>184,274</b>	<b>120,732</b>	<b>100.0%</b>	<b>(63,542)</b>	<b>(34.5%)</b>
<b>Water Income (Loss)</b>	<b>15.5%</b>	<b>264,980</b>	<b>12.1%</b>	<b>22,335</b>	<b>108,793</b>	<b>90.1%</b>	<b>86,458</b>	<b>387.1%</b>
<b>38.9% Net Admin Alloc</b>	<b>15.5%</b>	<b>265,061</b>	<b>10.0%</b>	<b>18,423</b>	<b>11,845</b>	<b>9.8%</b>	<b>(6,578)</b>	<b>(35.7%)</b>
<b>Total Net Income (Loss)</b>	<b>0.0%</b>	<b>(81)</b>	<b>2.1%</b>	<b>3,912</b>	<b>96,948</b>	<b>80.3%</b>	<b>93,036</b>	<b>2,378.2%</b>
<b>SEWER</b>								
<b>REVENUES</b>								
Sewer Charges	98.6%	1,312,546	98.7%	109,304	108,325	97.8%	(979)	(0.9%)
Interest Earnings	0.0%	180	0.0%	15	70	0.1%	55	366.7%
Other Income	1.4%	18,500	1.3%	1,432	2,381	2.1%	949	66.3%
<b>Total Sewer Revenues</b>	<b>100.0%</b>	<b>1,331,226</b>	<b>100.0%</b>	<b>110,751</b>	<b>110,776</b>	<b>100.0%</b>	<b>25</b>	<b>0.0%</b>
<b>EXPENSES (excluding depreciation)</b>								
Wages	31.9%	355,290	32.8%	27,222	16,470	28.9%	(10,752)	(39.5%)
Employer Costs	15.6%	173,280	16.7%	13,845	9,949	17.4%	(3,896)	(28.1%)
Power	10.4%	115,500	3.4%	2,800	4,372	7.7%	1,572	56.1%
Chemicals	5.2%	58,040	4.2%	3,500	2,280	4.0%	(1,220)	(34.9%)
Maint & Repair	16.7%	186,250	13.2%	11,000	11,322	19.8%	322	2.9%
Lab Tests	1.5%	16,200	1.6%	1,350	1,874	3.3%	524	38.8%
Permits	3.2%	35,100	6.3%	5,215	4,279	7.5%	(936)	(17.9%)
Training/Safety	1.1%	12,200	2.9%	2,450	261	0.5%	(2,189)	(89.3%)
Equipment Rental	0.9%	10,200	1.6%	1,350		0.0%	(1,350)	(100.0%)
Other Direct Costs	13.5%	149,960	17.3%	14,381	6,236	10.9%	(8,145)	(56.6%)
<b>Operational Expenses</b>	<b>100.0%</b>	<b>1,112,020</b>	<b>100.0%</b>	<b>83,113</b>	<b>57,043</b>	<b>100.0%</b>	<b>(26,070)</b>	<b>(31.4%)</b>
<b>Sewer Income (Loss)</b>	<b>19.7%</b>	<b>219,206</b>	<b>33.3%</b>	<b>27,638</b>	<b>53,733</b>	<b>94.2%</b>	<b>26,095</b>	<b>94.4%</b>
<b>29.7% Net Admin Alloc</b>	<b>18.2%</b>	<b>202,373</b>	<b>16.9%</b>	<b>14,066</b>	<b>9,043</b>	<b>15.9%</b>	<b>(5,023)</b>	<b>(35.7%)</b>
<b>Reserve Expenditures</b>	<b>1.5%</b>	<b>16,836</b>	<b>0.0%</b>			<b>0.0%</b>		<b>0.0%</b>
<b>Total Net Income (Loss)</b>	<b>0.0%</b>	<b>(3)</b>	<b>16.3%</b>	<b>13,572</b>	<b>44,690</b>	<b>78.3%</b>	<b>31,118</b>	<b>229.3%</b>
<b>DRAINAGE</b>								
<b>REVENUES</b>								
Drainage Charges	100.0%	189,270	99.9%	15,773	15,656	100.0%	(117)	(0.7%)
Interest Earnings	0.0%	50	0.1%	15		0.0%	(15)	(100.0%)
<b>Total Drainage Revenues</b>	<b>100.0%</b>	<b>189,320</b>	<b>100.0%</b>	<b>15,788</b>	<b>15,656</b>	<b>100.0%</b>	<b>(132)</b>	<b>(0.8%)</b>
<b>EXPENSES (excluding depreciation)</b>								
Wages	43.2%	63,770	46.7%	4,886	2,286	47.1%	(2,600)	(53.2%)
Employer Costs	21.1%	31,110	23.7%	2,485	2,242	46.2%	(243)	(9.8%)
Power	6.6%	9,800	3.8%	400	321	6.6%	(79)	(19.8%)
Chemicals	3.4%	5,000	0.0%			0.0%		0.0%
Maint & Repair	8.1%	11,900	9.6%	1,000		0.0%	(1,000)	(100.0%)
Permits	4.1%	6,000	0.0%			0.0%		0.0%
Equipment Rental	3.2%	4,730	0.0%			0.0%		0.0%
Other Direct Costs	10.5%	15,450	16.2%	1,695	9	0.2%	(1,686)	(99.5%)
<b>Operational Expenses</b>	<b>100.0%</b>	<b>147,760</b>	<b>100.0%</b>	<b>10,466</b>	<b>4,858</b>	<b>100.0%</b>	<b>(5,608)</b>	<b>(53.6%)</b>
<b>Drainage Income (Loss)</b>	<b>28.1%</b>	<b>41,560</b>	<b>50.9%</b>	<b>5,322</b>	<b>10,798</b>	<b>222.3%</b>	<b>5,476</b>	<b>102.9%</b>
<b>6.1% Net Admin Alloc</b>	<b>28.1%</b>	<b>41,565</b>	<b>27.6%</b>	<b>2,889</b>	<b>1,857</b>	<b>38.2%</b>	<b>(1,032)</b>	<b>(35.7%)</b>
<b>Total Net Income (Loss)</b>	<b>0.0%</b>	<b>(5)</b>	<b>23.2%</b>	<b>2,433</b>	<b>8,941</b>	<b>184.0%</b>	<b>6,508</b>	<b>267.5%</b>
<b>SECURITY</b>								
<b>REVENUES</b>								
Security Charges	94.8%	1,268,890	94.8%	105,740	105,062	94.5%	(678)	(0.6%)
Interest Earnings	0.0%	400	0.1%	100		0.0%	(100)	(100.0%)
Property Tax	1.4%	19,360	1.4%	1,613	5,420	4.9%	3,807	236.0%
Property Tax (Reserve Alloc)	0.0%		0.0%		(3,807)	-3.4%	(3,807)	0.0%

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

	% of	Annual	% of	YTD	YTD	% of	YTD VARIANCE	
	Total	Budget	Total	Budget	Actuals	Total	Amount	%
Other Income	3.7%	\$49,160	3.7%	\$4,096	\$4,503	4.1%	\$407	9.9%
<b>Total Security Revenues</b>	<b>100.0%</b>	<b>1,337,810</b>	<b>100.0%</b>	<b>111,549</b>	<b>111,178</b>	<b>100.0%</b>	<b>(371)</b>	<b>(0.3%)</b>
<b>EXPENSES (excluding depreciation)</b>								
Wages	56.5%	677,600	56.4%	51,800	53,474	60.4%	1,674	3.2%
Employer Costs	32.5%	389,600	33.6%	30,900	27,606	31.2%	(3,294)	(10.7%)
Equipment Repairs	0.4%	4,900	0.4%	367		0.0%	(367)	(100.0%)
Vehicle Maintenance	0.8%	9,600	0.9%	800		0.0%	(800)	(100.0%)
Vehicle Fuel	1.4%	16,800	1.5%	1,400	1,412	1.6%	12	0.9%
Off Duty Sheriff Patrol	0.3%	4,000	0.0%		1,527	1.7%	1,527	0.0%
Other	8.1%	97,030	7.2%	6,617	4,513	5.1%	(2,104)	(31.8%)
<b>Operational Expenses</b>	<b>100.0%</b>	<b>1,199,530</b>	<b>100.0%</b>	<b>91,884</b>	<b>88,532</b>	<b>100.0%</b>	<b>(3,352)</b>	<b>(3.6%)</b>
<b>Security Income (Loss)</b>	<b>11.5%</b>	<b>138,280</b>	<b>21.4%</b>	<b>19,665</b>	<b>22,646</b>	<b>25.6%</b>	<b>2,981</b>	<b>15.2%</b>
<b>20.3% Net Admin Alloc</b>	<b>11.5%</b>	<b>138,322</b>	<b>10.5%</b>	<b>9,614</b>	<b>6,181</b>	<b>7.0%</b>	<b>(3,433)</b>	<b>(35.7%)</b>
<b>Total Net Income (Loss)</b>	<b>0.0%</b>	<b>(42)</b>	<b>10.9%</b>	<b>10,051</b>	<b>16,465</b>	<b>18.6%</b>	<b>6,414</b>	<b>63.8%</b>
<b>SOLID WASTE REVENUES</b>								
Solid Waste Charges	100.0%	640,000	99.9%	53,334	53,393	100.0%	59	0.1%
Interest Earnings	0.0%	300	0.1%	75		0.0%	(75)	(100.0%)
<b>Total Solid Waste Revenues</b>	<b>100.0%</b>	<b>640,300</b>	<b>100.0%</b>	<b>53,409</b>	<b>53,393</b>	<b>100.0%</b>	<b>(16)</b>	<b>0.0%</b>
<b>EXPENSES (excluding depreciation)</b>								
CWRS Contract	91.7%	555,700	94.1%	46,308	46,680	94.1%	372	0.8%
Sacramento County Admin Fee	5.7%	34,800	5.9%	2,900	2,920	5.9%	20	0.7%
HHW Event	2.6%	15,710	0.0%			0.0%		0.0%
<b>Operational Expenses</b>	<b>100.0%</b>	<b>606,210</b>	<b>100.0%</b>	<b>49,208</b>	<b>49,600</b>	<b>100.0%</b>	<b>392</b>	<b>0.8%</b>
<b>Solid Waste Income (Loss)</b>	<b>5.6%</b>	<b>34,090</b>	<b>8.5%</b>	<b>4,201</b>	<b>3,793</b>	<b>7.6%</b>	<b>(408)</b>	<b>(9.7%)</b>
<b>5.0% Net Admin Alloc</b>	<b>5.6%</b>	<b>34,069</b>	<b>4.8%</b>	<b>2,368</b>	<b>1,522</b>	<b>3.1%</b>	<b>(846)</b>	<b>(35.7%)</b>
<b>Total Net Income (Loss)</b>	<b>0.0%</b>	<b>21</b>	<b>3.7%</b>	<b>1,833</b>	<b>2,271</b>	<b>4.6%</b>	<b>438</b>	<b>23.9%</b>
<b>OVERALL NET INCOME(LOSS)</b>	<b>100.0%</b>	<b>(110)</b>	<b>100.0%</b>	<b>31,801</b>	<b>169,315</b>	<b>100.0%</b>	<b>137,514</b>	<b>432.4%</b>

PREPARED BY: Eric Thompson, Controller

REVIEWED BY: , District Treasurer

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

	% of Total	Annual Budget	% of Total	YTD Budget	YTD Actuals	% of Total	YTD VARIANCE	
							Amount	%
<b>REVENUES</b>								
Water Charges	32.4%	\$1,939,830	37.7%	\$204,489	\$221,542	39.3%	\$17,053	8.3%
Sewer Charges	21.9%	1,312,546	20.2%	109,304	108,325	19.2%	(979)	(0.9%)
Drainage Charges	3.2%	189,270	2.9%	15,773	15,656	2.8%	(117)	(0.7%)
Security Charges	21.2%	1,268,890	19.5%	105,740	105,062	18.6%	(678)	(0.6%)
Solid Waste Charges	10.7%	640,000	9.8%	53,334	53,393	9.5%	59	0.1%
Other Income	1.8%	108,420	1.6%	8,533	15,131	2.7%	6,598	77.3%
Interest Earnings	0.1%	3,580	0.0%	231	163	0.0%	(68)	(29.4%)
Property Taxes	8.9%	531,760	8.2%	44,313	48,120	8.5%	3,807	8.6%
Property Taxes (Reserve Alloc)	0.0%		0.0%		(3,807)	-0.7%	(3,807)	0.0%
<b>Total Revenues</b>	<b>100.0%</b>	<b>5,994,296</b>	<b>100.0%</b>	<b>541,717</b>	<b>563,585</b>	<b>100.0%</b>	<b>21,868</b>	<b>4.0%</b>
<b>OPERATING EXPENSES</b>								
<b>Water/Sewer/Drainage</b>								
Wages	15.2%	911,000	13.7%	69,800	63,077	16.0%	(6,723)	(9.6%)
Employer Costs	7.4%	445,010	7.0%	35,500	33,804	8.6%	(1,696)	(4.8%)
Power	6.3%	379,540	3.7%	18,947	10,683	2.7%	(8,264)	(43.6%)
Chemicals	3.3%	194,340	3.1%	15,700	16,747	4.2%	1,047	6.7%
Maint & Repair	5.7%	340,150	5.7%	29,200	16,949	4.3%	(12,251)	(42.0%)
Meters/Boxes	0.9%	54,000	0.9%	4,750		0.0%	(4,750)	(100.0%)
Lab Tests	0.7%	44,200	0.4%	1,850	3,014	0.8%	1,164	62.9%
Permits	1.2%	73,100	1.5%	7,715	7,464	1.9%	(251)	(3.3%)
Training/Safety	0.4%	21,500	0.6%	3,200	390	0.1%	(2,810)	(87.8%)
Equipment Rental	0.6%	35,930	0.7%	3,350		0.0%	(3,350)	(100.0%)
Other	7.8%	466,550	17.2%	87,841	30,505	7.7%	(57,336)	(65.3%)
<b>Subtotal Water/Sewer/Drainage</b>	<b>49.6%</b>	<b>2,965,320</b>	<b>54.5%</b>	<b>277,853</b>	<b>182,633</b>	<b>46.3%</b>	<b>(95,220)</b>	<b>(34.3%)</b>
<b>Security</b>								
Wages	11.3%	677,600	10.2%	51,800	53,474	13.6%	1,674	3.2%
Employer Costs	6.5%	389,600	6.1%	30,900	27,606	7.0%	(3,294)	(10.7%)
Off Duty Sheriff Patrol	0.1%	4,000	0.0%		1,527	0.4%	1,527	0.0%
Other	2.1%	128,330	1.8%	9,184	5,924	1.5%	(3,260)	(35.5%)
<b>Subtotal Security</b>	<b>20.1%</b>	<b>1,199,530</b>	<b>18.0%</b>	<b>91,884</b>	<b>88,531</b>	<b>22.5%</b>	<b>(3,353)</b>	<b>(3.6%)</b>
<b>Solid Waste</b>								
CWRS Contract	9.3%	555,700	9.1%	46,308	46,680	11.8%	372	0.8%
Sacramento County Admin Fee	0.6%	34,800	0.6%	2,900	2,920	0.7%	20	0.7%
HHW Event	0.3%	15,710	0.0%			0.0%		0.0%
<b>Subtotal Solid Waste</b>	<b>10.1%</b>	<b>606,210</b>	<b>9.7%</b>	<b>49,208</b>	<b>49,600</b>	<b>12.6%</b>	<b>392</b>	<b>0.8%</b>
<b>General / Admin</b>								
Wages	8.7%	518,100	7.5%	38,400	30,266	7.7%	(8,134)	(21.2%)
Employer Costs	4.6%	276,500	4.3%	21,900	19,797	5.0%	(2,103)	(9.6%)
Insurance	1.4%	86,400	1.4%	7,200	7,709	2.0%	509	7.1%
Legal	1.0%	60,000	1.0%	5,000	4,256	1.1%	(744)	(14.9%)
Office Supplies	0.4%	22,800	0.4%	1,900	606	0.2%	(1,294)	(68.1%)
Director Meetings	0.3%	18,000	0.3%	1,500	700	0.2%	(800)	(53.3%)
Telephones	0.1%	5,400	0.1%	450	340	0.1%	(110)	(24.4%)
Information Systems	1.3%	77,450	0.9%	4,756	4,197	1.1%	(559)	(11.8%)
Community Communications	0.1%	5,900	0.1%	450		0.0%	(450)	(100.0%)
Postage	0.4%	21,600	0.4%	1,800	1,259	0.3%	(541)	(30.1%)
Janitorial/Landscape Maint	0.3%	17,040	0.3%	1,395	1,338	0.3%	(57)	(4.1%)
Other	1.6%	97,320	1.2%	6,220	3,039	0.8%	(3,181)	(51.1%)
<b>Subtotal General / Admin</b>	<b>20.2%</b>	<b>1,206,510</b>	<b>17.8%</b>	<b>90,971</b>	<b>73,507</b>	<b>18.6%</b>	<b>(17,464)</b>	<b>(19.2%)</b>
<b>Total Operating Expenses</b>	<b>100.0%</b>	<b>5,977,570</b>	<b>100.0%</b>	<b>509,916</b>	<b>394,271</b>	<b>100.0%</b>	<b>(115,645)</b>	<b>(22.7%)</b>
<b>Operating Income (Loss)</b>	<b>100.0%</b>	<b>16,726</b>	<b>100.0%</b>	<b>31,801</b>	<b>169,314</b>	<b>100.0%</b>	<b>137,513</b>	<b>432.4%</b>
<b>Non-Operating Expenses</b>								
Sewer Reserve Expenditure	100.0%	16,836	0.0%			0.0%		0.0%
<b>Total Non-Operating Expenses</b>	<b>100.0%</b>	<b>16,836</b>	<b>0.0%</b>	<b></b>	<b></b>	<b>0.0%</b>	<b></b>	<b>0.0%</b>
<b>Net Income (Loss)</b>	<b>100.0%</b>	<b>(110)</b>	<b>100.0%</b>	<b>31,801</b>	<b>169,314</b>	<b>100.0%</b>	<b>137,513</b>	<b>432.4%</b>

PREPARED BY: Eric Thompson, Controller

REVIEWED BY:  District Treasurer

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

## INVESTMENT REPORT

INSTITUTION	CASH BALANCE AS OF JULY 31, 2016		BALANCE
	YIELD		

### CSD FUNDS

<b>EL DORADO SAVINGS BANK</b>			
SAVINGS	0.03%	\$	501,892.54
CHECKING	0.02%	\$	78,456.46
PAYROLL	0.02%	\$	19,418.02
<b>BANNER BANK</b>			
EFT	0.00%	\$	58,086.74
<b>LOCAL AGENCY INVESTMENT FUND (LAIF)</b>			
UNRESTRICTED	0.59%	\$	1,398,830.42
RESTRICTED RESERVES	0.59%	\$	4,032,386.05
<b>CALIFORNIA ASSET MGMT (CAMP)</b>			
OPERATION ACCOUNT	0.54%	\$	608,963.10
<b>UNION BANK</b>			
PARS GASB45 TRUST (balance as of 6/30/16)		\$	1,082,649.01
<b>TOTAL</b>			<b>\$ 7,780,682.34</b>

### BOND FUNDS

#### COMMUNITY FACILITIES DISTRICT NO. 1 (CFD)

<b>BANK OF AMERICA</b>			
CHECKING	0.00%	\$	18,702.45
<b>CALIFORNIA ASSET MGMT (CAMP)</b>			
SPECIAL TAX	0.54%	\$	8,338.25

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

<b>BANK OF AMERICA</b>			
CHECKING	0.00%	\$	526,099.61
<b>WILMINGTON TRUST (balance as of 3/31/16)</b>			
BOND RESERVE FUND	0.02%	\$	391,615.06
BOND ADMIN EXPENSE	0.02%	\$	40,411.39
BOND SPECIAL TAX FUND	0.02%	\$	238,417.66
BOND ACQ & CONSTRUCTION	0.02%	\$	862.64
BOND REDEMPTION ACCOUNT	0.02%	\$	-
BOND COI	0.02%	\$	-
BOND SURPLUS	0.02%	\$	-
			<b>\$ 1,224,447.06</b>

#### TOTAL ALL FUNDS

**\$ 9,005,129.40**

The investments comply with the CSD adopted investment policy.

PREPARED BY: Eric Thompson, Controller

REVIEWED BY:  District Treasurer

## MEMORANDUM

Date: August 5, 2016  
To: Board of Directors  
From: Paul Wagner, Security Chief  
Subject: Security Report for the Month of July 2016

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### OPERATIONS

Paul Wagner has started as the new Security Chief as of July 25, 2016. He has been working with Chief Remson on training for the position. I think Paul will be a good addition to the position.

The 4<sup>th</sup> of July went off without any major issues. The fireworks were delayed for about ½ hour per the request of the fire marshal.

The temporary Gate Officer has begun training and is doing well.

A job offer was made for the vacant full time Gate Officer position.

A Patrol Officer was released from probation and the position is being advertised.

### INCIDENTS OF NOTE

July 2, Saturday, reported at 3:12 p.m. on Guadalupe Drive. Hit & Run. A vehicle was hit overnight. Owner will contact California Highway Patrol (CHP) for a report.

July 4, reports of public intoxication, illegal fireworks, loud music and a trash can fire were reported.

July 13, Wednesday, reported at 5:38 p.m. on Abierto Drive. Theft of a bicycle that was left on the front porch.

July 20, Wednesday, reported at 11:25 a.m. on Guadalupe Drive. Vandalism. A garden hose was cut into several pieces.

July 24, Sunday, reported at 10:16 a.m. on Guadalupe Drive. "Trump" yard sign taken.

July 24, Sunday, reported at 10:49 p.m. at the North Gate. DUI arrest. Possibly DUI driver drove to the North Gate looking for Sacramento. Backed up, running over the lawn. Ran the red light to west bound Jackson Road. CHP notified. Later found driving on Cantova Way and had run over landscaping. The driver was arrested by CHP for DUI.

July 26, Tuesday, reported at 10:15 a.m. of a person who shot an arrow from the Country Store across Murieta Drive at a deer on the other side the night prior. After investigation, person of interest was identified and information passed on to Department of Fish and Game. In addition, the bow and arrow used were located and turned over to Security.



During the month of July, District Security Patrol Officers also responded to complaints of fireworks, trespassing and loud music.

#### **RANCHO MURIETA ASSOCIATION COMPLIANCE/GRIEVANCE/SAFETY COMMITTEE MEETING**

The meeting was held on August 1, 2016 at the Rancho Murieta Association (RMA) office. There were appearances regarding property maintenance (vehicle parked in driveway) and failure to stop. There were letters submitted regarding property maintenance, parking, and speeding.

#### **SECURITY DATA UPDATE**

The update forms continue to be sent out weekly, by streets. The information in the Security Department computer system is updated as the completed forms are received. This will give us updated information including occupants, phone numbers, vehicles, barcodes, permanent guests and pets.

#### **INCIDENT MAP AND EMERGENCY EXIT MAP**

This update has been delayed. Chief Wagner has been briefed on the information, and will address it as soon as he can. The plan is to add an Incident Map and Emergency Exit Map to the District website. The Incident Map will show locations of incidents of note, such as thefts and vandalism. This will help track any patterns of incidents to help direct patrol resources to those areas. The Emergency Exit Map will show additional exit locations, such as locked gates, that could allow vehicle traffic out of the North and South residential areas in the event of an emergency.

# MEMORANDUM

Date: August 10, 2016  
To: Board of Directors  
From: Paul Siebensohn, Director of Field Operations  
Subject: Water/Wastewater/Drainage Report

The following is Field Operations (water/wastewater/drainage) information and projects staff has worked on since the last Board meeting.

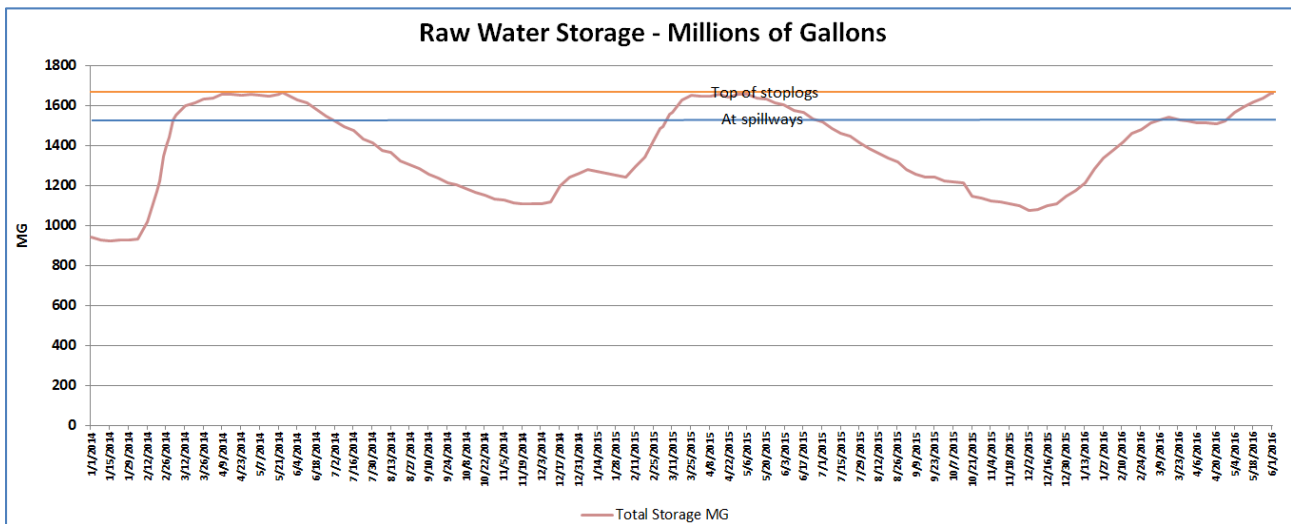
## WATER

The new ultrafiltration plant (Plant 1) is operating at an average of 1.8 million gallons per day (mgd) and Plant 2 is operating at 0.5 mgd to provide the District's water needs, which recently average around 2.3 million gallons per day. Water treatment plant production flow for this past July was 65,480,670 gallons (201 acre-feet). Plant 2 is operating in conjunction with Plant 1 as testing of the SCADA control system of each facility continues.

## WATER SOURCE OF SUPPLY

The combined raw water storage for Calero, Chesbro, and Clementia Reservoirs on July 7, 2016 measured approximately 1,540.1 MG (4,726.7 AF) of which 1,376.2 MG (4,223.6 AF) is usable due to dead storage. For Calero and Chesbro Reservoirs alone, the storage measured 1,216.8 MG (3,734.3 AF), or 1,167.4 MG (3,281.3 AF) usable. Rainfall totaled 0.0" and evaporation measured 9.83" for July.

Below is a graphical representation of the storage reservoir levels this year to date.

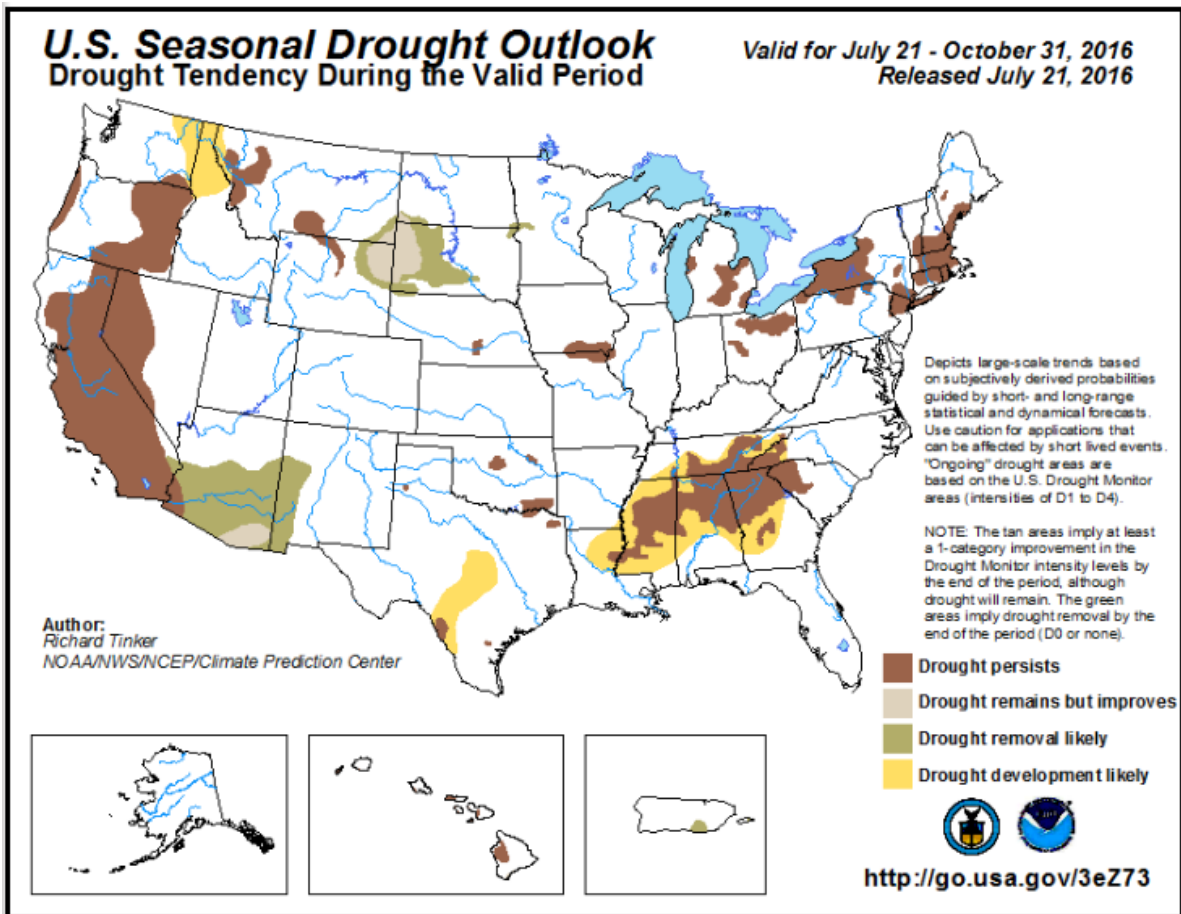
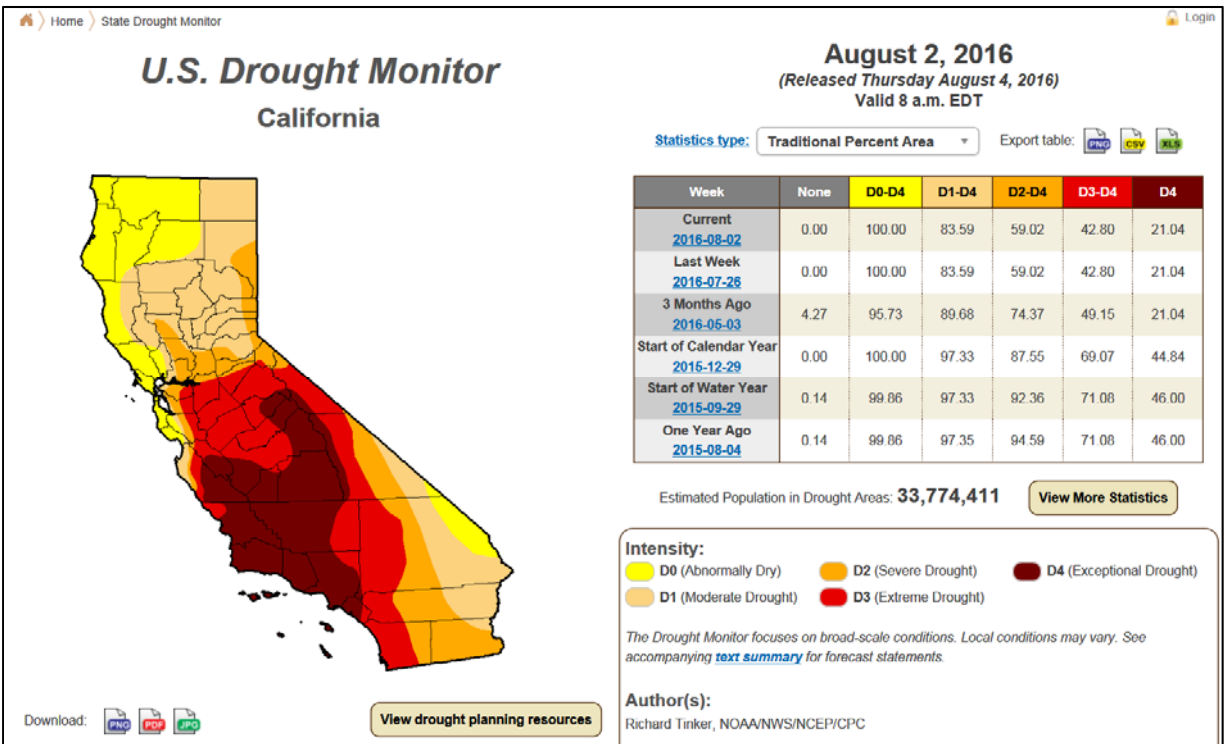


## CONSERVATION

For July, water consumption was 23.1% less than in 2013. The residential gallons per capita per day usage was at 294.



The US Drought Monitor graphic for California and Outlook for our area continues to show that the drought in our region persists.

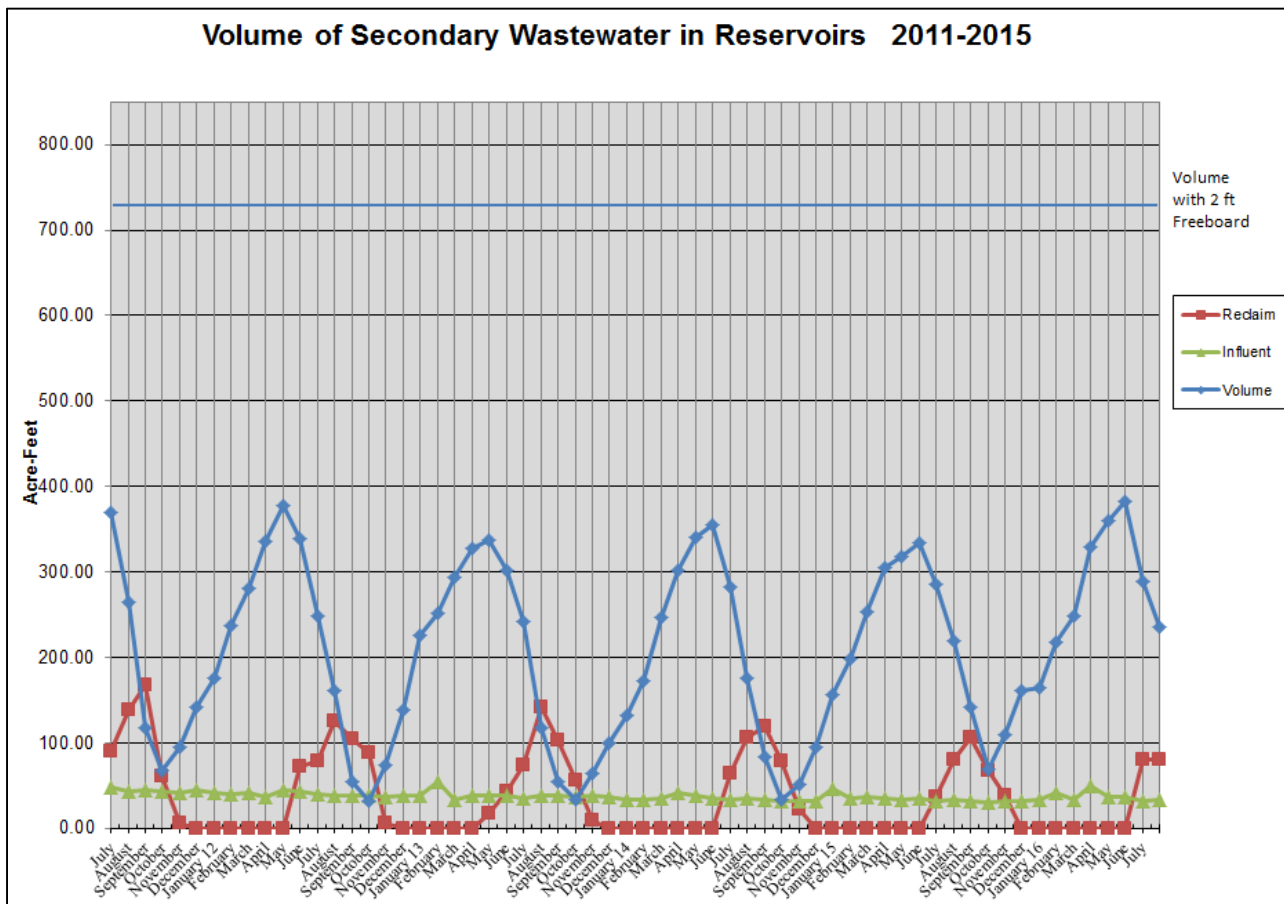


## WASTEWATER TREATMENT, COLLECTION AND RECLAMATION

Influent wastewater flow averaged 0.358 million gallons a day, for a total of 10.75 MG, (33 AF) for the month of July. This is approximately 136 gpd per sewer connection. Secondary wastewater storage measured 76.8 MG (235.7 AF) on August 3, 2016 of which 71.9 MG (220.8 acre-feet) is usable volume.

We delivered 26,423,000 million gallons of recycled water to Rancho Murieta Country Club (RMCC) in July for their irrigation needs. They are using less water than they have in the past due to the constraints of their transfer pump at Pond 17 which discharges to Pond 11. I have asked that they use more if possible. We are preparing to send some reclaimed water to the Van Vleck Field if we need to.

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



## SEWER COLLECTION

Utility staff cleaned the sewer line adjacent to Lindero Lane, sewer lateral "B" in Unit 1 as continued preventative maintenance in that area. No sewer issues this past month in the District's system.

## DRAINAGE

Staff is continuing to cut vegetation in the drainage system. Staff also treated the Laguna Joaquin basin shorelines for the aquatic primrose, worked on removing it, and treated it for Midge Flies using a pellet version of the midge fly product used in the past. Staff also removed a lot of blackberries along the drainage from Bermuda Ct and at Basin 5.

**CIA DITCH**

The CIA is continuing to flow water from the Cosumnes River to the Anderson Ranch.

**WATER METERING AND UTILITY STAFF WORK**

Utility staff replaced seventeen (17) service lines alongside repairing eight (8) water leaks. Staff is proactively replacing service lines alongside lines that are leaking while the streets are open in the area to allow the replacements to occur. Also completed were fifty-one (51) Utility Star work orders and twenty-six (26) underground service alerts (USAs) that were primarily requested by Greenfield Communications.

## MEMORANDUM

Date: August 17, 2016  
To: Board of Directors  
From: Darlene Thiel Gillum, General Manager  
Subject: Request to Extend 1995 SHF/M&R Reimbursement Agreement

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### RECOMMENDED ACTION

Move to deny the request to extend the 1995 Reimbursement Agreement with SHF Acquisition Corporation and allow the agreement to expire according to its terms on September 20, 2016.

### BACKGROUND

In the early 1990s, developer SHF Acquisition Corporation constructed houses in a Rancho Murieta subdivision known as Unit 6 or the Fairways. As part of that subdivision, the developer paid for and installed certain water, sewer and storm drainage improvements. Some of the improvements were sized to benefit and serve lands other than the Unit 6 subdivision. Consequently, in 1995, the District entered into a Reimbursement Agreement with SHF concerning the reimbursement of a portion of the costs of the improvements from defined benefited properties. In September 2015, the Board authorized a one-year extension of the 1995 agreement. The agreement now expires on September 20, 2016.

M&R Investment One Company, Inc. claims it is the successor to SHF. In several letters to the District, M&R representatives have requested an extension of the agreement for nineteen additional years. M&R's representatives state that, if the District does not grant an extension, M&R will sue the District and seek a court-ordered extension, money damages and attorney fees.

District staff have evaluated M&R's request and recommend that the Board deny it for the reasons discussed below.

### DISCUSSION

The District's lawyers have reviewed the Reimbursement Agreement and met with M&R's attorneys. They have confirmed that the District has no legal obligation to extend the Reimbursement Agreement.

As a potential compromise with M&R, District staff and M&R discussed the possibility of recommending to you a five-year extension. M&R's representatives have nevertheless stated M&R will only accept a nineteen-year extension.

In letters and meetings, M&R's representatives made two types of arguments for an extension. First, an extension is fair under the circumstances. Second, it is in the District's interest to extend the Reimbursement Agreement, because extending the Reimbursement Agreement has

no direct cost to the District while litigation with M&R would be very expensive. The following sections discuss these arguments.

**A. M&R's Arguments Based on Fairness**

**1. M&R's Argument that Another Developer Received a 20-Year Extension Does Not Support an Extension in this Instance**

In discussions with M&R representatives, M&R has argued that it is entitled to a 20-year extension of the SHF agreement because in 1999 the District extended a reimbursement obligation involving different developers for 20 years. District staff have compared the two situations and determined that the circumstances are very different and not comparable.

First, the two agreements are dissimilar. The 1999 extension involved a 1991 Reimbursement and Shortfall Agreement between the District and two developers. In 1991, the District formed Mello-Roos CFD No. 1 and issued bonds to finance water, sewer and other infrastructure to serve the development of lands in the south Rancho Murieta area. In arranging the bond financing, the District determined that there would be an estimated \$6.6 million shortfall in the funding necessary to pay for the needed infrastructure. The District and developers then negotiated and approved the Reimbursement and Shortfall Agreement. The agreement obligated the developers to fund the infrastructure to the extent not covered by the District bond financing. The agreement provided for this funding obligation to be secured by letters of credit. The agreement provided for the developers to post additional security in the event the actual costs exceeded the estimated costs. Finally, the agreement provided for payment of reimbursement from other benefited properties that did not participate in the infrastructure financing and funding. The 1991 agreement provided that the developers' rights to reimbursement would expire after 20 years.

In contrast, the SHF agreement is solely a reimbursement agreement providing for the possible reimbursement over time for improvements installed by SHF. It lacks a related infrastructure financing component.

Second, the 1999 extension of the 1991 Reimbursement and Shortfall Agreement obligation involved a broader transaction with the developers concerning the ongoing infrastructure development and construction. By 1999, much of the needed infrastructure, and significantly including the needed water treatment plant expansion, had not yet been constructed. Also, by 1999, one of the letters of credit had expired.

Therefore, in 1999, the district and developers wanted to firm up the financing plan for the remaining infrastructure. In May 1999, the developers agreed to and did provide a new firm \$3.6 million letter of credit to secure the south area's infrastructure funding obligation, including its one-third share of the water treatment plant expansion. Additionally, in May 1999, two prominent developer individuals, John Reynen and Christo Bardis, agreed to and did provide a personal guarantee that unconditionally and irrevocably guaranteed the obligations under the Reimbursement and Shortfall Agreement. In exchange for the new will serve letter and personal guarantee, the District in May 1999 agreed to provide a 20-year extension of the reimbursement obligation.

This extended Reimbursement and Shortfall Agreement financing arrangement has continued to the present with the District relying on the 1991 funding obligation, as modified and extended in 1999, to facilitate the construction of the water treatment plant expansion in 2014-16. The south area developers, through the Reimbursement and Shortfall Agreement and related letters of credit, funded a one-third share of the District's recent plant expansion construction costs.

In contrast to the developer obligations supporting the 1999 extension of the 1991 Reimbursement and Shortfall Agreement, M&R is not offering or proposing any additional obligation or consideration that would support or justify the requested extension of the 1995 SHF reimbursement agreement. Instead, M&R seems to argue for and demand an extension of the agreement simply because it did not receive reimbursement during the agreement's 20-year term.

Third, in early 1999, the District, together with other affected parties, was evaluating a project to rehabilitate a small bridge crossing the Cosumnes River and connecting the south area with the golf course and other facilities north of the river. In discussions between the District and Mr. Bardis, he indicated that he would support a proportionate share of funding for the bridge rehabilitation project, but he requested an extension of the reimbursement obligation in exchange.

Fourth, the 1999 extension decision was made by the District Board of Directors at that time based on the then-prevailing conditions and circumstances. Today is a different time and place and there are different directors on the Board. Simply because one District Board made a particular decision 17 years ago should not bind or obligate this Board to make the same decision.

## **2. M&R Is Incorrect that an Extension Is Necessary for M&R to Obtain the Benefit of Its Bargain with the District**

M&R argues that, because SHF and M&R have collected no reimbursements since 1995, an extension is necessary so M&R can receive the benefits it bargained for in the Reimbursement Agreement.

M&R's argument is incorrect. The bargain between the District and SHF provides for a reimbursement right from future development, but that right expressly expires after 20 years. Nothing in the Reimbursement Agreement suggests the parties bargained that SHF and M&R would be entitled to an extension if they had not been fully reimbursed within 20 years. Rather, the Reimbursement Agreement expressly states the District makes no warranty that SHF will receive any reimbursement during the term of the agreement. In 1995, M&R's predecessor (SHF) bargained for the payment of reimbursement from the development of lands within a defined area of benefit over a 20-year term and, in doing so, it assumed the risk that there may be insufficient or no development within that area to fund reimbursement.

The 20-year term provided in the Reimbursement Agreement was fair and is typical for California facilities reimbursement agreements. In some situations, these types of agreements are limited to even shorter terms. (See Pub. Contract. Code, § 20610 [limiting reimbursement agreements for county waterworks districts to ten-year terms].) The District and SHF agreed to a 20-year term without providing for any extension if SHF was not fully reimbursed.

M&R also argues an extension is necessary because it was deprived of the benefits of the Reimbursement Agreement while the District was subject to a cease and desist order from the Central Valley Regional Water Quality Control Board from 2006-2008. However, it is speculative to argue that the regional board's order actually caused the lack of development in Rancho Murieta during that time period, especially in light of the global economic recession that began in late 2007 and the recession's significant impacts in the Sacramento area. Furthermore, SHF did receive a one-year extension of the agreement.

**B. M&R's Is Incorrect that an Extension Is in the District's Interest**

**1. M&R Has Provided No Support for Its Claims that the District Failed to Perform Its Obligations Under the Reimbursement Agreement**

M&R's representatives have argued that the District should extend the Reimbursement Agreement because a court will hold the District liable for failing to perform its obligations under the agreement. Specifically M&R's representatives have argued the District failed to use its best efforts to ensure M&R received reimbursement under the agreement.

This argument is incorrect. M&R's right to reimbursement is triggered by development of property that benefitted from the improvements SHF constructed. Since 1995, no development has occurred on the relevant properties, so there has been no reimbursement for the District to collect on behalf of SHF and M&R. Nor have M&R's representatives produced examples of any instance where the District failed to use its best efforts to ensure SHF and M&R received reimbursement to which they were entitled.

**2. Granting M&R's Request Could Be an Unlawful Gift of Public Funds**

An amendment to a contract is a contract. The District lawyers explain to me that in order to approve a binding contract, the contract must be supported by some price, benefit, interest or other consideration. M&R's request for an extension lacks consideration.

Related to this factor, the State Constitution prohibits the District from making a gift of public funds. In order to avoid the gift prohibition, an agreement to pay money to third party must promote a valid and substantial public purpose of the District. An agreement to extend the reimbursement term would obligate the District to collect development fees and pay them over to M&R for an ongoing period of time; however, without any consideration, such an agreement would not further or support any District public purpose.

Sometimes, the fair settlement of a good faith dispute with a private party may be an appropriate use of public funds because the waiver of a reasonable legal claim in return for settlement funds paid by the District accomplishes a valid public purpose. However, the settlement and compromise of an invalid claim is inadequate consideration to support a contract and probably would be an unlawful gift of public funds. District staff has determined that M&R has no right or entitlement to a reimbursement extension and no consideration is being proposed to support the extension. Therefore, even though M&R has threatened litigation, District staff are not aware of any valid legal claim that would support the extension/settlement.

**3. Granting M&R's Request Would Create Additional Disputes When Future Development Occurs Over the Next Nineteen Years**

The Reimbursement Agreement assumed a certain density of future development would occur within the District between 1995 and 2015. This assumption controlled the amounts of reimbursement that were assigned to specific properties within the District. Future development within the District is now expected to occur at lower densities than was anticipated in the Reimbursement Agreement. As a result, the amounts assigned to specific properties in the Reimbursement Agreement probably exceed the amounts the District could legally charge to future, less-dense development within the District. Consequently, it is likely that, if the District agrees to extend the Reimbursement Agreement, there will be additional disputes between M&R, the District and future development about how much reimbursement is properly charged to new development.

**CONCLUSION**

For these reasons, District staff recommends the District Board deny the request to extend the 1995 Reimbursement Agreement with SHF Acquisition Corporation and allow the agreement to expire according to its terms on September 20, 2016.



## MEMORANDUM

Date: August 12, 2016  
To: Board of Directors  
From: Darlene J. Thiel Gillum, General Manager  
Subject: Consider Approval of Reimbursement to M&R Investment One Corporation For Fourteen (14) Retreats West Lots

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### RECOMMENDED ACTION

Approve reimbursement to M&R Investment One Corporation for fourteen (14) Retreats West lots in the amount of \$32,018. Funding to come from Developer Deposit – Retreats.

### BACKGROUND

In the early 1990s, developer SHF Acquisition Corporation constructed houses in a Rancho Murieta subdivision known as Unit 6 or the Fairways. As part of that subdivision, the developer paid for and installed certain water, sewer and storm drainage improvements. Some of the improvements were sized to benefit and serve lands other than the Unit 6 subdivision. Consequently, in 1995, the District entered into a Reimbursement Agreement with SHF concerning the reimbursement of a portion of the costs of the improvements from defined benefited properties. In September 2015, the Board authorized a one-year extension of the 1995 agreement. The agreement now expires on September 20, 2016.

M&R Investment One Company, Inc. claims it is the successor to SHF.

The Retreats West parcel, which was previously identified as the Hotel site in the Reimbursement Agreement, is identified as a benefitting property of the SHF improvements in the amount of \$50,305.78. Retreats West is approved for 22 lots which results in a reimbursement of \$2,287 per lot ( $\$50,305.78 / 22 = \$2,286.63$ ). To date, 14 of the 22 lots have pulled water permits. As these permits were pulled prior to the expiration of the reimbursement agreement staff recommends approval.

## MEMORANDUM

Date: August 12, 2016

To: Board of Directors

From: Darlene J. Thiel Gillum, General Manager  
Paul Siebensohn, Director of Field Operations

Subject: Consider Request from Roebbelen Construction, Construction Manager at Risk, for an Adjustment to the Guaranteed Maximum Budget for the Water Treatment Plant Expansion Project

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### RECOMMENDED ACTION

Approve the negotiated increase to the Guaranteed Maximum Budget of \$150,243 for the Water Treatment Plant Expansion Project. Funding to come from Water Capital Replacement Reserves.

### BACKGROUND

At the June 15, 2016 Board of Directors meeting, staff was directed to negotiate a reasonable increase to the Water Treatment Plant Expansion Project (WTP) Guaranteed Maximum Budget (GMB) to cover previously approved change orders that have been identified by Roebbelen as being outside the original scope of the WTP project. Initially, when these requests were reviewed and approved by Roebbelen as contingency expenditures, the project was anticipated to have excess contingency funds at completion. However, due to trade contract close-outs the contingency funds have been fully expended.

The attached list contains 34 change orders for a total of \$150,243, which the District, Roebbelen, and Rancho North Properties agree are beyond the scope of the original project. All of these change orders provided benefit to the WTP and improved the overall project. Five (5) of the 34 change orders, which are identified on the attached by blue shading, have been identified as District Only expenditures as they are directly related to maintenance and repair of the existing facility. The District Only change orders amount to \$31,932. The remaining \$118, 311 is additional cost to be shared between the District, Rancho North Properties, and the 670 Group (each for a total of \$39,437). The District will recoup this cost as described and allowed in each respective Financing and Services Agreement. Also, Paul Siebensohn and I will continue to evaluate these and other Change Orders for possible deficiencies in the project plans and drawings.

Paul and I met with representatives from Roebbelen and Rancho North Properties on August 3, 2016 to review and discuss the requested increase in GMB. The negotiated position is \$27,623 less than the original increase request of \$177,866. In addition, Roebbelen estimates they are absorbing a reduction in fee of approximately \$70,000 after the increase to GMB is made.

Roebbelen is in the process of closing out the project with GE. GE is requesting a contract adjustment of approximately \$111,000 due to extended project schedule and increased travel and support time. All other trades have closed the project.

Owner\_Directive

CE #	CE title	CE description	Original Submitted Costs	Negotiated/Approved Cost
003	Force main change of material	District request specified material for 2" Force main of Schedule 40 pipe to Schedule 80 pipe	\$4,003	\$2,888
004	2" Conduit for Fiber	District requested 2" schedule 80 conduit to be placed on top of contract force main to create a pathway for future fiber optic cable to be ran for plant communications	\$50,736	\$26,264
005	CLSM trench at lower yard	At lower equipment yard district requested that a 1 ft wide by 60 ft long trench be dug out along the creek fence line and backfilled with light weight concrete to prevent future burrowing vermin from undermining the lower yard through the creek	\$3,795	\$3,300
006	(E) Drying bed cleanout	Per district request the existing north east drying bed required maintenance. This included digging out the sludge that accumulated on top of the drying bed from settle out and transportation to the waste water facility	\$1,882	\$1,882
011	NAOH added slab at tank yard	Replace original design asphalt base walkway at upper tank yard adjacent to chemical storage room with a concrete slab for longevity	\$6,629	\$4,091
025	Drying Bed cleanout and sand infill	Per district request the existing north and south western drying bed required maintenance. This including digging out the sludge and sand bedding from the existing drying bed and reinstalling with new material along with offhaul of the existing material to their waste water facility.	\$13,482	\$13,482
36	GE upgraded maintenance table	Per contract GE was to supply a maintenance table for checking for leaks in membrane filters. This cost per district request was to upgrade this table to include a repair kit and compresor for leak detection and repair.	\$5,013	\$5,013
040	GE additional Spare Parts	Additional spare parts to include (1) analog input/output I/O card and (1) discrete input/output I/O card per district request	\$2,600	\$2,600
059	RFI #75, added cable tray	Per district request extending the cable tray in the ancillary equipment room to include an additional level for signal and in chemical room extending cable tray from equipment in middle of the room to the end of the room	\$1,823	\$1,823
060	AER (E) fan demo and plywood vents	In ancillary equipment at the roof line there was existing fans and switching from previous plant operation. Per district request this cost was to remove the existing fans and switching and cover the opening at the roof with plywood to prevent future heat loss from radiant heaters installed per contract.	\$8,725	\$5,860
064	Additional painting control room ceiling and walls	Per district request additional painting of existing roof plywood and structural members along with outter existing wall	\$2,230	\$2,230

Owner\_Directive

085	Upgraded Citric acid tote	Upon approval of checmical storage totes it was verified that we could upgrade the citric acid container to 356 gallons from 240 and stay within storage parameters without added fire suppression	\$1,225	\$0
098	Clean (E) CCT basin	Per district request clean the existing chlorine contact basin and make minor repairs. Contract work was to create an extension to this existing basin and build new pump station so we had to drain the entire facility. It was financial proactive to have this done now as the facility was drained and ready and we were in the process of cleaning the new contract portions of the basin.	\$11,146	\$9,946
100	Cable tray rack in basin (power & signal)	In main mechanical basin there was to be conduit run for all power and signal to equipment. Per district request for future ease of access and to keep conduits from off the existing wall space it was elected to provide a cable track rack along the front of the filter basins for all cabling and then disperse to equipment from there.	\$3,157	\$3,157
102	IP camera upgrade	Per district request this cost was to upgrade specified camera system to include an IP camera and equipment upgrades to existing system	\$1,196	\$456
111	New conduit and wire for motorized gate	Install new conduit and permanent power to motorized front gate. Originally this was ran with extension cord and was unmarked during construction when it was disrupted.	\$4,006	\$4,006
114	Flocc motor power/signal conduit	Existing Flocculators were to remain per contract. District requested rerouting of existing flocculator power and signal to below concrete deck and introduced into SCADA system.	\$31,388	\$12,533
120	Generator control peripheral module	Original design allowed for 4 generator alerts to be display on panel in control room. This allowed for additiona peripherals and introduction into SCADA.	\$3,247	\$2,791
121	RFI #110, safety air exhaust valves	Per desitric safety standards all air ball valves specified needed to be changed to safety air exhaust valves allowing the district staff to purge the air build up at each valve locally prior to disconnecting the air line from the pneumatic valve	\$1,724	\$1,724
132	Replace siding ancillary room & flocc basin	At flocculator and ancillary room siding was not part of original scope to be replaced but adjacent to existing siding to be replaced. The district elected to replace water damaged siding outside of Add Alt #1.	\$3,680	\$3,680
138	Future pump pad	Per contract the mechanical contractor was to supply pads for the three planned pump pads. The 4th membrane basin was for future and not part of the expansion project. The district elected to provide the additional pump pad now for future expansion	\$1,925	\$1,349

148	Replace lamps on (E) light poles with LED	Per district request all lightpoles received upgraded lightpole heads to LED for better longeevity.	\$2,918	\$2,531
156	2" bulkhead fitting at upper tank yard	Per district request they elected to rotate the chemical storage containers at the upper tank yard which caused the connection pions to be rotated and the additional of 2 bulkhead fittings.	\$841	\$841
159	replacement of 12" FCA in pipe gallery	This cost is in addition to the CE #86. CE #86 covered the cost of replacing the valves in the existing pipe gallery. Upon investigation of the replacement of the valves the district elected it was prudent to also include replacement of the flanges and elbows along this pipe network due to corrosion.	\$8,129	\$8,129
160	Relocate SCADA server to hallway	The SCADA server was original shown to be placed adjacent to the SCADA console in the main control room. Per district request the server was relocated to hallway moving it 30 ft away from its original location and not along the cable tray. This cost was for the conduit extension from the cable tray to new location in hallway	\$3,212	\$2,195
163	Safety Air Exhaust Valves	The district elected to replace all ball valves with safety air exhaust valves as part of their district safety policy. This cost was to replace the specified valves already supplied by GE with new safety air exhaust valves.	\$6,370	\$5,570
165	Shelf for ZO pump	The existing Zinc chemical pumps where to be relocated on the pump table. After relocation the district elected to have a shelf built on the back of the new pump panel to attach the existing pumps to for conservation of space.	\$500	\$500
167	Access hatch hold opens	At backwash basin the access hatches for viewing didn't have hold opens per plan. The district requested that we install hold opens so the hatches could remain open without operator involvement.	\$1,033	\$1,033
169	Add room id signage per submittal	The dstrict selected 5 additional ID signs throughout the project for existing spaces	\$1,258	\$758
175	RFI #149, PD line routing modification	Per district request we were to split the contract pipe into two runs and provide valving for future flow meter connection within new box along with conduit pathway for communication wires.	\$5,662	\$5,662
177	relocate RW cyanometer	Per district request we were to relocate the existing cyanometer from the lab to the ancillary room and provide piping and signal to SCADA for reading of values on control system.	\$5,140	\$4,477
185	RFI #175, High Level alarm in sump pump	Per district request at the lower sump area behind the filters we installed a float and connected to SCADA for a level alarm in case the lower sump area became flooded.	\$9,943	\$8,186

Owner\_Directive

191	Screens at flash mix overflow	At the raw water flash mix inlet the district elected to cover the two rectangular openings with insect screen to avoid the potential of any wildlife from entering the raw water stream.	\$652	\$652
204	Install UPS in GE Panel	Within the GE control panel there was no backup power specified except for the backup generator for the entire project. The district elected to provide a UPS for backup of the GE panel and have the electrical contractor wire in.	\$634	\$634
		<b>Total</b>	<b>\$209,904</b>	<b>\$150,243</b>

Original GMB Increase Request	\$177,866
Negotiated Reduction	<u>(\$27,623)</u>
<b>Proposed GMB Increase</b>	<b>\$150,243</b>

CSD Only Change Orders - existing infrastructure maintenance type items	\$31,932
Total Project Related Change Orders	\$118,311

## MEMORANDUM

Date: August 5, 2016  
To: Board of Directors  
From: Finance Committee Staff  
Subject: Public Hearing to Place Delinquent Accounts on Sacramento County Tax Rolls for Collection

---

### RECOMMENDED ACTION

Adopt Resolution R2016-10 placing delinquent water, sewer, solid waste, security and/or drainage charges/taxes on the Sacramento County tax rolls to be purchased by Sacramento County under the Teeter Plan.

### BACKGROUND

The Board adopts this Resolution annually placing any delinquent water, sewer, garbage, security and/or drainage charges/taxes on the Sacramento County (County) tax rolls. The County has the option to purchase these charges from the District under the Teeter Plan thereby shifting responsibility for collection to the County. In exchange, the County receives all penalties and interest incurred after the charges are billed to the property owner via the property tax bills.

The Exhibit A prepared on August 3, 2016 will be published as required by regulations in the Daily Recorder. An updated Exhibit A will be provided at the August 17, 2016 Board meeting which will reflect the then most current delinquent accounts. The final Exhibit A and data file will be filed with the County on August 19, 2016 for collection through the County tax rolls.

**The Finance Committee recommends adoption.**

## RESOLUTION R2016-10

### **A RESOLUTION OF THE BOARD OF DIRECTORS OF RANCHO MURIETA COMMUNITY SERVICES DISTRICT AUTHORIZING COLLECTION AND REQUESTING INCLUSION OF DELINQUENT RATES, SPECIAL TAXES, CHARGES AND PENALTIES FOR WATER, SEWER, SOLID WASTE, DRAINAGE AND SECURITY SERVICE ON THE TAX ROLL FOR THE FORTHCOMING FISCAL YEAR IN THE SAME MANNER AS THE GENERAL TAXES**

**WHEREAS**, the Government Code authorizes the District to establish rates and charges for water, sewer, drainage and security services, prescribed penalties for nonpayment of those charges, and to have delinquent charges and penalties collected on the County tax roll; and

**WHEREAS**, the Rancho Murieta Community Services District, pursuant to Rancho Murieta Community Services District Code, Chapters 14, 15, 16, 21, and 31 prescribes rates, special taxes, and charges for water, sewer, solid waste, drainage and security service, provide for penalties for delinquent water, sewer, drainage and security rates, special taxes, and charges with the County tax roll; and

**WHEREAS**, the notices prescribed by law were duly published and mailed, and the Board of Directors held a Public Hearing on August 17, 2016 to consider all objections and protest, if any, to the reports on the delinquent charges prepared pursuant to law;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Rancho Murieta Community Services District hereby;

1. Adopts the written report of delinquent water, sewer, drainage and security rates, special taxes, charges and penalties attached hereto as Exhibit "A" and incorporated herein as of June 30, 2016, and determines that each amount described in said report for each parcel is proper and correct.
2. Request the Sacramento County Board of Supervisors to authorize the Auditor and Tax Collector to perform the functions provided by the Government Code and Rancho Murieta Community Services District Codes; Chapter 14, 15, 16, 21 and 31 respecting the placement of said delinquent charges on the tax roll and collecting said charges with the general taxes, for compensation at a cost not to exceed the amounts set by law.
3. The delinquent charges report, in the form submitted to this meeting and on file with the Board, is hereby approved and adopted. The General Manager of the District, or one or more of his/her designees, is hereby authorized to make changes to the Delinquent Charges Report before it is filed with the Sacramento County Auditor as provided in Section 4 hereof and to make changes in response to payments received from ratepayers.
4. A certified copy of this Resolution together with a list of all delinquent parcels subject to being placed on the tax rolls shall be delivered to the Sacramento County Auditor no later than August 19, 2016 as specified by written consent of the Sacramento County Auditor.



**BE IT FURTHER RESOLVED**, the Secretary of the Board is hereby directed to transmit a certified copy of this Resolution to the Board of Supervisors, County of Sacramento.

**PASSED AND ADOPTED** by the Board of Directors of the Rancho Murieta Community Services District at their regular meeting held on this 17<sup>th</sup> day of August 2016 by the following roll call vote:

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

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

[seal]

**Attest:**

\_\_\_\_\_  
Suzanne Lindenfeld, District Secretary  
Rancho Murieta Community Services District

# Exhibit "A" - Preliminary

## Rancho Murieta Community Services District

### 2015-16 Delinquent Amounts for Sacramento County Tax Rolls

<b>Parcel Number</b>	<b>Account Number</b>	<b>Property Owner</b>	<b>Service Address</b>	<b>Delinquent Amount</b>
073-0190-069	5000500	FRANK STATHOS	VILLAS	\$6,312.34
073-0190-105	5003200	CSGF RANCHO MURIETA, LLC	RESIDENCE MURIETA HILLS A	\$4,719.36
073-0790-007	5002200	PCCP CSGF PORTFOLIO, LLC	RIVERVIEW UNDEVELOPED	\$3,140.96
073-0750-041	4178301	BANK OF NEW YORK	6540 PUERTO DRIVE	\$1,318.12
073-0190-047	5001900	CSGF RANCHO MURIETA, LLC	RESIDENCE MURIETA HILLS B	\$821.52
073-0490-042	2085702	VENMAR HOLDING PARTNERS, INC	6945 DOMINGO COURT	\$803.22
073-0300-021	1030503	MONIQUE WILLIAMSON	7001 PESCADO CIRCLE	\$802.08
128-0290-013	90042600	REVERSE MORTGAGE SOLUTIONS	15337 MURIETA SOUTH PARKWAY	\$711.10
073-0660-049	3137200	CHRISTOPHER WILLIAMS	6400 CAMINO DEL LAGO	\$520.44
073-0680-026	6004903	LARRY KOGUT	7296 SONORA DRIVE	\$475.50
073-0676-011	6008500	VELMA STICE	7364 CARMELLA CIRCLE	\$464.74
073-0675-017	6014001	ROBERT LOWRY	14571 PONCHO CONDE CIRCLE	\$405.00
128-0270-002	90033901	DARIUS STELMACH	14805 REYNOSA DRIVE	\$386.84
073-0510-042	2056901	JEROME ODDO	6621 VIA DE ROBLES DRIVE	\$373.24
073-0330-003	1022100	CHARLOTTE MISCHEAUX	14979 LAGO DRIVE	\$212.94
073-0740-050	4183500	RITA SCHROEDER	6332 PUERTO DRIVE	\$181.90
128-0230-045	8902200	PACIFIC BAY HOMES	LOT J	\$157.10
<b>17 Parcels</b>				<b>\$21,806.40</b>

## MEMORANDUM

Date: August 12, 2016  
To: Board of Directors  
From: Darlene J. Thiel Gillum, General Manager  
Subject: Consider Adoption of District Resolution R2016-11, Community Facilities District No. 2014-1 Annual Special Tax Levies

---

### RECOMMENDED ACTION

Adopt Resolution R2016-11 for Community Facilities District No. 2014-1 placing the annual bond levies on the Sacramento County Tax Rolls for the 2016-2017 fiscal year.

### BACKGROUND

Enclosed is a draft resolution which places the 2016-2017 Community Facilities District (CFD) No. 2014-1 bond levies on the Sacramento County Tax Rolls in the total amount of \$154,149.76. The District submits this levy for CFD 2014-1 annually to Sacramento County to be collected on the Sacramento County Tax Rolls. This is the first levy for the CFD 2014-1 bonds. The amount of the levy is calculated annually by NBS who provides annual administration services for the CFD 2014-1. The total level by parcel is attached to the resolution.

## RESOLUTION NO. R2016 -11

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT AUTHORIZING THE ESTABLISHMENT OF AN ANNUAL SPECIAL TAX FOR RANCHO MURIETA CSD COMMUNITY FACILITIES DISTRICT NO. 2014-01 (RANCHO NORTH/MURIETA GARDENS) FOR FISCAL YEAR 2016-2017 AND FUTURE TAX YEARS

**WHEREAS**, the Board of Directors (the "Board") of the Rancho Murieta Community Services District (the "District") had previously initiated proceedings, held a public hearing, conducted an election and received a favorable vote from the qualified electors to authorize the levy of special taxes in Community Facilities District No. 2014-01 (Rancho North/Murieta Gardens) ("CFD 2014-01"), all as authorized pursuant to the terms and provisions of the Mello-Roos Community Facilities Act of 1982, being Chapter 2.5, Part 1, Division 2, Title 5 of the Government Code of the State of California (the "Act");

**WHEREAS**, the Board, by the adoption of Ordinance No. 2014-03, as authorized by Section 53340 of the Government Code of the State of California, has authorized the levy of such special taxes in CFD 2014-01; and

**WHEREAS**, Government Code Section 53340 provides that the Board may provide, by resolution, for the levy of the special taxes in CFD 2014-01 in the current tax year and future tax years at the same rates or at a lower rate than the rate provided for in Ordinance No. 2014-03, if such resolution is adopted and a certified list of all parcels in CFD 2014-01 subject to the special tax levy, including the amount of the special tax to be levied on each such parcel for the current tax year (the "Fiscal Year 2016-2017 Certified List") and future tax years, is timely filed by the District Secretary or other official designated by the Board with the Auditor of the County of Sacramento (the "County Auditor").

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

Section 1. The above recitals are all true and correct.

Section 2. The General Manager is hereby authorized and directed to determine or cause to be determined the specific rates and amounts of the special tax to be collected from taxable parcels within CFD 2014-01 for Fiscal Year 2016-17 and in future tax years.

Section 3. The General Manager is hereby authorized and directed to prepare or cause the preparation of the Fiscal Year 2016-17 Certified List and in future tax years and to submit such list to the County Auditor on or before August 10<sup>th</sup> or such later date to which the County Auditor may agree.

Section 4. The special tax shall be collected in the same manner as ordinary ad valorem property taxes are collected, and shall be subject to the same penalties and same procedure and sale in cases of any delinquency for ad valorem taxes, and the

Sacramento County Tax Collector is hereby authorized to deduct reasonable administrative costs incurred in collecting any said special tax.

Section 5. It is hereby further directed that a certified copy of this Resolution, together with the Certified List for Fiscal Year 2016-17 and future tax years, also be filed with the County Auditor.

Section 6. The County Auditor is hereby directed to enter in the next County assessment roll on which taxes will become due, opposite each lot or parcel of land effected in a space marked "public improvements, special tax" or by any other suitable designation, the installment of the special tax.

Section 7. The County Auditor shall then, at the close of the tax collection period, promptly render to the District a detailed report showing the amount and/or amounts of such special tax installments, interest, penalties and percentages so collected and from what property collected, and also provide a statement of any percentages retained for the expense of making any such collection.

Section 8. This resolution shall become effective upon its adoption.

**PASSED, APPROVED AND ADOPTED** this 17<sup>th</sup> day of August, 2016, by the following roll call vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

---

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

ATTEST:

---

Suzanne Lindenfeld, District Secretary  
Rancho Murieta Community Services District

**Rancho Murieta Community Services District**  
**Community Facilities District No. 2014-1**  
**Final Billing Detail Report for Fiscal Year 2016/17**

Account ID	Property ID	DB	Levy	Other	Total
073-0090-062-0000	073-0090-062-0000		\$8,104.61	(\$0.01)	\$8,104.60
073-0180-029-0000	073-0180-029-0000		6,483.80	0.00	6,483.80
073-0790-023-0000	073-0790-023-0000		32,418.44	0.00	32,418.44
073-0800-003-0000	073-0800-003-0000		44,575.21	(0.01)	44,575.20
073-0800-007-0000	073-0800-007-0000		162.10	0.00	162.10
073-0800-008-0000	073-0800-008-0000		24,313.83	(0.01)	24,313.82
073-0800-009-0000	073-0800-009-0000		20,261.67	(0.01)	20,261.66
073-0890-001-0000	073-0890-001-0000		1,574.53	(0.01)	1,574.52
073-0890-002-0000	073-0890-002-0000		568.00	0.00	568.00
073-0890-003-0000	073-0890-003-0000		459.41	(0.01)	459.40
073-0890-004-0000	073-0890-004-0000		480.29	(0.01)	480.28
073-0890-005-0000	073-0890-005-0000		501.17	(0.01)	501.16
073-0890-006-0000	073-0890-006-0000		471.94	0.00	471.94
073-0890-007-0000	073-0890-007-0000		1,056.65	(0.01)	1,056.64
073-0890-008-0000	073-0890-008-0000		2,217.71	(0.01)	2,217.70
073-0890-009-0000	073-0890-009-0000		308.64	0.00	308.64
073-0890-010-0000	073-0890-010-0000		274.39	(0.01)	274.38
073-0890-011-0000	073-0890-011-0000		870.18	0.00	870.18
073-0890-012-0000	073-0890-012-0000		409.71	(0.01)	409.70
073-0890-013-0000	073-0890-013-0000		0.00	0.00	0.00
073-0890-014-0000	073-0890-014-0000		32.70	0.00	32.70
073-0890-015-0000	073-0890-015-0000		123.33	(0.01)	123.32
073-0890-018-0000	073-0890-018-0000		114.01	(0.01)	114.00
073-0890-019-0000	073-0890-019-0000		8,199.41	(0.01)	8,199.40
073-0890-020-0000	073-0890-020-0000		168.18	0.00	168.18
<b>25 Accounts</b>			<b>\$154,149.91</b>	<b>(\$0.15)</b>	<b>\$154,149.76</b>

## MEMORANDUM

Date: August 5, 2016  
To: Board of Directors  
From: Finance Committee Staff  
Subject: Consider Approval of Funding of Administration Server from Reserve Funds

---

### RECOMMENDED ACTION

Approve Administration Capital Replacement Reserve funding in the amount of \$6,212.69 for the purchase and installation of a new data server from A Leap Ahead IT.

### BACKGROUND

The NAS server (Asset#649-1), which was placed in service August 1, 2008, has reached the end of its useful life and has been the cause of numerous network outages.

The replacement server was purchased on February 8, 2016 and has since been put into service. Once all of the associated costs were identified, the total exceeded the \$5,000 Capital Asset threshold. Also, staff realized that the old server was recorded as a Fixed Asset and is thereby eligible for use of capital replacement reserve funding. As the new server will be classified as a Capital Asset (Value > \$5,000) and is replacing an existing fixed asset, staff recommends that funding come from Administration Capital Replacement Reserves.

**The Finance Committee recommends approval.**

## MEMORANDUM

Date: August 5, 2016  
To: Board of Directors  
From: Finance Committee Staff  
Subject: Consider Approval of Closing Community Facilities District #1 (CFD #1) Bank of America and CAMP Accounts

---

### RECOMMENDED ACTION

Declare the funds held in the Bank of America Community Facilities District No. 1 redemption checking account and the funds held in the California Asset Management Program (CAMP) Community Facilities District No. 1 Special Tax Fund as surplus and approve the transfer of these surplus funds on a 50/50 basis to the Water and Sewer Capital Replacement Reserve accounts as allowed under the Mello-Roos Community Facilities Act of 1982, Section 53317 (j).

### BACKGROUND

Community Facilities District No. 1 (CFD #1) was originally formed in 1990, under the "Mello-Roos Community Facilities Act of 1982" for the purpose of financing the acquisition, construction, and equipping of certain public improvements (generally water transmission pipelines, a water storage reservoir, water treatment plant expansion and improvements, drainage pump stations, bridges and fire suppression equipment, together with necessary and related appurtenances and equipment) in the amount of \$12,925,000. In 2002, the initial bond issue was refunded by a new bond issue in the amount of \$8,760,000.

In October 2013 all outstanding CFD #1 bonds were called and paid in full. All expenditures, such as audits, for the CFD #1 are now completed and paid. The funds remaining in the CFD #1 accounts will be transferred into reserves to support the facilities and infrastructure constructed with the CFD #1 funds.

As of July 29, 2016, the Bank of America Community Facilities District No. 1 checking account balance is \$18,702.45 and the CAMP CFD#1 Special Tax Fund balance as of June 30, 2016 is \$8,334.38; for a total of \$27,036.83. The actual account balances at the time of the bank account closure will be transferred into reserves.

**Finance Committee recommends approval.**



## MEMORANDUM

Date: ~~August 12, 2016~~ – **Updated August 16, 2016**  
To: Board of Directors  
From: Paul Wagner, Security Chief  
Subject: Consider Approval of Reserve Funds for Payment of New Security Vehicle

---

### RECOMMENDED ACTION

Approve up to \$20,400 for the purchase of a new Security patrol vehicle, which includes the cost of the vehicle, striping, signs, radio(s) etc. Funding to come from Security Capital Replacement Reserves.

### BACKGROUND

An informal request for quote was sent to Elk Grove Dodge Chrysler Jeep for a price on a Jeep Patriot (the same vehicle we just recently purchased). Elk Grove Jeep is advertising a huge sale on Jeep Patriots. Staff is requesting pre-approval of up to \$20,400 from Security Capital Replacement Reserves for the purchase of this new Security patrol vehicle. The target price of the new vehicle is \$18,521 (based on preliminary verbal quote - \$17,521 if financing is thru Chrysler) plus the add-on costs for striping, signs, radio(s), etc. This price is approximately \$680 less than the purchase price of the most recent patrol vehicle we purchased (or \$1,680 if Chrysler financing is used). The current balance in the Security Capital Replacement Reserves is \$91,938.

The update in purchase price is for a vehicle that includes power windows and locks, which were part of the original specs but were not included in the pricing.

The new patrol vehicle will replace Vehicle #517 which is a 2006 Ford Escape with 174,024 miles. The engine in this vehicle no longer runs.

## MEMORANDUM

Date: August 12, 2016  
To: Board of Directors  
From: Paul Wagner, Security Chief  
Subject: Consider Approval of Reserve Funds for Payment of New Security Vehicle

---

### RECOMMENDED ACTION

Approve up to \$19,000 for the purchase of a new Security patrol vehicle, which includes the cost of the vehicle, striping, signs, lights, etc. Funding to come from Security Capital Replacement Reserves.

### BACKGROUND

An informal request for quote was sent to Elk Grove Dodge Chrysler Jeep for a price on a Jeep Patriot (the same vehicle we just recently purchased). Elk Grove Jeep is advertising a huge sale on Jeep Patriots. Staff is requesting pre-approval of up to \$19,000 from Security Capital Replacement Reserves for the purchase of this new Security patrol vehicle. The target price of the new vehicle is \$15,900 (based on preliminary verbal quote) plus the add-on costs for striping, signs, lights, etc. This price is approximately \$3,500 less than the purchase price of the most recent patrol vehicle we purchased. The current balance in the Security Capital Replacement Reserves is \$91,938.

The new patrol vehicle will replace Vehicle #517 which is a 2006 Ford Escape with 174,024 miles. The engine in this vehicle no longer runs.

## MEMORANDUM

To: Board of Directors  
From: Personnel Committee  
Date: August 9, 2016  
Subject: Consider Adoption of District Personnel Manual Updates

---

### RECOMMENDED ACTION

Adopt the proposed District Personnel Manual updates.

### BACKGROUND

Periodically, District staff reviews the Personnel Manual for needed revisions/updates to ensure the manual is consistent with current law, District policy, and District practice. The changes made in this draft of the Personnel Manual are made primarily for clarification of existing language and practice. The attached revision of the current Personnel Manual indicates the requested changes in “track changes” mode.

A brief summary of the changes are as follows:

1. Section 1.03 (a), Non-Discrimination, minor re-wording.
2. Section 1.09, Anti-Nepotism Policy, section reference corrected and minor re-wording.
3. Section 1.10, Confidential Nature of Personnel Records, minor re-wording.
4. Section 2.30, Definitions, Definition title revised to “Probationary Employee” to match definition.
5. Section 2.34, Definitions, Reinstatement, wording clarified.
6. Section 2.40, Definitions, Sick Leave, section reference corrected.
7. Section 2.41, Definitions, Supervisor, minor re-wording.
8. Section 2.43, Definitions, Temporary Employee, clarification of hourly limitation difference between retired annuitants and all other Temporary Employees.
9. Section 2.45 (c), Definitions, Timebase, clarification of hourly limitation difference between retired annuitants and all other Temporary Employees.
10. Section 3.12, Screening Panel, minor re-wording.
11. Section 3.14 (a) (5), Conduct of Examination, minor re-wording.
12. Section 3.17, Background Security Check, updated to reflect actual timing of fingerprint Live Scan process.
13. Section 4.01, Hiring of Temporary Employees, section reference corrected.
14. Section 5.01 (e), Holiday Overtime, re-worded to clarify payment of Holiday Overtime.
15. Section 5.08 (c), Bereavement Leave, section reference corrected.
16. Section 5.08 (f), Leave Without Pay, clarification added.
17. Section 5.08 (h), Pregnancy Leave, corrected to include sick leave to authorized use of time during pregnancy leave.

18. Section 5.08 (i), Work-Related Injuries and Work-Related Injury or Illness Leave of Absence, clarification added to language.
19. Section 5.10 (i), Paid Holidays for Full-Time or Part-Time Employees, Four Personal Holidays removed from list as they are covered in Section 5.11.
20. Section 5.12, Vacations, Probationary Employees, clarification added.
21. Section 5.15 (b), Accumulation of Vacation Time, revised to reflect that the District **encourages** employees to take five (5) consecutive days of vacation each year.
22. Section 5.15 (c), Accumulation of Vacation Time, revised to include the use of Administration Leave to qualify for vacation buy-back.
23. Section 5.19, Double Compensation Prohibition, clarification added.
24. Section 5.21 (b), Scheduling of Vacation, clarified to match current practice.
25. Section 5.08(j), Administrative Leave, added the word “next” to the end of the third paragraph.
26. Section 5.12, Vacations, Year 20 added as the final year of service that is provided an additional 8 hours of vacation, which caps the total amount of vacation earned at 5 weeks (or 200 hours) for employees with 20 years or more of service.
27. Section 5.14, Usage Waiting Period, deleted “Rancho Murieta Community Services” to keep reference to District consistent throughout the manual.
28. Section 5.17, Authority to Grant Time-Off, revised to reflect the current process of time-off request approval (the form is signed by the supervisor and department manager); with a statement added that the General Manager has the ultimate decision to deny vacation time.
29. Section 5.21, Scheduling of Vacation, revised to reflect the current process of vacation approval being made by the supervisor and department manager.
30. Section 5.26, Election Concerning Sick Leave, language deleted and reference to appropriate sections within the manual added.
31. Section 7.06 (b) (2), Performance Evaluations, wording added to reflect the different timing of performance evaluations for represented and unrepresented employees.
32. Section 7.07 (d), Insurance, minor re-wording.
33. Section 7.07 (e), Insurance, updated to match current MOU language.
34. Section 7.10 (a), Retirement Program, language removed regarding District’s portion of the employee’s contribution to PERS.
35. Section 7.10 (b), Retirement Program, updated to match current practice.
36. Section 7.11, Certification, revised to be consistent with provisions of current MOU.
37. Section 11.08, Uniforms, revised to be consistent with provisions of current MOU.
38. Section 13.03, Vacancy and Demotion, clarification added.
39. Section 14.03, Time Limits, minor re-wording.

The Personnel Committee recommends adoption.

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## CERTIFICATE OF RECEIPT OF RULES

TO RANCHO MURIETA COMMUNITY SERVICES DISTRICT EMPLOYEES:

Welcome to Rancho Murieta Community Services District. I personally hope that you will enjoy working at Rancho Murieta Community Services District and that you will find your work interesting and challenging. As a service oriented organization, our goal is to conduct our daily activities in a manner reflecting pride, efficiency, and competence with a friendly and courteous attitude.

This PERSONNEL MANUAL has been adopted by the Board of Directors of the Rancho Murieta Community Services District as its regular operating policies. It is designed to be a working guide for both employees and supervisors in the day-to-day operations of the District's personnel program. The text of the manual is not intended to be a legal contract with the employee but rather an attempt to describe generally the way the organization works. The rules and regulations contained in this booklet may not be modified by your supervisor or the General Manager, without the approval of the Board of Directors. However, the General Manager has been granted reasonable administrative latitude to interpret and apply these rules. As time goes on and we encounter some unforeseen problems in administering these rules, or circumstances warrant change, these rules may be modified from time to time as the Board of Directors sees fit. You will be made aware of any official changes to this document. Please insert the new material as you receive it.

This manual should increase understanding, eliminate the need for personal decisions on matters of organizational policy, and help assure uniformity throughout the organization. It affirms that the District retains sole discretion over determination of execution of District goals and policies. It also affirms the at-will status of District employees and does not constitute an employee contract.

Please read this booklet carefully. Do not hesitate to ask for clarification or guidance from your supervisor or your Department Manager.

After reading these rules, **TEAR OUT THE ATTACHED SHEET, SIGN IT, AND RETURN IT TO THE PERSONNEL DEPARTMENT** or designated person within 10 working days of receipt of these rules.

| ~~Very truly yours,~~

| ~~Edward R. Crouse, Jr.~~ Darlene J. Thiel Gillum  
General Manager



**RANCHO MURIETA COMMUNITY SERVICES DISTRICT**  
**15160 Jackson Road - PO Box 1050**  
**Rancho Murieta, CA 95683**  
**(916) 354-3700**

**Employee Statement:**

I have read the Rancho Murieta Community Services District's PERSONNEL MANUAL, and I understand I am responsible for compliance with these rules.

**NAME:**

\_\_\_\_\_

(Please Print)

**SIGNATURE:**

\_\_\_\_\_

**DATE:**

\_\_\_\_\_



**RANCHO MURIETA COMMUNITY SERVICES DISTRICT**

**PERSONNEL MANUAL**

**SECTION 1.00 - GENERAL PROCEDURES**

- 1.01 Title. This Manual shall be known as the "Personnel Manual" and may be cited as such.
- 1.02 Purpose. The purpose of the Personnel Manual, as described in the Statement of Purpose on page 1, is to be used to provide guidance for the development and application of personnel management policies for the District.
- 1.03 Non-Discrimination: Employment practices of the District shall fully comply with federal and state equal employment opportunity laws.

- (a) The District shall not discriminate for or against any person based upon race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex, age over 40, or political opinion or affiliation. The District recruits, hires, trains and promotes qualified persons at all levels of the work force; and provides reasonable accommodation to qualified employees and applicants with a known disability who can perform the essential functions of a job.

It is District policy to maintain a work environment free from discriminatory insult, intimidation or harassment due to race, color, religion, sex, age, physical handicap or national origin. Any incident of discriminatory insult, intimidation, or harassment in any form should be promptly reported ~~in accordance~~[according](#) with Policy #2011-04.

- (b) The District is committed to providing a work environment for its employees that is free of harassment of any nature. Acts of sexual harassment as well as harassment because of race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state or local law, ordinance or regulation by employees, supervisors, managers, or directors, are prohibited employment practices and are subject to sanctions and disciplinary measures, up to and including termination of employment or Board of Directors sanction.

***\* Refer to District Policy 2011-04, Harassment of Any Nature (including Sexual Harassment) for policy details and complaint process***

- 1.04 District Rights: The Board of Directors and such persons as the Board may authorize, has the exclusive right, in accordance with applicable laws and regulations, to take certain actions including, but not limited to, the following:
  - (a) Directing employees in the performance of their duties
  - (b) Hiring, promoting, transferring, classifying and assigning employees
  - (c) Disciplining or dismissing employees
  - (d) Determining the District's purpose, budget and organization

- (e) Determining and effectuating methods of implementing and foregoing
  - (f) District retains, solely and exclusively, all the rights, powers and authority exercised or held prior to the execution of any labor agreement except as expressly limited by a specific provision of that agreement.
- 1.05 Administration of Rules. The General Manager, subject to the direction of the Board, shall be responsible for the administration of the rules set forth in this Manual. The General Manager is responsible for the interpretation and application of these rules, subject to review by the Board of Directors in cases of disputes.
- 1.06 Delegation of Powers by the General Manager. The General Manager, in his or her discretion, may delegate any of his or her authority set forth in these rules, as he or she may deem appropriate and necessary.
- 1.07 Tenure of Employment. The tenure of every employee shall be based upon continuing satisfactory service, maintaining certifications and licenses that are required by the job, proper personal conduct for the position, as determined by the General Manager, as well as the continued need for the work performed and the availability of funds.
- 1.08 Employment-At-Will Policy. All District employees serve at the will of the District. The District and the employee agree that the District may terminate the employment of any employee regardless of employment status or tenure with the District. Such termination may be made with or without cause. Similarly, the employee may terminate his or her employment with the District at any time with or without cause.
- 1.09 Anti-Nepotism Policy: It is the policy of the District that Immediate Family members, as defined in Section ~~2-192.20~~, and their spouses, of District employees or of elected or appointed officials may only be employed as either Full-Time or Part-Time employees, or as independent contractors of the District when all of the following criteria are met.
1. Such employment does not adversely affect safety, morale, security or supervision, and,
  2. Immediate Family members neither initiate nor participate in making recommendations or decisions that would directly affect the employment status of their spouses or relatives. These recommendations/decisions include but are not limited to selection, appointment, retention, work assignments, promotion, demotion, or salary.

The District may prohibit employment or may reassign Immediate Family members if, in its sole discretion, it finds that any of the above criteria are not met.

If two persons should marry while both are employed by the District, they may continue their employment provided that they meet both of the criteria referenced above. In addition, if one spouse must change his/her job or department so that the above-referenced criteria are met, that choice shall be made by the couple within 30 days of the marriage. However, if the couple does not make this decision within 30 days, however, the employee with less seniority shall be transferred. If both employees have the same amount of seniority, the District's decision regarding which employee shall be transferred shall be based upon the necessity of operating the District in an efficient manner.



- | 1.10 Confidential Nature of Personnel Records. ~~Such~~ personnel records such as applications, examination papers, performance reports, and disciplinary actions shall be considered confidential, and upon request shall be made available to the affected employee for review at a time and place designated by the Personnel Department or designated person.

Department heads shall make arrangements with the General Manager for review of their employee's personnel documents.

- 1.11 Change of Status Report. Every appointment, transfer, promotion, change of salary rate, or any other temporary or permanent change in status shall be reported to the Personnel Department or designated person in such manner as prescribed.
- 1.12 Right to Modify. Employment under these rules and regulations shall not constitute an employee contract. This document may be modified from time to time by the Board of Directors as they see fit.

## SECTION 2.00 - DEFINITIONS

- 2.01 Appeal. A written statement by the affected employee that a dispute exists in the application of any of the rules contained herein.
- 2.02 Appointment. The offer to and acceptance by a person of a position with the District in accordance with the provisions of these rules.
- 2.03 At-Will Employee. Every District probationary or regular employee serves at the will of the District. Either the District or the employee may terminate the employment relationship at any time with or without cause.
- 2.04 Authorized Position. A specific work position, within a job title, that has been approved by the Board of Directors which is or may be held by an employee.
- 2.05 Board. The Board of Directors of the Rancho Murieta Community Services District.
- 2.06 Class. All positions having sufficiently similar duties and responsibilities to permit grouping under a common title and to permit the application with equity of common standards of selection, assignment and compensation.
- 2.07 Continuous Employment. District employment which is uninterrupted except by authorized absences.
- 2.08 Day. Shall be a calendar day unless otherwise identified.
- 2.09 Demotion. A disciplinary change in job title to a lower salary or salary range which is involuntary.
- 2.10 Department. A major administrative branch of the District, involving a general line of work, with one or more employees under the charge of one or more individuals, known as supervisors.
- 2.11 Disciplinary Action. The discharge, demotion, reduction in pay, or suspension of a regular employee for punitive reasons.
- 2.12 Dismissal. Involuntary termination of employment with the District.
- 2.13 District. Rancho Murieta Community Services District.
- 2.14 Employee. A person who is legally occupying a position in the District service or who is on an authorized leave of absence from such position.
- 2.15 Examination: Any combination of relevant and valid tests of fitness to determine the relative qualifications of competitors for appointment to a position in a class.

Open Competitive Examination. An examination for a particular class which is open to all persons meeting the desirable qualification for the class.

Promotional Examination. An examination for a particular class which is open only to employees with regular status and who meet the desirable qualifications for the class.

- 2.16 Exempt Employee. A person who is employed in a District position that meets the Fair Labor Standard Act ("FLSA") and California requirements of exemption from overtime and certain other protections of the Industrial Welfare Commission Orders.
- 2.17 Full-Time Employee. An at-will employee of the District who is regularly assigned to work forty (40) hours per week in an authorized position and has successfully completed the probationary period.
- 2.18 Good Standing. Any currently employed Full or Part-Time employee not under disciplinary action by the District.
- 2.19 Grievance. Any good faith or reasonable complaint of one or more employees or a dispute between the District and one or more employees involving the terms or conditions of his or her employment.
- 2.20 Immediate Family. An employee's father, mother, step parents, spouse, domestic partner, child, step child, foster child, brother, sister, grandparents, grandchild, or those of the employee's spouse.
- 2.21 Independent Contractor. An independent business person (in business for themselves) who is hired to perform specific tasks. They are not eligible for unemployment, disability, or workers' compensation benefits. The independent contractor is responsible for his/her taxes and workers' compensation insurance.
- 2.22 Intermittent Employee. An employee who works part of a normal work day or a fraction thereof, but such work is done on call with or without a set pattern, or seasonally working less than 1000 hours in a calendar year and at irregular intervals or without a set pattern.
- 2.23 Job Title. Descriptive title of a certain type of job performed by a District employee. Inherent in each job title are certain duties, responsibilities and degrees of authority.
- 2.24 Layoff. The separation of employees from the Rancho Murieta Community Services District's active work force for reasons of lack of work, lack of funds, changing priorities, measures to enhance efficiency, or to accommodate organizational changes.
- 2.25 Leave of Absence. When authorized, an absence from duty for a specified period with the employee having the right to return to his or her position at the end of the period.
- 2.26 Part-Time Employee. An at-will employee of the District who is regularly scheduled to work fewer than forty (40) hours each week in an authorized position and has successfully completed the probationary period.
- 2.27 Performance Evaluation. A review and evaluation of an employee's performance and capabilities in his or her authorized position by his or her immediate supervisor.
- 2.28 Personnel Manual/Rules. This group of rules and procedures concerning District Employment.
- 2.29 Position. A group of assigned duties and responsibilities assigned or delegated by competent authority, requiring the Full or Part-Time employment of one person.

- 2.30 Probationary Period Employee. A newly hired employee working for a designated period of time. Such employees may be dismissed without prior notice and without cause and do not have rights described in the Disciplinary Action and Dismissal section of this Personnel Manual.
- 2.31 Promotion. The movement of an employee from one job class to another job class with a higher maximum salary.
- 2.32 Reduction in Pay. A temporary or permanent decrease in wage or salary.
- 2.33 Regular Employee. A Full-Time or Part-Time at-will District employee who has successfully completed his or her probationary period.
- 2.34 Reinstatement. The restoration, without examination, of a former regular employee ~~or probationary employee~~ to a job title in which the employee formerly served as a regular non-probationary employee.
- 2.35 Salary Advancement. Any salary increase within the limits of a salary range.
- 2.36 Salary Range. Categories which determine the minimum and maximum wage pay for each employment job title.
- 2.37 Salary Reduction. A salary decrease of one or more steps within the limits of a salary range.
- 2.38 Salary Step. A level of salary payable in each salary range.
- 2.39 Seniority. The length of service of a regular employee with the District.
- 2.40 Sick Leave. An excused, paid absence from duty by an employee due to illness as described in Section ~~5.23~~5.22
- 2.41 Supervisor. A person who has day-to-day ~~and direction~~ responsibility over the work of a specific employee.
- 2.42 Suspension. A District-mandated temporary separation from employment.
- 2.43 Temporary Employee. An at-will employee hired to fill a position of limited duration or service (not to exceed ~~960~~4000 hours per fiscal year for retired annuitants or 1000 hours per calendar year for all other Temporary Employees), or, a position with uncertain, long term funding. The employee may serve during a limited service period and then be terminated without regular employment status with the Rancho Murieta Community Services District. Temporary employees have no reasonable expectation that they will be called or re-employed by the District in the future. They receive no District paid benefits or leave.
- 2.44 Termination. The conclusion or cessation of employment with the District, whether initiated by the District or the employee.
- 2.45 Timebase. Timebase refers to the number of hours an employee works and to the regularity with which the employee works. Timebase does not refer to an employee's employment status, i.e. regular, probationary, temporary, etc.

Types of Timebase:

- (a) Full-Time. Employee works the normal number of working hours assigned to the class.
  - (b) Part-Time. Employee works a fraction of the normal work day, normally follows a pre-determined pattern of working hours.
  - (c) Temporary. Employee may work a normal work day or fraction thereof, but such work is done on-call, with or without a set pattern, or seasonally working less than 960 hours per fiscal year for retired annuitants or 1000 hours per calendar year ~~1000 hours in a fiscal year and~~ at irregular intervals ~~or and~~ without a set pattern.
- 2.46 Time-Off. Authorized absence from job duties, either compensated or uncompensated.
- 2.47 Transfer. A change of an employee from one position to another position in the same class.
- 2.48 Unrepresented Employee. A person who is legally occupying a position in the District service or who is on an authorized leave of absence from such position that is not represented by a union or bargaining unit.
- 2.49 Vacancy. An unfilled authorized position in the District.

### **SECTION 3.00 - FILLING VACANCIES, JOB ANNOUNCEMENTS, APPLICATIONS AND QUALIFICATIONS**

3.01 Vacancies. When a vacancy occurs in an authorized position, the General Manager (or Acting General Manager if the General Manager position is vacant) shall, whenever reasonable, fill the vacant position with an existing District employee who is both qualified for the position and willing to accept the employment change. However, the General Manager may in his/her sole discretion determine that it is in the District's best interest to leave the position vacant or to fill the vacancy with a person who is not a current District employee. This section shall not be construed to limit in any way the District's right to hire the most qualified persons at all levels available as District employees.

3.02 Announcements: The Personnel department shall publish announcements of vacancies which shall state the employment standards of the position and pertinent information. Employment standards shall be established by the Board and included in the job class.

Announcements shall be considered published when they are posted on the District bulletin board.

The Personnel department may additionally publish notices of vacancies as deemed appropriate for recruiting qualified applicants.

(a) Announcements shall briefly specify the title and pay range of a position; the nature of the work to be performed; essential qualifications necessary for successful job performance of the work; the dates, time, place, and manner of receiving applications and administering examinations; and other pertinent information. All announcements shall include a statement that the Rancho Murieta Community Services District is an Equal Opportunity Employer, as well as an Affirmative Action Employer.

3.03 Qualification of Applicants: No person shall be employed in or appointed to any position requiring Full-Time or Part-Time service unless he or she meets the minimum qualifications of the education and experience prescribed for that class. In extraordinary situations, the Board may waive a stated requirement for a supervisory applicant and the General Manager may waive a stated requirement for a non-supervisory applicant.

(a) Applicants must have met applicable minimum qualification requirements by 5:00 p.m. of the final filing date.

(b) In the event an applicant is found to possess qualifications extraordinary for the position the applicant is being hired for, the General Manager may authorize the employment of such applicant anywhere within the appropriate pay range. For the purposes of this section, "extraordinary" means that the applicant has education, experience, and/or skills superior to that commonly required and expected for the class. Details of this action will be forwarded to the Board at their next regularly scheduled meeting.

- 3.04 Forms Required. Application shall be made on forms prescribed by the General Manager. Application forms shall require information covering training, experience, and other pertinent information, and may include certificates of one or more examining physicians, and references. Fingerprints shall be required for all District personnel. All applications must be signed by the person applying under penalty of perjury.
- 3.05 Submitting Applications. Applications must be received by the District not later than 5:00 p.m. on the final filing date. Applicants are responsible for getting their applications to the District by this time.
- 3.06 Disqualification: The General Manager may disqualify an applicant for any of the following reasons:
- (a) Untimeliness of Application. Failure to submit the required application to the District not later than 5:00 p.m. on the final filing date. Applicants are responsible for getting their applications to the District by this time.
  - (b) Unqualified for Position. Failure to demonstrate that the requirements or qualifications established for the authorized position have been met.
  - (c) Conviction Record. Conviction of a felony or misdemeanor which was of such a nature as to have a clearly adverse effect on the applicant's ability to perform the duties of the position.
  - (d) False Statement. False statement of material fact; or actual or attempted deception, fraud, or misconduct on an application; or actual or attempted deception, fraud or misconduct during an interview or examination.
  - (e) Failure to complete process. Failure to complete the pre-hire process as required by the District.
- 3.07 Notice of Rejection. Whenever an application is rejected, written notice of such rejection shall be mailed to the applicant. Incomplete or deficient applications may be returned to the applicant for amendment. Unless otherwise approved by the General Manager, such amendments must be received by the District not less than forty-eight (48) hours prior to the scheduled interview or examination.
- 3.08 Medical Examination\*:
- (a) All individuals who are offered full-time, temporary, or part-time employment shall be required to submit to a physician's examination. For public health and safety related positions, (i.e., Security Patrol, Equipment Mechanic, Plant Operators and Utility Workers) a controlled substance test at District expense will also be required. Such examination shall be performed by a licensed physician retained by the District. Documents indicating that the applicant has received a medical clearance shall be kept in a confidential file under the custody of the Personnel Department and shall not be a part of the personnel file.
  - (b) The General Manager may, upon advice and consultation with competent medical authority, establish job related physical standards for each job title. An applicant's failure to achieve the minimum standard so established will result in disqualification for appointment.

- (c) Nothing in this section shall serve to disqualify an applicant who has a disability and can be reasonably accommodated under provisions of the Americans with Disabilities Act.

***\* Refer to District Policy 2012-06, Pre-Employment Physical Examinations, for policy details***

3.09 Work Eligibility. A candidate for employment must be eligible under appropriate federal regulations to work in the United States. It is the policy of the District to hire only citizens of the United States or others authorized to work in the United States. Documentation of eligibility to work in the United States will be required as a condition of employment.

3.10 Driver's License\*. A candidate for employment must possess and maintain a valid California motor vehicle driver's license at the required level, if driving is required in the duties of a position, or if driving is not required, a California Identification Card. Insurability and compliance with established District vehicle operation standards are a condition of employment.

***\* Refer to District Policy 2012-05, District Driving Policy, for policy details***

3.11 Method of Examination. The selection techniques used in the examination process shall be impartial and relate to those subjects which measure the relative capacities of the persons examined to execute the duties and responsibilities of the class to which they seek to be appointed. Only those applicants possessing the most relevant qualifications will be invited to continue the application process.

3.12 Screening Panel. A credentials screening panel may be assembled by the General Manager to evaluate the comparative qualifications of the applicants, when it is desirable or necessary to limit the number of candidates to be interviewed for a given position. To allow full consideration of the relevance, level, recency, progression and quality of candidates' education and experience, the applicant may be required to submit written statements, certifications, and/or transcripts of college credits in addition to the standard application form.

Should there not be sufficient qualified candidates to screen, the General Manager may extend the final filing date of the job in question ~~until such for the length of~~ time ~~as~~ he or she finds necessary to recruit a reasonable number of qualified applicants.

3.13 Examination Scheduling. Examinations will be scheduled as the need requires, and may be postponed, canceled, or extended by the General Manager by notifying all persons who have filed applications and/or by posting a notice on the bulletin board.

3.14 Conduct of Examination: The General Manager shall determine the manner and methods by which examinations shall be given. The General Manager may recommend a contract with any competent agency or individual for the preparation or scoring of examinations. The General Manager shall arrange for the use of facilities, equipment, and related matter for the conduct of examinations.

(a) The General Manager may disqualify:

- (1) Any candidate who attempts to interfere with the fair, equitable and orderly conduct of an examination process.
- (2) Any candidate who is tardy for the examination.



- (3) Any candidate who fails to appear for an examination.
- (4) Any candidate who has not certified in writing that he or she possesses the minimum qualifications for the position.
- (5) Any candidate whose application was ~~not~~ either not received or postmarked on or before the filing date.

(b) Oral Interview Panel. The General Manager may assemble an Oral Interview Panel to conduct oral interviews and advise the General Manager and the Board regarding the selection of a qualified candidate to fill an authorized position.

(c) Notification. Each candidate taking an examination shall be given written notice regarding the District's determination.

3.15 Power of Appointment. The positions of General Manager, Assistant General Manager, Finance Officer, District Secretary, and District Engineer, shall be filled by Board appointment. The General Manager shall appoint successful candidates to fill all other vacant positions.

3.16 Probationary Period:

(a) Before employing a person as a Full-Time or Part-Time regular at-will employee, the District shall employ that person as a Probationary Employee for a period of at least twelve (12) months. The General Manager may extend the probation period beyond twelve (12) months. Any extension of the probationary period shall also extend the probationary status of the employee as defined in Section 3.16(b) and (c) below.

(b) The probationary period is a step in the District's hiring process. It allows the Probationary Employee and the District an opportunity to determine if this is the right job for this person and the right person for the job. This is a learning and adjustment period for the employee. The District will use the probationary period to continue its assessment of an applicant for regular at-will employment.

(c) At any time during the probationary period, the Probationary Employee or the District may terminate the employment relationship without cause and without any right of appeal.

(d) During the probationary period, the Probationary Employee may be terminated at any time without prior notice.

3.17 Background Security Check.

Within ten (10) days ~~of the initial offer of employment of the employment orientation, the fingerprint Live Scan process identification cards and personal descriptions~~ shall be completed at a Live Scan facility and forwarded to the Bureau of Criminal Identification Investigations, State Department of Justice, for processing on each prospective employee who has passed his/her interview.

No person shall be employed by the District who has been convicted of a serious or violent felony. Serious or violent felony as used in this paragraph means a serious

felony as listed in Penal Code Section 1192.7(c). Violent felony as used in this paragraph means a violent felony as listed in Penal Code Section 667.5.

## SECTION 4.00 - TEMPORARY EMPLOYEES

- 4.01 Hiring of Temporary Employees. Temporary Employees, as defined in Section [2-422.43](#), may be hired from time to time as needed. The General Manager shall determine the terms and conditions of each Temporary Employee's employment. These terms and conditions will be decided for each individual prior to actual employment, but shall not exceed 1,000 hours or 180 days for each separate temporary employment. A Temporary Employee may serve on an on-call, as-needed basis, or may be hired for a specific project or period of time.
- 4.02 Salary of Temporary Employees. The General Manager, subject to approval or ratification of the Board, shall determine the rates and amount of pay for each Temporary Employee. The factors taken into consideration will include the type of work to be performed and the anticipated duration of employment. The rate of compensation may be by piece work, by the hour, by the day, by the week or by the month, as determined to be most feasible, reasonable, and equitable in each case.
- 4.03 Termination of Temporary Employees. A Temporary Employee serves at the will or pleasure of the District Board and may be terminated at any time without cause or prior notice. A Temporary Employee does not have the rights described in the Disciplinary Action & Dismissal section of this Personnel Manual.

## SECTION 5.00 - EMPLOYMENT HOURS, LEAVE, VACATION AND HOLIDAYS

### 5.01 Hours of Work:

- (a) Workweek (General Criteria). The normal hours of work for District employees shall consist of eight (8) hours per day, five (5) days per week. Specific work schedules may be established to comply with legal requirements or to meet agency business and public service needs.
- (b) Standard Workweek. The normal workweek is forty (40) hours and five (5) days. Any program providing for employee work weeks of less than five (5) days, shall be subject to Board approval. The hours of operation shall be recommended by Department Heads to accommodate the type of work required, and approved by the General Manager.
- (c) Rest Periods. When practical employees shall be allowed a rest period of ten (10) minutes during each four (4) consecutive hours of work. Such rest periods shall be scheduled in accordance with department head or supervisor requirements. Except as indicated below, an unpaid meal period of at least thirty (30) minutes may also be provided as designated by the District to occur approximately in the middle of a work shift of at least eight (8) hours.

In certain positions, District management may require or permit employees to incorporate a paid (working) meal period within the normal work shift.

- (d) Rest Period Conditions. The District may designate areas where rest periods may be taken. An employee may occasionally be required to perform duties, if necessary, during his/her normally scheduled rest period.

5.02 Attendance. Employees shall be in attendance at their work in accordance with the rules regarding hours of work, holidays, and leaves. The General Manager shall enforce attendance requirements and maintain attendance records of employees. Any absence from work, taken upon the initiative of an employee, without prior authorization or as provided for in these rules, shall be the basis for disciplinary action, if such absence is found to be unwarranted or regarded as detrimental to the District.

### 5.03 Overtime:

- (a) Policy. The general policy of the District will be to discourage the use of overtime. Overtime must be authorized in advance by the General Manager, or an employee's supervisor. Overtime shall be authorized only in those instances where it is essential to the continued operation of the District.
- (b) Definition. Work authorized in excess of normal working hours except as provided for in stand-by and call-back time, shall be classified as overtime when an employee's total work time exceeds forty (40) hours during the specified District work week. Overtime shall be compensated at the rate of 1-1/2 hours of compensation for each overtime hour worked.

- (c) Computation Base. Work schedules may provide for work days exceeding eight (8) hours. Any employee who is required to work more than forty (40) hours in a work week shall receive overtime pay. Work time does not include paid leave time such as vacation, sick leave, bereavement leave, etc.
  - (d) District Work Week. The District work week begins at 12:00 midnight on Saturday morning and ends at 12:00 midnight on Friday night each week.
  - (e) Holiday Overtime. Employees required to work on an observed holidays; ~~the employee shall receive up to eight (8) hours holiday pay plus time and one-half for any hours worked on that holiday shall be compensated at one and one-half times their normal hourly wage, but such overtime pay shall apply only to the first eight (8) hours so worked.~~
  - (f) Overtime Exclusions. Employees designated as managers, department heads, or other exempt classes shall be exempt from overtime compensation of any kind.
  - (g) Hours Not Counted Toward Overtime Computation. Sick leave, vacation, bereavement leave, jury duty, and personal holiday time are not considered to be hours worked for purposes of computation of overtime pay.
- 5.04 Shift Differential/Split Shift for District Employees. Upon prior approval of the Board of Directors, all District employees working the graveyard shift during the hours of 12:00 a.m. (midnight) until 6:00 a.m. or working a split shift shall receive a shift differential or split shift amount as determined by the Board of Directors. This shift differential shall be paid along with the regular payroll cycle.
- 5.05 Standby Duty. In order to maintain a high standard of emergency services to the Community, Field Operation personnel are required to be available for on-call duty. All Field Operation personnel (who have completed their probationary periods) may be required to participate. Employees on standby status must be ready to respond immediately to calls for service; to be reachable by radio-controlled pager, radio, or telephone; and to refrain from activities which might impair the employee's ability to perform assigned duties. Employees assigned to Standby Duty will be paid a fixed daily rate, as determined by the District, for Standby pay. An employee on Standby Duty will be compensated according to Section 5.05 for each instance of call-back duty.
- 5.06 Call-Back. The nature of District services and the consequences involved in potential damage to property and buildings may make it necessary to call-back a District employee or employees, outside of the employee's normally assigned work-shift, to make emergency repairs or deal with an emergency situation. An employee called-back in such a situation shall receive a minimum of two (2) hours pay at 1-1/2 times his/her normal hourly pay rate and mileage reimbursement for round trip at the current approved District mileage rate. Call-back pay and mileage reimbursement shall not apply to exempt employees.
- 5.07 Jury Duty and Court Appearances. This section shall not apply to any employee who is named party to action unrelated to the District and its activities or suits against the District. In such cases, employees may request vacation or personal leave.

When an employee is required to serve on jury duty or is subpoenaed as a witness to appear before a court, administrative agency, public body or commission, the employee must promptly notify his or her supervisor. Employees who are Sacramento County residents or residents of other counties with "phone-in" juror programs are requested to first ask the court to put them on "phone-in juror status". Employees required to serve as jurors for less than a full day are expected to spend the balance of the day at their regular District positions when the time remaining for their work shift exceeds three (3) hours.

- (a) Employees who receive a daily stipend from the court for serving on a jury shall submit their stipend pay, for each day they also receive District Jury Duty pay, to the District. Employees are entitled to keep all mileage reimbursement received, if any.
- (b) If there is an emergency situation or if the District has special need for the employee's services, the General Manager will ask the court to excuse the employee from jury duty.

5.08 Special Leaves:

- (a) Special Leave. On rare occasions, due to special circumstances, the District may find it necessary to place an employee on a special leave status, with or without pay, as warranted by the special circumstances. The District may authorize this unusual leave, with or without pay, and maintain an employee's usual employment status during a stipulated time period.
- (b) Authorized Leave of Absence:
  - (i) A regular Full-Time or regular Part-Time employee who has completed his or her probationary period may be allowed up to thirty (30) days leave of absence per calendar year without pay for acceptable reasons upon the prior written approval of the General Manager.
  - (ii) A leave of absence over thirty (30) days requires the prior approval of the Board.
  - (iii) The District will continue to pay health and other benefits for an employee while the employee is on an authorized, unpaid leave of absence for up to 90 days during any twelve (12) month period. The District will cease to pay health and other benefits for an employee who is on an authorized, unpaid leave of absence for more than 90 days for the remaining duration of the leave of absence.  
  
An employee's salary advancement date shall be delayed accordingly, unless a special exception has been expressly approved in writing by the General Manager.
- (c) Bereavement Leave. Up to three (3) working days of leave with pay may be granted because of death in an employee's Immediate Family, as defined in Section [2-192.20](#), and spouses of the Immediate Family.

- (d) Disability Leave. Any employee incurring a non-work time injury or disability outside District employment shall be entitled to disability leave as provided herein. A maximum of thirty (30) days may be granted by the General Manager upon proper medical certification that the employee is disabled to the extent that work performance is not possible.

Only the Board may approve a request for disability leave for over thirty (30) days. An employee is entitled to elect usage of accumulated sick leave and/or vacation time during disability leave.

Following exhaustion of accumulated vacation and sick leave balances, the disability leave will be on an unpaid basis. An employee may also choose that the entire disability leave be on unpaid status without reducing accumulated vacation or sick leave balances.

Medical certification must be submitted at the initiation of disability leave and monthly thereafter. The certification must state the nature of the disability and the estimated return to work date. Sick leave, rather than special disability designation, will apply to leave periods of five (5) calendar days or less.

An employee shall not earn additional vacation, sick leave, or other benefits except medical insurance during disability leave for a period of up to six (6) months maximum. Also, an employee's salary advancement date shall be adjusted during disability leave, thereby delaying eligibility for a salary increase/step increase within a salary range.

- (e) Preferential Re-hire. With the approval of the General Manager, a former regular employee may be granted preferential rehire status. These are employees who have been placed on an extended leave of absence due to injury on or off the job where the District has found it necessary to replace the employee with another employee in order to meet critical workload. Employees granted preferential re-hire status may, at the District's discretion, be reinstated to the same or a comparable position when a vacancy occurs.

- (f) Leave Without Pay. Leave without pay may be granted to an employee by the General Manager whenever the General Manager considers such leave to be in the best interest of the District.

An employee on leave without pay status for five (5) days or more during a pay period shall not earn vacation, sick leave, insurance, or other benefits for that pay period, and the employee's salary advancement date shall be delayed accordingly, unless a special exception has been expressly approved in writing by the General Manager.

Failure of an employee on leave without pay to report to work promptly at the leave's expiration or within reasonable time after notice to return to duty shall be cause for discipline.

- (g) Military Leave. Military Leave shall be granted in accordance with Section 395 of the California Military and Veterans Code and Federal Military Leave regulations. An employee entitled to military leave shall give the General Manager an opportunity within the limits of military regulations to determine when such leave shall be taken.
- (h) Pregnancy Leave. An employee may be granted a prolonged time off without terminating employment for pregnancy and maternity. Such leave shall be governed by the same standards applicable to any other leave for non-job related medical or disability reasons. Such leave will normally be without pay, except as provided below, and it will be granted with the expectation that the employee will return to work at a stipulated time.

An employee may elect to exhaust their accumulated sick and vacation time during pregnancy leave. While an employee is on unpaid pregnancy leave status no additional leave or service credits, with the exception of health benefits, will be granted. Pregnancy leave allows an employee to return to her former position or a comparable position.

- (i) Work-Related Injuries and Work-Related Injury or Illness Leave of Absence. Any work related injury or illness regardless of how minor must be immediately reported to the employee's supervisor or other available supervisory personnel.

An employee who requires a work-related injury or illness leave of absence ("leave") must notify the General Manager in writing of the need for such a leave as soon as the employee learns that they are or will become temporarily disabled and unable to work due to a work-related injury or illness. The notice must specify the reason for the leave, the date such leave will begin, and the expected duration of the disability. An employee who requests such a leave may be required to provide an initially proof of disability and from time to time a continued proof of disability in the form of a physician's statement and/or be examined by a District selected physician.

The leave shall be granted for the duration of the work-related disability or to the extent provided by law. Accrued vacation and sick leave may be used to supplement any worker's compensation benefits for the initial days not covered by Workers Compensation or other disability insurance benefits received by the employee during the leave. An employee may elect not to use accumulated leave time ~~while on leave. The District will pay any minimal disability time not covered by the District's worker's compensation carrier, and this time will not be charged against the employee's accruals.~~ In no case shall the employee's compensation while on leave exceed their regular earnings. An employee shall continue to earn benefits while on leave for up to one (1) year.

An employee who is on a leave for a period in excess of three (3) months must notify the District by the end of each month thereafter both of the status of the disability and their continued intent to return to work with the District once they recover from the disability. An employee returning from a leave shall be required to provide a physician's statement which



indicates that they are fit to return to work and/or be examined by a District selected physician.

A request for an extension of a leave will be considered if it is received by the General Manager in writing prior to the expiration of the approved leave and is supported by proof of continued disability in the form of a physician's statement. The District may require an employee to be examined by a District selected physician before acting upon a leave extension request.

An employee who fails to report for work at the end of a leave will be considered to have voluntarily resigned. The District will retain an employee on leave until one of the following situations occurs:

- 1) The employee is released for full duty.
- 2) The District receives medical evidence satisfactory to it that the employee will be permanently unable to return to work.
- 3) The employee directly or indirectly informs the District i.e., by resignation, accepting other employment, moving out of the state, etc., that they do not intend to return to the District's employ.

An employee who returns to work at the end of their leave will be returned to their former position, if possible, or will be offered the first available opening in a comparable position for which the employee is qualified. The employee must provide the District a physician's statement indicating that they are fit to return to work and/or be released to return to work by a District selected physician.

- (j) Administrative Leave. Administrative leave compensates exempt employees for hours worked in excess of the normal work week of forty (40) hours per week.

On January 1st of each year, exempt employees shall be granted five (5) days of administrative leave. Employees beginning District employment after January 1st shall receive a pro rata amount of administrative leave, computed on a 26 pay period basis.

Administrative leave may be used for whatever reason and shall be taken as scheduled with the General Manager's approval. Administrative leave shall not be accumulated from one year to the next.

Any administrative leave remaining to the exempt employee's credit at the end of the year shall be lost without compensation. Upon separation from the District, any administrative leave remaining shall be lost without compensation.

5.09 Unauthorized Absence:

- (a) Any employee, who is absent for three (3) calendar days without being on authorized sick leave, authorized vacation leave, authorized bereavement leave or authorized leave of absence shall automatically have resigned his or her employment with the District. An unauthorized absence during part of a day constitutes an unauthorized absence for an entire day.
- (b) Nothing in this section shall limit the General Manager's authority to discipline or dismiss an employee due to an unauthorized absence.
- (c) An employee terminating employment in the manner described in this section will be considered to have voluntarily resigned his or her District employment.

5.10 Paid Holidays for Full-Time or Part-Time Employees:

- (a) New Year's Day (January 1)
- (b) President's Day (3rd Monday in February)
- (c) Memorial Day (last Monday in May)
- (d) Fourth of July
- (e) Labor Day (1st Monday in September)
- (f) Thanksgiving Day (4th Thursday in November)
- (g) Day after Thanksgiving
- (h) Christmas Day (December 25)

~~(i) Four Personal Holidays~~

In addition to the designated holidays listed above, other days or portions of days may be authorized by official proclamation of the President of the Board of Directors. The President may take such action to coincide with holidays declared by the President of the United States, the Governor of the State of California, or when in the opinion of the President a significantly important local event merits such action.

For employees regularly assigned to a five-day, Monday through Friday work schedule, recognized holidays which fall on a Saturday will be observed on a Friday, those falling on a Sunday will be observed on a Monday. For all other employees, holidays will be observed on the actual declared holiday. In the event there is any work performed on any of the above-mentioned holidays, the employee shall receive up to eight (8) hours holiday pay plus time and one-half for any hours worked on that holiday time and one-half his or her normal wage rate up to a maximum of eight hours worked.

5.11 Personal Holiday. A regular Full Time employee who has completed his or her twelve (12) month probationary period may take four (4) "personal holidays" with pay per year. The employee must give his or her supervisor at least two (2) weeks advance notice and receive authorization before taking the personal holiday.

A regular Part-Time employee who has completed his or her twelve (12) month probationary period shall accrue personal holiday hours with pay in the same proportion

as his or her working hours bear to the normal working hours of a Full-Time employee in a comparable position.

5.12 Vacations:

Probationary Employees. A new employee with Rancho Murieta Community Services District, filling a position which is eligible for regular Full-Time appointment, shall begin the accrual of both sick leave and vacation time credits upon hire date.

Accrual Rate.

All employees who are employed on a continuous Full-Time basis shall accrue annual leave credits for each regular hour paid on the basis of the schedule below:

<u>Years of Continuous Service</u>	<u>Hours Accrued per Hour Paid</u>	<u>Max Hours of Accrual/Year</u>
Year 1 through 4	.03846	80
Year 5 through 10	.0577	120
Year 11	.0615	128
Year 12	.0654	136
Year 13	.0692	144
Year 14	.0731	152
Year 15	.0769	160
Year 16	.0808	168
Year 17	.0846	176
Year 18	.0885	184
Year 19	.0923	192
Year 20	.0962	200

5.13 Pro-rated Accruals. Part-Time employees shall earn service and vacation credits at a ratio of their hours worked to Full-Time employment. In other words, the earning rates for a 20-hour per week employee shall be at 50%, a 30-hour per week employee shall be at 75%, a 32-hour per week employee shall be at 80%, etc. No vacation, sick leave or other paid benefits are provided for temporary employees.

5.14 Usage Waiting Period. No vacation leave may be granted until an employee has completed at least six (6) months of continuous service with the District. At no time may an employee take vacation leave in excess of their accumulated balance.

5.15 Accumulation of Vacation Time:

(a) An employee may accumulate up to two (2) years of vacation accrual of vacation leave. If an employee's vacation balance exceeds this amount, they shall cease to earn vacation credits until their balance is less than the maximum accrual amount.

For example, if you accrue ten (10) vacation days per year (6 2/3 hours of vacation per month), you may accrue a maximum of twenty (20) unused days of vacation. You will not be eligible to accrue more until some of the twenty (20) days are used. At no time may you "save" any more than your twenty (20) day maximum.

~~(b) — All employees are required encouraged to take at least five (5) consecutive days of vacation leave each year. Employees that have been on extended sick leave or short term disability during the year are~~

~~exempt from the five (5) days off requirement. New hires will be exempt from the requirement until the year during which he/she was hired has been completed.~~

~~(e)(b)~~

~~(d)(c)~~ Upon approval of the General Manager an employee may receive pay for his/her earned vacation instead of taking time off, after the initial six (6) month probationary period, provided that the employee has taken at least five (5) consecutive days of vacation, administration leave and/or personal holiday time off during that year. In addition, the employee must have at least (forty) 40 hours of accrued vacation time remaining after the buy back. The vacation buy-back will be an annual event in early December coinciding with a regular pay cycle.

- 5.16 Accrued Vacation Time. Vacation time earned, to a maximum of two (2) years vacation allotment but not used by an employee at the date of adoption of this manual shall continue as a credit for vacation time.
- 5.17 Authority to Grant Time-Off. The times at which an employee may take vacation shall be at the discretion of his/her immediate supervisor and department manager. Requests will be granted with due regard for the wishes of an employee and particular regard for the need of the District to conduct business and provide services. The General Manager has the authority to ultimately deny a request for vacation leave if he/she deems it in the best interest of the District.
- 5.18 Holiday Adjustments. Holidays falling within an employee's authorized leave period shall not be charged as vacation time.
- 5.19 Double Compensation Prohibition. ~~Double compensation for any day(s) worked or leave claimed is prohibited. For example, an E~~employees shall not claim regular hours, vacation leave or sick leave for the same day(s) in a pay period.~~work their vacation and receive double compensation for their work.~~
- 5.20 Disposition of Vacation Time Upon Termination. Upon separation from employment, regular and probationary employees will be paid for their accrued vacation time. If an employee has used more vacation time than he or she has accrued, the District and the employee agree that the excess will be deducted from the employee's final check.
- 5.21 Scheduling of Vacation:
- (a) No employee has a right to take his or her vacation at a particular time. Supervisors and department managers may only grant vacation requests if District operations will not be adversely affected.
  - (b) Each January the General Manager or his/her designee shall post a vacation schedule. Employees shall fill in their vacation request by February 1 of each year.
  - (c) Should a conflict arise in the scheduling of vacations, the conflict will be resolved in favor of the employee with the greater seniority within his or her current job title. However, seniority may be exercised only once by each employee in each successive choice of vacation periods.

- (d) Requests for vacation which are made after the posted period, will be granted only where vacancies exist or staffing requirements permit and only with approval of the employee's supervisor and department manager.
- (e) Employee requests for modification of the vacation schedule will usually be granted if submitted 2 weeks in advance and the request may be accommodated. Supervisor and department manager approval is required for any modifications.

5.22 Sick Leave Policy. Sick leave with pay is an insurance or protection granted in circumstances of adversity and to promote the health of the individual employee. It is not an earned right to time off from work except as specified in this policy and is not to be confused with vacation or other types of leave. It is a request for entitlement to a benefit to be exercised under appropriate circumstances. When used judiciously, sick leave benefit accruals provide the employee a cushion in the event the employee encounters a major or catastrophic illness or injury.

Paid sick leave will be granted by the District when an employee must be absent because of (1) the employee's illness, medical or dental examination, injury, disability or exposure to contagious disease which incapacitates the employee from performing his or her duty or (2) the employee's attendance with a member of the employee's Immediate Family because of illness, injury, death (over that allowed for bereavement leave), or exposure to contagious disease and where the attendance of the employee is definitely required.

5.23 Accrual of Paid Sick Leave for Full and Part-Time Employees:

- (a) All employees who are employed on a continuous full-time or part-time basis shall accrue sick leave credits on the basis of up to 3.69 hours (.04615 per hour paid) per pay period to a maximum of 96 hours per year. Sick leave may accrue without limitation.
- (b) Part-Time employees shall earn sick leave credits at a ratio of their hours worked to Full-Time employment. In other words, the earning rates for a 20-hour per week employee shall be at 50%, a 32-hour per week employee shall be at 80%, etc.
- (c) All accrued sick leave may be used in the event of a catastrophic illness or injury.

5.24 Unused Sick Leave. No employee shall be compensated directly for accrued but unused sick leave upon termination of employment; however, accrued sick leave may be converted to time worked for the purposes of retirement under the District's contract with PERS.

5.25 Use of Sick Leave. Sick Leave must be accrued before taken or used.

5.26 Election Concerning Sick Leave. [Refer to Section 5.08 \(d\) regarding election of sick leave during a disability leave and Section 5.08 \(i\) regarding election of sick leave during a worker's compensation leave.](#) ~~Notwithstanding any other provision of the Personnel Manual, any regular employee, compelled to be absent from work due to injury or illness arising out of and occurring in the course of District employment, may~~

~~elect during such absence to apply accrued sick leave on a prorated basis to such absence and receive compensation therefor in an amount equal to the difference between the compensation received by him or her as regular salary and the amount received as Worker's Compensation or State Disability Insurance, not to exceed the amount of their accrued vacation time and accrued time off after the sick leave is exhausted.~~

- 5.27 Evidence of Illness. The General Manager may require any employee who is absent due to illness or injury to be examined by the District's doctor.

At the General Manager's discretion, satisfactory evidence of illness or injury for any period of absence due to illness or injury may be required prior to the employee's return to duty.

The General Manager shall have the discretion to require the employee to present a personal treating physician's certificate upon his or her return to duty stating that the employee has fully recuperated from the illness and/or injury and has no physical or mental limitations preventing the employee from performing his or her required job responsibilities. Until such a certificate is presented, the General Manager shall have the right to disallow the employee's return to work. In such cases, the employee shall continue to use accrued sick leave, if any, or shall be on authorized leave of absence without pay.

- 5.28 Unearned Sick Leave. Sick leave with pay shall not be allowed or taken until accrued. Sick leave will not be advanced.
- 5.29 Extended Sick Leave Without Pay. Any request for extended sick leave without pay due to illness or injury shall be at the discretion and approval of the General Manager. At the time of the request, the Full-Time or Part-Time employee shall submit a physician's certificate to support the request. The General Manager may approve a request for sick leave without pay for a period of up to thirty (30) days. Only the Board may approve a request for sick leave without pay for over thirty (30) days. In the event the extended sick leave qualifies as FMLA or CFRA leave, the provisions of those acts will take precedence and this Section will apply after the expiration of the leave times provided by those acts.
- 5.30 Non-Payment Upon Termination. Upon termination for any reason from District employment, an employee is not entitled to receive payment for accrued but unused sick leave.
- 5.31 Sick Leave Abuse. Violation and/or abuse of sick leave privileges will result in disciplinary action. Employees with a pattern of frequent absences for short durations and without reasonable basis may be subject to appropriate disciplinary action. Examples of potential sick leave abuse would be frequent absences following or preceding holidays, reoccurring absences on Fridays and Mondays, etc.
- 5.32 Catastrophic Illness Time Donation: Employees may donate accrued sick leave time for credit to another District employee who suffers a catastrophic illness or injury as determined by the General Manager.

***\* Refer to District Policy 2011-03, Catastrophic Illness Time Donation, for policy details.***

## **SECTION 6.00 - TEMPORARY ASSIGNMENTS**

6.01 Assignment to Temporary Work. The General Manager may temporarily assign an employee to perform work normally performed by an employee at a different level of salary.

6.02 Temporary Salary:

- (a) An employee temporarily assigned to perform work of a lower-paid employee shall not have his or her salary reduced.
- (b) An employee temporarily assigned to perform all duties of a higher-paid position shall, for the period of temporary assignment, which shall be no less than 3 consecutive days, have his/her hourly wage increased by five (5) percent.



## **SECTION 7.00 - EMPLOYEE ORGANIZATION, ADVANCEMENT AND COMPENSATION**

- 7.01 Personnel Organization. The District is organized into several departments. Each department includes one or more job titles. Each job title has one or more authorized positions.
- 7.02 Salary Ranges. The District has adopted certain salary ranges for District employees. These ranges may be changed from time to time by District action.
- 7.03 Probationary Period:
- (a) When the General Manager appoints an existing District employee to fill a vacant position, that appointment shall be for a probationary period not to exceed six (6) months from the date of the appointment, unless otherwise required by a provision in a Memorandum of Understanding or contract. If the employee fulfills the duties of that position to the District's reasonable satisfaction and otherwise successfully completes the probationary period, the employee shall then become a regular employee in the new position.
  - (b) If during the six (6) month probationary period, the employee, appointed to a new position pursuant to Section 7.03 (a), does not perform to the District's reasonable satisfaction or otherwise does not successfully complete the probationary period, that employee shall resume his/her duties in the prior position which he/she held. The General Manager shall then take steps necessary to fill the vacant position.
  - (c) When an employee is working in a new position on a probationary basis pursuant to Section 7.03(a), the General Manager may appoint another District employee ("the other employee") to fill the first employee's position. The other employee shall also serve a probationary period in his/her new position. The other employee shall become a regular employee in the new position contingent upon successful completion of the probationary period and contingent upon the first employee, as referenced in Section 7.03(a), successfully completing his/her probationary period.
- 7.04 Annual Salary Review. Each year the General Manager will review the salary ranges paid by the District and make recommendations to the Board for any necessary changes.
- 7.05 Salary Organization. There shall be a salary range for each authorized position.
- 7.06 Performance Evaluations.
- (a) An employee's supervisor will prepare, in writing, a performance evaluation for each employee.

- (b) Performance evaluations will be prepared in the following instances:
- (1) When an employee has worked an initial six (6) month period in his or her new job position (this applies not only to newly hired employees, but also to employees who have been promoted or otherwise transferred to new job classifications);
  - (2) Annually, [for unrepresented employees](#) on the focal review date in April; salary adjustments, if applicable, to be effective May 1<sup>st</sup>. ~~For represented employees annually on the anniversary of their service date.~~
  - (3) When an employee is being considered for promotion, transfer, demotion, termination, or other disciplinary action is being considered;
  - (4) Whenever the employee's supervisor believes there has been a significant change in the employee's performance; and
  - (5) Whenever requested by the General Manager or the Board of Directors.
- (c) All performance evaluations become a permanent part of the employee's records. Only the employee involved, the employee's supervisor, the General Manager or his/her designee and the Board may have access to an employee's performance evaluations.
- (d) Upon completion of the performance evaluation, a meeting shall be held between the employee and the supervisor to discuss the employee's performance and to assist in developing the employee's maximum potential within District service.

**\* Refer to District Pay for Performance Manual for complete details.**

#### 7.07 Insurance

- (a) Group medical insurance is currently available to all regular Full-Time employees and their eligible spouse, domestic partner and dependents. An employee becomes eligible on the first day of the second calendar month following his or her appointment as a probationary employee.
- (b) Benefits currently provided include group medical, vision, dental and life insurance. Currently, the District will pay an amount established from time to time by the Board.
- (c) The Board may delete or change insurance benefits for employees and/or dependents with or without amending this manual.
- (d) Regular Part-Time and Temporary Employees, and independent contractors shall not receive, nor be entitled to, ~~no~~ District-paid health insurance benefits.

(e) Cafeteria Plan – whereby the employee has the option of opting out of District provided medical ~~expenses-benefits~~ for cash, provided that the employee can show proof that they would have dual coverage. The opt-out ~~benefit amount is \$350.00 per month.~~  
~~benefit per pay period is as follows: Employee – \$57.70, Employee + 1 – \$80.77, Employee + family – \$103.85. This amount will be distributed to the employee each pay period through their payroll check.~~

7.08 Worker's Compensation. Worker's compensation is provided for all employees.

7.09 Unemployment Insurance. Unemployment insurance is provided in accordance with current state and federal laws.

7.10 Retirement Program:

~~(a) —~~The District currently maintains membership in the Public Employees' Retirement System (PERS) for employees qualifying to be covered by this retirement plan. The contributions are specified in ~~its-the District's~~ contract with PERS or as subsequently amended. ~~Under separate policy of the Board, the District currently pays 4% of the usual 7.0% employee required contribution for the PERS system.~~

~~(b)~~(a)

(b) For employees not qualifying for memberships in the PERS retirement plan, it is mandatory that these employees participate in a retirement plan, such as a Deferred Compensation Plan, in which the employee makes the contributions. This plan is administered in accordance with the agreement between the District and the plan administrator. Information on the administration and requirements of the plan are available ~~from the~~ from the District Secretary or personnel administrator.

(c) The Board may delete or change retirement benefits with or without amending this manual.

7.11 Certification. Licenses and/or other certification required by Federal, State and/or Local Government law or District certification requirements will be specified by the Board and/or General Manager for each job title. Plant Operator classifications shall be limited to Treatment Plant Operator and/or Collection System Operator certificates issued by the State of California or a District-approved educational institution. Plant Operators shall be paid an additional two and one-half percent (2.5%) above base pay per additional certificate above those required by their classification level, not to exceed five percent (5%) or two additional certificates. Utility Worker classifications shall be limited to Distribution certificates and/or Collection System certificates issued by the State of California or a District-approved educational institution. Utility Workers shall be paid an additional two and one-half percent (2.5%) above base pay per additional certificate above those required by their classification level, not to exceed five percent (5%) or two additional certificates.

7.12 Compensation Schedule and Plan. Unrepresented District employees shall receive the compensation provided in the Pay for Performance Plan. The Board may, at any regular meeting or special meeting duly called for that purpose, modify or change the Pay for Performance Plan.

7.13 Salary Plan Administration:

Salary Plan Administration for all unrepresented employees is provided in the District's Pay for Performance Plan.

- 7.14 Merit Awards. The Board, at its discretion, may by resolution establish a program to pay merit awards to employees for superior and exceptional performance.

- 7.15 Compensation of the General Manager. The General Manager is directly responsible to the Board of Directors for the successful administration of the District's functions. Because of the nature of duties and responsibilities involved, the salary range of this position shall be specially established by the Board, and the Board shall conduct periodic reviews for the salary advancement of this position. Salary advancement shall be at the discretion of the Board.

## **SECTION 8.00 - EDUCATION AND TRAINING, AND CONFERENCES**

- 8.01 Tuition Reimbursement. The General Manager upon consulting the immediate supervisor concerned shall be responsible for proper training and certification of District employees. Upon approval by the General Manager, and budget approval by the Board of Directors, an employee shall be reimbursed for his/her tuition or registration fees and books upon successful completion of the program for which prior approval has been received and which is directly beneficial to the District.
- 8.02 Professional Registration, Certification and Licensing. The District will pay fees when such registration, certification and/or licensing is a requirement of the employee's position.
- 8.03 Professional Activities. The District encourages participation in professional societies and committees when these activities are compatible with and an enhancement to District functions. The District will pay reasonable costs of participation in these activities subject to approval by the General Manager and the limitations of the District budget.
- 8.04 Career Development. Successful completion of training courses may be considered in approving salary advancement and making promotions. Evidence of such activity shall be submitted to the District for inclusion in an employee's personnel records.

***\* Refer to District Policy 2011-01, Continuing Education and Tuition Reimbursement, for complete details.***

## SECTION 9.00 - REIMBURSEMENT OF INCURRED EXPENSES

### 9.01 Reimbursement for Meals:

Travel Meals. The District will reimburse, upon prior authorization, an employee for meals when the employee travels for District business over meal times. The employee must submit detail itemized receipts to the District to initiate reimbursement.

Overtime Meals. The District will reimburse, upon prior authorization, an employee for a meal when the employee is required to perform work for two (2) hours beyond the regular work hours and for an additional meal for each approximately four (4) hours but not more than five (5) hours, insofar as it is possible for the District to do so. The necessary time taken for the meal shall be at District expense. The employee shall submit detail itemized receipts to the District to initiate reimbursement.

9.02 Reimbursement for Mileage. When authorized in advance by the General Manager, an employee directed to utilize his or her personal vehicle in the conduct of District business shall be entitled to reimbursement at the current District mileage allowance rate. The employee must submit an accounting of actual mileage on District business to initiate reimbursement.

9.03 Reimbursement for Lodging. When authorized in advance by the General Manager, an employee who is away from his or her principal residence on District business may be reimbursed for the reasonable cost of overnight accommodations. The employee must submit receipts to initiate reimbursement.

The General Manager at his or her discretion may allow an "advance allowance" to employees when employees are required to attend training seminars or educational programs. The employee must submit all receipts of expenses to substantiate said advance allowance and any funds not utilized must be promptly returned to the District within thirty (30) days.

**\* Refer to District Policy 2009-07, Travel and Expense Reimbursement Policy, for complete details.**

## SECTION 10.00 - PUBLIC RELATIONS

- 10.01 Public Relations. All employees shall conduct themselves in a manner that will reflect creditably on the District. In dealing with the public, all employees will maintain a polite and helpful attitude.
- 10.02 Grooming & Safety. All employees shall maintain a standard of grooming and safety commensurate with public service. Maintenance personnel shall observe suitable safety precautions when working in situations of unusual potential hazards. Department heads may establish specific grooming and safety standards applicable to the requirements of their operational needs.
- 10.03 Authority to Represent District. No employee shall have any right or authority to make any representation to members of the public or others with whom the District has contracted or is obligated to provide services that the District has legal responsibility for any action, omission or event causing injury, financial loss, damage or inconvenience to any person or property.
- 10.04 Off-Duty Employment. No employee shall accept employment during off-duty hours which may result in a conflict of time or interest, including employment with a party who has a current or pending relationship with the District involving a contract, permit, license, etc.
- 10.05 Acceptance of Gifts. Every District employee is prohibited from soliciting or accepting favors or gifts from the public served by the District, persons seeking to sell goods or services to the District or from other persons or corporations, exceeding in value \$50.00 from any one source in any twelve (12) month period. Acceptance of favors or gifts offered which exceed \$50.00 require prior Board Approval.
- 10.06 Outside Employment.
- District Employment Priority. Full-Time employees may not carry on concurrently with their Rancho Murieta Community Services District employment any private business or undertaking, attention to which affects the time or quality of their work or which tends to discredit the District.
- Outside Employment Approval. Outside work or private business or undertaking of Full-Time employees shall receive the approval of the General Manager prior to the initiation of the outside employment. Any employment which may result in a conflict of time or interest, including employment with a party who has a current or pending relationship with the District involving a contract, permit, license, etc. is prohibited.



## **SECTION 11.00 - EQUIPMENT, PREMISES AND UNIFORMS**

- 11.01 Motor Vehicle Driving Record Requirements. All employees required to drive as part of their job duties must possess a valid California motor vehicle driver's license and possess a driving record commensurate with the District's ability to protect its insurability under its automobile liability policies. Failure to maintain such a record, affecting an employee's ability to operate a vehicle, is cause for disciplinary action and/or termination. The District participates in the Department of Motor Vehicles Employer Pull Notice Program as a means to keep apprised of the driving records of employee's required to drive as part of their job duties.
- 11.02 Business Usage. Rancho Murieta Community Services District vehicles and equipment are to be used for District business. In the event there's an anticipated need to use a District issued vehicle on personal business, the employee will request permission from the General Manager in advance (such approval shall be provided only under mitigating circumstances and on rare occasion).
- 11.03 Incidental Personal Use. Any employee assigned a District vehicle may not use the vehicle for personal purposes, other than for commuting or de minis personal use (such as a stop for a brief personal errand on the way between a business activity and the employee's home.)
- \* Refer to District Policy 2012-05, District Driving Policy, for complete details applicable to Sections 11.01, 11.02 and 11.03.*
- 11.04 Use of Private Vehicle on District Business. In the event there is an anticipated need to use a private vehicle for District business the employee shall be reimbursed at the current District mileage allowance rate.
- \* Refer to District Policy 2009-07, Travel and Expense Reimbursement Policy, for complete details applicable to Sections 11.04.*
- 11.05 Safety Equipment. Necessary safety equipment will be purchased and available to all employees of the District who are required to use such equipment on the job. It is the employee's responsibility to utilize, protect and safeguard such equipment from damage. An employee who loses or damages equipment may be required to replace District equipment or to purchase his or her own equipment if, in the opinion of the General Manager, neglect or carelessness on the part of the employee has occurred.
- 11.06 General Use of District Equipment. The District provides vehicles, equipment, tools, supplies and facilities for the use of employees in the performance of their work. Employee use of this equipment for personal reasons is not permitted and is grounds for disciplinary action.
- 11.07 Personal Use of District Premises. Use of District premises for personal use is not permitted except as a member of the public. Written permission is required.

11.08 Uniforms. The District will provide two (2) sets of uniforms per year for each Security Officer. The District contracts with a uniform service for Field Operations employees. Employees are required to wear the uniforms while on duty. District jackets or shirts shall be worn as an outside garment except when the employee is wearing authorized wet weather gear. This display of District uniforms and emblems is to permit identification of employees by the public and to present an appropriate appearance. The employee is responsible for his or her uniforms during employment. Security Officers are responsible for laundering of their uniforms. ~~Security Officers shall provide, at the Security Officers' sole expense, the necessary leather as part of the uniform.~~

11.09 Wet Weather Gear. District will provide wet weather gear (raincoat, rain hats, boots, etc.) as may be necessary, up to an amount determined by the District, for employees who are required to work in inclement weather.

***\* Refer to District Policy 2010-11, Uniform and Dress Guidelines, for complete details applicable to Sections 11.08 and 11.09.***

11.10 Return of District Equipment. The employee and District agree that upon separation from employment the employee will return all District property on his or her last day of work. Failure to do so shall constitute authorization for the District to take all legal recourse available.

11.11 Smoking Policy. Use of tobacco substances (including but not limited to smoking and chewing tobacco) by District employees is restricted to the employee's scheduled work breaks and lunch time.

Use of tobacco is prohibited within any District facility or District vehicle and any areas where the public may be present, including any and all areas where smoking is restricted by law or postings.

Where the use of tobacco is allowed, the using employee shall be responsible for the appropriate non-hazardous containment and disposal of the tobacco wastes including cigarettes, butts, ashes and chewing tobacco spittle.

***\* Refer to District Policy 2011-10, Use of Tobacco Product On District Property, for complete details applicable to Section 11.11.***

## SECTION 12.00 - DISCIPLINARY ACTION AND DISMISSAL

The discipline procedures in this section represent guidelines which the District believes are generally appropriate to govern employee conduct. However, they are not absolute rules. The District retains discretion to determine what constitutes proper disciplinary action and procedure in each individual situation.

These guidelines do not grant any employee a specific guarantee that any particular disciplinary decision or procedure will be utilized by the District. As stated in Section 1.08, all employees serve at the will of the District and may be disciplined (up to and including termination) for any reason the District finds sufficient. No property right, right to be disciplined only for "cause", permanent employee status, or procedural right is conferred by this Personnel Manual.

- 12.01 Initiation of Disciplinary Action or Dismissal. Disciplinary action or dismissal may be initiated by the Board, General Manager on his or her own initiative, or upon written recommendation to the General Manager by the employee's supervisor.
- 12.02 Nature of Disciplinary Action. Disciplinary action may include written warning, suspension with or without pay, involuntary demotion, reduction in pay or dismissal.
- 12.03 Grounds for Disciplinary Action or Dismissal. The District reserves the right to dismiss an employee at any time. All District employees are at-will employees who serve at the pleasure of the District. The following list of causes for disciplinary action is included in this manual for illustrative purposes only. The publication of this list does not confer a right to be disciplined only for "cause". The District may discipline an employee for any reason it deems sufficient. Grounds for disciplinary action or dismissal for Full-Time or Part-Time employees include, but are not limited to, the following:
- (a) Fraud, misrepresentation of fact, or concealment when securing initial or continued appointment with the Rancho Murieta Community Services District;
  - (b) Unauthorized, unjustified, recurring, or excessive absence;
  - (c) Conviction of a felony or other criminal act, which is of a nature to adversely affect the employee's ability to perform the duties and responsibilities of his or her employment;
  - (d) Conduct unbecoming to an employee in public service, tending to bring discredit to the District;
  - (e) Disorderly or immoral conduct;
  - (f) Incapacity due to mental or physical disability when such incapacity so substantially interferes with proper job performance that reasonable accommodation cannot be made;
  - (g) Incompetence and/or inefficiency (i.e. failure to adequately perform job assignments);
  - (h) Insubordination (i.e. willful failure to follow necessary and reasonable directions of supervisor);
  - (i) Possession or consumption of alcoholic beverages during work hours or working while intoxicated;

- (j) Possession or use of narcotics, habit-forming, or any illegal or intoxicating drugs or controlled substances during the business workday (other than use of drugs as specifically prescribed by a licensed physician), or being under the influence while at work;
- (k) Inexcusable neglect of duty;
- (l) Negligence of, willful damage to, waste of, or unauthorized use of District's supplies, equipment or premises;
- (m) Failure to follow safety instructions or directions;
- (n) Employee use of District equipment for personal use;
- (o) Participation by an employee in an unauthorized or illegal strike or work stoppage which affects the District or District operations;
- (p) Any conduct which adversely affects the operation of the District, the health and welfare of District employees or the safety of District property;
- (q) Failure to maintain licenses or certifications required to perform the duties of an assigned position;
- (r) Discourteous treatment of the public or other employees;
- (s) Improper political activity during the business workday or on District premises;
- (t) Willful disobedience of safety rules, regulations, policies, practices, and procedures which indicates a lack of concern for injury to self or others; and
- (u) Willful disregard of District rules, regulations or policies.

12.04 Disciplinary Action by General Manager:

- (a) Scope of Authority. Any employee may, by written or verbal order, be suspended, involuntarily demoted, reduced in compensation, or dismissed by the General Manager.

Notice: In all situations involving a disciplinary action or dismissal of a Full-Time or Part-Time employee who has completed his or her probationary period, a notice may be served on the employee either personally or by mail (return receipt requested) at the last known address on file with the District. The notice may include the following:

- (1) The statement of the nature and the proposed effective date of the intended disciplinary action or dismissal;
- (2) A statement of the nature of the causes for action;
- (3) A statement in ordinary and concise language of all specific facts or omissions upon which the causes of the intended action are based;

- (4) A statement that copies of all documents and other materials which support the proposed action are available for examination at the District office; and
- (5) A statement advising the employee of his or her rights to respond orally or in writing to the notice prior to the decision on the intended disciplinary action or dismissal. Any response should be directed to the General Manager and must be made within five (5) calendar days of the date of the notice.

12.05 Suspension Pending Action: Prior to the effective date of any disciplinary action or dismissal, the General Manager may suspend with or without pay the affected employee if the General Manager determines such suspension is necessary to protect the health, safety and welfare of the inhabitants and other employees of the District. The rights and benefits provided to an employee so suspended shall not otherwise be affected.

12.06 Review Decision: Prior to a final decision on any intended disciplinary action or dismissal, the General Manager may consider any written response timely submitted by an employee and may meet with any employee who has timely requested to be orally heard. Such a meeting should take place within five (5) calendar days of the date of the request or on the date mutually agreed upon. The General Manager shall make a good faith effort to render a decision within ten (10) calendar days of the last day to submit a response, whichever applies. The decision shall be effective the day that it is made and on that day the affected employee may be informed thereof either personally or by mail at his or her last known address on file with the District.

12.07 Effect of Decision:

- (a) When a Full-Time or Part-Time employee is suspended without pay for thirty (30) or fewer calendar days, employee and employer contributions to benefits will be continued. Employee payments for benefits during the period of suspension will be deducted from the last payroll check prior to the date of suspension or the next following payroll check, as may be applicable.
- (b) No benefits will be paid by the District for suspension over thirty (30) calendar days. An employee may continue appropriate benefits by making the payments necessary.

12.08 Effect of Dismissal: Upon the effective date of dismissal, the District shall cease to provide any benefits for the Full-Time or Part-Time employee.

- 12.09 Appeal from Decision. Appeal procedures are established for regular At-Will employees as guidelines for personnel administration, and confer no procedural rights.

A Full-Time or Part-Time employee may appeal a decision to implement an intended disciplinary action or dismissal. The Full-Time or Part-Time employee shall file a Notice of Appeal with the Board within ten (10) business days of the effective date of the decision. The Notice of Appeal shall state the name of the employee, the date and nature of the decision appealed, the name of the person who rendered the decision, and the grounds of the appeal stating all specific facts or omissions upon which the appeal is made. The Board shall hold a hearing at which time evidence will be received by the Board, no later than sixty (60) days from the date of the appeal, unless otherwise agreed to by the parties. The decision of the Board of Directors is final.

- 12.10 Failure to File Notice of Appeal. If a Full-Time or Part-Time employee fails to file a Notice of Appeal within the time specified, the disciplinary action or dismissal shall become final without further action.

## SECTION 13.00 - LAYOFFS & SEPARATIONS

### 13.01 Reductions in Workforce; Layoffs:

It is the policy of the District that whenever, in the judgment of the Board of Directors, it becomes necessary to abolish any position of employment, the employee holding such position of employment shall, if no other vacancy within the class exists, be laid off or demoted without disciplinary action and without the right to appeal. A vacancy is one which is not intentionally being held open or unfilled by the District.

### 13.02 Notification. Employees to be laid off shall be given, whenever possible, at least fourteen (14) calendar days' prior notice.

### 13.03 Vacancy and Demotion. Except as otherwise provided, whenever there is a reduction in the workforce, the department head shall first demote [the employee subject to layoff](#) to a vacancy, if in the same class series or in a lower class for which the employee ~~who is the latest to be laid off~~ is qualified. All persons so demoted shall have their names placed on a reemployment list for the class from which they were ~~laid off~~[demoted](#).

### 13.04 Employee Rights. An employee affected by layoff shall have the right to displace an employee in the same department who has less seniority in a lower class, in the same class series or in a lower job title in which the affected employee once had regular employee status. For the purpose of this Section and all other purposes, seniority includes all periods of Full-Time service at or above the job title level where layoff is to occur.

### 13.05 Seniority - Displacement. In order to displace to a former or lower class, an employee must have more seniority than at least one of the incumbents in the lower class and request displacement action in writing to the General Manager within five (5) calendar days of receipt of notice of layoff.

### 13.06 Salary Upon Layoff Demotion. Employees displaced to a lower class shall be placed at the salary step of the lower class representing the least loss of pay. In no case shall the salary be increased above that received in the class from which the employee was laid off.

### 13.07 Layoff Order. In each class of positions to be affected by layoff, employees shall be laid off according to employment status in the following order: temporary, probationary, Part-Time and Full-Time regular status.

(a) Temporary and probationary employees shall be laid off according to the needs of the service as determined by the General Manager.

(b) Regular status employees shall be laid off on basis of performance records and qualification.

### 13.08 Reemployment List. The names of persons laid off shall be carried on reemployment lists for twelve (12) months, except that persons appointed to regular positions of the same level as that which laid off, shall, upon such appointment, be dropped from the list. Persons reemployed in a lower class, or on a temporary basis, shall be continued on the list for the higher position for one (1) year.

13.09 Resignation from Service. An employee electing to leave the District in good standing shall file with the department head a written resignation stating the effective date and reasons for leaving at least two (2) weeks before leaving the service, unless such time limit is waived by the General Manager. Failure to give notice as required by this rule may be cause for denying future employment by the District.



## SECTION 14.00 - GRIEVANCES

- 14.01 Purpose of Grievance Procedure. The grievance procedures set forth are designed to resolve grievances informally and to provide an orderly procedure for such resolution. The grievance procedure is available only to regular Full-Time or Part-Time employees.
- 14.02 Policy. Any regular Full-Time or Part-Time employee in the District's employment may make an appointment with their immediate supervisor to discuss his/her work and working conditions, and to discuss any violation, misinterpretation, or inequitable application of these rules and regulations. An employee may present a grievance while on duty, provided such use of on-duty time is kept to a reasonable minimum as determined by the General Manager.
- 14.03 Time Limits. Each person involved in a grievance shall act quickly so that the grievance may be resolved promptly. Each person shall make every effort possible to complete action within the time limits contained within these grievance procedures. But,~~but~~ with the written consent of the other parties involved, the time limits of any step may be extended.
- 14.04 First Step - Grievance Procedure. This is the informal discussion stage. Within ten (10) calendar days of an event or specific incident giving rise to a grievance, an employee shall seek initial adjustment of the grievance with his/her department head. Should the department head be unable to make a satisfactory adjustment, or be a party to the grievance, the employee may seek adjustment through the General Manager. The employee shall have the decision or response from the department head within five (5) calendar days.
- 14.05 Second Step - Grievance Procedure. This is the formal grievance stage. A written description of the grievance shall be provided to the General Manager. The written description shall include name(s) of grievant(s), date the grievance is initiated, statement of any previous action upon the grievance, a clear statement of the nature of the grievance, a proposed solution to the grievance, and the signature of the grievant(s). The General Manager shall give his/her decision in writing to the grievant(s) within five (5) calendar days after the grievance is filed.
- 14.06 Third Step - Grievance Procedure. Should the General Manager be unable to make a satisfactory adjustment within five (5) calendar days, or be a party to the grievance, the employee may seek adjustment from the Board of Directors within five (5) calendar days of the decision being rendered by the General Manager. If the grievant does not appeal the decision to the Board in writing within five (5) calendar days, the issue will be considered settled. The appeal shall state the date and nature of the grievance, and shall state all specific facts or omissions upon which the appeal is based.
- 14.07 Hearing of Appeal. Within ten (10) calendar days of the filing of an appeal, the Board shall have a meeting with the aggrieved and/or his representative.
- 14.08 Decision on Appeal. Within ten (10) calendar days of the hearing of the appeal, the Board shall issue a written decision concerning the employee's appeal. The decision of the Board of Directors shall be final.
- 14.09 Reports to Board of Directors. The Board of Directors shall receive copies of all formal grievances and all grievance decisions of the General Manager.

- 14.10 Complaints of Discrimination and Sexual Harassment. If an employee experiences an incident felt to be in violation of the discrimination and/or sexual harassment prohibitions they should report the incident according to Policy 2011-04, Harassment of Any Nature (including Sexual Harassment).

## **SECTION 15.00 - AFFIRMATIVE ACTION PLAN**

- 15.01 General Policy. It shall be the policy of the District to provide equal opportunity in employment for all qualified persons regardless of race, sex, color, religion, national origin, age, sexual preference, ancestry, marital status, pregnancy or physical and mental handicap, and to maintain an affirmative action program of whatever scope is necessary to prevent discrimination. This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social and recreational programs.
- 15.02 Goals. Rancho Murieta Community Services District has adopted an Affirmative Action Program to ensure that personnel decisions are job-related and to further the principle of equal employment opportunity. The District recruits, hires, trains, and promotes qualified persons at all levels of the work force and provides reasonable accommodation to qualified employees and applicants with a known disability who can perform the essential functions of the job.
- 15.03 Designation of Responsible Person. The General Manager is designated as the Affirmative Action Officer for the District. He or she shall be responsible for developing policies and procedures for the District's Affirmative Action Plan and will also be responsible for implementing such policies and procedures.

It is the responsibility of all managers and supervisors to ensure that all personnel actions and programs are administered in accordance with the principle of equality of opportunity and treatment to all.

## **SECTION 16.00 - DRUG & ALCOHOL ABUSE POLICY**

The District has an obligation to its officers, employees and members of the public to take reasonable steps to provide an alcohol and drug free workplace and to deliver services to the public in a safe manner.

No employee shall be under the influence of any substance which impairs safe and productive performance while on District business, or on District property.

*\* Refer to District Policy 2011-09, Drug and Alcohol Use, for complete details.*

## **SECTION 17.00 - CONFLICT OF INTEREST**

- 17.01 Policy. No employee shall have a direct or indirect interest in District property, property under consideration for purchase by the District, or a contract with the District which violates any laws of the State of California relating to such conflict of interest matters.
- 17.02 Notification Requirements. All notification actions required by the law shall be strictly followed by employees. It shall be the responsibility of employees who may be in potential violation of the statute to familiarize themselves with the provisions and intent of the statute.
- 17.03 Unfair Economic Gain It is the policy of the District that no employee shall be in a position to realize unfair economic gain by virtue of their status with the District.

## **SECTION 18.00 - INJURY & ILLNESS PREVENTION PROGRAM**

- 18.01 Purpose. The District's Injury & Illness Prevention Program is designed to prevent injuries, illnesses, and accidents in the workplace. The primary purpose of this program is to ensure the safety and health of District workers and to provide a safe and healthful work environment. A complete copy of this program is maintained in the Administration Office and is available for each employee's review.
- 18.02 Housekeeping Policy. Good housekeeping is an integral part of any effective program. Keeping work areas neat and clean reduces the chances of accidents and injuries. Well organized work areas also increase the ability of employees to perform their jobs efficiently. Each employee is responsible for keeping their work area neat and orderly. Housekeeping inspections will be conducted in each department on a regular basis.
- 18.03 Responsibility For Safety and Health. All employees of the District are responsible for working safely and maintaining a safe and healthful work environment.
- 18.04 Program Administrator. The Injury and Illness Prevention Program Administrator is the Security Chief. The Administrator is responsible for the overall implementation and maintenance of the District's program.

## MEMORANDUM

Date: August 12, 2016  
To: Board of Directors  
From: Darlene J. Gillum, General Manager  
Subject: Consider Approval of District Appointment to Sacramento Central Groundwater Authority Board Member

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### RECOMMENDED ACTION

Appoint a Director to the Sacramento Central Groundwater Authority (SCGA) Governing Board.

### BACKGROUND

Even though the District has submitted a notice of non-participation to the Sacramento Central Groundwater Authority (SCGA), which was effective July 1, 2016, the SCGA has requested the District appoint a representative to their Governing Board, per SCGA JPA (see JPA §5(b), §7(a)(ix)(7), and §7(b)) . Per the terms of the current SCGA Joint Powers Agreement, the District appointee must be an elected official. Also, until the JPA is modified, the District is still listed as a participant (although we are not bound to pay our member contribution).

Also, SCGA recently contacted me to discuss the possibility of the District continuing to participate with the SCGA and how to accomplish that if the District is interested. A meeting between me and the SCGA Executive Director, Darrell Eck, is scheduled for Friday August 26.

Staff recommends appointing a representative to the SCGA as requested.

## MEMORANDUM

Date: August 12, 2016  
To: Board of Directors  
From: Darlene J Thiel Gillum, General Manager  
Paul Siebensohn, Director of Field Operations  
Subject: Project updates

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### **PARKS COMMITTEE**

Director Pecotich has requested that Rancho Murieta Association (RMA) schedule a Parks Committee meeting to discuss and review the revised Parks Operating Guidelines. The Greens Park bids should be received soon as well. A date has not yet been scheduled.

### **PENDING AND PROPOSED LAND DEVELOPMENT PROJECTS**

On August 8, 2016, the letter of agreement regarding the Water Supply Augmentation Fees and Capital Improvement Fees study and payment of fees was sent to John Sullivan. It has not yet been executed and returned to the District.

### **ESCUELA GATE**

The County is anticipating that the construction of road improvements on Stonehouse Road to begin in mid-September.

### **MIDGE FLY AD HOC COMMITTEE**

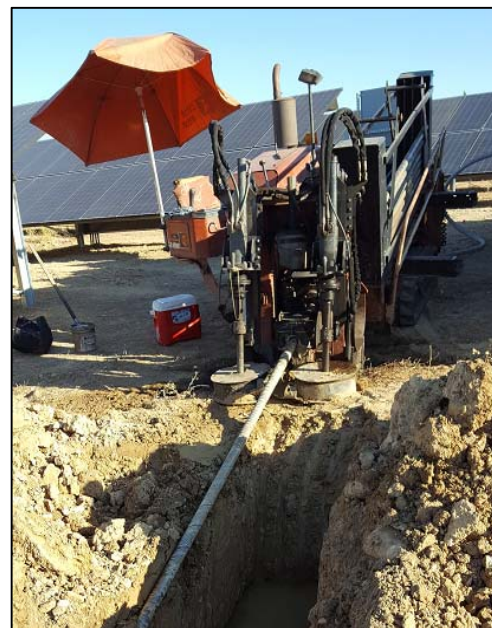
Update to be provided by Director Ferraro.

### **SOLAR POWER INSTALLATIONS**

#### **Wastewater Treatment Plant Site**

The photovoltaic (PV) panels are installed on the District land to the west of the wastewater treatment plant and all wiring completed between the panels and power inverters. Recently completed was the underground boring and pulling of five (5) three inch (3") conduits between the PV site and the point of interconnection at the wastewater control building. The bore was completed without any incident, avoiding numerous water, sewer, and power lines.

The next step is to install the electrical conduits for the power runs between the switchgear panels and transformers and then pour concrete pads for the panels and to pull and terminate wiring. SMUD has not provided a date for the delivery of the new transformer or running of the new power feed yet. At this point it is anticipated that the project may be online by the end of October 2016.



*Photo of boring machine as it is set up to bore a pilot hole.*





Photo of electrical conduits pulled through bore hole from PV site to Wastewater Plant.



Layout of Wastewater Treatment Plant site Solar Project from engineering plans.

### Water Treatment Plant Site

Solar City is reporting that they anticipate receiving a permit from Sacramento County to allow them to proceed at the Water Treatment Plant Site beginning next week. The District has notified Aspen Environmental of the possible construction start as it may be necessary to conduct a nesting bird and Swainson hawk survey prior to beginning construction activity.

## CONFERENCE/EDUCATION SCHEDULE

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

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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)**

Annual Conference	October 10-13, 2016	San Diego
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### **GOLDEN STATE RISK MANAGEMENT ASSOCIATION (GSRMA)**

GSRMA's 12 <sup>th</sup> Annual Training	October 20-21, 2016	Corning, CA
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### **ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA)**

ACWA 2016 Regulatory Summit	October 3-4, 2016	Sacramento
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