



## RANCHO MURIETA COMMUNITY SERVICES DISTRICT

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

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

#### REGULAR BOARD MEETING

**October 17, 2018**

Call to Order/Closed Session 4:00 p.m. and Open Session 5:00 p.m.  
District Administration Building – Board Room  
15160 Jackson Road  
Rancho Murieta, CA 95683

**President Mark Pecotich will participate in the Closed Session by teleconference from 1135 NW Galveston Avenue, Bend, Oregon, pursuant to Government Code Section 54953.**

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#### BOARD MEMBERS

Mark Pecotich	President
Morrison Graf	Vice President
Les Clark	Director
John Merchant	Director
Gerald Pasek	Director

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#### STAFF

Mark Martin	General Manager
Jeff Werblun	Security Chief
Paul Siebensohn	Director of Field Operations
Eric Thompson	Controller
Suzanne Lindenfeld	District Secretary
Richard Shanahan	District General Counsel

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

OCTOBER 17, 2018

## REGULAR BOARD MEETING

Call to Order and Closed Session 4:00 p.m. and 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 Pecotich ( <b>Roll Call</b> )   | 4:00                   |
| <b>2. CONSIDER ADOPTION OF AGENDA</b> ( <i>Motion</i> )<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 54957: Public Employee Performance Evaluation of the General Manager.</i><br><br><i>Under Government Code 54956.9(a): Conference with Legal Counsel – Anticipated Litigation - Significant Exposure to Litigation Pursuant to 54956.9: One Potential Case.</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. EMPLOYEE ANNOUNCEMENTS, PROMOTIONS, COMMENDATIONS, AND KUDOS</b>  |                        |
| <b>6. CONSENT CALENDAR</b> ( <i>Motion</i> ) ( <b>Roll Call Vote</b> ) ( <i>5 min.</i> ) <i>All items in Agenda Item 6 will be approved as one item if they are not excluded from the motion adopting the consent calendar.</i>   |                        |
| <b>A.</b> Approval of Board and Committee Meeting Minutes   |                        |
| 1. <i>August 15, 2018 Regular Board Meeting Minutes</i>   |                        |
| 2. <i>October 2, 2018 Improvements Committee Meeting Minutes</i>  |                        |
| <b>B.</b> Approval of Bills Paid Listings for August and September 2018   |                        |

**7. STAFF REPORTS FOR AUGUST AND SEPTEMBER** (Receive and File)

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

**8. CONSIDER CONFERENCE/EDUCATION OPPORTUNITIES** (Discussion/Action) (Motion)

**9. REVIEW DISTRICT NOVEMBER MEETING DATES/TIMES**

- A. Townhall Meeting – October 24, 2018 at 6:00 p.m. @ Rancho Murieta Association
- B. Security – November 1, 2018 at 4:00 p.m.
- C. Communications – November 1, 2018 at 4:30 p.m.
- D. Finance – November 6, 2018 at 8:30 a.m.
- E. Improvements – November 6, 2018 at 9:30 a.m.
- F. Personnel – November 6, 2018 at 10:30 a.m.
- G. Special Board Meeting – November 14, 2018 – Open Session at 5:00 p.m.
- ~~H. Regular Board Meeting – November 21, 2018 – CANCELED~~

**10. COMMENTS FROM THE PUBLIC**

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

*If you wish to address the Board at this time or at the time of an agendaized 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.*

**11. CORRESPONDENCE**

- A. Email from Roberta Belton, Dated August 16, 2018

**12. CONSIDER ADOPTION OF RESOLUTION R2018-09 DECLARING 2003 F-150, VEHICLE NUMBER 215, AS DISTRICT SURPLUS EQUIPMENT** (Discussion/ Action) (Motion) (Roll Call Vote) (5 min.)

**13. CONSIDER APPROVAL OF PROPOSAL FROM DELTA PUMP COMPANY FOR MAIN LIFT SOUTH STORMWATER PUMP REPAIRS** (Discussion/ Action) (Motion) (Roll Call Vote) (5 min.)

**14. CONSIDER APPROVAL OF PROPOSAL FROM KIRBY PUMP & MECHANICAL, INC. FOR CANTOVA PUMP AND RAIL STATION INSTALLATION** (Discussion/ Action) (Motion) (Roll Call Vote) (5 min.)

**15. CONSIDER APPROVAL OF PROPOSAL FROM HERCRENTALS FOR INSTALLATION OF CANTOVA SEWER PUMP STATION BYPASS** (Discussion/ Action) (Motion) (Roll Call Vote) (5 min.)

16. **DISCUSS LAGUNA JOAQUIN WATER FLOW MEASUREMENT SYSTEM** (Discussion/ Action)  
(Motion) **(Roll Call Vote)** (15 min.)
17. **CONSIDER APPROVAL OF PAYMENT OF ADDITIONAL COSTS TO AMERICAN CRANE FOR CRANE RENTAL FOR WATER PLANT BOX CULVERT OFFLOADING AND PLACEMENT**  
(Discussion/ Action) (Motion) **(Roll Call Vote)** (5 min.)
18. **CONSIDER ADOPTION OF POLICY P2018-01 DRESS AND UNIFORM GUIDELINES** (Discussion/  
Action) (Motion) **(Roll Call Vote)** (5 min.)
19. **CONSIDER ADOPTION OF POLICY P2018-02 HARASSMENT OF ANY NATURE (INCLUDING SEXUAL HARASSMENT) UPDATE** (Discussion/ Action) (Motion) **(Roll Call Vote)** (5 min.)
20. **DIRECTOR COMMENTS/SUGGESTIONS**  
*In accordance with Government Code 54954.2(a), **Directors** 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.*
21. **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 October 12, 2018. Posting locations are: 1) District Office; 2) Rancho Murieta Post Office; 3) Rancho Murieta Association; 4) Murieta Village Association.



## RANCHO MURIETA COMMUNITY SERVICES DISTRICT REGULAR BOARD MEETING

August 15, 2018

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

### 1. CALL TO ORDER/ROLL CALL

Vice President Morrison Graf called the Regular Board Meeting of the Board of Directors of Rancho Murieta Community Services District to order at 4:00 p.m. in the District meeting room, 15160 Jackson Road, Rancho Murieta. Directors present were Morrison Graf, Les Clark, John Merchant, and Gerald Pasek. Board President Mark Pecotich was absent. Also, present were Mark Martin, General Manager; Eric Thompson, Controller; Jeff Werblun, Security Chief; Paul Siebensohn, Director of Field Operations; Suzanne Lindenfeld, District Secretary; and Richard Shanahan, District General Counsel.

### 2. ADOPT AGENDA

**Motion/Pasek to adopt the agenda with Agenda Item #18 removed. Second/Merchant. Ayes: Graf, Clark, Merchant, Pasek. Noes: None. Absent: Pecotich. Abstain: None.**

### 3. CLOSED SESSION

Closed session for public employee discipline/dismissal/release.

### 4. OPEN SESSION – REPORT BACK

No action to report back.

### 5. EMPLOYEE ANNOUNCEMENTS, PROMOTIONS, COMMENDATIONS, AND KUDOS

Mark Martin, General Manager, stated Gate Officer Jamie Baldwin won the State Championship in the Gymkhana Association Championship.

### 6. CONSIDER ADOPTION OF RESOLUTION R2018-07 IN HONOR OF JOYCE CZERWINSKY

**Motion/Clark to adopt Resolution R2018-07 in honor of Joyce Czerwinsky. Second/Merchant. Roll Call Vote: Ayes: Graf, Clark, Merchant, Pasek. Noes: None. Absent: Pecotich. Abstain: None.**

### 7. COMMENTS FROM THE PUBLIC

Betty Ferraro commented on the need for the District and Rancho Murieta Association (RMA) work together to with develop an evacuation plan for Rancho Murieta.

### 8. CONSENT CALENDAR

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

### 9. STAFF REPORTS

Under Agenda Item 9A, Directors Graf and Clark commented on the Sacramento Central Groundwater Authority and the Sloughhouse Resource Conservation District's dispute in the proposed boundary adjustment for the local groundwater sub-basin. Director Clark commented on the importance of educating the residents on the Bay-Delta Plan.

Director Merchant asked about the joint meeting between the District and Rancho Murieta Association (RMA) regarding security. Mark Martin, General Manager, stated that RMA's General Manager, Greg Vorster notified him that the RMA Board does not wish to hold a joint meeting but preferred to reinstate the Joint Security

Committee. Director Merchant stated that he spoke to two (2) of the RMA Directors and they did not know anything about the request for a joint board meeting. Betty Ferraro stated that the Directors she spoke to also did not know about the request. Director Merchant suggested the District move forward with holding a townhall meeting to discuss Security.

Under Agenda Item 9B, Eric Thompson, Controller, stated that the final property tax distribution received from Sacramento County was for \$648,132.84.

Under Agenda Item 9C, Director Pasek commented on the amount of speeding citations. Jeff Werblun, Security Chief, stated over 100 citations have been issued so far for the month of August. Director Pasek suggested the District look in to receiving some type of monetary compensation for the time Security Patrol Officers spend on speed control. Director Clark suggested a report back from RMA each month regarding the disposition of the citations the District's Security Department issues.

Under Agenda Item 9D, Director Clark asked about tracking the wastewater collection inflow average annually not just monthly.

Director Merchant requested copies of the draft water studies reports.

## **10. CORRESPONDENCE**

[Correspondence from Carolyn Kuhnz, Dated July 16, 2018](#)

No discussion.

[E-Mail from Rob Allen, Received July 20, 2018](#)

No discussion.

[E-Mail from Bill and Pat Kelly, Received August 7, 2018](#)

Bill Kelly commented on his objection to any responsibility to pay the invoice from the District for work done, as agreed to at the March 21, 2018 Board meeting, and feels the District's findings are inaccurate. Director Graf stated that the Board is well aware of his concerns and stands by the Board's decision that the homeowner is the responsible party for all costs as agreed to.

## **11. CONSIDER CONFERENCE/EDUCATION OPPORTUNITIES**

No discussion.

## **12. REVIEW JUNE BOARD/COMMITTEE MEETING DATES/TIMES**

No discussion.

## **13. CONSIDER ADOPTION OF REVISED JOB DESCRIPTIONS**

Mark Martin, General Manager, gave a summary of the recommendation to approve the revised job descriptions for General Manager, Director of Administration, Controller, and Accounting Supervisor due to the reinstatement of the Director of Administration position to reflect the Controller and Accounting Supervisor now report to the Director of Administration and handing some responsibilities from the General Manager back to the Director of Administration. The Director of Administration job description was also modified to reflect an enhanced focus on HR/Personnel and other updated priorities of the District.

**Motion/Clark** to approve the revised job descriptions for Director of Administration, General Manager, Controller, and Accounting Supervisor and the Director of Administration salary range adjustment related to

*reinstatement of the District's Director of Administration position. Second/Pasek. Roll Call Vote: Ayes: Graf, Clark, Merchant, Pasek. Noes: None. Absent: Pecotich. Abstain: None.*

#### **14. CONSIDER APPROVAL OF PROPOSED SALARY RANGE FOR DIRECTOR OF ADMINISTRATION**

This item is included in the motion for Agenda Item 13.

#### **15. PUBLIC HEARING TO CONSIDER PLACING DELINQUENT ACCOUNTS ON TAX ROLLS OF SACRAMENTO COUNTY FOR COLLECTION**

Eric Thompson gave a brief summary of the recommendation to place delinquent accounts on the Sacramento County tax rolls. The County purchases these delinquencies, using the Teeter Plan, and the District receives payment from the County dollar for dollar. This is done annually in August.

Director Graf opened the public hearing at 6:14 p.m. and asked for public comments. There were no comments.

Director Graf closed the public hearing at 6:15 p.m.

**Motion/Merchant** to adopt Resolution R2018-05 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. **Second/Clark. Roll Call Vote; Ayes: Graf, Clark, Merchant, Pasek. Noes: None. Absent: Pecotich. Abstain: None.**

#### **16. CONSIDER ADOPTION OF DISTRICT RESOLUTION R2018-06, COMMUNITY FACILITIES DISTRICT 2014-1 ANNUAL SPECIAL TAX LEVIES**

Eric Thompson gave a brief summary of the recommendation to adopt Resolution R2018-06 placing CFD #2014-1 annual bond levies on the Sacramento County Tax Rolls. This is done annually in August.

**Motion/Clark** to adopt Resolution R2018-05 for Community Facilities District No. 2014-1 placing the annual bond levies on the Sacramento County Tax Rolls for the 2018-2019 fiscal year with the list to be included prior to submission to the County. **Second/Merchant. Roll Call Vote; Ayes: Graf, Clark, Merchant, Pasek. Noes: None. Absent: Pecotich. Abstain: None.**

#### **17. CONSIDER APPROVAL OF PROPOSAL FOR LAGUNA JOAQUIN WATER LEVEL MEASUREMENT STATION INSTALLATION**

Paul Siebensohn, Director of Field Operations, gave a brief summary of the recommendation to approve the proposal from Telstar Inc., for the Laguna Joaquin level monitoring station installation. Mr. Siebensohn is waiting for clarification from the State Water Board on the requirement for this type of reporting. If not required, the project will not necessarily move forward. Director Clark stated that he feels this type of information would be beneficial to the District even if not required by the State Water Board.

**Motion/Clark** approve the proposal from Telstar Inc. for Laguna Joaquin level monitoring station installation in an amount not to exceed \$24,607, which includes a 5% contingency. Funding to come from Capital Improvement Reserves, CIP 18-05-2. **Second/Pasek. Roll Call Vote; Ayes: Graf, Clark, Merchant, Pasek. Noes: None. Absent: Pecotich. Abstain: None.**

#### **18. CONSIDER APPROVAL OF PROPOSAL FOR MAIN LIFT SOUTH STORMWATER PUMPS 4 AND 5 REPAIRS**

This item was pulled from the agenda.

**19. CONSIDER ADOPTION OF RESOLUTION R2018-08 DECIDING GAMAL ANSARI GRIEVANCE**

**Motion/Clark to adopt Resolution R2018-08 deciding Gamal Ansari grievance. Second/Pasek. Roll Call Vote; Ayes: Graf, Clark, Merchant, Pasek. Noes: None. Absent: Pecotich. Abstain: None.**

**20. DIRECTOR COMMENTS/SUGGESTIONS**

Director Pasek commented on Security being a hot issue.

Director Clark asked for copies of the previous Joint Security Committee meeting minutes, requested the District move forward with scheduling the meeting, and restated his feeling of importance for the community to be educated on the Bay-Delta issue.

Mark Martin, General Manager, commented on the results of the speed survey conducted on Highway 16. There is no reduction in the speed limit, but Caltrans will be installing no passing zone signs.

**21. ADJOURNMENT**

**Motion/Pasek to adjourn at 6:46 p.m. Second/Clark. Ayes: Graf, Clark, Merchant, Pasek. Noes: None. Absent: Pecotich. Abstain: None.**

Respectfully submitted,

Suzanne Lindenfeld  
District Secretary



# MEMORANDUM

Date: October 2, 2018  
To: Board of Directors  
From: Improvements Committee Staff  
Subject: October 2, 2018 Improvements Committee Meeting Minutes

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## 1. CALL TO ORDER

Director Graf called the meeting to order at 8:30 a.m. Present were Directors Graf and Clark. Present from District staff were Mark Martin, General Manager; Paul Siebensohn, Director of Field Operations; and Eric Thompson, Controller.

## 2. PUBLIC COMMENT

None.

## 3. MONTHLY UPDATES

### Development

#### The Retreats East and North

The developer's engineer has reached out to us noting that they want to start this project. Their intent is to install some initial water infrastructure and build three (3) model homes. This project is in review with Coastland Engineering. Director Clark commented on that the Retreats North and East design and planning documents are not available on the Sacramento County planning website. Paul noted that may be because the County has not signed off on the plans yet.

#### The Retreats West

The three (3) homes being built are still in the process of being completed before tying in water and sewer connections with oversight from District staff.

#### The Murieta Gardens - Murieta Marketplace

This project is still on hold.

#### The Murieta Gardens – Highway 16 Off-Site Improvements

The Highway 16 road widening and development of an entrance in to the Murieta Gardens development is nearing completion. We have raised our previous concern with the CIA ditch pipe installation that it has never been pressure tested by the Developer and appears to still leak or there is a groundwater issue that needs to be dealt with. The District has concern that there will be a long-term liability and issues with the future lots below where the CIA pipe is installed that will come back on the District if it's not properly dealt with by the Developer now.

#### The Murieta Gardens II – Subdivision

The contractor is continuing to install infrastructure with oversight from Coastland Engineering.

#### Rancho Murieta North – Development Project

The District is in receipt of the water and sewer studies submitted for this project. Review of the studies remains on standby as we are still waiting on requested funding to review of these documents. No Drainage study has been submitted yet.

## FAA Business Park

This project is submitting architectural plans into the County Building Department and hope to begin this project soon.

## Equestrian Center Food Service Building

The contractor for this site has begun laying out infrastructure for the future building including water and sewer lines. Staff has reached out to the project twice to request a Facilities Extension Agreement be provided to the District and note what the estimated water and sewer demand impacts will be. No response to date has been received. In the meantime, staff has provided some oversight on the water and sewer lines being installed.

## **District Projects**

### Emergency Well Project

Separate agenda item.

### Cantova pump replacements

Bids for the bypass and installation are being brought forward for Board for approval.

### Water Plant Culvert

The pre-cast culvert has been set in the drainage channel by the water plant. Staff is in the process of backfilling the box per the manufacturer's standards. Once completed, staff will work on getting entrance and exit headwalls built per District Standards and a rough roadway over it and around to the raw water filtration station.

## **4. DECLARE VEHICLE #215 SURPLUS**

Paul Siebensohn, Director of Field Operations, gave a summary of the recommendation to declare vehicle #215 surplus. The District purchased this F-150 truck in 2003 and has approximately 134,148 miles and countless run hours on it. Costs to maintain this vehicle are running too high to keep as an asset. ***This item will be on the October 17, 2018 Regular Board Meeting agenda.***

## **5. MAIN LIFT SOUTH STORM PUMP AND MOTOR REPAIRS**

Paul Siebensohn, Director of Field Operations, gave a summary of the recommendation to approve the proposal from Delta Pump Company for repairs to Main Lift South stormwater pumps 4 and 5. ***This item will be on the October 17, 2018 Regular Board Meeting agenda.***

## **6. CANTOVA SEWER PUMP STATION INSTALLATION**

Paul Siebensohn, Director of Field Operations, gave a summary of the recommendation to approve the proposal from Kirby Pump & Mechanical Incl. for pump and rail installment. ***This item will be on the October 17, 2018 Regular Board Meeting agenda.***

Director Clark stated that he prefers that all project's components be presented to the Committee at one time, not each one separately. Director Graf agreed.

## **7. CANTOVA SEWER PUMP STATION BYPASS**

Paul Siebensohn, Director of Field Operations, gave a summary of the recommendation to approve the proposal from HercRentals for Cantova pump station bypass. The proposal the Board approved in July 2018 did not include installation and removal of the system. ***This item will be on the October 17, 2018 Regular Board Meeting agenda.***

## **8. DISCUSS WHETHER OR NOT TO PROCEED WITH LAGUNA JOAQUIN MEASUREMENT SYSTEM**

Paul Siebensohn, Director of Field Operations, provided an overview of the August 15, 2018 Board approval of the proposal from Telstar, Inc. for Laguna Joaquin level monitoring station installation. The Committee discussed the possible need for this project in the future. Staff may conduct this daily recording manually. ***This item will be on the October 17, 2018 Regular Board Meeting agenda.***

## **9. DISCUSS IMPACT OF HAVING OR NOT HAVING THE AUGMENTATION WELL**

Paul Siebensohn, Director of Field Operations, provided an overview of the history of the Emergency Well Project. After a discussion, the Committee agreed to put this item on hold. The Committee suggested staff review other options.

## **10. ADDITIONAL COSTS FOR CRANE RENTAL**

Paul Siebensohn, Director of Field Operations, gave a brief summary of the recommendation to approve the invoice for the additional costs to American Crane for water plant box culvert off-loading and placement. Again, the Committee commented on including a summary of all costs related to projects along with the individually approved items, so the Committee and public could see the overall picture of a project. ***This item will be on the October 17, 2018 Regular Board Meeting agenda.***

## **11. DIRECTORS & STAFF COMMENTS/SUGGESTIONS**

Director Graf suggested that staff track their time for their projects and consider capitalizing that time with the project.

## **12. ADJOURNMENT**

The meeting was adjourned at 9:58 a.m.

## MEMORANDUM


Date: September 13, 2018  
 To: Board of Directors  
 From: Eric Thompson, Controller  
 Subject: Bills Paid Listing

Enclosed is the Bills Paid Listing Report for **August 2018**. 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>
APS Environmental	Repairs & Maintenance	\$ 13,047.50	Operating Expense
California Waste Recovery Systems	Solid Waste Monthly Contract	\$ 47,357.99	Operating Expense
County of Sacramento	Membership	\$ 19,827.42	Operating Expense
Domino Solar LTD	Purchased Power	\$ 15,464.02	Operating Expense
GSRMA	Insurance	\$ 63,700.50	Operating Expense
NTU Technologies	Chemicals	\$ 9,597.60	Operating Expense
Zenon Environmental Corp	Repairs & Maintenance	\$ 5,850.00	Operating Expense
Bartkiewicz, Kronick & Shanahan	Legal Services	\$ 10,020.68	Operating Expense
Chemtrade Chemicals US LLC	Chemicals	\$ 5,145.52	Operating Expense
Domenichelli and Associates, Inc	Dam Inundation Study	\$ 20,070.00	Water & Sewer Capital Replacement Reserves
S. M. U. D.	Purchased Power	\$ 12,861.69	Operating Expense
Sacramento Metro Air Quality	Permits	\$ 16,416.00	Operating Expense
Ronald Madison	Connection Refund	\$ 7,100.00	Operating Expense

PREPARED BY: Eric Thompson, Controller

REVIEWED BY:  District Treasurer

## Rancho Murieta Community Services District

### Bills Paid Listing for August 2018

Ck Number	Date	Vendor	Amount	Purpose
EFT	8/1/2018	CalPERS	\$15,050.96	Payroll - PERS Unfunded
EFT	8/1/2018	CalPERS	\$9,992.58	Payroll - PERS
CM33748	8/2/2018	Guardian Life Insurance	\$4,412.39	Payroll - Dental
CM33749	8/2/2018	Vision Service Plan (CA)	\$465.62	Payroll - Vision
EFT	8/3/2018	EFTPS	\$4.96	Payroll - Taxes - Fed
EFT	8/3/2018	EDD	\$1.71	Payroll - Taxes - CA
EFT	8/10/2018	EFTPS	\$8,319.66	Payroll - Taxes - Fed
EFT	8/10/2018	EDD	\$2,570.85	Payroll - Taxes - CA
CM33750	8/10/2018	Costco Membership	\$600.54	Office Supplies
CM33751	8/10/2018	American Family Life Assurance Co.	\$398.91	Payroll - Aflac
CM33752	8/10/2018	Apple One Employment Services	\$998.40	Contract Staffing - Admin
CM33753	8/10/2018	Applications By Design, Inc.	\$520.00	IT Support
CM33754	8/10/2018	APS Environmental	\$13,047.50	Repairs & Maintenance
CM33755	8/10/2018	Aramark Uniform & Career Apparel, LLC	\$236.99	Uniform Service - Water
CM33756	8/10/2018	California State Disbursement Unit	\$52.15	Payroll - Other
CM33757	8/10/2018	California Waste Recovery Systems	\$47,357.99	Solid Waste Monthly Contract
CM33758	8/10/2018	Caltronics Business Systems	\$2,023.34	IT Hardware
CM33759	8/10/2018	Chrysler Capital	\$156.80	Security Vehicle Lease
CM33760	8/10/2018	County of Sacramento	\$3,051.28	VOID
CM33761	8/10/2018	County of Sacramento	\$19,827.42	Membership
CM33762	8/10/2018	Ditch Witch West	\$658.10	Repairs & Maintenance
CM33763	8/10/2018	Domino Solar LTD	\$15,464.02	Purchased Power
CM33764	8/10/2018	Empire Insignias	\$740.00	Uniforms - Security
CM33765	8/10/2018	Express Office Products, Inc.	\$90.89	Office Supplies
CM33766	8/10/2018	Ferguson Enterprises, Inc 1423	\$4,741.33	Repairs & Maintenance
CM33767	8/10/2018	Franchise Tax Board	\$60.00	Payroll - Other
CM33768	8/10/2018	Ken Grady Company, Inc.	\$268.41	Repairs & Maintenance
CM33769	8/10/2018	Lee's Automotive Repair Inc	\$987.69	Vehicle Service #212
CM33770	8/10/2018	Legal Shield	\$31.26	Payroll - Legal
CM33771	8/10/2018	Tom Lendwehr	\$500.00	Conservation
CM33772	8/10/2018	Maddaus Water Management Inc	\$3,248.75	Consulting
CM33773	8/10/2018	Nationwide Retirement Solution	\$1,145.00	Payroll - Deferred Comp
CM33774	8/10/2018	Normac	\$83.15	Repairs & Maintenance
CM33775	8/10/2018	NTU Technologies, Inc.	\$9,597.60	Chemicals
CM33776	8/10/2018	Operating Engineers Local Union No. 3	\$455.09	Payroll - Union Dues
CM33777	8/10/2018	PDF Tactical	\$2,208.00	Contract Staffing - Security
CM33778	8/10/2018	Peopleready	\$998.00	Contract Staffing - Utility
CM33779	8/10/2018	Rancho Murieta Ace Hardware	\$105.75	Repairs & Maintenance
CM33780	8/10/2018	Romo Landscaping	\$385.00	Landscaping
CM33781	8/10/2018	Roto Rooter Service & Plumbing	\$785.00	Repairs & Maintenance

## Rancho Murieta Community Services District

### Bills Paid Listing for August 2018

Ck Number	Date	Vendor	Amount	Purpose
CM33782	8/10/2018	Santander Leasing	\$240.00	Security Vehicle Lease
CM33783	8/10/2018	TASC	\$196.14	Payroll - Beneflex
CM33784	8/10/2018	Thatcher Company of California, Inc	\$2,219.87	Chemicals
CM33785	8/10/2018	U.S. Bank Corp. Payment System	\$4,564.17	Fuel & Supplies
CM33786	8/10/2018	U.S. HealthWorks Medical Group, PC	\$624.00	Payroll - Other
CM33787	8/10/2018	Univar USA Inc.	\$4,623.01	Chemicals
CM33788	8/10/2018	Wilbur-Ellis Company	\$3,834.61	Chemicals
CM33789	8/10/2018	Zenon Environmental Corporation	\$5,850.00	Repairs & Maintenance
CM33790	8/10/2018	County of Sacramento	\$3,051.28	Off Duty Sheriff - 4th of July
EFT	8/15/2018	EFTPS	\$707.39	Payroll - Taxes - Fed
EFT	8/15/2018	EDD	\$176.66	Payroll - Taxes - CA
EFT	8/24/2018	EFTPS	\$8,321.74	Payroll - Taxes - Fed
EFT	8/24/2018	EDD	\$2,582.62	Payroll - Taxes - CA
EFT	8/24/2018	EFTPS	\$3,789.51	Payroll - Taxes - Fed
EFT	8/24/2018	EDD	\$1,191.15	Payroll - Taxes - CA
EFT	8/24/2018	Pitney Bowes	\$1,500.00	Postage
CM33791	8/24/2018	A Leap Ahead IT	\$4,404.98	IT Support
CM33792	8/24/2018	Acme Saw & Supply Inc	\$41.42	Tools
CM33793	8/24/2018	Duloglo Enterprises Inc DBA Action Cleaning	\$1,172.00	Monthly Cleaning Service
CM33794	8/24/2018	American Family Life Assurance Co.	\$398.91	Payroll - Aflac
CM33795	8/24/2018	Apple One Employment Services	\$1,024.00	Contract Staffing - Admin
CM33796	8/24/2018	Aramark Uniform & Career Apparel, LLC	\$325.95	Uniform Service - Water
CM33797	8/24/2018	Arnolds For Awards	\$179.80	Office Supplies
CM33798	8/24/2018	AT&T	\$937.85	Cellular Phones
CM33799	8/24/2018	AT&T	\$1,099.88	Landlines - Sewer
CM33800	8/24/2018	Bartkiewicz, Kronick & Shanahan	\$10,020.68	Legal Services
CM33801	8/24/2018	Ben Meadows	\$330.92	Repairs & Maintenance
CM33802	8/24/2018	California Laboratory Services	\$2,392.18	Monthly Lab Tests
CM33803	8/24/2018	California State Disbursement Unit	\$52.15	Payroll - Other
CM33804	8/24/2018	Caltronics Business Systems	\$910.25	Copier - Admin
CM33805	8/24/2018	Chemtrade Chemicals US LLC	\$5,145.52	Chemicals
CM33806	8/24/2018	Brian Contreras	\$100.00	Conservation
CM33807	8/24/2018	Daily Journal Corporation	\$567.00	Community Communications
CM33808	8/24/2018	Domenichelli and Associates, Inc	\$20,070.00	Dam Inundation Study
CM33809	8/24/2018	Express Office Products, Inc.	\$307.62	Office Supplies
CM33810	8/24/2018	Ferguson Enterprises, Inc 1423	\$415.38	Repairs & Maintenance
CM33811	8/24/2018	Franchise Tax Board	\$60.00	Payroll - Other
CM33812	8/24/2018	Greenfield Communications	\$460.97	Internet/TV
CM33813	8/24/2018	Hastie's Capitol Sand and Gravel Co.	\$1,142.39	Repairs & Maintenance
CM33814	8/24/2018	Howe It's Done	\$306.60	Board Meeting

**Rancho Murieta Community Services District**  
**Bills Paid Listing for August 2018**

Ck Number	Date	Vendor	Amount	Purpose
CM33815	8/24/2018	Industrial Door Company	\$418.50	Repairs & Maintenance
CM33816	8/24/2018	J B Bostick Company	\$2,900.00	Repairs & Maintenance
CM33817	8/24/2018	Jobs Available, Inc.	\$45.00	Recruitment
CM33818	8/24/2018	KWA Safety & Hazmat Consultants, Inc.	\$1,070.00	Training & Safety
CM33819	8/24/2018	Lee's Automotive Repair Inc	\$1,543.44	Vehicle Service #218
CM33820	8/24/2018	Legal Shield	\$31.26	Payroll - Legal
CM33821	8/24/2018	Les Schwab Tires	\$1,921.45	Vehicle Service - Backhoe
CM33822	8/24/2018	Anne H Long (DBA) Marion Leasing	\$526.90	Copier - Admin
CM33823	8/24/2018	Nationwide Retirement Solution	\$1,145.00	Payroll - Deferred Comp
CM33824	8/24/2018	Operating Engineers Local Union No. 3	\$455.09	Payroll - Union Dues
CM33825	8/24/2018	PDF Tactical	\$4,462.00	Contract Staffing - Security
CM33826	8/24/2018	Peopleready	\$1,571.85	Contract Staffing - Utility
CM33827	8/24/2018	Public Agency Retirement Services	\$354.78	Payroll - OPEB
CM33828	8/24/2018	Rancho Murieta Association	\$150.00	Landscaping
CM33829	8/24/2018	Rancho Murieta Association	\$348.04	Purchased Power
CM33830	8/24/2018	S. M. U. D.	\$12,861.69	Purchased Power
CM33831	8/24/2018	Sacramento Metropolitan Air Quality Mgt. Di	\$16,416.00	Permits
CM33832	8/24/2018	Sprint	\$189.95	Air Cards
CM33833	8/24/2018	Streamline	\$300.00	Website Hosting
CM33834	8/24/2018	TASC	\$69.91	Payroll - Beneflex
CM33835	8/24/2018	TASC	\$196.14	Payroll - Beneflex
CM33836	8/24/2018	Univar USA Inc.	\$518.92	Chemicals
CM33837	8/24/2018	USA Blue Book	\$2,359.42	Repairs & Maintenance
CM33838	8/24/2018	Watchdogs Surveillance	\$190.08	Repairs & Maintenance
CM33839	8/24/2018	Western Exterminator Co.	\$636.00	Monthly Service
EFT	8/27/2018	CalPERS	\$42,251.98	Payroll - PERS Medical
CM33840	8/27/2018	Ronald Madison	\$7,100.00	Connection Refund
		<b>TOTAL</b>	<b>\$363,963.81</b>	

**Rancho Murieta Community Services District  
Bills Paid Listing for August 2018**

Ck Number	Date	Vendor	Amount	Purpose
		<b><u>CFD 2014-1 Bank of America Checking</u></b>		
CM2069	8/24/2018	Corelogic Solutions, LLC	\$206.00	CFD 2014-1 Admin Cost
		<b>TOTAL</b>	<b>\$206.00</b>	
		<b><u>EL DORADO PAYROLL</u></b>		
Checks: CM11824 to CM11857 and Direct Deposits: DD10672 to DD10729			\$ 144,642.81	Payroll
EFT	Various	National Payment Corp	\$122.42	Payroll
		<b>TOTAL</b>	<b>\$144,765.23</b>	

PREPARED BY: Eric Thompson, Controller

REVIEWED BY:  , District Treasurer



## MEMORANDUM

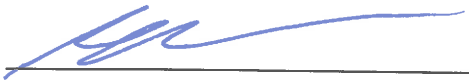
Date: October 3, 2018  
To: Board of Directors  
From: Eric Thompson, Controller  
Subject: Bills Paid Listing

Enclosed is the Bills Paid Listing Report for **September 2018**. Please feel free to call me before the Board meeting regarding any questions you may have relating to this report. This information is provided to the Board to assist in answering possible questions regarding large expenditures.

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

<u>Vendor</u>	<u>Project / Purpose</u>	<u>Amount</u>	<u>Funding</u>
California Waste Recovery Systems	Solid Waste Monthly Contract	\$ 49,073.50	Operating Expense
ECS House Industries	WWTP Brush Aerators	\$ 68,509.69	Sewer Capital Replacement Reserves
Prodigy Electric & Controls Inc	Repairs & Maintenance	\$ 9,460.00	Operating Expense
Bartkiewicz, Kronick & Shanahan	Legal Services	\$ 6,750.77	Operating Expense
Domino Solar LTD	Purchased Power	\$ 28,058.26	Operating Expense
Potable Divers Inc	Repairs & Maintenance	\$ 7,612.50	Operating Expense
S. M. U. D.	Purchased Power	\$ 14,616.06	Operating Expense
T&T Valve and Instrument, Inc	Repairs & Maintenance	\$ 12,058.35	Operating Expense

PREPARED BY: Eric Thompson, Controller

REVIEWED BY:  District Treasurer

## Rancho Murieta Community Services District

### Bills Paid Listing for September 2018

Ck Number	Date	Vendor	Amount	Purpose
EFT	9/1/2018	CalPERS	\$15,050.96	Payroll - PERS Unfunded
EFT	9/1/2018	CalPERS	\$10,051.75	Payroll - PERS
EFT	9/7/2018	EFTPS	\$8,606.81	Payroll - Taxes - Fed
EFT	9/7/2018	EDD	\$2,552.15	Payroll - Taxes - CA
EFT	9/7/2018	CalPERS	\$10,084.90	Payroll - PERS
CM33841	9/7/2018	A Leap Ahead IT	\$4,361.14	IT Support
CM33842	9/7/2018	Accounting & Association Software Group	\$3,588.75	IT Support
CM33843	9/7/2018	American Family Life Assurance Co.	\$383.19	Payroll - Aflac
CM33844	9/7/2018	Apple One Employment Services	\$3,891.20	Temp Staffing - Admin
CM33845	9/7/2018	Applications By Design, Inc.	\$520.00	IT Support
CM33846	9/7/2018	Aramark Uniform & Career Apparel, LLC	\$256.67	Uniform Service-Water
CM33847	9/7/2018	Ben Meadows	\$106.20	Training/Safety
CM33848	9/7/2018	California State Disbursement Unit	\$52.15	Payroll - Other
CM33849	9/7/2018	California Waste Recovery Systems	\$49,073.50	Solid Waste Monthly Contract
CM33850	9/7/2018	Cell Energy Inc.	\$173.32	Repairs & Maintenance
CM33851	9/7/2018	Chrysler Capital	\$156.80	Security Vehicle Lease
CM33852	9/7/2018	Diversified Pond Supplies, LLC	\$1,856.22	Repairs & Maintenance
CM33853	9/7/2018	ECS House Industries, Inc.	\$68,509.69	WWTP Brush Aerators
CM33854	9/7/2018	Evoqua Water Technologies	\$3,727.68	Repairs & Maintenance
CM33855	9/7/2018	Express Office Products, Inc.	\$386.42	Office Supplies
CM33856	9/7/2018	Ferguson Enterprises, Inc 1423	\$3,983.09	Repairs & Maintenance
CM33857	9/7/2018	Franchise Tax Board	\$60.00	Payroll - Other
CM33858	9/7/2018	Galls/Quartermaster	\$917.26	Uniforms - Security
CM33859	9/7/2018	Guardian Life Insurance	\$4,389.41	Payroll - Dental/Life
CM33860	9/7/2018	Hastie's Capitol Sand and Gravel Co.	\$1,272.69	Repairs & Maintenance
CM33861	9/7/2018	Integra Realty Resources	\$4,000.00	Emergency Well
CM33862	9/7/2018	Lee's Automotive Repair Inc	\$2,504.82	Vehicle Service #216
CM33863	9/7/2018	Legal Shield	\$23.90	Payroll - Legal
CM33864	9/7/2018	Leslie's Poolmart Inc.	\$599.73	Chemicals
CM33865	9/7/2018	Nationwide Retirement Solution	\$1,120.00	Payroll - Deferred Comp
CM33866	9/7/2018	Nicolay Consulting Group	\$1,875.00	OPEB Reports
CM33867	9/7/2018	Operating Engineers Local Union No. 3	\$481.86	Payroll - Union Dues
CM33868	9/7/2018	Peopleready	\$648.70	Temp Staffing - Utility
CM33869	9/7/2018	PR Diamond Products Inc.	\$404.00	Repairs & Maintenance
CM33870	9/7/2018	Prodigy Electric & Controls Inc.	\$9,460.00	Repairs & Maintenance
CM33871	9/7/2018	Rancho Murieta Ace Hardware	\$135.31	Repairs & Maintenance
CM33872	9/7/2018	RingCentral	\$2,973.69	Telephone Support Contract
CM33873	9/7/2018	Romo Landscaping	\$385.00	Landscaping
CM33874	9/7/2018	Santander Leasing	\$240.00	Security Vehicle Lease
CM33875	9/7/2018	Signal Service, Inc.	\$246.25	Repairs & Maintenance

## Rancho Murieta Community Services District

### Bills Paid Listing for September 2018

Ck Number	Date	Vendor	Amount	Purpose
CM33876	9/7/2018	TASC	\$196.14	Payroll - Beneflex
CM33877	9/7/2018	Thatcher Company of California, Inc	\$3,708.12	Chemicals
CM33878	9/7/2018	U.S. Bank Corp. Payment System	\$4,486.78	Fuel & Supplies
CM33879	9/7/2018	U.S. HealthWorks Medical Group, PC	\$182.00	Pre Employment Screening
CM33880	9/7/2018	Univar USA Inc.	\$3,438.85	Chemicals
CM33881	9/7/2018	USA Blue Book	\$819.87	Repairs & Maintenance
CM33882	9/7/2018	Vision Service Plan (CA)	\$405.54	Payroll - Vision
CM33883	9/7/2018	W.W. Grainger Inc.	\$2,368.84	Repairs & Maintenance
ACH	9/10/2018	CalPERS	\$9,992.58	PERS - Annual Reports
CM33884	9/11/2018	State Water Resources Control Board	\$95.00	Certifications
CM33885	9/14/2018	Costco Membership	\$1,042.41	Supplies
CM33886	9/14/2018	Jensen Precast	\$4,687.12	WTP Culvert Project
EFT	9/18/2018	CalPERS	\$400.00	Payroll - PERS
EFT	9/21/2018	EFTPS	\$9,168.82	Payroll - Taxes - Fed
EFT	9/21/2018	EDD	\$2,616.25	Payroll - Taxes - CA
EFT	9/21/2018	CalPERS	\$10,330.42	Payroll - PERS
CM33887	9/21/2018	Duloglo Enterprises Inc DBA Action Cleaning	\$1,172.00	Cleaning Service
CM33888	9/21/2018	American Family Life Assurance Co.	\$383.19	Payroll - Aflac
CM33889	9/21/2018	Apple One Employment Services	\$1,638.40	Temp Staffing - Admin
CM33890	9/21/2018	Aramark Uniform & Career Apparel, LLC	\$290.19	Uniform Service - Water
CM33891	9/21/2018	AT&T	\$2,077.68	VOID
CM33892	9/21/2018	Bartkiewicz, Kronick & Shanahan	\$6,750.77	Legal Services
CM33893	9/21/2018	California Laboratory Services	\$3,260.46	Lab Tests
CM33894	9/21/2018	California State Disbursement Unit	\$52.15	Payroll - Other
CM33895	9/21/2018	Caltronics Business Systems	\$986.27	Copier - Admin
CM33896	9/21/2018	Cell Energy Inc.	\$126.01	Vehicle Service #522
CM33897	9/21/2018	Chemtrade Chemicals US LLC	\$2,640.96	Chemicals
CM33898	9/21/2018	Domino Solar LTD	\$28,058.26	Purchased Power - Solar
CM33899	9/21/2018	Donald Doty	\$300.00	Conservation
CM33900	9/21/2018	Ferguson Enterprises, Inc 1423	\$374.73	Repairs & Maintenance
CM33901	9/21/2018	Franchise Tax Board	\$60.00	Payroll - Other
CM33902	9/21/2018	Galls/Quartermaster	\$152.54	Uniforms - Security
CM33903	9/21/2018	GM Crane Services, Inc	\$450.00	Repairs & Maintenance
CM33904	9/21/2018	Greenfield Communications	\$460.97	Internet/TV
CM33905	9/21/2018	Home Depot Credit Services	\$123.73	Repairs & Maintenance
CM33906	9/21/2018	Kyle Yates, Inc.	\$325.00	Conservation
CM33907	9/21/2018	Legal Shield	\$23.90	Payroll - Legal
CM33908	9/21/2018	Lyons, Tahnee	\$100.00	Conservation
CM33909	9/21/2018	Anne H Long (DBA) Marion Leasing	\$526.90	Copier - Admin
CM33910	9/21/2018	Marquee Fire Protection	\$1,250.00	Annual Fire Inspection

## Rancho Murieta Community Services District


### Bills Paid Listing for September 2018

Ck Number	Date	Vendor	Amount	Purpose
CM33911	9/21/2018	Mountain Counties Water Resources Assoc.	\$1,000.00	Membership
CM33912	9/21/2018	Nationwide Retirement Solution	\$1,120.00	Payroll - Deferred Comp
CM33913	9/21/2018	Operating Engineers Local Union No. 3	\$508.63	Payroll - Union Dues
CM33914	9/21/2018	Pace Supply Corp	\$1,049.40	Repairs & Maintenance
CM33915	9/21/2018	PDF Tactical	\$2,530.00	Temp Staffing - Security
CM33916	9/21/2018	Peopleready	\$2,320.35	Temp Staffing - Utility
CM33917	9/21/2018	Pitney Bowes	\$2,834.04	Office Equipment Contract
CM33918	9/21/2018	Potable Divers Inc.,	\$7,612.50	Repairs & Maintenance
CM33919	9/21/2018	Public Agency Retirement Services	\$367.85	Payroll - OPEB
CM33920	9/21/2018	Ramos Environmental Services	\$348.67	Repairs & Maintenance
CM33921	9/21/2018	Rancho Murieta Association	\$150.00	Landscaping
CM33922	9/21/2018	Rancho Murieta Association	\$365.55	Purchased Power
CM33923	9/21/2018	John Rickard	\$200.00	Conservation
CM33924	9/21/2018	S. M. U. D.	\$14,616.06	Purchased Power
CM33925	9/21/2018	Sacramento Bee	\$785.00	Employment Advertising
CM33926	9/21/2018	Sierra Office Supplies	\$2,060.18	Office Supplies
CM33927	9/21/2018	Sprint	\$189.95	Air Cards
CM33928	9/21/2018	Streamline	\$300.00	Website Hosting
CM33929	9/21/2018	T&T Valve and Instrument, Inc.	\$12,058.35	Repairs & Maintenance
CM33930	9/21/2018	TASC	\$68.91	Payroll - Beneflex
CM33931	9/21/2018	TASC	\$196.14	Payroll - Beneflex
CM33932	9/21/2018	U.S. Postmaster	\$91.51	Postage
CM33933	9/21/2018	Univar USA Inc.	\$2,488.17	Chemicals
CM33934	9/21/2018	USA Blue Book	\$3,949.75	Repairs & Maintenance
CM33935	9/21/2018	W.W. Grainger Inc.	\$2,128.82	Repairs & Maintenance
CM33936	9/21/2018	Western Exterminator Co.	\$797.00	Monthly Service
CM33937	9/21/2018	AT&T	\$934.87	Cell Phones
CM33938	9/21/2018	AT&T	\$1,142.81	Telephones
EFT	9/24/2018	Pitney Bowes	\$1,500.00	Postage
		<b>TOTAL</b>	<b>\$386,269.89</b>	

## Rancho Murieta Community Services District Bills Paid Listing for September 2018

Ck Number	Date	Vendor	Amount	Purpose
		<u>CFD 2014-1 Bank of America Checking</u>		
		<i>No Transactions This Period</i>		
		<b>TOTAL</b>	<b>\$0.00</b>	
		<u>EL DORADO PAYROLL</u>		
Checks: CM11858 to CM11870 and Direct Deposits: DD10730 to DD10781			\$ 115,875.27	Payroll
EFT	Various	National Payment Corp	\$175.58	Payroll
		<b>TOTAL</b>	<b>\$116,050.85</b>	

PREPARED BY: Eric Thompson, Controller

REVIEWED BY:  \_\_\_\_\_, District Treasurer

# MEMORANDUM

**Date:** September 19, 2018  
**To:** Board of Directors  
**From:** Mark Martin, General Manager  
**Subject:** General Manager's Report

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## **EMPLOYEE RELATIONS/DEVELOPMENT**

The Director of Administration position has been advertised. The closing date for the advertisement is October 12, 2018.

## **2018 DISTRICT ELECTIONS**

A reminder, the District's Candidates Night is October 11, 2018 at 6:30 p.m. at the District's meeting room. I have offered to meet with each candidate, including current candidate Board members, to introduce myself and help the candidates gain further perspective on the District and key issues. As of this date, I have met with Ron Amarante, Linda Butler and Martin Pohll. A meeting is scheduled this week with Jerry Pasek.

## **OUTREACH/ADVOCACY**

August 21, 2018: **Attended Rancho Murieta Association (RMA) Board meeting along with Chief Werblun.**

The purpose of my attendance was to hear in-person the Security concerns of the RMA Board and residents. A comment was made about the Gazebo security camera that bears correction. The cameras in that area are operating properly and all District security cameras are monitored regularly by District management to ensure they are correctly functioning. There was a short period where the Gazebo camera was inoperable due to water damage from RMA cleaning efforts. Electronics were quickly replaced, and the camera returned to service. A number of comments about speeding enforcement and other issues related to Security were voiced. The RMA Board discussed budget priorities for 2019, with the speed trailers, speed humps, and opening the Escuela Gate, ranked by the RMA Board as second, fourth, and seventh budget priorities overall. A more thorough record exists in video form and news reports. To be clear, I remained quiet throughout the meeting having inquired and been informed at the start of the meeting by an RMA staff member that only residents were allowed to speak at RMA meetings. In light of that response, both I and Chief Werblun respectfully observed the meeting.

August 24, 2018: **Attended WateReuse NorCal Meeting – San Jose.** The meeting was hosted by the Santa Clara Valley Water District (SCVWD). In the opening comments, the Executive Director of SCVWD discussed a common dilemma faced by those who are implementing reclaimed water infrastructure related to possible changes to legislation that could allow Indirect Potable Reuse (IPR). Such legislation could allow for charging of raw surface water bodies with reclaimed water to allow mixing and settling before treatment to a potable water standard. Since the District maintains a number of raw surface water bodies, the change in legislation, if approved and if implemented by the District, could reduce or eliminate the need for purple pipe distribution of reclaimed water. The dilemma is the change to policy is not a guarantee, so agencies implementing reclaimed water are in a circumstance where we must still develop purple pipe distribution systems even though future legislation could reduce reliance on those systems. Other presentations on Direct Potable Reuse (DPR) were given. DPR, which is a direct transformation of reclaimed water to potable water is typically much more cost prohibitive, relying on reverse osmosis, UV light, and other more expensive techniques. Certain

areas of the State, such as remote coastal areas, are much more likely to incur the cost to implement these technologies given their severe shortages of raw water.

**September 12, 2018: Attended Water Forum meeting at Regional Water Authority (RWA) offices.**

Perhaps the most important item discussed was the Discussion about **SB 998** passed by the Senate on August 29, 2018 impacting water providers. This bill serves as an example of an unfunded mandate by the State that would add new, ongoing, and additive regulatory and administrative responsibilities to the District.

The legislation requires an urban and community water system, defined as a public water system that supplies water to more than 200 service connections, to have a written policy on discontinuation of water service to certain types of residences for nonpayment available in prescribed languages. The legislation requires the policy to include certain components, be available on the system's internet web site, and be provided to customers in writing, upon request. Fines up to \$1,000 for each day in which the violation occurs could be assessed and would require the enforcement moneys collected by the board to be deposited in the Safe Drinking Water Account.

The District would be prohibited from discontinuing residential service for nonpayment until a payment by a customer has been delinquent for at least 60 days and requires the District to contact the customer named on the account and provide the customer with the urban and community water system's policy on discontinuation of residential service for nonpayment no less than seven (7) business days before discontinuation of residential service, as prescribed. This legislation prohibits residential service from being discontinued under specified circumstances and requires the District, in the event the District discontinues residential service, to provide the customer with information on how to restore service.

The District would be required to waive interest charges on delinquent bills and would limit the amount of a reconnection of service fee imposed on a residential customer who demonstrates, as prescribed, to the community water system household income below 200% of the federal poverty line. The legislation requires a community water system that furnishes individually metered residential service to residential occupants of a detached single-family dwelling, a multiunit structure, mobile home park, and that the owner, manager, or operator of the dwelling, structure, or park is the customer of record, to make every good faith effort to inform the residential occupants by written notice that service will be terminated and that the residential occupants have the right to become customers, as specified. The legislation requires the District to report the number of annual discontinuations of residential service for inability to pay on its internet web site and to the board, and the legislation require the board to post on its internet web site the information reported.

The legislation requires the District, as a community water system, to comply with the bill's provisions on and after April 1, 2020. The bill was enrolled by the legislature and presented to the Governor on September 6, 2018. As of September 19, 2018, I cannot find proof of Governor Brown's action, but there is a strong likelihood of this bill going into effect. From an advocacy standpoint, this bill was opposed by ACWA and CSDA.

**September 13, 2018: Attended Regional Water Authority Board Meeting.**

Received an update on the Sites Reservoir project. Although the District is not a party, it was interesting to observe the number of Southern California water districts who have already established large percentage reservations of the overall capacity of what would be a new Northern California reservoir. Other member agencies of the RWA sit at the table to defend interests that directly impact them. Other updates were provided on Regional Water Reliability Plan (RWRP) which speaks to conjunctive use of water and the California Water Efficiency Program (CalWEP). One long-term benefit mentioned by the new CalWEP Executive Director likely left unconsidered by many is the potential reduction in needed new infrastructure (pumps,

pumping cost, storage, etc.) that results from increased water efficiency. Final discussion was had on the State water tax which died due to last minute dealing but is expected to resurrect in the next legislative session.

#### **GIS MAPPING/INFRASTRUCTURE MANAGEMENT**

Staff and I met with vendors on August 17 and 23, 2018 for demonstrations of each vendor's web-based infrastructure management systems tied to a mapping interface. The intent was to get a sense for the latest state of technology and get a rough order of magnitude of potential cost. One vendor's product was more readily adaptable to both infrastructure and enforcement activities. The other vendor's product was well implemented for utilities but did not have an enforcement capability. The next steps are, as resources allow, to specify system needs to form the basis of a request for proposal (RFP).

#### **SECURITY – JOINT SECURITY COMMITTEE MEETING**

Director Pecotich has taken the lead working with RMA's Board President Bauer to set an agenda, date, and time for the meeting. Right now, the earliest the meeting would occur is October. It is my understanding the RMA Board acted September 18, to support a particular course of action. Details to be worked out and advertised.



# MEMORANDUM

**Date:** October 15, 2018  
**To:** Board of Directors  
**From:** Mark Martin, General Manager  
**Subject:** General Manager's Report

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## **SECURITY TOWN HALL MEETING**

The highly anticipated Security Town Hall co-sponsored by the District and Rancho Murieta Association (RMA) is scheduled for October 24, 2018 at 6:00 p.m. at the RMA Administration Building. All members of the community and community stakeholder groups are invited to attend. The discussion will be led by two (2) members each of the District and RMA Boards. The format is simple public comment on any security related topic followed by public comment on more specific RMA focused topics. Directors Clark and Merchant will represent the District at this meeting. Staff from the District will include myself and Chief Werblun.

## **2018 RANCHO MURIETA COMMUNITY SERVICES DISTRICT ELECTIONS – CANDIDATES NIGHT**

The Candidates' Night was held October 11, 2018 at the District Administration Building. I was able to personally meet with all the candidates ahead of the event. I would like to give much thanks to Bob Kjome for his willingness to emcee the event.

## **EMPLOYEE RELATIONS/DEVELOPMENT**

The advertised Director of Administration position closes October 19, 2018. The date was extended one week to capture more applicants. As of this date, we have received interest from 16 potential candidates. We are hoping to conduct first interviews the week of October 22-26, 2018.

I am scheduled to attend the Golden State Risk Management Association (GSRMA) annual conference October 18-19, 2018 in Corning. Both I and Eric Thompson, Controller, are scheduled to attend a California Special Districts Association (CSDA) sponsored training on Special District Finance on November 7, 2018 in Elk Grove.

## **PROCESS AND ORGANIZATIONAL IMPROVEMENTS**

On October 5, 2018 District staff concluded a significant hard copy document cleanup effort sorting through archives in the administrative offices and warehouse. This effort conducted by administrative and operations staff resulted in the shredding of 390 banker boxes of outdated documents that were allowed for disposal per the District retention policy or that were already scanned and archived electronically. A side benefit is to significantly increase our office space and storage area capacity. I would like to recognize our District Secretary, Suzanne Lindenfeld, for her coordination of the effort.

On October 10, 2018 all administrative staff attended a training by the District's electronic records management consultant, Caltronics, on the use of the District's electronic management system. At this point, a majority of the administrative staff have desktop scanners so that scanning of documents can be accomplished at each staff's desktop helping us more efficiently move to the ultimate goal of full electronic document management.

## **SB 998 – DISCONTINUATION OF RESIDENTIAL WATER SERVICE: URBAN AND COMMUNITY WATER SYSTEMS**

SB 998 mentioned in last month's General Manager's update *was* signed into law by Governor Brown on September 28, 2018. The legislation requires an urban and community water system, defined as a public water system that supplies water to more than 200 service connections, to have a written policy on discontinuation of water service to certain types of residences for nonpayment available in prescribed languages. The District would be prohibited from discontinuing residential service for nonpayment until a payment by a customer has been delinquent for at least 60 days and requires them to contact the customer named on the account and provide the customer with the urban and community water system's policy on discontinuation of residential service for nonpayment no less than seven (7) business days before discontinuation of residential service, as prescribed. The District would be required to waive interest charges on delinquent bills for and would limit the amount of a reconnection of service fee imposed on, a residential customer who demonstrates, as prescribed, to the community water system a household income below 200% of the federal poverty line. The legislation requires compliance with the Bill's provisions on and after April 1, 2020.

## **OUTREACH/ADVOCACY**

October 3, 2018: Attended **Senior Caregiver event on Emergency Preparedness**. This event was originally advertised in RM.COM as an event related to emergency evacuation. Good information for seniors and a minor discussion at the end on community evacuation prompted by Betty Ferraro. I engaged Sac Metro Fire's representative and provided my card to prompt the anticipated discussion with Sac Metro Fire and other stakeholders for a meeting on the topic to be scheduled after the October 24, 2018 Security Town Hall meeting.

October 26, 2018: I am scheduled to attend the **Mountain Counties Water Resource Agency's Symposium** in Auburn. The keynote speaker is Brenda Burman, U.S. Bureau of Reclamation Commissioner. The main topic following the keynote is an update on the California Water Fix.

## MEMORANDUM

Date: September 17, 2018  
 To: Board of Directors  
 From: Eric Thompson, Controller  
 Subject: Administration / Financial Reports

Enclosed is a combined financial summary for **August 2018**. 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 items of interest are included.*

**Residential Water Consumption** – Year-to-date residential water usage was down 3.4% versus budget through August 2018. 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
<b>Residences</b>	0.1%	2,539	2,542										
		Weighted Average											
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>Cubic Feet</b>	2,666	2,672	2,659										
<b>Gallons per day</b>	665	666	663										
<b>Planned Usage GPD</b>	<b>627</b>												

**Commercial/Other Water Consumption** – Year-to-date commercial water usage was down 0.2% versus budget through August 2018. Listed below are year-to-date water consumption numbers in cubic feet:

YTD Totals		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>Commercial</b>	270,413	136,243	134,170										
<b>Parks</b>	157,279	88,540	68,739										
<b>Raw Water</b>	163,638	37,475	126,163										
<b>CSD</b>	41,049	21,501	19,548										
<b>Totals</b>	<b>632,379</b>	<b>283,859</b>	<b>348,620</b>										

**Lock-Offs** – During the month of August, there were 12 lock-offs.

**Connection Fees** – There was one (1) new connection fee received in August.

**Aging Report** – Delinquent accounts totaled \$68,959 which was 9.1% of the total accounts receivable balance of \$759,753. Past due receivables decreased \$227,349 or 76.8% from the prior month due to the District’s submitting its delinquent accounts (delinquent as of June 30, 2018) to Sacramento County for collection under the Teeter Plan. The total amount of delinquent accounts submitted to Sacramento County, after last minute payments, was \$245,668.

**Summary of Reserve Accounts as of August 31, 2018** – The District’s reserve accounts began the fiscal year with a balance of \$5,825,224 and have increased \$3,177 through the month of August. There were multiple reserve

transactions this month in addition to the recurring monthly reserve contributions and normal inter-fund borrowing repayments. \$4,205 of additional Capital Improvement Reserves were added pursuant to a new connection (non-developer related). Water and Sewer Capital Replacement Reserves reimbursed operations for \$15,053 and \$5,017, respectively, for work related to the Dam Inundation study. Sewer Capital Replacement Reserves was also reduced by \$68,510 for aerator replacements. Water Augmentation Reserves were reduced by: \$4,124 for labor and site study fees for the Emergency Well project and \$2,678 for legal fees related to the Recycled Water program. See the following table for information by specific reserve account.

**Reserve Fund Balances**

<i>Reserve Descriptions</i>	<i>Fiscal Yr Beg Balance July 1, 2018</i>	<i>YTD Collected &amp; Interest Earned</i>	<i>YTD Spent</i>	<i>Period End Balance Aug 31, 2018</i>
Water Capital Replacement (200-2505)	1,375,775	43,977	(46,191)	1,373,561
Sewer Capital Replacement (250-2505)	2,745,922	65,987	(73,527)	2,738,382
Drainage Capital Replacement (260-2505)	108,771	5,500	(0)	114,271
Security Capital Replacement (500-2505)	121,869	8,167	(3,935)	126,101
Admin Capital Replacement (xxx-2505-99)	87,096	0	(0)	87,096
Sewer Capital Improvement Connection (250-2500)	4,134	0	(0)	4,134
Capital Improvement (xxx-2510)	349,075	8,140	(0)	357,215
Water Supply Augmentation (200-2511)	1,744,938	8,891	(9,493)	1,744,336
WTP Construction Fund Reserve (200-2513)	(702,387)	31,224	(35,564)	(706,727)
Security Impact Fee Reserves (500-2513)	(9,969)	0	(0)	(9,969)
<b>Total Reserves</b>	<b>5,825,224</b>	<b>171,886</b>	<b>(168,710)</b>	<b>5,828,400</b>

**Inter-fund Borrowing Balances**

<i>Inter-fund Borrowing</i>	<i>Fiscal Yr Beg Balance July 1, 2018</i>	<i>YTD Interest</i>	<i>YTD Repayment</i>	<i>Period End Balance Aug 31, 2018</i>
Sewer Loan to WTP Construction Fund	996,749	3,255	(26,703)	973,301
WSA Loan to WTP Construction Fund	332,250	1,085	(8,901)	324,434
N. Gate Security Loan from Drainage Fund	40,367	129	(3,935)	36,561
<b>Total Inter-fund Borrowing</b>	<b>1,369,366</b>	<b>4,469</b>	<b>(39,539)</b>	<b>1,334,296</b>

**Financial Items of Note**

None as yet

**Financial Summary Report (year-to-date through August 31, 2018)**

**Revenues:**

**Water Charges**, year-to-date, are **below** budget \$29,367 or (5.8%)

**Sewer Charges**, year-to-date, are **above** budget \$312 or 0.1%

**Drainage Charges**, year-to-date, are **below** budget \$339 or (1.0%)

**Security Charges**, year-to-date, are **below** budget \$280 or (0.1%)

**Solid Waste Charges**, year-to-date, are **above** budget \$684 or 0.6%

**Total Revenue**, which includes other income, property taxes, and interest income is **below** budget \$24,319 or 2.0%.

**Expenses:** Year-to-date total operating expenses are **below** budget \$196,151 or (16.8%). There have been no operational reserve expenditures so far this year. Operational reserve expenditures cover projects funded from reserves which are also recorded as operational expenses through the income statement as required by Generally Accepted Accounting Principles (GAAP).

**Water Expenses** (including wages & employer costs) year-to-date, are **below** budget \$82,748 or (21.7%). The Water Department has overspent on chemicals (versus budget) so far this year but underspent on repair & maintenance items. The Water Department has also not spent any funds against the \$30,000 budgeted for legal fees relating to water rights renewals.

**Sewer Expenses**, year-to-date, are **below** budget by \$27,539 or (15.3%). Much like the Water Department, Sewer has underspent on repairs & maintenance items and overspent on chemicals. Permit expenses are also well below budget through August.

**Drainage Expenses**, year-to-date, are **below** budget by \$15,169 or (49.6%). Drainage has seen savings across all expense categories so far this year.

**Combined Water/Sewer/Drainage Wages**, year-to-date, are **below** budget by \$13,776 or (9.6%). A portion of this savings is due to accruals required at Fiscal Year-End 2017-18. Additionally, the savings is offset by \$4,017 expended for contract staffing. 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.

**Security Expenses**, year-to-date, are **below** budget by \$40,395 or (18.0%). Security Gate expenses are **below** budget by \$12,628 or (13.4%) with savings in wages being partially offset by contract staffing. Security Patrol expenses are **below** budget by \$29,859 or (29.8%) with the same offset between wages and contract staffing. General Security expenses are **above** budget by \$2,092 or 7.6% through August due to legal expenses related to personnel issues.

**Solid Waste Expenses**, year-to-date, are **above** budget by \$1,606 or 1.6%. Solid waste revenues and expenses are driven by service requests from the community and are both slightly over budget through August.

**General Expenses**, year-to-date, are **below** budget by \$31,958 or (13.0%). Savings were seen across most expense categories through August with the biggest savings being in salary savings due to vacancies, legal, training/safety, and memberships.

**Net Income:** Year-to-date unadjusted net income, before depreciation, is \$224,051 versus a budget of \$52,219. Net income/(Loss) adjusted for estimated depreciation expense is (\$36,753). The full-year expected net operating income (loss) before depreciation, per the 2018-2019 budget, is (\$35,573). Including non-operating reserve expenditures (inter-fund borrowing interest expenses) the total expected net loss for the year is (\$54,882).

# Rancho Murieta Community Services District

## Summary Budget Performance Report For the Month Ending August 31, 2018

	% of Total	Annual Budget	% of Total	YTD Budget	YTD Actuals	% of Total	YTD VARIANCE Amount	%
<b>REVENUES</b>								
Water Charges	33.7%	\$2,180,141	41.5%	\$505,239	\$475,872	39.9%	(\$29,367)	(5.8%)
Sewer Charges	21.0%	1,355,461	18.6%	225,699	226,011	19.0%	312	0.1%
Drainage Charges	3.1%	201,670	2.8%	33,592	33,253	2.8%	(339)	(1.0%)
Security Charges	20.9%	1,348,017	18.5%	224,562	224,282	18.8%	(280)	(0.1%)
Solid Waste Charges	10.4%	673,988	9.2%	112,245	112,930	9.5%	684	0.6%
Other Income	2.0%	126,464	1.7%	20,453	25,129	2.1%	4,676	22.9%
Interest Earnings	0.1%	7,219	0.0%	40	35	0.0%	(5)	(12.3%)
Property Taxes	10.1%	650,000	8.9%	108,334	108,333	9.1%	(1)	(0.0%)
Property Tax (Reserve Alloc)	-1.3%	(82,000)	-1.1%	(13,666)	(13,667)	-1.1%	(1)	0.0%
<b>Total Revenues</b>	<b>100.0%</b>	<b>6,460,960</b>	<b>100.0%</b>	<b>1,216,498</b>	<b>1,192,179</b>	<b>100.0%</b>	<b>(24,319)</b>	<b>(2.0%)</b>
<b>OPERATING EXPENSES</b>								
<b>Water/Sewer/Drainage</b>								
Salaries & Wages	16.4%	1,060,701	12.3%	143,501	129,880	13.4%	(13,621)	(9.5%)
Employer Costs	7.1%	456,898	6.0%	70,235	65,209	6.7%	(5,025)	(7.2%)
Capital Project Labor Alloc	0.0%	0	0.0%	0	(155)	0.0%	(155)	0.0%
Power	4.9%	315,741	4.4%	50,878	32,819	3.4%	(18,059)	(35.5%)
Chemicals	2.5%	158,948	3.3%	38,606	41,574	4.3%	2,968	7.7%
Maintenance/Repairs	6.1%	392,814	5.7%	66,150	34,434	3.6%	(31,716)	(47.9%)
Water Meters/Boxes	0.6%	36,000	0.5%	6,000	0	0.0%	(6,000)	(100.0%)
Lab Tests	0.5%	32,000	0.5%	5,500	5,711	0.6%	211	3.8%
Permits	1.2%	76,036	3.0%	34,375	24,696	2.6%	(9,679)	(28.2%)
Training/Safety	0.3%	17,800	0.3%	3,100	1,318	0.1%	(1,782)	(57.5%)
Equipment Rental	0.3%	21,600	0.2%	2,600	0	0.0%	(2,600)	(100.0%)
Other Direct Costs	6.9%	443,256	14.6%	170,544	130,546	13.5%	(39,998)	(23.5%)
<b>Subtotal Water/Sewer/Drainage</b>	<b>46.6%</b>	<b>3,011,793</b>	<b>50.8%</b>	<b>591,489</b>	<b>466,032</b>	<b>48.1%</b>	<b>(125,456)</b>	<b>(21.2%)</b>
<b>Security</b>								
Salaries & Wages	10.7%	692,801	9.5%	111,163	80,966	8.4%	(30,197)	(27.2%)
Employer Costs	8.4%	540,763	7.4%	86,559	72,563	7.5%	(13,996)	(16.2%)
Off Duty Sheriff	0.1%	8,000	0.3%	4,000	3,051	0.3%	(949)	(23.7%)
Other	1.9%	122,393	2.0%	22,856	27,603	2.9%	4,747	20.8%
<b>Subtotal Security</b>	<b>21.1%</b>	<b>1,363,958</b>	<b>19.3%</b>	<b>224,579</b>	<b>184,183</b>	<b>19.0%</b>	<b>(40,395)</b>	<b>(18.0%)</b>
<b>Solid Waste</b>								
CWRS Contract	9.0%	579,691	8.3%	96,547	98,154	10.1%	1,606	1.7%
Sacramento County Admin Fee	0.6%	36,252	0.5%	6,044	6,097	0.6%	53	0.9%
HHW Event	0.0%	0	0.0%	0	0	0.0%	0	0.0%
<b>Subtotal Solid Waste</b>	<b>9.5%</b>	<b>615,944</b>	<b>8.8%</b>	<b>102,592</b>	<b>104,251</b>	<b>10.8%</b>	<b>1,659</b>	<b>1.6%</b>
<b>General / Admin</b>								
Salaries & Wages	9.8%	632,600	7.1%	83,000	81,161	8.4%	(1,839)	(2.2%)
Employer Costs	5.4%	349,880	4.6%	53,405	47,413	4.9%	(5,992)	(11.2%)
Capital Project Labor Alloc	0.0%	0	0.0%	0	0	0.0%	0	0.0%
Insurance	1.7%	109,588	1.6%	18,265	19,547	2.0%	1,282	7.0%
Legal	1.2%	74,400	1.1%	12,400	7,006	0.7%	(5,394)	(43.5%)
Office Supplies	0.3%	22,450	0.3%	3,650	1,264	0.1%	(2,386)	(65.4%)
Director Meeting Payments	0.3%	18,000	0.3%	3,000	1,900	0.2%	(1,100)	(36.7%)
Telephones	0.1%	7,759	0.1%	1,293	1,986	0.2%	693	53.6%
IT Systems Maintenance	1.4%	90,962	2.0%	23,826	31,621	3.3%	7,795	32.7%
Community Communications	0.1%	5,200	0.1%	600	567	0.1%	(33)	(5.5%)
Postage	0.3%	20,160	0.3%	3,360	3,000	0.3%	(360)	(10.7%)
Bld/Grounds Maint/Pest Cntr	0.3%	20,560	0.3%	3,455	3,301	0.3%	(154)	(4.5%)
Other	2.4%	153,280	3.4%	39,366	14,896	1.5%	(24,471)	(62.2%)
<b>Subtotal General / Admin</b>	<b>23.3%</b>	<b>1,504,839</b>	<b>21.1%</b>	<b>245,620</b>	<b>213,661</b>	<b>22.1%</b>	<b>(31,958)</b>	<b>(13.0%)</b>
<b>Total Operating Expenses</b>	<b>100.6%</b>	<b>6,496,533</b>	<b>100.0%</b>	<b>1,164,278</b>	<b>968,128</b>	<b>100.0%</b>	<b>(196,151)</b>	<b>(16.8%)</b>
<b>Operating Income (Loss)</b>	<b>100.0%</b>	<b>(35,573)</b>	<b>100.0%</b>	<b>52,219</b>	<b>224,051</b>	<b>100.0%</b>	<b>171,832</b>	<b>N/A</b>

	% of Total	Annual Budget	% of Total	YTD Budget	YTD Actuals	% of Total	YTD VARIANCE Amount	%
<b>Non-Operating Expenses</b>								
Water Reserve Expenditure	0.3%	18,619	0.2%	2,734	3,255	96.2%	521	19.0%
Sewer Reserve Expenditure	0.0%	0	0.0%	0	0	0.0%	0	0.0%
Drainage Reserve Expenditure	0.0%	0	0.0%	0	0	0.0%	0	0.0%
Security Reserve Expenditure	0.0%	690	0.0%	110	129	3.8%	19	17.7%
<b>Total Non-Operating Expenses</b>	<b>0.3%</b>	<b>19,309</b>	<b>0.2%</b>	<b>2,844</b>	<b>3,384</b>	<b>100.0%</b>	<b>540</b>	<b>19.0%</b>
<b>Net Income (Loss)</b>	<b>100.0%</b>	<b>(54,882)</b>	<b>100.0%</b>	<b>49,375</b>	<b>220,667</b>	<b>100.0%</b>	<b>171,291</b>	<b>N/A</b>

**Rancho Murieta Community Services District**  
**Budget Performance Report by FUND**  
**For the Month Ending August 31, 2018**

	% of Total Rev	Annual Budget	% of Total Rev	YTD Budget	YTD Actuals	% of Total Rev	YTD VARIANCE Amount	%
<b>WATER</b>								
<b>REVENUES</b>								
Water Charges	98.3%	\$2,180,141	98.9%	\$505,239	\$475,872	98.1%	(\$29,367)	(5.8%)
Interest Earnings	0.2%	4,700	0.0%	0	0	0.0%	0	0.0%
Other Income	1.5%	33,521	1.1%	5,762	9,441	1.9%	3,679	63.8%
<b>Total Water Revenues</b>	<b>100.0%</b>	<b>2,218,362</b>	<b>100.0%</b>	<b>511,001</b>	<b>485,314</b>	<b>100.0%</b>	<b>(25,688)</b>	<b>(5.0%)</b>
<b>EXPENSES (excluding depreciation)</b>								
Salaries & Wages	25.8%	572,778	15.2%	77,490	70,952	14.6%	(6,538)	(8.4%)
Employer Costs	11.1%	247,005	7.4%	37,942	35,329	7.3%	(2,613)	(6.9%)
Capital Project Labor Alloc	0.0%	0	0.0%	0	(155)	0.0%	(155)	0.0%
Power	8.7%	193,401	5.7%	29,011	17,463	3.6%	(11,548)	(39.8%)
Chemicals	4.4%	96,636	3.7%	19,106	26,638	5.5%	7,532	39.4%
Chemicals - T&O	0.5%	10,000	1.0%	5,000	2,661	0.5%	(2,339)	(46.8%)
Maintenance/Repairs	10.0%	220,814	7.4%	37,650	18,751	3.9%	(18,899)	(50.2%)
Water Meters/Boxes	1.6%	36,000	1.2%	6,000	0	0.0%	(6,000)	(100.0%)
Lab Tests	0.8%	17,000	0.6%	3,000	2,063	0.4%	(937)	(31.2%)
Permits	1.3%	28,044	2.3%	11,850	10,469	2.2%	(1,381)	(11.7%)
Training/Safety	0.4%	8,100	0.3%	1,500	623	0.1%	(877)	(58.5%)
Equipment Rental	0.6%	13,800	0.4%	1,800	0	0.0%	(1,800)	(100.0%)
Other Direct Costs	14.8%	327,598	29.5%	150,893	113,700	23.4%	(37,193)	(24.6%)
<b>Operational Expenses</b>	<b>79.8%</b>	<b>1,771,175</b>	<b>74.6%</b>	<b>381,242</b>	<b>298,494</b>	<b>61.5%</b>	<b>(82,748)</b>	<b>(21.7%)</b>
<b>Water Income (Loss)</b>	<b>20.2%</b>	<b>447,187</b>	<b>25.4%</b>	<b>129,760</b>	<b>186,820</b>	<b>38.5%</b>	<b>57,060</b>	<b>44.0%</b>
<b>38.9% Net Admin Alloc</b>	<b>20.8%</b>	<b>461,159</b>	<b>14.7%</b>	<b>74,959</b>	<b>61,369</b>	<b>12.6%</b>	<b>(13,590)</b>	<b>(18.1%)</b>
<b>Reserve Expenditures</b>	<b>0.8%</b>	<b>18,619</b>	<b>0.5%</b>	<b>2,734</b>	<b>3,255</b>	<b>0.7%</b>	<b>521</b>	<b>19.0%</b>
<b>Total Net Income (Loss)</b>	<b>-1.5%</b>	<b>(32,591)</b>	<b>10.2%</b>	<b>52,067</b>	<b>122,196</b>	<b>25.2%</b>	<b>70,129</b>	<b>134.7%</b>
<b>SEWER</b>								
<b>REVENUES</b>								
Sewer Charges	98.6%	1,355,461	98.7%	225,699	226,011	98.4%	312	0.1%
Interest Earnings	0.0%	490	0.0%	0	0	0.0%	0	0.0%
Other Income	1.4%	18,743	1.3%	2,991	3,733	1.6%	743	24.8%
<b>Total Sewer Revenues</b>	<b>100.0%</b>	<b>1,374,694</b>	<b>100.0%</b>	<b>228,689</b>	<b>229,744</b>	<b>100.0%</b>	<b>1,055</b>	<b>0.5%</b>
<b>EXPENSES (excluding depreciation)</b>								
Salaries & Wages	28.8%	395,641	23.4%	53,526	50,055	21.8%	(3,471)	(6.5%)
Employer Costs	7.7%	170,660	5.2%	26,331	25,372	5.2%	(959)	(3.6%)
Power	8.2%	112,301	9.1%	20,884	14,542	6.3%	(6,343)	(30.4%)
Chemicals	2.7%	37,500	4.4%	10,000	11,101	4.8%	1,101	11.0%
Maintenance/Repairs	11.4%	157,000	10.7%	24,500	15,684	6.8%	(8,816)	(36.0%)
Lab Tests	1.1%	15,000	1.1%	2,500	3,649	1.6%	1,149	45.9%
Permits	3.0%	41,492	9.8%	22,525	14,227	6.2%	(8,298)	(36.8%)
Training/Safety	0.7%	9,700	0.7%	1,600	694	0.3%	(906)	(56.6%)
Equipment Rental	0.3%	4,800	0.3%	800	0	0.0%	(800)	(100.0%)
Other Direct Costs	7.3%	100,114	7.4%	17,001	16,804	7.3%	(197)	(1.2%)
<b>Operational Expenses</b>	<b>76.0%</b>	<b>1,044,208</b>	<b>78.6%</b>	<b>179,667</b>	<b>152,128</b>	<b>66.2%</b>	<b>(27,539)</b>	<b>(15.3%)</b>
<b>Sewer Income (Loss)</b>	<b>24.0%</b>	<b>330,486</b>	<b>21.4%</b>	<b>49,022</b>	<b>77,616</b>	<b>33.8%</b>	<b>28,594</b>	<b>58.3%</b>
<b>29.7% Net Admin Alloc</b>	<b>25.6%</b>	<b>352,093</b>	<b>25.0%</b>	<b>57,231</b>	<b>48,286</b>	<b>21.0%</b>	<b>(8,944)</b>	<b>(15.6%)</b>
<b>Reserve Expenditures</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>
<b>Total Net Income (Loss)</b>	<b>-1.6%</b>	<b>(21,607)</b>	<b>-3.6%</b>	<b>(8,208)</b>	<b>29,330</b>	<b>12.8%</b>	<b>37,538</b>	<b>(457.3%)</b>
<b>RAINAGE</b>								
<b>REVENUES</b>								
Drainage Charges	75.0%	201,670	75.1%	33,592	33,253	74.9%	(339)	(1.0%)
Property Tax	6.2%	100,000	6.2%	16,666	16,667	6.2%	1	0.0%
Property Tax (Reserve Alloc)	-2.1%	(33,000)	-2.1%	(5,500)	(5,500)	-2.1%	0	0.0%
Interest Earnings	0.0%	60	0.0%	0	0	0.0%	0	0.0%
<b>Total Drainage Revenues</b>	<b>100.0%</b>	<b>268,730</b>	<b>100.0%</b>	<b>44,758</b>	<b>44,420</b>	<b>100.0%</b>	<b>(338)</b>	<b>(0.8%)</b>



	% of Total Rev	Annual Budget	% of Total Rev	YTD Budget	YTD Actuals	% of Total Rev	YTD VARIANCE Amount	%
<b>EXPENSES (excluding depreciation)</b>								
Salaries & Wages	34.3%	92,282	27.9%	12,485	8,873	20.0%	(3,612)	(28.9%)
Employer Costs	1.8%	39,233	1.2%	5,962	4,508	0.9%	(1,454)	(24.4%)
Power	3.7%	10,039	2.2%	983	814	1.8%	(169)	(17.2%)
Chemicals	5.5%	14,812	10.1%	4,500	1,173	2.6%	(3,327)	(73.9%)
Maintenance/Repairs	5.6%	15,000	8.9%	4,000	0	0.0%	(4,000)	(100.0%)
Permits	2.4%	6,500	0.0%	0	0	0.0%	0	0.0%
Equipment Rental	1.1%	3,000	0.0%	0	0	0.0%	0	0.0%
Other Direct Costs	5.8%	15,544	5.9%	2,650	41	0.1%	(2,609)	(98.4%)
<b>Operational Expenses</b>	<b>73.1%</b>	<b>196,410</b>	<b>68.3%</b>	<b>30,580</b>	<b>15,411</b>	<b>34.7%</b>	<b>(15,169)</b>	<b>(49.6%)</b>
<b>Drainage Income (Loss)</b>	<b>26.9%</b>	<b>72,320</b>	<b>31.7%</b>	<b>14,178</b>	<b>29,009</b>	<b>65.3%</b>	<b>14,831</b>	<b>104.6%</b>
<b>6.1% Net Admin Alloc</b>	<b>26.9%</b>	<b>72,315</b>	<b>26.3%</b>	<b>11,754</b>	<b>9,917</b>	<b>22.3%</b>	<b>(1,837)</b>	<b>(15.6%)</b>
<b>Reserve Expenditures</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>
<b>Total Net Income (Loss)</b>	<b>0.0%</b>	<b>4</b>	<b>5.4%</b>	<b>2,424</b>	<b>19,092</b>	<b>43.0%</b>	<b>16,668</b>	<b>687.8%</b>
<b>SECURITY REVENUES</b>								
Security Charges	84.0%	1,348,017	84.1%	224,562	224,282	84.1%	(280)	(0.1%)
Interest Earnings	0.0%	500	0.0%	0	0	0.0%	0	0.0%
Property Tax	15.3%	245,000	15.3%	40,834	40,833	15.3%	(1)	(0.0%)
Property Tax (Reserve Alloc)	-3.1%	(49,000)	-3.1%	(8,166)	(8,167)	-3.1%	(1)	0.0%
Other Income	3.7%	60,100	3.6%	9,650	9,867	3.7%	217	2.2%
<b>Total Security Revenues</b>	<b>100.0%</b>	<b>1,604,617</b>	<b>100.0%</b>	<b>266,880</b>	<b>266,815</b>	<b>100.0%</b>	<b>(65)</b>	<b>(0.0%)</b>
<b>EXPENSES (excluding depreciation)</b>								
Salaries & Wages	43.2%	692,801	41.7%	111,163	80,966	30.3%	(30,197)	(27.2%)
Employer Costs	24.4%	540,763	16.9%	86,559	72,563	15.0%	(13,996)	(16.2%)
Equipment Repairs	0.3%	4,800	0.3%	800	233	0.1%	(568)	(70.9%)
Vehicle Maintenance	0.6%	9,000	0.6%	1,500	1,031	0.4%	(469)	(31.3%)
Vehicle Fuel	1.0%	16,200	1.0%	2,700	2,189	0.8%	(511)	(18.9%)
Off Duty Sheriff	0.5%	8,000	1.5%	4,000	3,051	1.1%	(949)	(23.7%)
Other	5.8%	92,393	6.7%	17,856	24,151	9.1%	6,295	35.3%
<b>Operational Expenses</b>	<b>85.0%</b>	<b>1,363,958</b>	<b>84.1%</b>	<b>224,579</b>	<b>184,183</b>	<b>69.0%</b>	<b>(40,395)</b>	<b>(18.0%)</b>
<b>Security Income (Loss)</b>	<b>15.0%</b>	<b>240,660</b>	<b>15.9%</b>	<b>42,301</b>	<b>82,632</b>	<b>31.0%</b>	<b>40,331</b>	<b>95.3%</b>
<b>20.3% Net Admin Alloc</b>	<b>15.0%</b>	<b>240,656</b>	<b>14.7%</b>	<b>39,117</b>	<b>33,004</b>	<b>12.4%</b>	<b>(6,113)</b>	<b>(15.6%)</b>
<b>Reserve Expenditures</b>	<b>0.0%</b>	<b>690</b>	<b>0.0%</b>	<b>110</b>	<b>129</b>	<b>0.0%</b>	<b>19</b>	<b>17.7%</b>
<b>Total Net Income (Loss)</b>	<b>0.0%</b>	<b>(687)</b>	<b>1.2%</b>	<b>3,074</b>	<b>49,499</b>	<b>18.6%</b>	<b>46,425</b>	<b>1,510.2%</b>
<b>SOLID WASTE REVENUES</b>								
Solid Waste Charges	99.8%	673,988	100.0%	112,245	112,930	100.0%	684	0.6%
Interest Earnings	0.2%	1,229	0.0%	0	0	0.0%	0	0.0%
<b>Total Solid Waste Revenues</b>	<b>100.0%</b>	<b>675,217</b>	<b>100.0%</b>	<b>112,245</b>	<b>112,930</b>	<b>100.0%</b>	<b>684</b>	<b>0.6%</b>
<b>EXPENSES (excluding depreciation)</b>								
CWRS Contract	85.9%	579,691	86.0%	96,547	98,154	86.9%	1,606	1.7%
Sacramento County Admin Fee	5.4%	36,252	5.4%	6,044	6,097	5.4%	53	0.9%
HHW Event	0.0%	0	0.0%	0	0	0.0%	0	0.0%
<b>Operational Expenses</b>	<b>91.2%</b>	<b>615,944</b>	<b>91.4%</b>	<b>102,592</b>	<b>104,251</b>	<b>92.3%</b>	<b>1,659</b>	<b>1.6%</b>
<b>Solid Waste Income (Loss)</b>	<b>8.8%</b>	<b>59,273</b>	<b>8.6%</b>	<b>9,654</b>	<b>8,679</b>	<b>7.7%</b>	<b>(975)</b>	<b>(10.1%)</b>
<b>5.0% Net Admin Alloc</b>	<b>8.8%</b>	<b>59,275</b>	<b>8.6%</b>	<b>9,635</b>	<b>8,129</b>	<b>7.2%</b>	<b>(1,506)</b>	<b>(15.6%)</b>
<b>Total Net Income (Loss)</b>	<b>0.0%</b>	<b>(2)</b>	<b>0.0%</b>	<b>19</b>	<b>550</b>	<b>0.5%</b>	<b>531</b>	<b>2,808.7%</b>
<b>OVERALL NET INCOME(LOSS)</b>	<b>-0.9%</b>	<b>(54,882)</b>	<b>4.2%</b>	<b>49,375</b>	<b>220,667</b>	<b>19.4%</b>	<b>171,291</b>	<b>346.9%</b>

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

## INVESTMENT REPORT

**CASH BALANCE AS OF AUGUST 31, 2018**

INSTITUTION	YIELD	BALANCE
<b>CSD FUNDS</b>		
<b>EL DORADO SAVINGS BANK</b>		
SAVINGS	0.03%	\$ 596,446.35
CHECKING	0.02%	\$ 41,964.94
PAYROLL	0.02%	\$ 52,920.78
<b>BANNER BANK</b>		
EFT	0.00%	\$ 19,237.42
<b>LOCAL AGENCY INVESTMENT FUND (LAIF)</b>		
UNRESTRICTED	2.00%	\$ 748,478.16
RESTRICTED RESERVES	2.00%	\$ 5,251,474.23
<b>CALIFORNIA ASSET MGMT (CAMP)</b>		
OPERATION ACCOUNT	2.11%	\$ 616,122.36
<b>UNION BANK</b>		
PARS GASB45 TRUST (balance as of 6/30/18)	0.02%	\$ 1,702,941.30
<b>TOTAL CSD</b>		<b>\$ 9,029,585.54</b>

### BOND FUNDS

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

<b>BANK OF AMERICA</b>		
CHECKING	0.00%	\$ 440,311.11
<b>WILMINGTON TRUST</b> (balance as of 11/30/17)		
BOND RESERVE FUND	0.95%	\$ 394,350.98
BOND ADMIN EXPENSE	0.95%	\$ 24.31
BOND SPECIAL TAX FUND	0.95%	\$ 7.56
BOND ACQ & CONSTRUCTION	0.95%	\$ 3,780.40
BOND REDEMPTION ACCOUNT	0.95%	\$ -
BOND COI	0.95%	\$ -
BOND SURPLUS	0.95%	\$ 59.69
<b>TOTAL CFD</b>		<b>\$ 838,534.05</b>

**TOTAL ALL FUNDS** **\$ 9,868,119.59**

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

PREPARED BY: *Eric Thompson, Controller*

REVIEWED BY: , District Treasurer

## MEMORANDUM

Date: October 11, 2018  
 To: Board of Directors  
 From: Eric Thompson, Controller  
 Subject: Administration / Financial Reports

Enclosed is a combined financial summary for **September 2018**. 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 items of interest are included.*

**Residential Water Consumption** – Year-to-date residential water usage was on budget through September. 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
<b>Residences</b>	0.1%		2,539	2,542	2,542									
		Weighted Average	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>Cubic Feet</b>	2,632		2,672	2,659	2,566									
<b>Gallons per day</b>	656		666	663	640									
<b>Planned Usage GPD</b>	<b>627</b>													

**Commercial/Other Water Consumption** – Year-to-date commercial water usage was 2.7% above budget through September. Listed below are year-to-date water consumption numbers in cubic feet:

		YTD Totals	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>Commercial</b>	398,631	136,243	134,170	128,218										
<b>Parks</b>	207,798	88,540	68,739	50,519										
<b>Raw Water</b>	257,250	37,475	126,163	93,612										
<b>CSD</b>	59,831	21,501	19,548	18,782										
<b>Totals</b>	<b>923,510</b>	<b>283,859</b>	<b>348,620</b>	<b>291,131</b>										

**Lock-Offs** – During the month of September, there were 13 lock-offs.

**Connection Fees** – There were no new connection fees received in September.

**Aging Report** – Delinquent accounts totaled \$90,052 which was 11.4% of the total accounts receivable balance of \$795,728. Past due receivables increased \$21,093 or 30.6% from the prior month. Of the total delinquent amount, \$73,666 was related to undeveloped property.

**Summary of Reserve Accounts as of September 30, 2018** – The District’s reserve accounts began the fiscal year with a balance of \$5,825,224 and have increased \$62,393 through the month of September. Aside from the recurring monthly reserve contributions and normal inter-fund borrowing repayments the only reserve transactions were \$4,687 reimbursed to operations from Water Capital Improvement Reserves for the WTP

culvert project and \$315 reimbursed from Water Augmentation Reserves for legal fees relating to recycled water infrastructure. See the following table for information by specific reserve account.

### Reserve Fund Balances

Reserve Descriptions	Fiscal Yr Beg Balance July 1, 2018	YTD Collected & Interest Earned	YTD Spent	Period End Balance Sep 30, 2018
Water Capital Replacement (200-2505)	1,375,775	66,045	(46,191)	1,395,629
Sewer Capital Replacement (250-2505)	2,745,922	99,071	(73,527)	2,771,466
Drainage Capital Replacement (260-2505)	108,771	8,250	(0)	117,021
Security Capital Replacement (500-2505)	121,869	12,250	(5,901)	128,218
Admin Capital Replacement (xxx-2505-99)	87,096	0	(0)	87,096
Sewer Capital Improvement Connection (250-2500)	4,134	0	(0)	4,134
Capital Improvement (xxx-2510)	349,075	10,106	(4,687)	354,494
Water Supply Augmentation (200-2511)	1,744,938	13,355	(9,808)	1,748,485
WTP Construction Fund Reserve (200-2513)	(702,387)	46,849	(53,419)	(708,957)
Security Impact Fee Reserves (500-2513)	(9,969)	0	(0)	(9,969)
<b>Total Reserves</b>	<b>5,825,224</b>	<b>255,926</b>	<b>(193,533)</b>	<b>5,887,617</b>

### Inter-fund Borrowing Balances

Inter-fund Borrowing	Fiscal Yr Beg Balance July 1, 2018	YTD Interest	YTD Repayment	Period End Balance Sep 30, 2018
Sewer Loan to WTP Construction Fund	996,749	4,928	(40,096)	961,581
WSA Loan to WTP Construction Fund	332,250	1,643	(13,365)	320,528
N. Gate Security Loan from Drainage Fund	40,367	192	(5,901)	34,658
<b>Total Inter-fund Borrowing</b>	<b>1,369,366</b>	<b>6,763</b>	<b>(59,362)</b>	<b>1,316,767</b>

### Financial Items of Note

- On 9/4/18 processed the semi-annual interest payment on the CFD2014-1 bonds: \$130,780
- On 9/4/18 processed the first annual principal repayment on the CFD2014-1 bonds: \$130,000
- Filed annual federal gas tax refund: \$1,811 (CA return filed annually in January)

### Financial Summary Report (year-to-date through September 30, 2018)

#### Revenues:

**Water Charges**, year-to-date, are **below** budget \$37,429 or (5.0%)

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

**Drainage Charges**, year-to-date, are **below** budget \$493 or (1.0%)

**Security Charges**, year-to-date, are **below budget \$327 or (0.1%)**

**Solid Waste Charges**, year-to-date, are **above budget \$1,157 or 0.7%**

**Total Revenue**, which includes other income, property taxes, and interest income is **below budget \$26,832 or (1.5%)**.

**Expenses:** Year-to-date total operating expenses are **below budget \$265,578 or (15.8%)**. There have been no operational reserve expenditures so far this year. Operational reserve expenditures cover projects funded from reserves which are also recorded as operational expenses through the income statement as required by Generally Accepted Accounting Principles (GAAP).

**Water Expenses** (*including wages & employer costs*) year-to-date, are **below budget \$115,240 or (22.3%)**. The Water Department has underspent on most expense categories so far this year. Repairs & maintenance, purchased power, consulting, and legal are the largest under budget expenses. To date, no funds have been spent against the \$30,000 budgeted for legal fees relating to water rights renewals.

**Sewer Expenses**, year-to-date, are **below budget by \$18,582 or (7.0%)**. The Sewer Department is over budget slightly in purchased power, repairs & maintenance, and lab testing, but under budget in most other expense categories.

**Drainage Expenses**, year-to-date, are **below budget by \$17,388 or (37.7%)**. Drainage has seen savings across all expense categories so far this year.

**Combined Water/Sewer/Drainage Wages**, year-to-date, are **below budget by \$17,421 or (14.3%)**. This savings is offset by \$8,184 expended for contract staffing. 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.

**Security Expenses**, year-to-date, are **below budget by \$54,510 or (16.3%)**. Security Gate expenses are **below budget by \$15,321 or (10.5%)** with savings in wages being partially offset by contract staffing. Security Patrol expenses are **below budget by \$39,828 or (27.0%)** with the same offset between wages and contract staffing. General Security expenses are **above budget by \$639 or 1.6%** through September with legal expenses related to personnel issues being the largest over budget line item.

**Solid Waste Expenses**, year-to-date, are **above budget by \$2,449 or 1.6%**. Solid waste revenues and expenses are driven by service requests from the community and are both slightly over budget through September.

**General Expenses**, year-to-date, are **below budget by \$62,306 or (17.3%)**. Savings were seen across most expense categories with the biggest savings being in recruitment, legal, training/safety, and salaries & wages.

**Net Income:** Year-to-date unadjusted net income, before depreciation, is \$368,214 versus a budget of \$130,270. Net income/(Loss) adjusted for estimated depreciation expense is \$16,117. The full-year expected net operating income (loss) before depreciation, per the 2018-2019 budget, is (\$35,573). Including non-operating reserve expenditures (inter-fund borrowing interest expenses) the total expected net loss for the year is (\$54,882).

# Rancho Murieta Community Services District

## Summary Budget Performance Report For the Month Ending September 30, 2018

	% of Total	Annual Budget	% of Total	YTD Budget	YTD Actuals	% of Total	YTD VARIANCE Amount	YTD VARIANCE %
<b>REVENUES</b>								
Water Charges	33.7%	\$2,180,141	41.1%	\$744,565	\$707,136	39.6%	(\$37,429)	(5.0%)
Sewer Charges	21.0%	1,355,461	18.7%	338,588	339,067	19.0%	479	0.1%
Drainage Charges	3.1%	201,670	2.8%	50,393	49,900	2.8%	(493)	(1.0%)
Security Charges	20.9%	1,348,017	18.6%	336,872	336,545	18.9%	(327)	(0.1%)
Solid Waste Charges	10.4%	673,988	9.3%	168,389	169,547	9.5%	1,157	0.7%
Other Income	2.0%	126,464	1.7%	30,479	40,268	2.3%	9,788	32.1%
Interest Earnings	0.1%	7,219	0.0%	60	54	0.0%	(6)	(9.9%)
Property Taxes	10.1%	650,000	9.0%	162,501	162,500	9.1%	(1)	(0.0%)
Property Tax (Reserve Alloc)	-1.3%	(82,000)	-1.1%	(20,499)	(20,500)	-1.1%	(1)	0.0%
<b>Total Revenues</b>	<b>100.0%</b>	<b>6,460,960</b>	<b>100.0%</b>	<b>1,811,350</b>	<b>1,784,517</b>	<b>100.0%</b>	<b>(26,832)</b>	<b>(1.5%)</b>
<b>OPERATING EXPENSES</b>								
<b>Water/Sewer/Drainage</b>								
Salaries & Wages	16.4%	1,060,701	13.4%	225,001	196,337	13.9%	(28,664)	(12.7%)
Employer Costs	7.1%	456,898	6.3%	106,157	97,865	6.9%	(8,292)	(7.8%)
Capital Project Labor Alloc	0.0%	0	0.0%	0	(155)	0.0%	(155)	0.0%
Power	4.9%	315,741	4.7%	78,780	74,434	5.3%	(4,346)	(5.5%)
Chemicals	2.5%	158,948	3.9%	64,659	54,604	3.9%	(10,055)	(15.6%)
Maintenance/Repairs	6.1%	392,814	5.8%	96,950	68,993	4.9%	(27,957)	(28.8%)
Water Meters/Boxes	0.6%	36,000	0.5%	9,000	0	0.0%	(9,000)	(100.0%)
Lab Tests	0.5%	32,000	0.5%	7,750	7,400	0.5%	(350)	(4.5%)
Permits	1.2%	76,036	2.1%	34,375	24,696	1.8%	(9,679)	(28.2%)
Training/Safety	0.3%	17,800	0.4%	7,200	2,887	0.2%	(4,313)	(59.9%)
Equipment Rental	0.3%	21,600	0.2%	3,900	0	0.0%	(3,900)	(100.0%)
Other Direct Costs	6.9%	443,256	11.6%	194,360	149,860	10.6%	(44,500)	(22.9%)
<b>Subtotal Water/Sewer/Drainage</b>	<b>46.6%</b>	<b>3,011,793</b>	<b>49.4%</b>	<b>828,132</b>	<b>676,922</b>	<b>48.0%</b>	<b>(151,211)</b>	<b>(18.3%)</b>
<b>Security</b>								
Salaries & Wages	10.7%	692,801	10.0%	167,544	128,839	9.1%	(38,705)	(23.1%)
Employer Costs	8.4%	540,763	7.7%	129,888	108,710	7.7%	(21,178)	(16.3%)
Off Duty Sheriff	0.1%	8,000	0.2%	4,000	3,051	0.2%	(949)	(23.7%)
Other	1.9%	122,393	2.0%	32,738	39,059	2.8%	6,322	19.3%
<b>Subtotal Security</b>	<b>21.1%</b>	<b>1,363,958</b>	<b>19.9%</b>	<b>334,170</b>	<b>279,660</b>	<b>19.8%</b>	<b>(54,510)</b>	<b>(16.3%)</b>
<b>Solid Waste</b>								
CWRS Contract	9.0%	579,691	8.6%	144,839	147,206	10.4%	2,366	1.6%
Sacramento County Admin Fee	0.6%	36,252	0.5%	9,068	9,150	0.6%	82	0.9%
HHW Event	0.0%	0	0.0%	0	0	0.0%	0	0.0%
<b>Subtotal Solid Waste</b>	<b>9.5%</b>	<b>615,944</b>	<b>9.2%</b>	<b>153,907</b>	<b>156,356</b>	<b>11.1%</b>	<b>2,449</b>	<b>1.6%</b>
<b>General / Admin</b>								
Salaries & Wages	9.8%	632,600	7.8%	130,400	117,792	8.3%	(12,608)	(9.7%)
Employer Costs	5.4%	349,880	4.8%	80,853	71,817	5.1%	(9,036)	(11.2%)
Capital Project Labor Alloc	0.0%	0	0.0%	0	0	0.0%	0	0.0%
Insurance	1.7%	109,588	1.6%	27,397	29,320	2.1%	1,923	7.0%
Legal	1.2%	74,400	1.1%	18,600	7,324	0.5%	(11,276)	(60.6%)
Office Supplies	0.3%	22,450	0.3%	5,475	3,827	0.3%	(1,648)	(30.1%)
Director Meeting Payments	0.3%	18,000	0.3%	4,500	1,900	0.1%	(2,600)	(57.8%)
Telephones	0.1%	7,759	0.1%	1,940	2,995	0.2%	1,056	54.4%
IT Systems Maintenance	1.4%	90,962	1.7%	28,896	36,806	2.6%	7,910	27.4%
Community Communications	0.1%	5,200	0.1%	1,600	567	0.0%	(1,033)	(64.6%)
Postage	0.3%	20,160	0.3%	5,040	4,592	0.3%	(448)	(8.9%)
Bld/Grounds Maint/Pest Cntr	0.3%	20,560	0.3%	5,140	5,974	0.4%	834	16.2%
Other	2.4%	153,280	3.0%	50,711	15,331	1.1%	(35,380)	(69.8%)
<b>Subtotal General / Admin</b>	<b>23.3%</b>	<b>1,504,839</b>	<b>21.5%</b>	<b>360,552</b>	<b>298,246</b>	<b>21.1%</b>	<b>(62,306)</b>	<b>(17.3%)</b>
<b>Total Operating Expenses</b>	<b>100.6%</b>	<b>6,496,533</b>	<b>100.0%</b>	<b>1,676,761</b>	<b>1,411,183</b>	<b>100.0%</b>	<b>(265,578)</b>	<b>(15.8%)</b>
<b>Operating Income (Loss)</b>	<b>100.0%</b>	<b>(35,573)</b>	<b>100.0%</b>	<b>134,588</b>	<b>373,334</b>	<b>100.0%</b>	<b>238,746</b>	<b>N/A</b>

	% of Total	Annual Budget	% of Total	YTD Budget	YTD Actuals	% of Total	YTD VARIANCE Amount	%
<b>Non-Operating Expenses</b>								
Water Reserve Expenditure	0.3%	18,619	0.2%	4,153	4,928	96.2%	775	18.7%
Sewer Reserve Expenditure	0.0%	0	0.0%	0	0	0.0%	0	0.0%
Drainage Reserve Expenditure	0.0%	0	0.0%	0	0	0.0%	0	0.0%
Security Reserve Expenditure	0.0%	690	0.0%	165	192	3.8%	27	16.5%
<b>Total Non-Operating Expenses</b>	<b>0.3%</b>	<b>19,309</b>	<b>0.3%</b>	<b>4,318</b>	<b>5,120</b>	<b>100.0%</b>	<b>802</b>	<b>18.6%</b>
<b>Net Income (Loss)</b>	<b>100.0%</b>	<b>(54,882)</b>	<b>100.0%</b>	<b>130,270</b>	<b>368,214</b>	<b>100.0%</b>	<b>237,943</b>	<b>N/A</b>

## Rancho Murieta Community Services District

### Budget Performance Report by FUND For the Month Ending September 30, 2018

	% of Total Rev	Annual Budget	% of Total Rev	YTD Budget	YTD Actuals	% of Total Rev	YTD VARIANCE Amount	%
<b>WATER</b>								
<b>REVENUES</b>								
Water Charges	98.3%	\$2,180,141	98.9%	\$744,565	\$707,136	97.6%	(\$37,429)	(5.0%)
Interest Earnings	0.2%	4,700	0.0%	0	0	0.0%	0	0.0%
Other Income	1.5%	33,521	1.1%	8,380	17,272	2.4%	8,892	106.1%
<b>Total Water Revenues</b>	<b>100.0%</b>	<b>2,218,362</b>	<b>100.0%</b>	<b>752,945</b>	<b>724,408</b>	<b>100.0%</b>	<b>(28,538)</b>	<b>(3.8%)</b>
<b>EXPENSES (excluding depreciation)</b>								
Salaries & Wages	25.8%	572,778	16.1%	121,500	104,234	14.4%	(17,266)	(14.2%)
Employer Costs	11.1%	247,005	7.6%	57,368	51,838	7.2%	(5,530)	(9.6%)
Capital Project Labor Alloc	0.0%	0	0.0%	0	(155)	0.0%	(155)	0.0%
Power	8.7%	193,401	6.1%	45,594	36,678	5.1%	(8,915)	(19.6%)
Chemicals	4.4%	96,636	4.2%	31,659	34,539	4.8%	2,880	9.1%
Chemicals - T&O	0.5%	10,000	0.7%	5,500	2,661	0.4%	(2,839)	(51.6%)
Maintenance/Repairs	10.0%	220,814	7.3%	55,200	30,072	4.2%	(25,128)	(45.5%)
Water Meters/Boxes	1.6%	36,000	1.2%	9,000	0	0.0%	(9,000)	(100.0%)
Lab Tests	0.8%	17,000	0.5%	4,000	2,621	0.4%	(1,379)	(34.5%)
Permits	1.3%	28,044	1.6%	11,850	10,469	1.4%	(1,381)	(11.7%)
Training/Safety	0.4%	8,100	0.5%	3,600	1,360	0.2%	(2,240)	(62.2%)
Equipment Rental	0.6%	13,800	0.4%	2,700	0	0.0%	(2,700)	(100.0%)
Other Direct Costs	14.8%	327,598	22.3%	167,826	126,239	17.4%	(41,587)	(24.8%)
<b>Operational Expenses</b>	<b>79.8%</b>	<b>1,771,175</b>	<b>68.5%</b>	<b>515,797</b>	<b>400,557</b>	<b>55.3%</b>	<b>(115,240)</b>	<b>(22.3%)</b>
<b>Water Income (Loss)</b>	<b>20.2%</b>	<b>447,187</b>	<b>31.5%</b>	<b>237,148</b>	<b>323,851</b>	<b>44.7%</b>	<b>86,703</b>	<b>36.6%</b>
<b>38.9% Net Admin Alloc</b>	<b>20.8%</b>	<b>461,159</b>	<b>14.5%</b>	<b>109,374</b>	<b>84,312</b>	<b>11.6%</b>	<b>(25,062)</b>	<b>(22.9%)</b>
<b>Reserve Expenditures</b>	<b>0.8%</b>	<b>18,619</b>	<b>0.6%</b>	<b>4,153</b>	<b>4,928</b>	<b>0.7%</b>	<b>775</b>	<b>18.7%</b>
<b>Total Net Income (Loss)</b>	<b>-1.5%</b>	<b>(32,591)</b>	<b>16.4%</b>	<b>123,622</b>	<b>234,611</b>	<b>32.4%</b>	<b>110,989</b>	<b>89.8%</b>
<b>SEWER</b>								
<b>REVENUES</b>								
Sewer Charges	98.6%	1,355,461	98.7%	338,588	339,067	98.3%	479	0.1%
Interest Earnings	0.0%	490	0.0%	0	0	0.0%	0	0.0%
Other Income	1.4%	18,743	1.3%	4,549	5,747	1.7%	1,198	26.3%
<b>Total Sewer Revenues</b>	<b>100.0%</b>	<b>1,374,694</b>	<b>100.0%</b>	<b>343,137</b>	<b>344,815</b>	<b>100.0%</b>	<b>1,677</b>	<b>0.5%</b>
<b>EXPENSES (excluding depreciation)</b>								
Salaries & Wages	28.8%	395,641	24.5%	83,925	75,096	21.8%	(8,829)	(10.5%)
Employer Costs	7.7%	170,660	5.3%	39,730	37,672	5.2%	(2,058)	(5.2%)
Power	8.2%	112,301	9.2%	31,569	36,247	10.5%	4,679	14.8%
Chemicals	2.7%	37,500	5.8%	20,000	16,231	4.7%	(3,769)	(18.8%)
Maintenance/Repairs	11.4%	157,000	10.7%	36,750	38,240	11.1%	1,490	4.1%
Lab Tests	1.1%	15,000	1.1%	3,750	4,780	1.4%	1,030	27.5%
Permits	3.0%	41,492	6.6%	22,525	14,227	4.1%	(8,298)	(36.8%)
Training/Safety	0.7%	9,700	1.0%	3,600	1,527	0.4%	(2,073)	(57.6%)
Equipment Rental	0.3%	4,800	0.3%	1,200	0	0.0%	(1,200)	(100.0%)
Other Direct Costs	7.3%	100,114	6.7%	23,134	23,580	6.8%	446	1.9%
<b>Operational Expenses</b>	<b>76.0%</b>	<b>1,044,208</b>	<b>77.6%</b>	<b>266,183</b>	<b>247,600</b>	<b>71.8%</b>	<b>(18,582)</b>	<b>(7.0%)</b>
<b>Sewer Income (Loss)</b>	<b>24.0%</b>	<b>330,486</b>	<b>22.4%</b>	<b>76,955</b>	<b>97,214</b>	<b>28.2%</b>	<b>20,259</b>	<b>26.3%</b>
<b>29.7% Net Admin Alloc</b>	<b>25.6%</b>	<b>352,093</b>	<b>24.3%</b>	<b>83,506</b>	<b>65,803</b>	<b>19.1%</b>	<b>(17,703)</b>	<b>(21.2%)</b>
<b>Reserve Expenditures</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>
<b>Total Net Income (Loss)</b>	<b>-1.6%</b>	<b>(21,607)</b>	<b>-1.9%</b>	<b>(6,551)</b>	<b>31,411</b>	<b>9.1%</b>	<b>37,962</b>	<b>(579.5%)</b>
<b>DRAINAGE</b>								
<b>REVENUES</b>								
Drainage Charges	75.0%	201,670	75.1%	50,393	49,900	74.9%	(493)	(1.0%)
Property Tax	6.2%	100,000	6.2%	24,999	25,000	6.2%	1	0.0%
Property Tax (Reserve Alloc)	-2.1%	(33,000)	-2.1%	(8,250)	(8,250)	-2.1%	0	0.0%
Interest Earnings	0.0%	60	0.0%	0	0	0.0%	0	0.0%
<b>Total Drainage Revenues</b>	<b>100.0%</b>	<b>268,730</b>	<b>100.0%</b>	<b>67,142</b>	<b>66,650</b>	<b>100.0%</b>	<b>(492)</b>	<b>(0.7%)</b>



	% of Total Rev	Annual Budget	% of Total Rev	YTD Budget	YTD Actuals	% of Total Rev	YTD VARIANCE Amount	%
<b>EXPENSES (excluding depreciation)</b>								
Salaries & Wages	34.3%	92,282	29.2%	19,576	17,007	25.5%	(2,569)	(13.1%)
Employer Costs	1.8%	39,233	1.2%	9,059	8,355	1.2%	(704)	(7.8%)
Power	3.7%	10,039	2.4%	1,618	1,508	2.3%	(110)	(6.8%)
Chemicals	5.5%	14,812	11.2%	7,500	1,173	1.8%	(6,327)	(84.4%)
Maintenance/Repairs	5.6%	15,000	7.4%	5,000	680	1.0%	(4,320)	(86.4%)
Permits	2.4%	6,500	0.0%	0	0	0.0%	0	0.0%
Equipment Rental	1.1%	3,000	0.0%	0	0	0.0%	0	0.0%
Other Direct Costs	5.8%	15,544	5.1%	3,400	41	0.1%	(3,359)	(98.8%)
<b>Operational Expenses</b>	<b>73.1%</b>	<b>196,410</b>	<b>68.7%</b>	<b>46,153</b>	<b>28,765</b>	<b>43.2%</b>	<b>(17,388)</b>	<b>(37.7%)</b>
<b>Drainage Income (Loss)</b>	<b>26.9%</b>	<b>72,320</b>	<b>31.3%</b>	<b>20,989</b>	<b>37,886</b>	<b>56.8%</b>	<b>16,896</b>	<b>80.5%</b>
<b>6.1% Net Admin Alloc</b>	<b>26.9%</b>	<b>72,315</b>	<b>25.5%</b>	<b>17,151</b>	<b>13,515</b>	<b>20.3%</b>	<b>(3,636)</b>	<b>(21.2%)</b>
<b>Reserve Expenditures</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>
<b>Total Net Income (Loss)</b>	<b>0.0%</b>	<b>4</b>	<b>5.7%</b>	<b>3,838</b>	<b>24,370</b>	<b>36.6%</b>	<b>20,532</b>	<b>535.0%</b>
<b>SECURITY REVENUES</b>								
Security Charges	84.0%	1,348,017	84.1%	336,872	336,545	84.0%	(327)	(0.1%)
Interest Earnings	0.0%	500	0.0%	0	0	0.0%	0	0.0%
Property Tax	15.3%	245,000	15.3%	61,251	61,250	15.3%	(1)	(0.0%)
Property Tax (Reserve Alloc)	-3.1%	(49,000)	-3.1%	(12,249)	(12,250)	-3.1%	(1)	0.0%
Other Income	3.7%	60,100	3.6%	14,475	14,992	3.7%	517	3.6%
<b>Total Security Revenues</b>	<b>100.0%</b>	<b>1,604,617</b>	<b>100.0%</b>	<b>400,349</b>	<b>400,537</b>	<b>100.0%</b>	<b>188</b>	<b>0.0%</b>
<b>EXPENSES (excluding depreciation)</b>								
Salaries & Wages	43.2%	692,801	41.8%	167,544	128,839	32.2%	(38,705)	(23.1%)
Employer Costs	24.4%	540,763	17.3%	129,888	108,710	15.0%	(21,178)	(16.3%)
Equipment Repairs	0.3%	4,800	0.3%	1,200	233	0.1%	(968)	(80.6%)
Vehicle Maintenance	0.6%	9,000	0.6%	2,250	922	0.2%	(1,328)	(59.0%)
Vehicle Fuel	1.0%	16,200	1.0%	4,050	3,431	0.9%	(619)	(15.3%)
Off Duty Sheriff	0.5%	8,000	1.0%	4,000	3,051	0.8%	(949)	(23.7%)
Other	5.8%	92,393	6.3%	25,238	34,474	8.6%	9,236	36.6%
<b>Operational Expenses</b>	<b>85.0%</b>	<b>1,363,958</b>	<b>83.5%</b>	<b>334,170</b>	<b>279,660</b>	<b>69.8%</b>	<b>(54,510)</b>	<b>(16.3%)</b>
<b>Security Income (Loss)</b>	<b>15.0%</b>	<b>240,660</b>	<b>16.5%</b>	<b>66,179</b>	<b>120,877</b>	<b>30.2%</b>	<b>54,698</b>	<b>82.7%</b>
<b>20.3% Net Admin Alloc</b>	<b>15.0%</b>	<b>240,656</b>	<b>14.3%</b>	<b>57,077</b>	<b>44,977</b>	<b>11.2%</b>	<b>(12,100)</b>	<b>(21.2%)</b>
<b>Reserve Expenditures</b>	<b>0.0%</b>	<b>690</b>	<b>0.0%</b>	<b>165</b>	<b>192</b>	<b>0.0%</b>	<b>27</b>	<b>16.5%</b>
<b>Total Net Income (Loss)</b>	<b>0.0%</b>	<b>(687)</b>	<b>2.2%</b>	<b>8,938</b>	<b>75,708</b>	<b>18.9%</b>	<b>66,770</b>	<b>747.1%</b>
<b>SOLID WASTE REVENUES</b>								
Solid Waste Charges	99.8%	673,988	100.0%	168,389	169,547	100.0%	1,157	0.7%
Interest Earnings	0.2%	1,229	0.0%	0	0	0.0%	0	0.0%
<b>Total Solid Waste Revenues</b>	<b>100.0%</b>	<b>675,217</b>	<b>100.0%</b>	<b>168,389</b>	<b>169,547</b>	<b>100.0%</b>	<b>1,157</b>	<b>0.7%</b>
<b>EXPENSES (excluding depreciation)</b>								
CWRS Contract	85.9%	579,691	86.0%	144,839	147,206	86.8%	2,366	1.6%
Sacramento County Admin Fee	5.4%	36,252	5.4%	9,068	9,150	5.4%	82	0.9%
HHW Event	0.0%	0	0.0%	0	0	0.0%	0	0.0%
<b>Operational Expenses</b>	<b>91.2%</b>	<b>615,944</b>	<b>91.4%</b>	<b>153,907</b>	<b>156,356</b>	<b>92.2%</b>	<b>2,449</b>	<b>1.6%</b>
<b>Solid Waste Income (Loss)</b>	<b>8.8%</b>	<b>59,273</b>	<b>8.6%</b>	<b>14,482</b>	<b>13,191</b>	<b>7.8%</b>	<b>(1,291)</b>	<b>(8.9%)</b>
<b>5.0% Net Admin Alloc</b>	<b>8.8%</b>	<b>59,275</b>	<b>8.3%</b>	<b>14,058</b>	<b>11,078</b>	<b>6.5%</b>	<b>(2,980)</b>	<b>(21.2%)</b>
<b>Total Net Income (Loss)</b>	<b>0.0%</b>	<b>(2)</b>	<b>0.3%</b>	<b>424</b>	<b>2,113</b>	<b>1.2%</b>	<b>1,689</b>	<b>398.2%</b>
<b>OVERALL NET INCOME(LOSS)</b>	<b>-0.9%</b>	<b>(54,882)</b>	<b>7.5%</b>	<b>130,270</b>	<b>368,214</b>	<b>21.6%</b>	<b>237,943</b>	<b>182.7%</b>

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

## INVESTMENT REPORT

*CASH BALANCE AS OF SEPTEMBER 30, 2018*

INSTITUTION	YIELD	BALANCE
<b>CSD FUNDS</b>		
<i>EL DORADO SAVINGS BANK</i>		
SAVINGS	0.03%	\$ 598,446.98
CHECKING	0.02%	\$ 104,989.68
PAYROLL	0.02%	\$ 121,870.20
<i>BANNER BANK</i>		
EFT	0.00%	\$ 14,645.12
<i>LOCAL AGENCY INVESTMENT FUND (LAIF)</i>		
UNRESTRICTED	2.06%	\$ 729,542.28
RESTRICTED RESERVES	2.06%	\$ 5,270,410.11
<i>CALIFORNIA ASSET MGMT (CAMP)</i>		
OPERATION ACCOUNT	2.14%	\$ 617,206.92
<i>UNION BANK</i>		
PARS GASB45 TRUST (balance as of 8/31/18)	1.42%	\$ 1,790,193.06
<b>TOTAL CSD</b>		<b>\$ 9,247,304.35</b>

### BOND FUNDS


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

<i>BANK OF AMERICA</i>		
CHECKING	0.00%	\$ 179,426.89
<i>WILMINGTON TRUST</i> (balance as of 11/30/17)		
BOND RESERVE FUND	1.60%	\$ 392,086.37
BOND ADMIN EXPENSE	1.60%	\$ 24.31
BOND SPECIAL TAX FUND	1.60%	\$ -
BOND ACQ & CONSTRUCTION	1.60%	\$ 6,579.50
BOND REDEMPTION ACCOUNT	1.60%	\$ -
BOND COI	1.60%	\$ -
BOND SURPLUS	1.60%	\$ 59.69
<b>TOTAL CFD</b>		<b>\$ 578,176.76</b>

**TOTAL ALL FUNDS** **\$ 9,825,481.11**

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

PREPARED BY: Eric Thompson, Controller

REVIEWED BY: , District Treasurer

# MEMORANDUM

**Date:** September 4, 2018  
**To:** Security Committee  
**From:** Jeffery Werblun, Security Chief  
**Subject:** Security Report for the Month of August 2018

---

## OPERATIONS UPDATES

We hired one (1) Patrol Officer and one (1) Gate Officer. We also lost one (1) Gate Officer and one (1) Patrol Officer due to resignations, which leaves (2) Patrol Officer, (1) Full Time Gate Officer, (1) Part Time Gate Officer, and (1) Temporary Gate Officer openings.

## INCIDENTS OF NOTE

August 2, 2018 at 0734 hours, theft from a vehicle on Cozumel. The vehicle was left unlocked. Unknown what property was taken. Referred to Sacramento Sheriff's Department (SSD) for report.

August 2, 2018 at 0809 hours, stolen pickup from Seguridad Street. The vehicle was parked in front of the residence unlocked with the keys on the floor board. Unknown suspect(s) stole the truck. The victim was referred to California Highway Patrol (CHP) for a report.

August 2, 2018 at 0814 hours, residential burglary on Fuente De Paz. An intoxicated juvenile suspect entered the house through an unlocked rear screen door. He was so intoxicated he thought it was his house after he drove there from a nearby party. The residents awoke in the morning and found the suspect asleep on their couch. They did not know him. Security Sergeant Tompkins arrived and woke the suspect up. The suspect was escorted out of the house to wait for SSD to arrive. After trying to get into his own car and drive away, which Sergeant Tompkins prevented, the suspect took off and ran to another house down the street. He was able to enter that house through the unlocked rear door. The suspect locked the door, so the Sergeant Tompkins could not gain entry after him. At some point, while waiting for SSD, the suspect fled the house on the opposite side that Sergeant Tompkins was on and drove away in his own car. SSD and Sergeant Tompkins went to the suspect's house and located him inside with his parents. The first victims that found the suspect asleep on their couch wanted to press charges. SSD handled.

August 3, 2018 at 2235 hours, A golf cart was reported stolen on Luyanda Court. The victim reported their golf cart was left on the South Course near the 1<sup>st</sup> hole and it was stolen. Referred to SSD.

August 21, 2018 at 0635 hours, a golf cart was stolen out of a garage on Domingo. The residents left their garage door open all night and discovered the cart missing in the morning. The cart was located later abandoned down the street.

August 23, 2018 at 1039 hours, attempted residential burglary on Sonora Drive. Unknown suspect(s) attempted to gain entry by kicking two (2) different doors to the residence. The doors were damaged, but entry was not made. District Patrol responded and SSD was advised.

August 24, 2018 at 1306 hours, report of golf clubs stolen from a garage on Guadalupe Drive. The victim believes the garage door was closed. SSD was notified. Patrol later located the golf clubs in a ditch down the street. They were returned to the owner.

August 26, 2018 at 0742 hours, unlocked vehicles gone through and property stolen on Abierto Drive. Also, a bicycle stolen from a garage on Abierto Drive. Some of the property was later recovered in the area and the airport. It was returned to the owners. SSD was notified.

August 28, 2018 at 1650 hours, a hit and run involving a golf cart and parked vehicle occurred on Puerto Drive. Suspect was speeding in a golf cart. A resident yelled at him to slow down. The suspect made a U-turn and returned to demonstrate his driving skills to the resident. The Suspect started making tight circles in the street (donuts) in front of the resident. The suspect collided with a parked pick up truck causing damage. The suspect got out of the golf cart, staggered around a bit, and spoke to the resident. The resident said the suspect was drunk. The suspect then drove away from the scene in the golf cart. CHP responded for the investigation. The golf cart was located in a garage on Puerto Drive. As CHP officers and District Patrol arrived at that address, they tried to locate the suspect. Apparently, the suspect jumped the back fence and fled. Someone picked him up and he is now possibly in Reno. Based on the resident's witness statement to CHP, the hit and run accident, and the fact the resident filmed the suspect on cell phone video, CHP will be seeking many criminal charges against the suspect. Allegedly the suspect has warrants for his arrest for similar crimes.

#### **RANCHO MURIETA ASSOCIATION COMPLIANCE MEETING**

The meeting was held August 7, 2018.



**Rancho Murieta Association  
Rule Violations/Admonishments/Complaints  
August 2018**

Gate Entrance Refusals	44
Parking	6
Unsafe Driving	5
Open Garage Door	1
Park Hours	7
Speeding	4
Loose/Off Leash Dogs	6
Barking Dogs	16
Unlicensed Driver	0
Stop Sign	0
<hr/>	
<b>Total</b>	<b>89</b>

Note: A *complaint* of a violation does NOT necessarily mean a violation occurred. The complaint may have been unfounded, officers were unable to locate the complaint, or the complaint was not actually in fact a RMA Rule violation at all.



## RMA Rule Violations / Citations August 2018

Driveway Parking	19
Overnight Street Parking	34
Park Hours	2
Stop Sign	24
Unsafe Driving	2
Speeding	160
Unlicensed Driver	1
<hr/>	
<b>Total</b>	<b>242</b>

\*Note: These citation totals are citations issued by CSD Security; they do not reflect citations issued by RMA.

## MEMORANDUM

**Date:** October 5, 2018  
**To:** Board of Directors  
**From:** Jeffery Werblun, Security Chief  
**Subject:** Security Report for the Month of September 2018

---

### OPERATIONS UPDATE

We hired one (1) Patrol Officer and one (1) Gate Officer. Interviews for Gate and Patrol Officer positions will be held the second week in October. We continue to use contract security for the gate and patrol a few days a week.

### INCIDENTS OF NOTE

September 1, 2018 at 2115 hours, DUI arrest on Via Sereno at 1 Park. Patrol responded to a report of a vehicle off the road into a ditch. Upon arriving, the Patrol Officer spoke to the driver who said he went around the corner too fast and ran off the road. The driver exhibited symptoms of being under the influence of an alcoholic beverage. When the Patrol Officer told the driver California Highway Patrol (CHP) was on their way to investigate, the driver became uncooperative and tried to walk away. The Patrol Officer told him he was not free to leave. The Patrol Officer grabbed the driver to stop him from fleeing and a brief struggle occurred. The Patrol Officer took the driver into custody with the assistance of another resident who was passing by. CHP arrived and conducted their investigation. The driver was arrested for DUI.

September 6, 2018, I attended the Kiwanis Club meeting. I was invited as the Guest Speaker. I discussed the Security Department's role, responsibilities, and authority. I also answered questions from the audience.

September 8, 2018, 1830 hours, a resident entered the barcode lane of the South Gate. As the vehicle passed through the open gate, the occupants waved the vehicle that was following through the gate. The gate arm lowered after the first vehicle went through and the second vehicle struck the gate arm. The vehicle continued without stopping. A third vehicle drove through the gate without stopping either. The second and third vehicles were not residents or registered guests, they ran the gate. The officers used camera footage to identify the resident and other vehicles involved. The gate suffered moderate damage. Violations were forwarded to Rancho Murieta Association (RMA) for prosecution.

September 13, 2018, 0740 hours, an RMA worker noticed spray paint graffiti on the wood bridge and signs around the area. RMA reported to Sacramento County Sheriff's Department (SSD). Workers spent most of the day cleaning off the graffiti. No suspect information.

September 14, 2018, 1427 hours, District Patrol Officer responded to a report of a residential burglary in progress at a residence on Guadalupe Drive. The report was a male kicked in the back door to the residence. A female was also with the male. Security Patrol arrived on scene and caught the male and female still at the residence. SSD and the homeowner arrived on scene. The female was the resident's 14-year-old daughter. The male was her 21-year-old boyfriend. The daughter was a runaway. The resident pressed charges against the male. He was arrested by SSD. District Patrol Officer issued a written trespass warning against the male.

Summerfest was held and only two (2) incidents were reported. Both involved intoxicated subjects that were subsequently transported home by sober parties.

September 23, 2018 between the hours of 2200 and 2230, two (2) male subjects broke into the Airport storage through the rear walk in gate. The two (2) subjects were caught on Airport gate cameras. The subjects took a 1999 Ford F 250 truck and a small utility trailer. The subjects unbolted the drive chain on the drive out gate and left the area. District Patrol Officer found the broken gate, reported it to the owners who subsequently called CHP.

September 26, 2018 approximately 0220 hours, District Patrol Officer located a vehicle sitting on South Parkway with door open, engine running, and driver passed out. Patrol Officer shut off engine and tried to wake driver. Strong smell of alcohol and driver had slurred speech once awake. Driver passed back out and Patrol Officer called for CHP. SSD arrived then allowed driver to drive himself home on Rancho North.

### **RANCHO MURIETA ASSOCIATION COMPLIANCE MEETING**

The meeting was held September 4, 2018. I was not able to attend.





**Rancho Murieta Association  
Rule Violations/Admonishments/Complaints  
September 2018**

Gate Entrance Refusals	22
Parking	3
Unsafe Driving	6
Open Garage Door	2
Park Hours	3
Speeding	3
Loose/Off Leash Dogs	4
Barking Dogs	14
Unlicensed Driver	1
<hr/>	
<b>Total</b>	<b>58</b>

Note: A *complaint* of a violation does NOT necessarily mean a violation occurred. The complaint may have been unfounded, officers were unable to locate the complaint, or the complaint was not actually in fact an RMA Rule violation at all.



## RMA Rule Violations / Citations September 2018

Driveway Parking	1
Overnight Street Parking	32
Stop Sign	45
Unsafe Driving	3
Speeding	98
<hr/>	
<b>Total</b>	<b>179</b>

\*Note: These citation totals are citations issued by CSD Security; they do not reflect citations issued by RMA.

# MEMORANDUM

Date: September 6, 2018  
To: Board of Directors  
From: Paul Siebensohn, Director of Field Operations  
Subject: Utilities Report

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

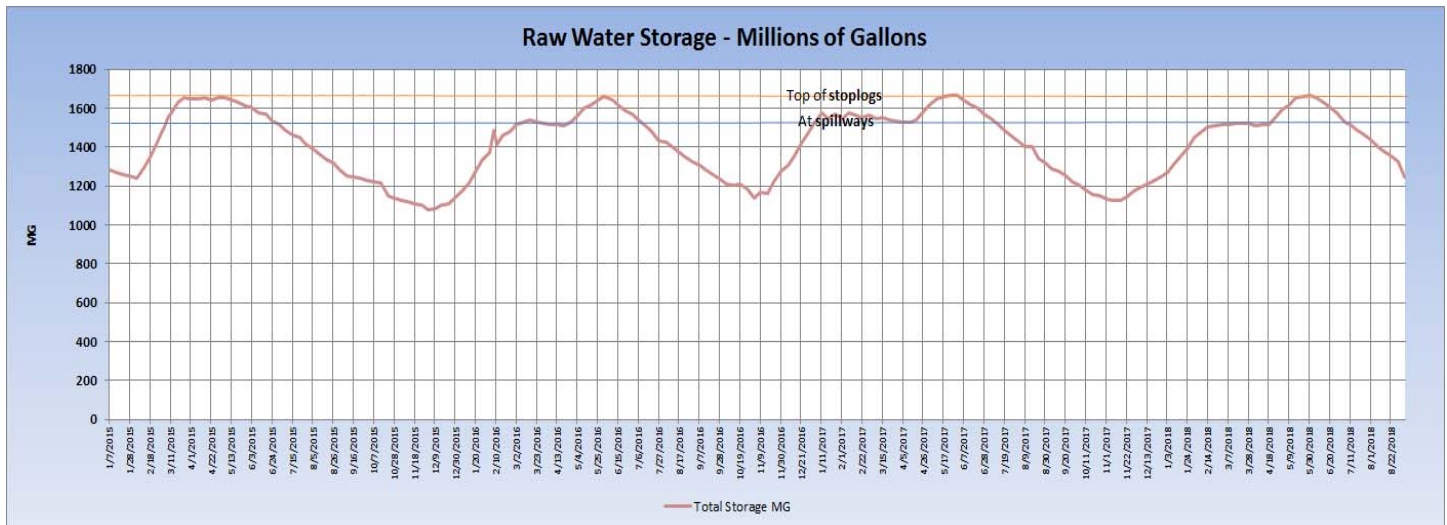
## WATER TREATMENT

Water Treatment Plant (WTP) #1 setpoint varied between 1-2.3 million gallons per day (mgd), averaging a production volume of 1.77 mgd. WTP #2 is in operation at 1.0 mgd, producing an average of 0.71 mgd. Total daily demand is currently averaging 2.48 mgd. Total water production for August was 68,883,000 gallons, which averaged to approximately 856 gallons per day per water connection.

## WATER SOURCE OF SUPPLY

On September 6, 2018, all raw water storage for Calero, Chesbro, and Clementia Reservoirs measured approximately 1,244.9 MG (3,820.7 AF) of which 1,081 MG (3,317.6 AF) is usable due to dead storage. For Calero and Chesbro Reservoirs alone, storage measured 943.43 MG (2,895.5 AF), or 894 MG (2442.5 AF) usable. In August there was 0.0" of rainfall and evaporation was 8.68".

Below is a graphic representation of the water storage reservoir levels from 2015 to date.

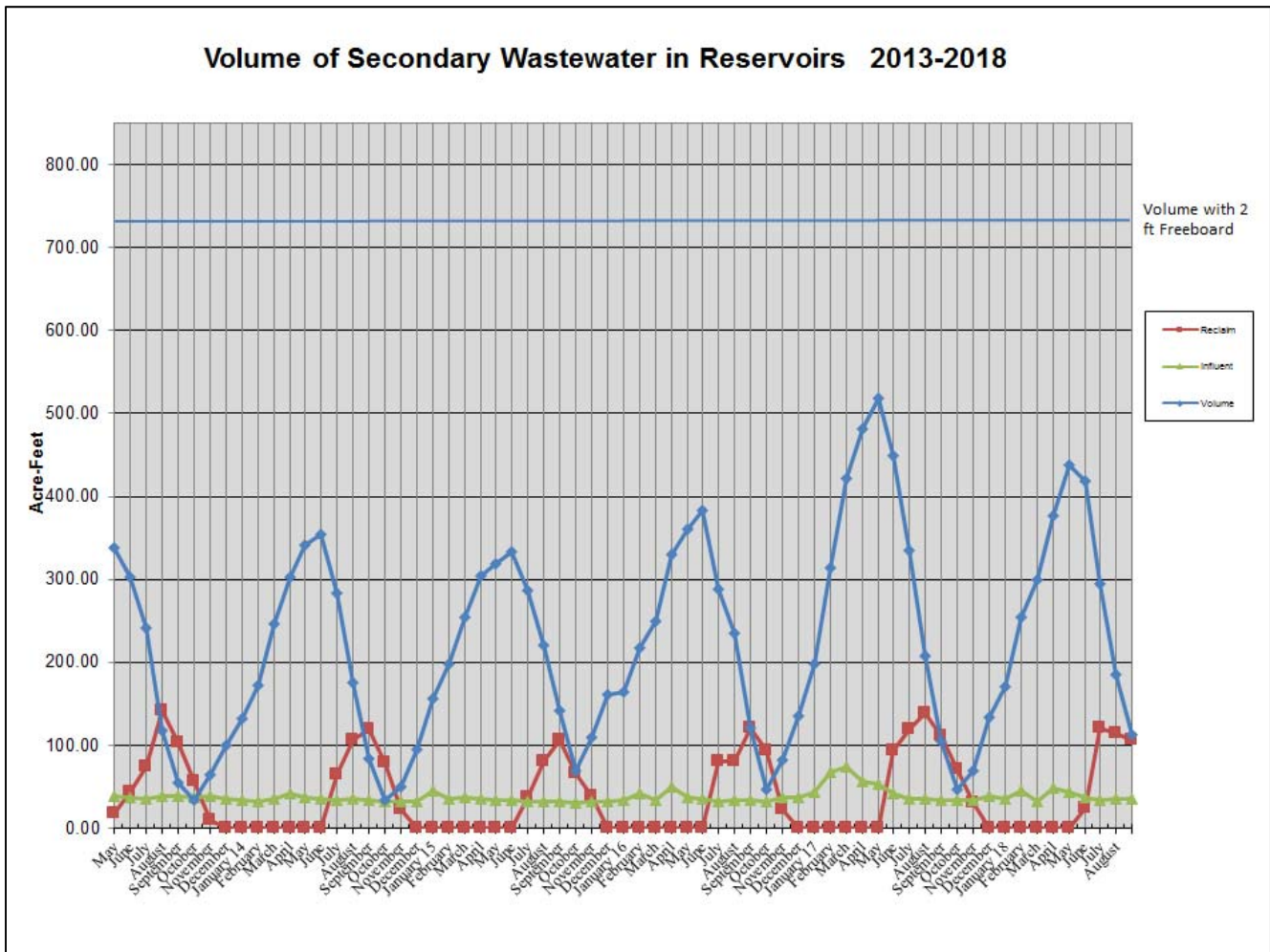


## WASTEWATER COLLECTION, TREATMENT, AND RECLAMATION

Influent wastewater flow averaged 0.376 million gallons a day, for a total of 11.65 MG, (35.75 AF). This is approximately 146 gpd per sewer connection. Secondary wastewater storage measured 36.5 MG (112 AF) on September 5, 2018.

In August, the District supplied 34,376,000 gallons of recycled water to the Rancho Murieta Country Club (RMCC) for their irrigation needs.

Below is a graph of the District's secondary storage of wastewater to date.



**SEWER COLLECTION**

As continuing preventative maintenance on lateral “J” that runs between lower Guadalupe and Lago Drive through Lago Drive Park 15 in Unit 1 in the North, we treated the line with a root control agent and jetted it twice.

**DRAINAGE / STORMWATER**

Utility staff continued weed abatement and continues to remove sediment buildup of inflows and outflows of culverts. The Sacramento-Yolo Mosquito & Vector Control District will be out on September 7, 2018 to harvest mosquito fish from our reservoirs for their mosquito fish breeding program. Again, I requested that they put some of the mosquito fish into the Laguna Joaquin basin, which they said they were going to do.

**WATER METERING AND UTILITY STAFF WORK**

In August 2018, fourteen (14) ¾” and one (1) 1” water meters were replaced. Eight (8) Utility Star reports and six (6) underground service alerts (USAs) were completed. Staff also had three (3) calls for high water use on bills which turned out to be homeowner irrigation leaks. There were also four (4) service line leaks which were replaced along with three (3) additional service lines that were adjacent for proactive maintenance.

Utilities staff spent all night on a water main leak located on Via Sereno from August 28, 2018 until the next morning, August 29, 2018, at about 11:00 a.m. The leak was caused by a gasket that had failed in an 8” A.C. (asbestos concrete) pipe coupler. The fix was to cut a section of pipe out and replace it with a new piece of C-

900 pipe. Water service was interrupted on August 29, 2018 from 1:00 a.m. to about 7:00 a.m. Staff flushed all the area water service lines after flushing the mainline for repair and took bacteriological samples, all of which came back negative.

## **PROJECTS**

### **Development**

#### **The Retreats East and North**

We just received word that the developer is interested in proceeding with building models on three (3) of the lots off of De La Cruz Drive.

#### **The Retreats West**

We have contacted the project manager to contact us to inspect the water and sewer services.

#### **The Murieta Gardens - Murieta Marketplace**

This project is still on hold.

#### **The Murieta Gardens – Highway 16 Off-Site Improvements**

The Highway 16 road widening and development of an entrance in to the Murieta Gardens development is nearing completion.

#### **The Murieta Gardens II – Subdivision**

The contractor installing the infrastructure, JD Pasquetti, has been busy putting in the sewer system for the Murieta Gardens II 78 lots with oversight from Coastland Engineering's inspection.

#### **Rancho Murieta North – Development Project**

I have sent the developer an email and a reminder email to enter into a Facilities Extension Agreement (FEA) and provide funding to support the District's request to review of these documents. Until we receive the FEA and funding, review of the documents is on hold.

#### **FAA Business Park**

This project has received updated plans back from the manufacturer and should have plans ready for submittal next week. The County has authorized a preconstruction meeting and we have been waiting for the updated plans to come back so the structural engineer could complete his comments. They will inform me of the timing of the meeting with the county.

#### **The Greens Neighborhood Park**

No update.

#### **Murieta Equestrian Center – Food Service Building**

I have sent the developer an email and a reminder email to enter into a Facilities Extension Agreement (FEA) and provide information as to the planned water and sewer demands the new building will create on the District's systems.

## **DISTRICT PROJECTS**

### **Emergency Well Project**

Integra Realty Resources has reviewed the potential well site for land appraisal and is working on finalizing the appraisal for the District.

### **Cantova pump replacements**

The pumps are on order. We are in the process of getting bids for installation and putting together a bid packet to rebid the sewer bypass needed during installation.

### **Dam Inundation Mapping**

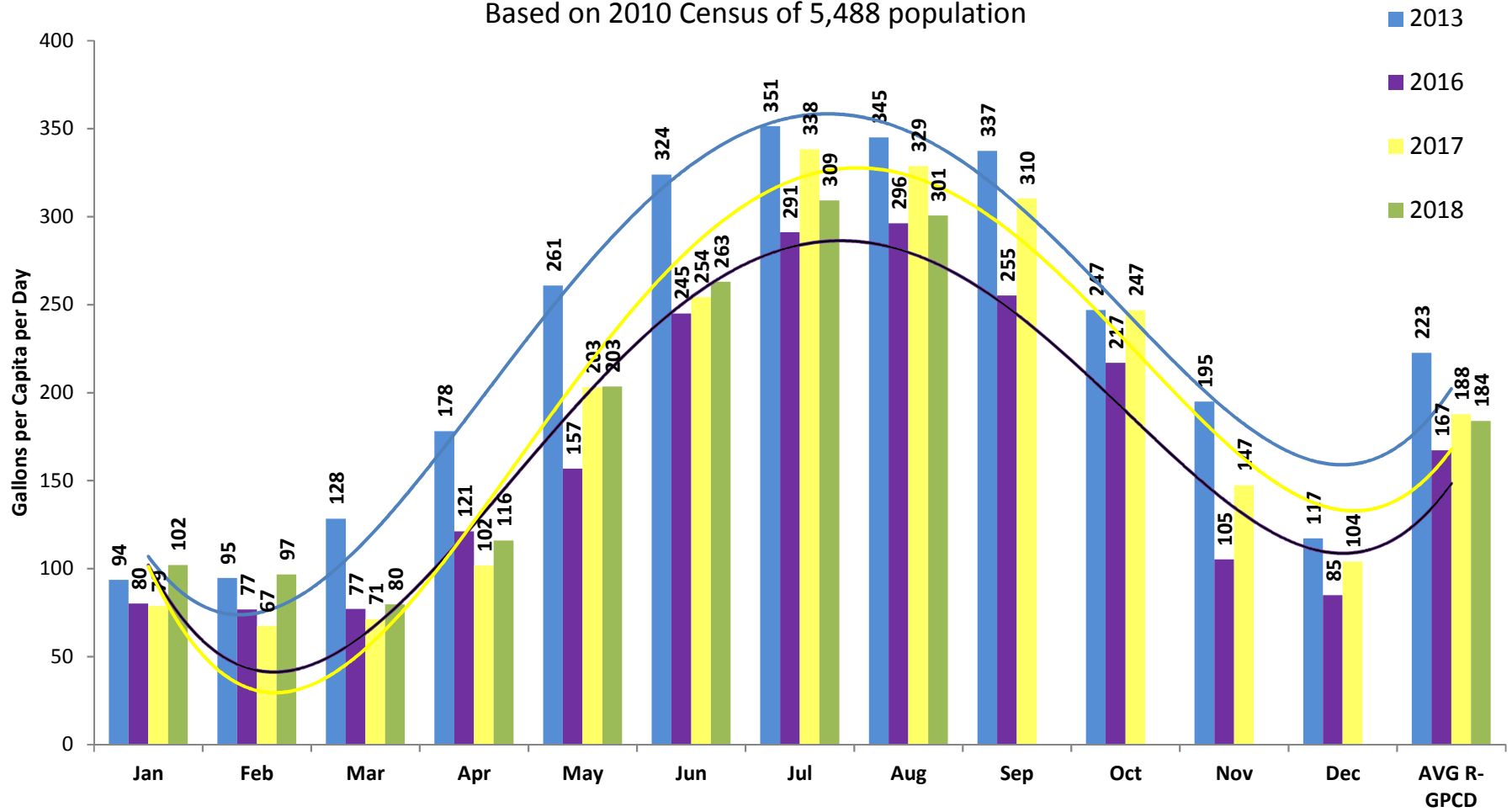
Dominichelli & Associates are continuing work on finalizing the models and have provided a draft map of three (3) the four (4) reservoir failures that are being required for evaluation. They are in the process of writing the reports for each reservoir. The dams being evaluated are Calero, Chesbro, Clementia, and Michigan Bar 1.

# Rancho Murieta - Residential Gallons per Capita per Day

Comparison of 2013 (drought base yr) to 2016, 2017 and 2018

Residential Potable Water Consumption

Based on 2010 Census of 5,488 population



Conservation achieved July 2016 versus July 2013: 17%

Conservation achieved July 2017 versus July 2013: 4%

Conservation achieved July 2018 versus July 2013: 12%

2016 versus 2013 YTD conservation: 27%

2017 versus 2013 YTD conservation: 22%

2018 versus 2013 YTD conservation: 18%

# MEMORANDUM

Date: October 5, 2018  
To: Board of Directors  
From: Paul Siebensohn, Director of Field Operations  
Subject: Utilities Report

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

## WATER TREATMENT

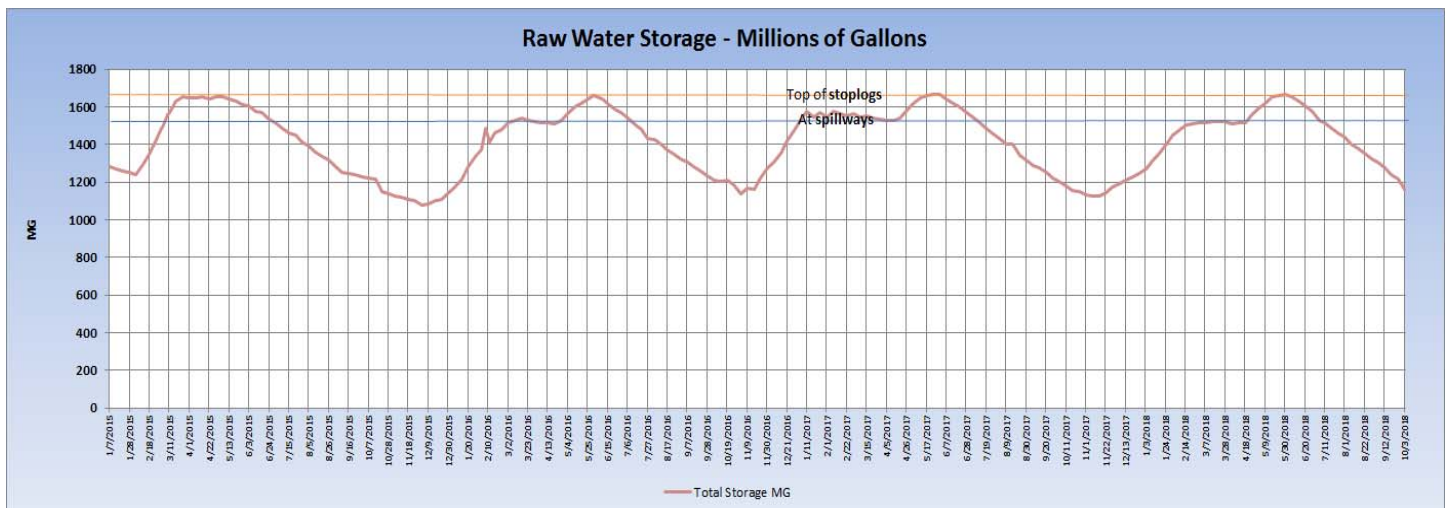
Water Treatment Plant (WTP) #1 is currently set to run at 1.44 million gallons per day (mgd), averaging a production volume of 0.96 mgd. WTP #2 is in operation at 1.0 mgd, producing an average of 0.97 mgd. Total daily demand is currently averaging 1.93 mgd. Total water production for September 2018 was 59,819,000 gallons.

## WATER SOURCE OF SUPPLY

On October 3, 2018, all raw water storage for Calero, Chesbro, and Clementia Reservoirs measured approximately 1,163.6 MG (3,571.3 AF) of which 999.7 MG (3,068.2) is usable due to dead storage. For Calero and Chesbro Reservoirs alone, storage measured 1,312 MG (4,029.5 AF), or 1,263.6 MG (3,576.5 AF) usable. In September 2018 there was no rainfall and evaporation was 7.3”.

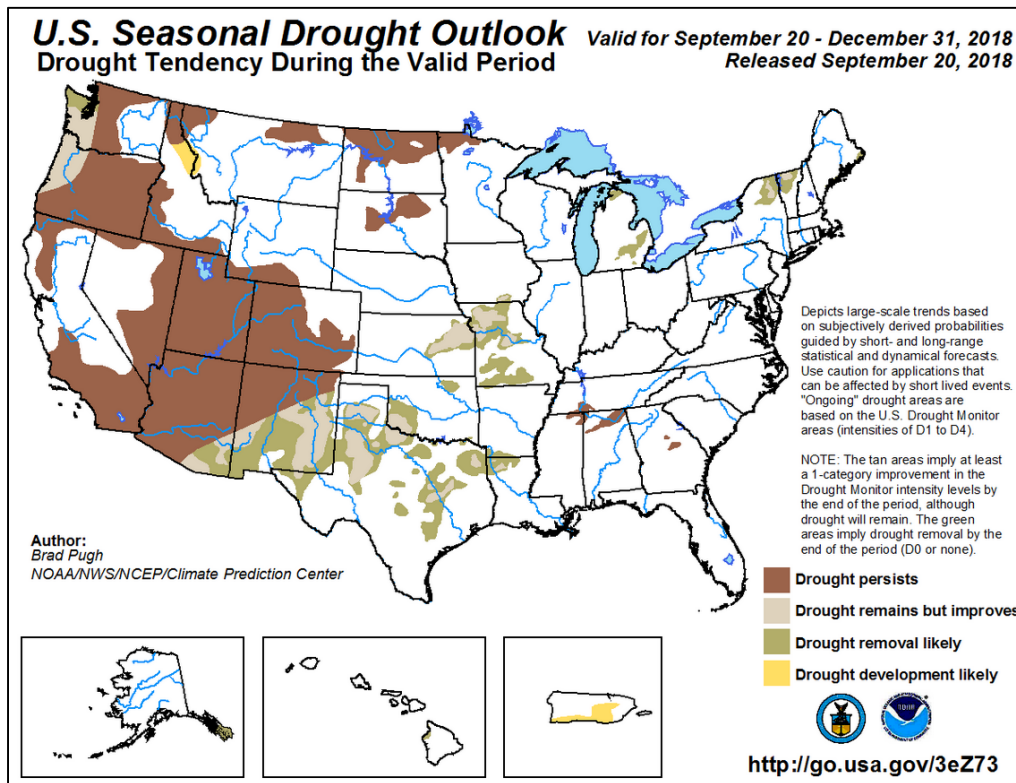
We brought in a service this past month to inspect our raw water intake and to set our aeration system around it in the Chesbro reservoir.

Below is a graphic representation of the water storage reservoir levels from 2015 to Oct.3, 2018.



The weather outlook for this winter predicts that rainfall in our area should be in the normal range. The season drought outlook is shown below.





**WASTEWATER COLLECTION, TREATMENT, AND RECLAMATION**

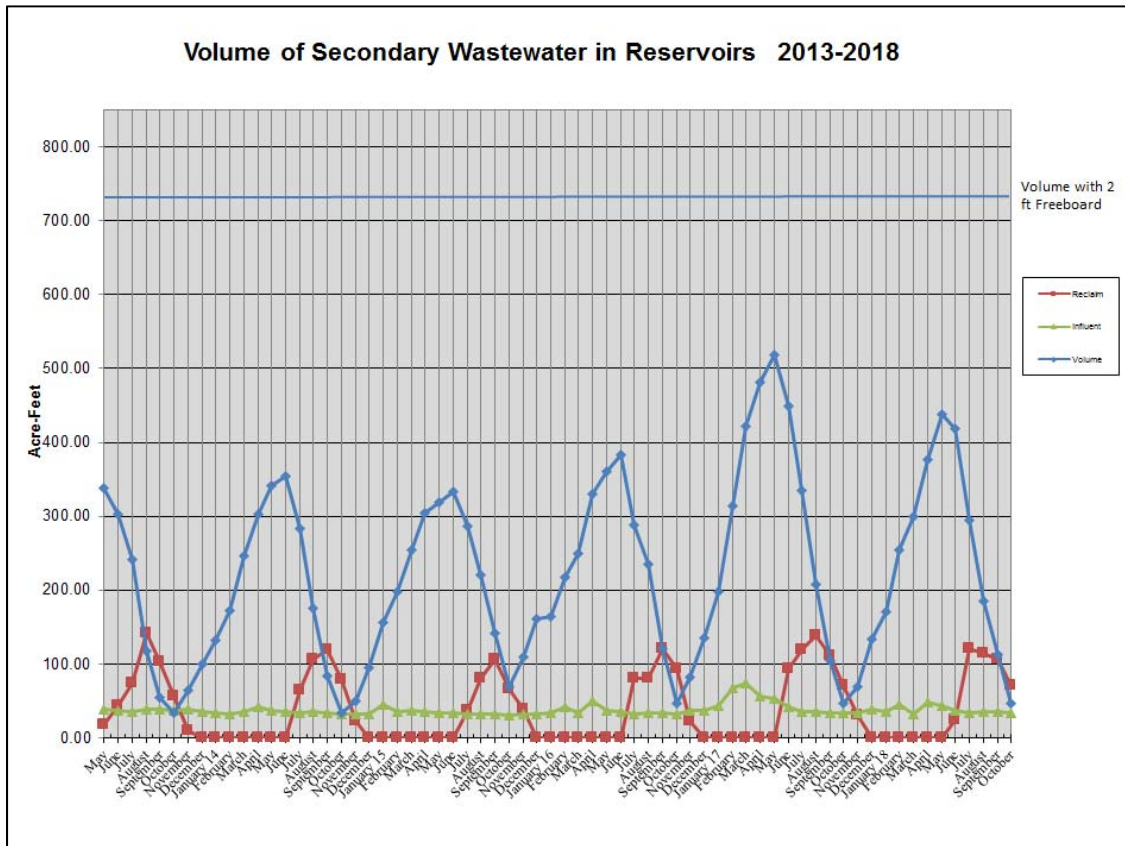
In September influent wastewater flow averaged 0.375 million gallons a day, for a total of 11.25 MG, (34.53 AF). This is approximately 145 gpd per sewer connection. Secondary wastewater storage measured 23.39 MG (71.87 AF), of which 18.53 MG (56.88 AF) is usable due to dead storage, on October 3, 2018. The Reclamation Plant supplied 23,337,000 gallons of recycled water to the Rancho Murieta Country Club (RMCC) for their irrigation needs. The RMCC used 29,009,801 gallons for irrigation in September 2018.

Utility staff worked with a contractor to load and haul away dried biosolids from the Wastewater Reclamation Plant's drying beds prior to the upcoming rainy season. This is done each year as part of the management of the solids removed as part of the filtration process at the wastewater plant.



I met with and provided information to RMCC regarding preparing for the upcoming winter rainy season and the need to draw down their storage ponds to be able to accommodate upcoming rains. Information shared included *The Operations Manual for the Delivery and Use of Recycled Water*, *The RMCC Stormwater Diversion Operations Manual*, and the *RMCC User Reclamation Plan*. At this time, we intend on shutting off the Reclamation Plant on October 12, 2018 for the season, in coordination with RMCC.

Below is a graph of the secondary wastewater storage volumes to date, which shows we have adequate storage to accommodate this winter's sewer flows.



**SEWER COLLECTION**

District Utility staff did an excellent job removing a root ball from a sewer line near Guadalupe Drive this past month utilizing root cutting equipment (see photo below). They also cleaned the sewer lines at Carreta Lane and parts of Lago Drive as part of regular maintenance.



## **DRAINAGE / STORMWATER**

Utility staff has continued weed control, targeting near culvert entrances and exits, and drainage detention basin outlets. As we head into the rainy season, staff will now leave vegetated areas alone to allow them to catch, filter, and slow down storm water runoff, and focus on keeping the entrances and exits of culverts clear.

The Laguna Joaquin basin experienced an algae die-off this past month which had a subsequent effect of causing the dissolved oxygen to become depleted as a result of the decomposition of the algae. This resulted in a minor fish kill. District staff in conjunction with Rancho Murieta Association (RMA) staff immediately mobilized equipment to add oxygen back to the water there with various compressor systems and RMA continuously ran their fountains. The dissolved oxygen rose each day the aeration systems were in place until we could then remove them. District staff went around the basin and collected and disposed of any garbage and dead fish that were found.

## **WATER METERING AND UTILITY STAFF WORK**

In September 2018, eleven (11) ¾" meters and three (3) new ones were replaced. Twenty-seven (27) Utility Star reports, three (3) rebate inspections, and six (6) underground service alerts (USAs) were completed. There were two (2) service line leaks reported and repaired, with proactive replacements to the two adjacent service lines.

## **PROJECTS**

### **Development**

#### **The Retreats East and North**

The developer's engineering has reached out to us noting that they want to start this project. Their intent is to install some initial water infrastructure and build three (3) model homes. This project is in review with Coastland Engineering.

#### **The Retreats West**

The three (3) homes being built are still in the process of being completed before tying in water and sewer connections with oversight from District staff.

#### **The Murieta Gardens - Murieta Marketplace**

This project is still on hold.

#### **The Murieta Gardens – Highway 16 Off-Site Improvements**

The Highway 16 road widening and development of an entrance in to the Murieta Gardens development is nearing completion. We have raised our previous concern with the CIA ditch pipe installation that it has never been pressure tested by the Developer and appears to still leak or there is a groundwater issue that needs to be dealt with. The District has concern that there will be a long-term liability and issues with the future lots below where the CIA pipe is installed that will come back on the District if it is not properly dealt with by the Developer now.

#### **The Murieta Gardens II – Subdivision**

The contractor is continuing to install infrastructure with oversight from Coastland Engineering.

#### **Rancho Murieta North – Development Project**

The District is in receipt of the water and sewer studies submitted for this project. Review of the studies remains in standby as we are still waiting on requested funding to review of these documents. No Drainage study has been submitted yet.

### **FAA Business Park**

This project is submitting architectural plans into the County Building Department shortly in hopes of beginning this project soon.

### **Equestrian Center Food Service Building**

The contractor for this site has begun laying out infrastructure for the future building including water and sewer lines. I have reached out to the project twice recently to request a Facilities Extension Agreement be provided to the District and note what the estimated water and sewer demand impacts will be. No response to date has been received. In the meantime, staff has provided some oversight on the water and sewer lines being installed.

## **DISTRICT PROJECTS**

### **Emergency Well Project**

The appraisal from Integra Realty Resources has been completed and is under review. Negotiations for the well site is still needed should the project move forward. At the last Improvements Committee meeting, staff was directed to look into non-well alternatives.

### **Cantova pump replacements**

Bids for the bypass and installation are being brought forward for Board for approval.

### **Water Plant Culvert**

The pre-cast culvert has been set in the drainage channel by the water plant. Staff is in the process of backfilling the box per the manufacturer's standards. Once that is complete, staff will work on getting entrance and exit headwalls built per District Standards and a rough roadway over it and around to the raw water filtration station. Photos of the installation are shown below.



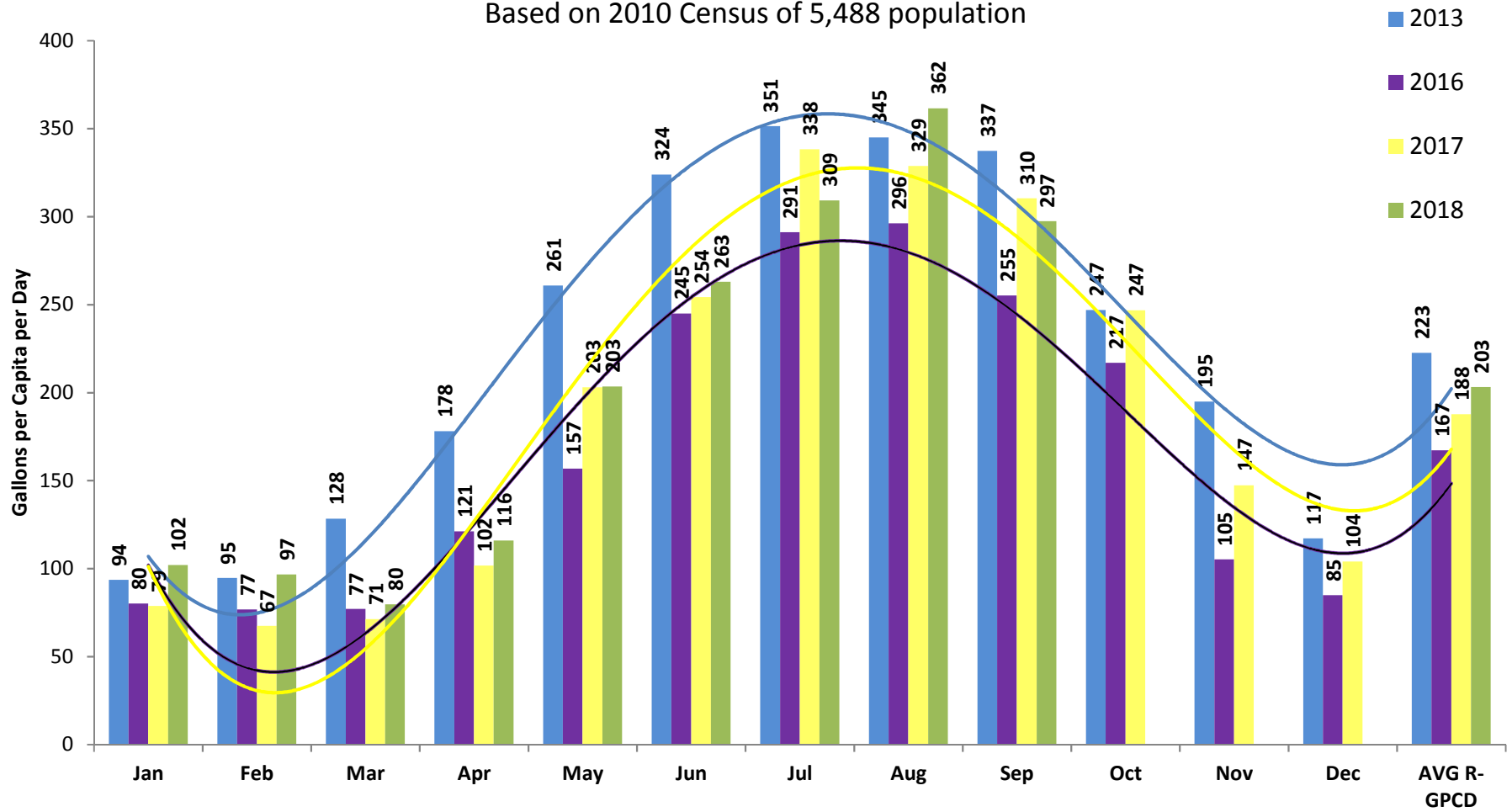


# Rancho Murieta - Residential Gallons per Capita per Day

Comparison of 2013 (drought base yr) to 2016, 2017 and 2018

Residential Potable Water Consumption

Based on 2010 Census of 5,488 population



Conservation achieved Sept 2016 versus Sept 2013: 24%

Conservation achieved Sept 2017 versus Sept 2013: 8%

Conservation achieved Sept 2018 versus Sept 2013: 12%

2016 versus 2013 YTD conservation: 24%

2017 versus 2013 YTD conservation: 17%

2018 versus 2013 YTD conservation: 13%

## CONFERENCE/EDUCATION SCHEDULE

Date: October 12, 2018  
To: Board of Directors  
From: Suzanne Lindenfeld, 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)**

Board Secretary/Clerk Conference	October 22-24, 2018	South Lake Tahoe
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### **GOLDEN STATE RISK MANAGEMENT ASSOCIATION (GSRMA)**

Golden State Risk Management Authority – 14 <sup>th</sup> Annual Training Conference	October 18, -19, 2018	Corning
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### **ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA)**

No Information Currently Available on Upcoming Conferences.

### **AMERICAN WATER WORKS ASSOCIATION (AWWA)**

No Information Currently Available on Upcoming Conferences.

**Rancho Murieta Community Services District  
November 2018 Board/Committee Meeting Schedule**

**Townhall Meeting October 24, 2018 @ 6:00 p.m. at RMA**

**November 1, 2018**

Security @ 4:00 p.m.

Communications @ 4:30 p.m.

**November 6, 2018**

Improvements @ 8:30 a.m.

Finance @ 9:30 a.m.

Personnel @ 10:00 a.m.

**Special Board Meeting – November 14, 2018 Open Session @ 5:00 p.m.**

~~Board Meeting – November 21, 2018 Open Session @ 5:00 p.m. CANCELED~~





From: [rjb314@sbcglobal.net](mailto:rjb314@sbcglobal.net)

To: [gepasek@aol.com](mailto:gepasek@aol.com)

Sent: 8/16/2018 9:55:30 AM Pacific Standard Time

Subject: Budget requests for upcoming years

To the Board:

I strongly encourage the BOD to not approve any requests for salary increases or new positions as was reported in rm.com's meeting coverage. The filing has closed for the fall elections and a cadre of seven candidates has applied for three vacant positions. I believe the electorate should obtain the candidates' views and there will hopefully be a candidates' night.

I have been at your end of raising dues in the past but question whether there is genuine need for a near six-figure Director of Admin as well as significant salary increases. This year rates/taxes increased enough to nudge our bill toward \$200 a month (and we have an energy-efficient household with a turf-free backyard).

It seems inappropriate for "lame ducks" to agree to budgetary increases when there is a possibility that three seats will turn over in the November elections.

Thanks you for considering this as I believe I speak for many in the community.

Bobbi Belton

*Lot 76S*

## MEMORANDUM

Date: October 5, 2018  
To: Board of Directors  
From: Improvements Committee Staff  
Subject: Consider Adoption of Resolution R2018-09, Surplus District Equipment

---

### **RECOMMENDED ACTION**

Adopt Resolution R2018-09 declaring the 2003 F-150, vehicle number 215, as District surplus equipment.

### **BACKGROUND**

The District purchased this F-150 truck in 2003 which currently has approximately 134,148 miles and countless run hours on it. The truck was originally purchased from the Sewer Budget and reserved for a five (5) year replacement under that budget. Costs to maintain this vehicle are running too high to keep as a valuable asset. District assigned asset tag is #573-1.

**The Improvements Committee recommends adoption.**

**RESOLUTION # R2018-09**

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

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

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

<u>No.</u>	<u>Description</u>
1	2003 F-150 (vehicle #215)

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of Rancho Murieta Community Services District declares this equipment surplus to the needs of the District and no longer necessary for the District's uses. The Board authorizes the General Manager to sell the equipment for fair value with procedures, terms and conditions that he finds appropriate or, if the General Manager determines that any equipment has no substantial value, to dispose of the equipment.

**PASSED AND ADOPTED** this 17<sup>th</sup> day of October 2018 by the following roll call vote:

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

\_\_\_\_\_  
Mark Pecotich, President of the Board  
Rancho Murieta Community Services District

[SEAL]

Attest:

\_\_\_\_\_  
Suzanne Lindenfeld, District Secretary

## MEMORANDUM

Date: October 5, 2018  
To: Board of Directors  
From: Improvements Committee Staff  
Subject: Consider Approval of Proposal for Main Lift South Stormwater Pump Repairs

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### RECOMMENDED ACTION

Approve the proposal from Delta Pump Company for repairs to Main Lift South stormwater pump 4 & 5 in an amount not to exceed \$77,334 plus a 15% contingency, for a total of \$88,934. Funding to come from Drainage Reserves.

### BACKGROUND

The Main Lift South storm water pumps pump water that is collected from the interior side of the South community levee and to the Cosumnes River for flood protection. During the course of the heavy storms experienced this past year, four (4) of the five (5) pumps sustained some damage that would not allow them to rotate. Two (2) pumps have already been serviced and reinstalled. Two (2) more need to be serviced in order to operate. Photos of the site and pumps examples are below.

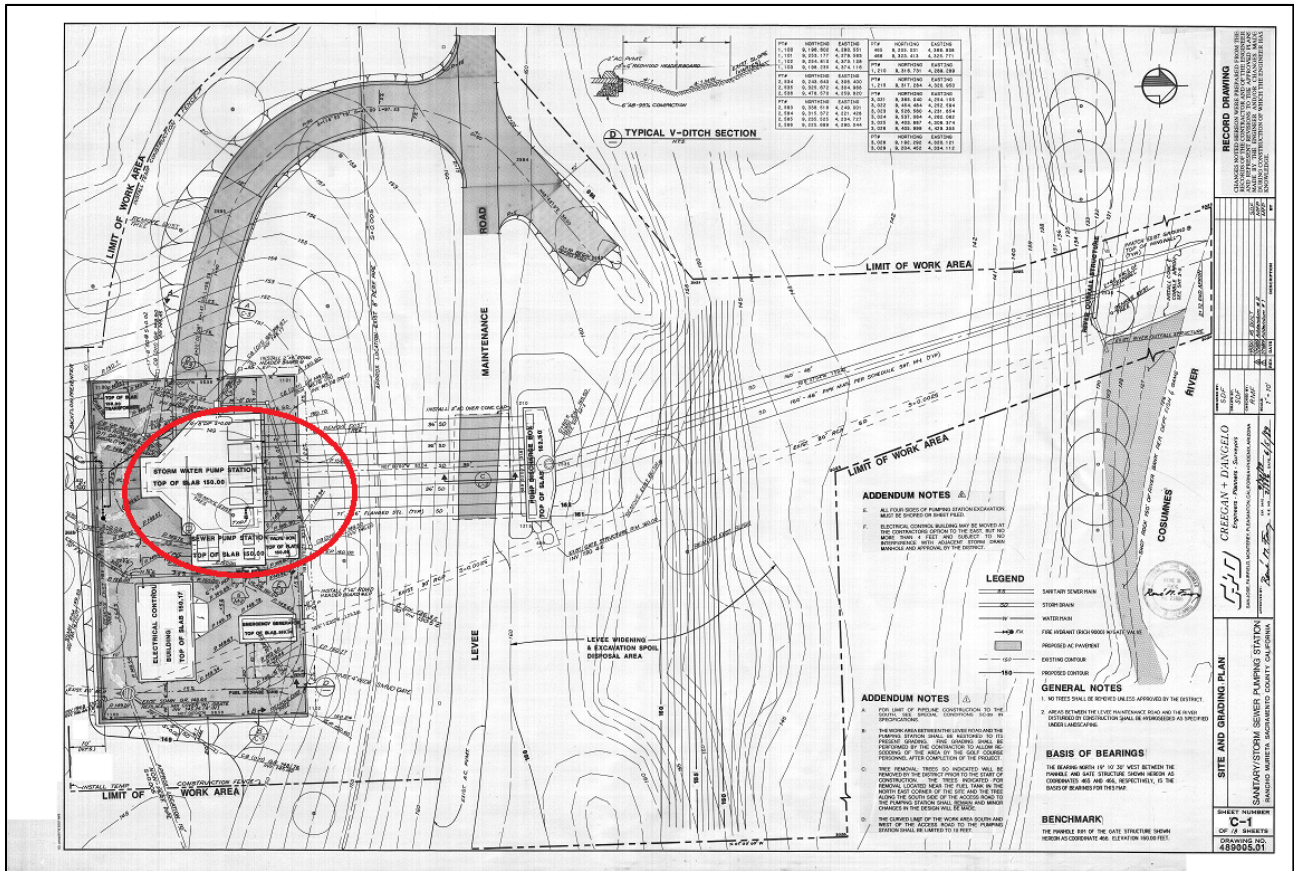


*MLS Stormwater Motors, pumps are located beneath the motors.*

### BIDS

Bid packets were distributed and posted on September 5, 2018 with a bid date closing of September 21, 2018. The bid packet requested the repair of two (2) of our stormwater pumps and motors at the District's Main Lift South (MLS) stormwater pumping station. Four (4) bids were received and are summarized in the table below.

Bidder	Bid	Alternative Bid
Delta Pump	\$77,334	\$288,787
Harold & Meilenz Inc.	\$115,050 no freight	No bid
Commercial Pump & Mechanical Inc.	\$93,634	\$296,368
Durham Pump	\$306,900	\$306,900



Site Plan from As-Built drawing



Corrosion of Vortex Plate of pump 2



*Corrosion of pipe column*



*Corrosion of pipe column*

**The Improvements Committee recommends approval.**

## MEMORANDUM

Date: October 5, 2018  
To: Board of Directors  
From: Improvements Committee Staff  
Subject: Consider Approval of Proposal for Cantova Sewer Pump and Rail Station Installation

---

### RECOMMENDED ACTION

Approve the proposal from Kirby Pump & Mechanical Inc. for pump and rail installment in an amount of \$29,430 plus a 15% contingency for a total not to exceed of \$33,845. Funding to come from Sewer Capital Replacement Reserves.

### BACKGROUND

The Board approved the purchase of new pumps for the Cantova Sewer Pumping Station this past July. This proposal is for professional services to install the pumps and the related appurtenances at prevailing wage. Bids were solicited with four (4) contractors responding but with only two (2) providing bids. The other two (2) contractors responded they were too busy. Bids are attached.

### CANTOVA PROJECT AS A WHOLE

For reference of the overall costs of the Cantova sewer lift station rehabilitation project, the table below is a quick representation of cost items for the project. At this point no other cost items are being proposed; however, if it is discovered that the wet well itself needs to have some work done, it could be another cost item.

Cantova Project Items	Cost
Pumps	\$41,772.36
Bypass	\$ 7,140.00 - proposed this meeting
Installation	\$29,430.00 - proposed this meeting
Total cost	\$78,342.36

**The Improvements Committee recommends approval.**



# KIRBY'S PUMP AND MECHANICAL, INC.

■ PUMP REPAIR  
■ INSTALLATION  
3233 FITZGERALD ROAD  
RANCHO CORDOVA, CA 95742  
TELEPHONE (916) 635-2735  
FAX (916) 635-6090  
CONTRACTOR LIC. #538234

September 25, 2018

Rancho Murieta CSD  
P.O. Box 1050  
Rancho Murieta, CA 95683

re: Cantova Lift Station Modifications

Gentlemen:

We are updating our quotation per the following:

Perform demolition work as shown; layout and install base elbows furnished by others; furnish and install ductile iron discharge pipe, check valve, and plug valves; furnish and install wetwell lid with access hatch; furnish and install stainless steel guide rails, install sewage pumps furnished by others; install control floats furnished by others; perform electrical work as required to make the lift station operational; connect discharge piping to force main; test station for correct operation.

Price for the work - \$ 29,430.00

Furnished and/or accomplished by others:

- 1) Supply of submersible pumps and control floats
- 2) Installation and operation of sewage bypass system by others
- 3) Maintenance of wetwell in dry condition by others
- 4) Wetwell repairs and/or coatings by others
- 5) Removal of bypass at end of job by others

Clarifications:

- 1) Contractor will pay prevailing wages

Sincerely

J Paul Hannum  
Kirby's Pump Mechanical, Inc.





3800 Happy Lane  
Sacramento, CA 95827  
Tel: (916) 395-8400  
Fax: (916) 395-8429  
tntindustrial.com

August 14, 2018

ref no. 18078

Paul Siebensohn  
RMCSO  
15160 Jackson Rd.  
Rancho Murieta, CA 95683

RE: Proposal for Cantova Lift Station Rehabilitation

TNT Industrial Contractors shall furnish and install all labor and equipment to complete the system as per the following design criteria for the above referenced project:

- Cantova Lift Station Rehabilitation Project per Scope Provided.

**Total Price - \$49,929.00**

**Inclusions:**

- 1) Drawings covered: as discussed during walk through
- 2) Specifications covered: as discussed during walk through.
- 3) The above proposal is subject to review in (30) days.
- 4) The above proposal includes all applicable taxes.
- 5) Payment Terms: Per contract

**Exclusions:**

- 1) Bypass system and monitoring.
- 2) Pumps and floats
- 3) Ground water infiltration
- 4) Coating of wet well
- 5) Painting of pipe
- 6) Bonds, fees, engineering or permits.
- 7) Dewatering
- 8) Any other item not specifically covered.

Should you have additional questions please contact the undersigned.

Thank you,  
*Josh Twist*  
Project Manager  
TNT Industrial Contractors Inc.



California Contractor's Lic. # 622974  
Nevada Contractor's Lic. # 0072754

A - General Engineering Contractor  
B - General Building Contractor

MINORITY BUSINESS ENTERPRISE/SMALL BUSINESS ENTERPRISE

## MEMORANDUM

Date: October 5, 2018  
To: Board of Directors  
From: Improvements Committee Staff  
Subject: Consider Approval of Proposal for Cantova Pump Station Bypass

---

### RECOMMENDED ACTION

Approve the proposal from HercRentals for Cantova pump station bypass, in an amount not to exceed \$7,140. Funding to come from Sewer Capital Replacement Reserves, CIP 18-02-2.

### BACKGROUND

The Board approved the bypass of the Cantova Sewer Pumping Station this past July. The proposal did not cover installation and removal of the system. Despite numerous requests to the contractor that had provided the bid for the bypass I had not received costs for delivery and installation of the system, so I had estimated that a \$10,000 amount would have covered it in total. After Board approval, I finally got a hold of the contractor and they provided estimates of costs that exceeded the Board's approval amount.

I met with my staff to discuss what could be done to lower the cost of the bypass and then put together a revised scope of work for the bypass. I sent that scope of work out to several local companies, including the originally approved one, that could bid on the sewer lift station bypass on September 5, 2018 with a closing date of September 21, 2018 to provide a bid. It was also posted on our website. Only United Rentals and HercRentals came out to review the site. Only HercRentals provided a bid. Their bid is attached along with the scope of work we posted.

Although the goal is to only have the bypass needed for one week, I am seeking an approval amount for two (2) weeks' worth of rental in case something goes wrong during the installation process.

**The Improvements Committee recommends approval.**

## RANCHO MURIETA CSD - CANTOVA SEWER PUMP STATION BYPASS NEEDS

**Bid information:** Provide quote for 1 week and per day rates thereafter for all equipment and appurtenances, delivery & return, setup & takedown assistance needed for sewer lift station bypass. Quote needs to be good for a minimum of 90 days.

**General information:** Total average site demand for pumping is approximately 125 gpm for the Cantova lift station with most flow coming from the Murieta Village manhole – Manhole A, as shown in following graphics. Manhole A is approximately 15.2' deep and located inside a wall on a resident's property. Manhole B is approximately 14' deep and located in a street. District will provide a trench under the wall at site A for bypass hose to run through to connect up to the lift station. Cantova lift station pumps that are in service are 5 hp electric solids handling pumps. Discharge head approximately 45'. Goal is for high level float to be installed in each manhole and tied into existing Cantova panel for "High wet well" level alarm to callout, to be done by District. Vendor is to supply, deliver, assist in setup and take-down, and return bypass equipment and K-rails. Water available at Cantova lift station site. District can assist offloading of equipment and placement of K-rail.

### Site A

- 1) Install two (2) sets of two (2) control floats, one start one stop.
- 2) Install third float for "high" alarm. *To be done by District.*
- 3) Bypass pump: two (2) 4" submersible cutter pumps, electrically driven, solid handling, that can provide 100 gpm capacity. One pump is redundant to other with floats staggered to start/stop. Suction head approximately 16 ft. Discharge head approximately 50 ft.
  - c. Tie discharges in to existing 6" discharge flanges at Cantova pump station

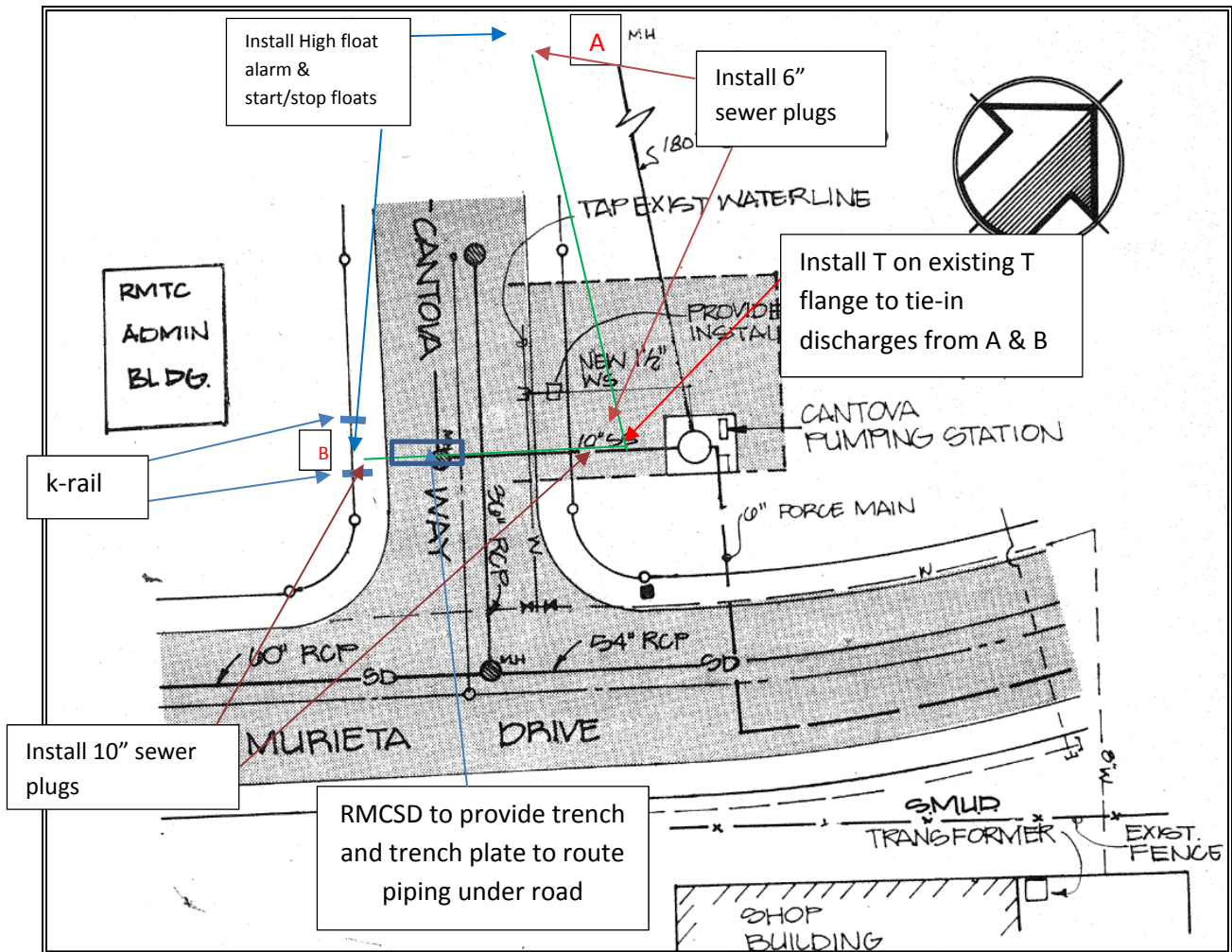
### Site B

- A. Sewage manhole at this location is 14.0' deep.
- B. Bypass pump: one 4" submersible cutter pump, electrically driven, solid handling, that can provide 100 gpm capacity. Suction head approximately 14 ft. Discharge head approximately 40 ft.
- C. Install three (3) K-rails around manhole bypass pump.
- D. Route and tie-in non-collapsible pipe to discharge at Cantova pump station 6" discharge flange. District to provide a 1'x1' trench across roadway to route pipe & wires through.
- E. Install two (2) 10" inflatable sewer plugs, one upstream and one downstream at Cantova.

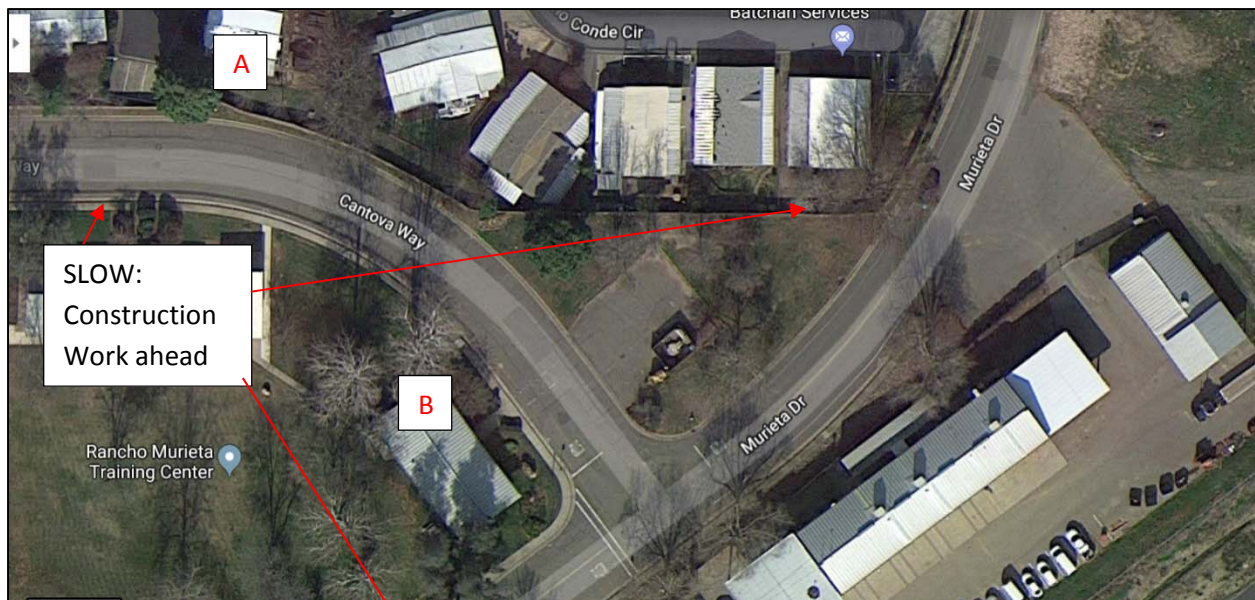
### Need

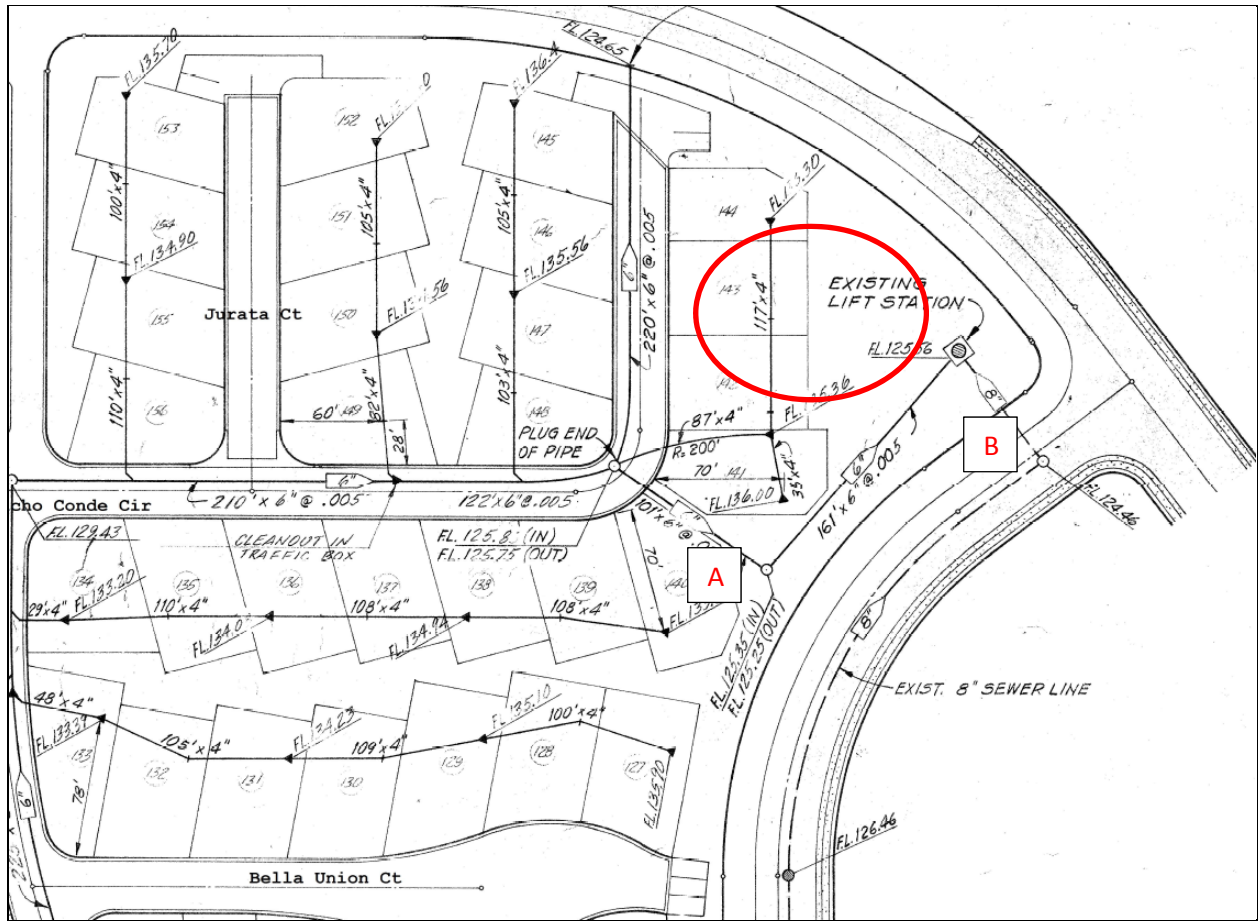
- 1) Bypass Pumps. 4" electrically driven submersible cutter sewage pumps capable of continuous operation and passing sewage solids.
  - \* electrical connected into existing MCC panel at Cantova lift station. Start-stops floats and high alarm to be tied in as well. District's contracted electrician to assist.
- 2) Four (4) inflatable sewer plugs in total with air lines with gauges to fill pneumatic plugs. Two 6" and two 10".
- 3) Piping: Non-collapsible piping as needed for connections. Piping installations need to avoid area above Cantova wet well to allow work to occur there.
- 4) 3 sets of start / stop floats to be supplied by vendor. High level floats. (Supplied by District)

- 5) Water filled K-rail, three (3) around manhole B. Flashing lights for K-rail at night. Water is available from hose bib at Cantova sewer lift station.
- 6) Delivery, setup, removal, return.



Traffic Signage needed: (supplied and installed by District)









**ProSolutions**  
**PUMP & POWER**  
*Formerly DW Pumps*

Sept 19, 2018

Paul Siebensohn  
RMCS D  
[psiebensohn@ranchomurrietacsd.com](mailto:psiebensohn@ranchomurrietacsd.com)  
916-354-3700

Re: Cantova Liftstation

***Item 1, Quantity 4:***

4" Tsurumi 100C42.2, 3HP submersible cutter pump

***Item 2, Quantity 4:***

3hp, 240V, 3 Phase automatic float control panel- Dual float high & low operation

***Item 3, Quantity 6:***

4" X 20' heavy duty rubber flex/rigid pressure rated hose (1 off each pump into manifold & two extra if needed for connection at wetwell)

***Item 4, Quantity 280:***

280LF of 4" sewage bypass rated discharge pipe

***Item 5, Quantity 3:***

4" X 4" X 4" manifold with (2) sewage style check valves  
(1 at each manhole and 1 to flange to your piping at liftstation- 6" FLANGE AT LS)

***Item 5, Quantity 300:***

300 LF of 8/4 SOOW temporary power cable  
(This will be used to run power to each set of panels placed closer to manholes)

***Item 6, Quantity 2:***

Single floats with extended wire to connect to RMCS D auto dialer

***Item 7, Quantity 2:***

6" sewer plugs

***Item 8, Quantity 2:***

10" sewer plugs

***Item 9, Quantity 3:***

Water filled K-RAIL

**Item 10, Quantity 3:**

Flashing beacon sandwich boards

SYSTEM RENTAL PRICE: \$2,400/week \$7,200/month UNLIMITED HOURS

SYSTEM INSTALLATION PRICE: \$1,800.00

DELIVERY: \$270.00 and return \$270.00

Subject to availability  
Taxes not included

Thanks,  
-Pat LaZansky  
916-626-0973

**\$4,740 total for one week including delivery, install, and return.  
Daily rate is \$800 after 1 week. If 3 days additional are used it rounds up to weekly rate.**



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**ProSolutions**





## MEMORANDUM

Date: October 5, 2018  
To: Board of Directors  
From: Improvements Committee Staff  
Subject: Discuss Laguna Joaquin Measurement Station Installation

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### RECOMMENDED ACTION

No recommendation. Discuss and provide direction.

### BACKGROUND

At the August 15, 2018 District Board Meeting, the Board of Directors approved a proposal from Telstar, Inc. for Laguna Joaquin level monitoring station installation. This was in response to the system possibly being required as per a California Senate Bill 88 requiring water rights holders to measure diversions up to an hourly timeframe. The Board asked that I confirm that it is required before moving forward with the project.

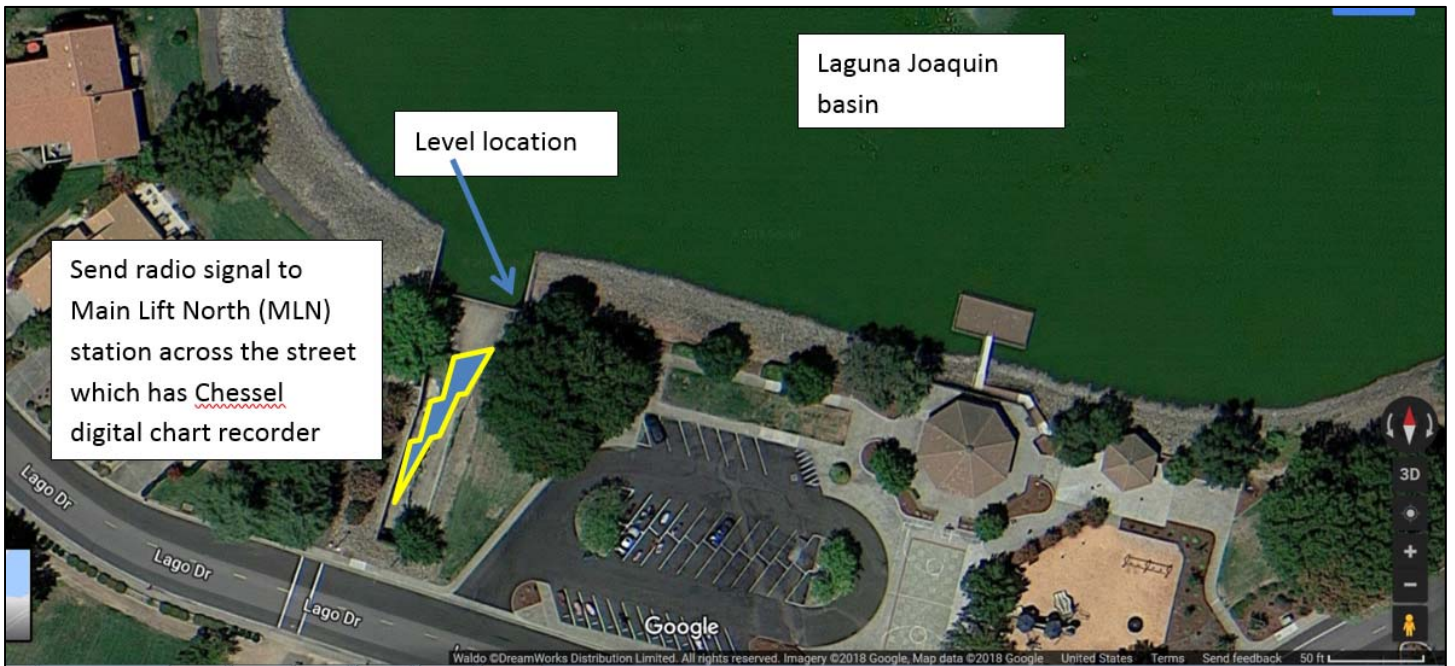
After reaching out the State Water Board, they conveyed that only daily readings are required at this site. The data shall be recorded in a format retrievable and viewable using Microsoft Excel, Microsoft Access, or other software program authorized by the Deputy Director.

Staff may conduct this daily recording manually. Staff's time to conduct this daily work is estimated at 20 minutes per day to go to the site, read the staff gauge that is currently there, and then go back and enter the data into a computer spreadsheet. This is approximately 121 hours per year or 15.2 eight-hour work days per year.

The goal for this site, as outlined in CIP 18-5-2, is to provide continuous level monitoring and capture that data as required for reporting to the State Water Board, Department of Water Resources. Request for quotes to complete this work as visually outlined below.



Zoomed in:



A level transducer and RTU will be mounted on the east side of the Laguna Joaquin spillway. It will be powered by a localized solar panel with battery backup system. The information generated will be sent via radio across to the Main Lift North sewer pump station which has an existing digital chart recorder that will be utilized to record the data.

## MEMORANDUM

Date: October 5, 2018  
To: Board of Directors  
From: Improvements Committee Staff  
Subject: Consider Approval of Payment of Additional Cost for Crane Rental for Water Plant Box Culvert Offloading and Placement

---

### RECOMMENDED ACTION

Approve an additional \$1,009.30 to American Crane for water plant box culvert off-loading and placement. Funding to come from Water Capital Improvement Reserves, CIP 18-06-04.

### BACKGROUND

An additional amount is requirement to fund the rental of the crane for the water plant box culvert placement. In ordering the culvert box it was found that a larger culvert box was immediately available at a highly reduced rate. This larger culvert box was heavier and therefore required a larger crane for the placement of it at a reach of 45 feet. The additional cost to cover the larger crane was \$1,009.30. The original amount approved was \$3,163.

The culvert box cost originally approved was at a cost of \$11,816, for a 4'x8'x16' box. The culvert box we ended up purchasing was \$4,687.12, \$7,128.88 less than approved, for a 6'x6'x16' box. With the additional cost of the crane rental that still leaves us with an overall savings of \$6,119.58.

### OVERALL PROJECT COSTS

For reference of the overall costs of the Water Plant Culvert Project, the table below is a quick representation of cost items for the project. At this point, no other cost items are being proposed; however, if it is discovered that the project needs to have additional work completed, it could be another cost item.

Water Plant Culvert project items	Cost
Stream Alteration Permit	\$2,109.00
Pre-cast Culvert	\$4,687.12 (\$11,816 was approved)
Crane Rental	\$3,163.00 + 1,009.30 proposed this meeting
Concrete	TBD
Rock & gravel	TBD
Total cost so far	\$9,959.12

**The Improvements Committee recommends approval.**

## MEMORANDUM

Date: October 10, 2018  
To: Board of Directors  
From: Personnel Committee Staff  
Subject: Consider Adoption of District Policy P2018-01, Uniform and Dress Guidelines

---

### **RECOMMENDED ACTION**

Adopt District Policy P2018-01, Uniform and Dress Guidelines. This Policy supersedes District Policy 2010-11.

### **BACKGROUND**

The District requires employee's dress, grooming and personal hygiene be appropriate for their job and work site. The attached draft policy includes the change to uniforms provided for Patrol Officers from two (2) to three (3), per the 2018-2020 Memorandum of Understanding along with some wording to make them compliant with required legal guidelines.

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

<b>Category:</b>	Personnel	<b>Policy #</b> P2018-01
<b>Title:</b>	Uniform and Dress Guidelines	

## **PURPOSE AND GENERAL POLICY**

Rancho Murieta Community Services District requires each employee's dress, grooming and personal hygiene be appropriate for the job and work site. Employees are expected to present a professional, businesslike image to customers and the public. Acceptable personal appearance, like proper maintenance of work areas, is an on-going requirement of employment with the District. Managers and Supervisors are responsible to enforce the dress guidelines. An employee may dress consistently with the employee's gender identity or gender expression. If an employee contends that the implementation or enforcement of this policy violates or is inconsistent with the employee's religion, religious belief, or religious practice, then he or she may submit a request to the General Manager seeking an accommodation from the dress guidelines and the General Manager shall evaluate that request and approve it if appropriate under California law.

## **POLICY**

### OFFICE EMPLOYEES

A high standard of personal cleanliness and appearance is required of all employees. Office personnel are not required to conform to a specific dress code but rather to maintain dress that will be in good taste, project a good public image, and be appropriate for the assigned work area.

Good personal hygiene is required for professional appearances. This includes clean, well-groomed hair and clean, well-groomed facial hair.

At its discretion, the District may allow employees to dress in a more casual fashion than is normally required. On these occasions, employees are still expected to present a neat appearance.

### FIELD OPERATIONS EMPLOYEES

Good personal hygiene is required for professional appearances. This includes clean, well-groomed hair and clean, well-groomed facial hair. Positions that require donning air masks and/or a breathing apparatus must have facial hair shaven at the jaw line to affect a proper seal with personal safety equipment. Due to safety concerns, hair below the top of the shoulders and ponytails ~~are~~is not acceptable.

### Uniforms

Field Operations employees are required to ~~meet special dress standards, such as wearing~~ the assigned uniforms and protective footwear. These employees should follow basic requirements of safety and comfort but should still be as neat and businesslike as working conditions permit. Care should be taken in wearing a uniform, such as uniforms must not be ripped, faded, discolored, stained, etc. Field personnel should see their immediate supervisor for any questions regarding uniform standards.

Uniforms will be issued upon hire. Each employee will be expected to turn in old uniforms for new at the time of issue or when employment ends. ~~The cost of any items lost or missing will be deducted from the employee's final paycheck.~~

Regular, full-time employees will generally receive up to the following:

The District will provide up to ten (10) sets of uniforms for each Field Operations employee.

Temporary employees may receive the above to be returned when employment ends.

Employees are required to wear the uniform while on duty. District jackets or shirts will 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 allow identification of employees by the public and to present an appropriate and consistent appearance.

### Protective Footwear

OSHA regulations require employers to ensure that employees use protective footwear when in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole or where an employee's feet are exposed to electrical hazards. The District requires all Field Operations employees to wear steel/composite toed boots. Effective January 1, 2015 Uniform/safety boots will be provided as follows:

1. All ~~represented~~ employees in the Utility Worker classifications shall receive reimbursement for safety boots not to exceed two (2) times per calendar year, at a maximum of \$150 per pair.
2. All ~~represented~~ employees in the Plant Operator classifications shall receive reimbursement for safety boots not to exceed one (1) time per calendar year, at a maximum of \$150 per pair.

~~\* The District requires all Field Operations employees to wear steel/composite toed boots.~~

Each employee shall provide original proof(s) of purchase and/or repair for approval by the Director of Field Operations, prior to receiving reimbursement. The employee is responsible to designate the amount of the cost of the shoe for which he/she is requesting reimbursement. Exceptions to this procedure will require prior written approval from the General Manager or designee

Employees included in the Protective Footwear Program, as per the above job classifications, are required to wear protective footwear during their assigned work schedule, planned or unplanned overtime or emergency call-out. Employees so designated who report to work without the appropriate footwear or footwear that is not in a safe condition, will be required to correct the deficiency before commencing work. Any impacts to District service resulting from an employee's failure to follow this procedure will be documented as "unscheduled leave without pay" and the employee may be subject to further disciplinary action up to and including termination.

### SECURITY EMPLOYEES

Good personal hygiene is required for professional appearances. This includes clean, well-groomed hair and clean, well-groomed facial hair.

Uniforms

Security department employees shall comply with the uniform-related provisions of the See Security Operations Manual for full Security Gate Officer and Security Patrol Officer uniform.

The District will provide two (2) sets of uniforms a year for each Security Gate Officer.

The District will provide three (3) sets of uniforms a year for each Security Patrol Officer.

Protective Footwear

The District requires all Security Officers to wear a black leather shoe or high top high-top boot. It shall be smooth finish to accept polishing with plain or cap toe, designed to fit snugly around the ankle so as to prevent hang up of the trouser leg. A black oxford athletic shoe is authorized. Effective January 1, 2015 uUniform/safety shoes or boots will be provided as follows:

1. All ~~represented~~ employees in the Patrol Officer classification shall receive reimbursement for uniform shoes or boots not to exceed one (1) time per calendar year, at a maximum of \$100 per pair.
2. All ~~represented~~ employees in the Gate Officer classification shall receive reimbursement for uniform shoes or boots not to exceed one (1) time per calendar year, at a maximum of \$100 per pair.

Any variance to the above procedure must be requested in writing and approved by the General Manager in advance.

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

Date: October 10, 2018  
To: Board of Directors  
From: Personnel Committee Staff  
Subject: Consider Adoption of District Policy P2018-02, Harassment of Any Nature (Including Sexual Harassment)

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### **RECOMMENDED ACTION**

Adopt District Policy P2018-02, Harassment of Any Nature (including sexual harassment). This Policy supersedes District Policy 2011-04.

### **BACKGROUND**

The attached draft policy brings the District into compliance with California's AB 1825 Sexual Harassment Prevention mandates.



# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

<b>Category:</b>	Personnel	<b>Policy #</b> <del>2011-04</del> <u>2018-02</u>
<b>Title:</b>	Harassment of Any Nature (including Sexual Harassment)	

## PURPOSE

The Rancho Murieta Community Services District is committed to providing a work environment ~~for its employees~~ that is free of unlawful harassment of any nature. District policy prohibits discriminatory insult, intimidation, or harassment due to, based on, or Acts of sexual harassment as well as harassment because of the following protected bases: race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sex, genetic information, gender, gender identify, gender expression, sexual orientation, or any other basis protected by federal ~~or~~ 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.~~ Unlawful harassment includes sexual harassment as defined below. The definitions at California Government Code section 12926 shall apply to this policy.

## BASIC POLICY AND GUIDELINES

### 1. General Rule and Applicability

Harassment in violation of this policy in the District workplace or in the course and scope of work by any person in any form is prohibited. If the harasser is an employee, violation of this policy will subject the harasser to discipline as provided below. This policy protects and may be asserted by any (a) District employee, director, or officer, (b) applicant for employment, or (c) consultant, contractor, vendor, or service provider who works at the District workplace and any employee of such a consultant, contractor, vendor, or service provider. Likewise, this policy applies to and prohibits unlawful harassment by every (a) District employee, director, or officer, (b) applicant for employment, or (c) consultant, contractor, vendor, or service provider who works at the District workplace and any employee of such a consultant, contractor, vendor, or service provider. This policy applies to all terms, conditions and privileges of work, employment, and services.

### 1.2. Sexual Harassment

Sexual harassment is one particular form of harassment prohibited by this policy. Prohibited ~~s~~Sexual harassment includes, but is not limited to, the following behavior and conduct: (a) ~~is defined as~~ unwelcome sexual advances, flirtations, propositions, or invitations; (b) requests for sexual favors; (c) verbal or written abuse or insult of a sexual nature; (d) graphic comments about an individual's body; (e) sexually degrading words used to describe an individual; (f) the display of sexually suggestive or explicit words, objects or pictures; (g) explicit or implicit threats or demands to submit to sexual requests as a condition of continued employment, as a condition of receiving an employment-related gain, or to avoid an employment-related loss; (h) offers of employment benefits in return for sexual favors; and (i) ~~and~~ other verbal or physical conduct of a sexual nature ~~that~~ when:

- ~~a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or~~
- ~~b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or~~
- ~~c. Such conduct has the purpose or effect of substantially interfering with a person's work performance or creating an intimidating, hostile or offensive work environment.~~

Prohibited acts of sexual harassment can take a variety of forms ranging from unwanted verbal or physical actions to subtle pressure for sexual activity to physical assault. Examples of the kinds of conduct included in the definition of sexual harassment are, but not limited to, the following:

- a. Direct or indirect threats or suggestions of sexual relations or sexual contact which is not freely or mutually agreeable to both parties.
- b. Continual or repeated verbal abuses of a sexual nature including graphic commentaries on the person's body; sexually suggestive objects or pictures placed in the work area that may embarrass or offend the person; sexually degrading words to describe the person or propositions of a sexual nature.

### 2-3. Harassment

~~Prohibited unlawful harassment includes, but is not limited to, the following behavior and conduct 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 protected basis is prohibited, including, but not limited to the following behavior:~~

- a. Verbal conduct such as epithets, derogatory jokes or comments, slurs, invitations or comments that disparages, abuses or insults another person based on or related to a protected basis;
- b. Visual conduct such as a derogatory or offensive and/or sexually oriented posters, photography, cartoons, drawing, or gestures, memo, e-mail message, calendar, or staring that disparages, abuses, insults, intimidates or harasses another person based on or related to a protected basis;
- c. Physical conduct such as assault, unwanted touching, blocking normal movement, or interfering with work because of or related to a sex, race, or any other protected basis; and
- d. Retaliation for having reported or threatened to report harassment.

### 3. Policy Publication and Notification. The District will implement this policy as follows:

~~a. All employees shall be informed of the District's harassment policy. Also, said The~~ policy shall be readily available to all employees and members of the general public utilizing the District's facilities and services.

~~ba.~~ All new employees shall be given a copy of the harassment policy at the time of hiring and the policy's contents shall be discussed with the employee at the time of orientation by the person conducting the employee's orientation.

~~cb.~~ An annual bulletin shall be prepared and distributed to all employees informing them of the District's harassment policy.

- d. The District will post the federal (“Equal Opportunity is the Law”) and state (“Harassment or Discrimination in Employment is Prohibited by Law”) anti-harassment posters on personnel bulletin boards.
- e. The District shall distribute a copy of this policy and the State Department of Fair Employment and Housing information sheet (“Sexual Harassment is Forbidden by Law”) to all existing employees and, as hired, to all new employees.
- fe. Any employee against whom a harassment complaint is filed shall be provided a copy of the harassment policy when such complaint is filed.
- ge. Within three (3) working days after any complaint has been filed under ,in accordance with this policy, a memorandum shall be prepared and distributed to all employees re-informing them of the District’s harassment policy.

#### 4. Complaint Process

Any employee or other person who believes he/she is the victim of harassment in violation of this policy may file an formal or informal/verbal or written confidential complaint without fear of retaliation, reprisal, or embarrassment.

- a. An informal complaint is made verbally by the employee person to the immediate supervisor, manager or Ggeneral Mmanager. If the complaint concerns the General Manager, the person may make an oral complaint to any Agency director. Although filing the complaint with the immediate supervisor is preferred, the an employee is free to file a complaint with any supervisory or management employee.
- b. As an alternative, a formal written complaint may be submitted by the employee or other person to their immediate supervisor, manager or Ggeneral Mmanager. If the complaint concerns the General Manager, the complaint may be given to any Agency director. Although submitting the formal-written complaint with the immediate supervisor is preferred, the employee is free to submit a formal complaint with any supervisory or management employee or with the President of the Board of Directors if the employee’s immediate supervisor is the General Manager. A complaint should include the following information: (1) name of complainant; (2) name or names of alleged harasser(s); (3) nature of harassment, with specific explanations and examples; (4) name or names of any witnesses; (5) supporting documents; and (6) relevant dates and times. All complaints will be treated seriously. The District will not retaliate against a complainant for filing a complaint and will not tolerate or permit retaliation by other employees.
- c. Additionally, the Federal Equal Employment Opportunity Commission and the State Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment in employment. If an individual believes that he or she has been harassed or retaliated against for resisting or complaining about harassment, the individual may file a complaint with the appropriate agency.

#### 5. Complaint Response Process

Any supervisory employee who receives an oral or written formal or informal harassment complaint shall at all times maintain the confidentiality of the plaintiff and shall personally deliver said complaint immediately and directly to the department manager or to the General Manager if the department manager is unavailable or personally involved in the complaint. The District will

immediately undertake an effective, thorough and objective investigation of the harassment allegation. The investigation will be conducted confidentially. All interviews of witnesses and parties will be conducted in private. The investigator will attempt to identify and interview all persons involved, including the complainant, all possible witnesses, and the alleged harasser. The interviewer will take notes of all interviews.

- a. Within 24 hours of the filing of a formal or informal complaint, even if it is withdrawn, an investigation shall be initiated by the department manager, in cooperation with the Director of Administration, of the department within which the alleged harassment occurred. ~~Said~~ The investigation shall be conducted by the General Manager if the department manager or the Director of Administration is unavailable or personally involved in ~~said the~~ complaint.
- b. A written record of any investigation of an alleged harassment shall be maintained. Findings will be sent to the General Manager. The General Manager shall immediately inform, in total confidentiality, the Personnel Committee.
- c. All discussions resulting from the investigation shall be kept confidential by all informed of the investigation, to the extent permitted by law.
- d. The person initiating the complaint has the right to be accompanied by a representative when discussing the alleged incident(s). Said person shall be advised of this right prior to the commencement of such discussions.
- e. If the complaint is made to an Agency director and it involves or concerns the General Manager, the director (if not the President) shall promptly notify the President and the President shall promptly notify Agency General Counsel. The General Counsel and President then shall consult and collaborate on the appropriate investigation and next steps.

## 6. Disciplinary Procedures and Sanctions

If, u~~Upon~~ conclusion of the investigation of an alleged harassment, the District determines that unlawful harassment has occurred, then appropriate discipline or other remedial action shall be taken by the General Manager against the harasser—where harassment is substantiated. Any employee determined by the District to be responsible for unlawful harassment will be subject to appropriate disciplinary action according to the nature and severity of the offense and record of prior discipline. The range of disciplinary or remedial action ~~Such discipline~~ may include (1) additional training, including mandatory sexual harassment prevention training, (2) verbal or written warning, reprimand, or censure, (3) for any harasser who is District employee - suspension without pay, demotion, probation, or termination from employment, and (4) for any harasser who is a worker of a contractor, consultant, vendor, or service provider - termination, cancellation or suspension of the District contract, demand that the particular worker no longer work at the District workplace, or demand that the worker's employer otherwise discipline the worker ~~up to and including termination.~~ Whatever discipline is meted out to the harasser shall be made known to the victim of the harassment.

- a. Action taken to remedy a harassment situation shall be done in a manner so as to remedy any loss to the employee/victim and to protect future victims. An employee/victim involved in a confirmed incident may be removed from supervision of a person verified to have committed the harassment activity against the employee/victim.

- b. The District will not retaliate against any person for bringing a good-faith complaint under this policy, or for reporting such misconduct or cooperating in an investigation, and will not knowingly permit or tolerate retaliation against such a person. If an individual believes that someone has violated this no-retaliation provision, he or she must immediately notify the his or her supervisor, General Manager, or an Agency director.~~Employees complaining of harassment, sexual or other, shall be protected thereafter from any form of reprisal and/or retaliation.~~

7. ~~California's AB 1825 Sexual Harassment Prevention Training Mandates~~

~~To be in compliance with California law concerning 's AB 1825 Sexual Harassment Prevention Training mandates, all Directors, management staff, and supervisors are required to have two (2) hours of sexual harassment training every two (2) years.~~

~~Newly elected/appointed Directors, new hires and promoted management staff and supervisors are required to have sexual harassment training within six (6) months of their assumption of the position and thereafter, every two (2) years during their term in office.~~

~~The training must include the elements required by California Government Code section 12950.1 and other applicable law. andated by California's AB 1825 must be of high quality, conducted via "classroom or other effective interactive training" and must include the following topics:~~

- ~~a. Information and practical guidance regarding federal and state statutory laws about sexual harassment.~~
- ~~b. Information about the correction of sexual harassment and the remedies available to victims of sexual harassment.~~
- ~~c.a. Practical examples aimed at instructing prevention of sexual harassment, discrimination, and retaliation.~~

~~8. What is a Gender Transition?~~

- ~~a. "Social Transition" involves the process of socially aligning one's gender with the internal sense of self (e.g., changes in name and pronoun, bathroom facility usage, participation in activities like sports teams).~~
- ~~b. "Physical Transition" refers to medical treatments an individual may undergo to physically align their body with internal sense of self (e.g., hormone therapies or surgical procedures).~~

~~A person does not need to complete any particular step in gender transition in order to be protected by the law. An employer may not condition its treatment or accommodation of a transition employee upon completion of a particular step in gender transition.~~

Employees are encouraged to immediately report any incident of harassment so that complaints can be quickly and fairly resolved.