



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

15160 JACKSON ROAD
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AGENDA

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

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

REGULAR BOARD MEETING

Wednesday, July 18, 2012

Closed Session 4:00 p.m. - Open Session 5:00 p.m.
RMCS D Administration Building – Board Room
15160 Jackson Road
Rancho Murieta, CA 95683

BOARD MEMBERS

Roberta Belton	President
Richard Taylor	Vice President
Betty Ferraro	Director
Steven Mobley	Director
Gerald Pasek	Director

STAFF

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

RANCHO MURIETA COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
July 18, 2012

Closed Session: 4:00 p.m. - Open Session: 5:00 p.m.

AGENDA

	RUNNING TIME
1. CALL TO ORDER - Determination of Quorum - President Belton (Roll Call)	4:00
2. ADOPT AGENDA (Motion)	4:05
3. EMPLOYEE RECOGNITION - PROMOTIONS – CERTIFICATIONS - AWARDS Paul Siebensohn, Pesticide Regulations Certification	4:10
4. CLOSED SESSION <i>Under Government Code 54956.9(a): Conference with Legal Counsel – Anticipated Litigation – Significant Exposure to Litigation Pursuant to 54956.9: Two Potential Cases.</i> <i>Under Government Code 54956.8: Real Property Negotiations - Real Property APN 128-0080-067; APN 128-0080-068; APN 128-0080-069; APN 128-0080-076; and APN 128-0100-029. Real Property Agency Negotiator: Edward R. Crouse, General Manager. Negotiating Party: Rancho Murieta 670, LLC. Under Negotiation: Price and Terms.</i> <i>Under Government Code 54957: Public Employee Performance Review: General Manager.</i>	4:15
5. OPEN SESSION <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> <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. TIMED ITEMS as specifically noted, such as Hearings or Formal Presentations of community-wide interest, will not be taken up earlier than listed.</i>	
6. REPORT ACTION FROM CLOSED SESSION	5:00
7. COMMENTS FROM THE PUBLIC <i>The public shall have the opportunity to directly address the Board on any item of interest before or during the Board's consideration of that item. Public comment on items within the jurisdiction of the Board is welcome, subject to reasonable time limitations for each speaker.</i>	5:05

If you wish to address the Board at this time, as a courtesy, please state your name and address, and reserve your comments to no more than 3 minutes so that others may be allowed to speak. No action will be taken.

- 8. CONSENT CALENDAR (Motion) (Roll Call Vote) (5 min.)** 5:15
All the following items in Agenda Item 8 will be approved as one item if they are not excluded from the motion adopting the consent calendar.
- a. **Approval of Board Meeting Minutes**
 - 1. June 20, 2012 Board Meeting
 - b. **Committee Meeting Minutes (Receive and File)**
 - 1. June 18, 2012 Safety Committee Meeting
 - 2. July 3, 2012 Security Committee Meeting
 - 3. July 3, 2012 Improvements Committee Meeting
 - 4. July 3, 2012 Finance Committee Meeting
 - 5. July 5, 2012 Personnel Committee Meeting
 - c. **Approval of Bills Paid Listing**
- 9. STAFF REPORTS (Receive and File) (5 min.)** 5:20
- a. General Manager's Report
 - b. Administration/Financial Report
 - c. Security Report
 - d. Water/Wastewater/Drainage Report
- 10. CORRESPONDENCE (5 min.)** 5:25
- a. Letter from S. Keith Swanson, dated June 24, 2012
- 11. APPROVE PROPOSAL FOR WATER AUGMENTATION WELL HYDROGEOLOGICAL SERVICES (Discussion/Action) (Motion) (5 min.)** 5:30
- 12. APPROVE PROPOSAL FOR RECYCLED WATER FEASIBILITY STUDY (Discussion/Action) (Motion) (5 min.)** 5:35
- 13. APPROVE PROPOSAL TO PREPARE RECYCLED WATER DESIGN GUIDELINES AND STANDARDS (Discussion/Action) (Motion) (5 min.)** 5:40
- 14. TIMED ITEM – PUBLIC HEARING – 5:30 P.M. - AMENDMENT TO DISTRICT CODE CHAPTER 8, THE COMMUNITY FACILITIES FEE CODE, SECTION 3.00 (Time is approximate but will not be conducted before 5:30 p.m.)** 5:45
- a. Presentation by Staff.
 - b. The Board President will open a public hearing for public comment on the Amendment of Chapter 8 of the Community Facilities Fee Code.
 - c. The Board President will close the public hearing of Chapter 8 of the Community Facilities Fee Code.

- d. Board Discussion/Introduction of Ordinance 2012-02, an Ordinance of the Rancho Murieta Community Services District Amending Chapter 8 of the Community Facilities Fee Code, Section 3.00.
(Discussion/Action) (Motion) (Roll Call Vote) (15 min.)

- 15. **RECEIVE DROUGHT CONTINGENCY PLAN UPDATE** 6:00
(Discussion/Action) (Motion) (30 min.)
- 16. **ADOPT PAY FOR PERFORMANCE MANUAL UPDATE** 6:30
(Discussion/Action) (Motion) (Roll Call Vote) (5 min.)
- 17. **APPROVE UPDATED EMPLOYEE PERFORMANCE EVALUATION FORM** 6:35
(Discussion/Action) (Motion) (Roll Call Vote) (5 min.)
- 18. **ADOPT DISTRICT POLICY 2012-07, OPERATING FUND AND RESERVE FUND POLICY** 6:40
(Discussion/Action) (Motion) (Roll Call Vote) (5 min.)
- 19. **ADOPT DISTRICT POLICY 2012-08, PAY FOR PERFORMANCE** 6:45
(Discussion/Action) (Motion) (Roll Call Vote) (5 min.)
- 20. **ADOPT DISTRICT POLICY 2012-09, WORKPLACE DISHONESTY** 6:50
(Discussion/Action) (Motion) (Roll Call Vote) (5 min.)
- 21. **ADOPT DISTRICT RESOLUTION 2012-07, PROCEED WITH FORECLOSURE PROCEEDINGS UNDER THE MELLO-ROOS COMMUNITY FACILITIES ACT OF 1982** 6:55
(Discussion/Action) (Motion) (Roll Call Vote) (5 min.)
- 22. **ADOPT DISTRICT RESOLUTION 2012-08, COMMUNITY FACILITIES DISTRICT NO. 1 ANNUAL BOND LEVIES** 7:00
(Discussion/Action) (Motion) (Roll Call Vote) (5 min.)
- 23. **APPROVE PROPOSAL FOR BIOSOLIDS REMOVAL AND HAULING** 7:05
(Discussion/Action) (Motion) (5 min.)
- 24. **APPROVE PROPOSAL FOR WASTEWATER RECLAMATION PLANT FENCING** 7:10
(Discussion/Action) (Motion) (5 min.)
- 25. **REVIEW AND SELECT CONFERENCE/EDUCATION OPPORTUNITIES** 7:15
- 26. **MEETING DATES/TIMES FOR THE FOLLOWING:** (5 min.) 7:20

Next Regular Board Meeting: August 15, 2012

Committee Meeting Schedule:

✚ Security -	Tuesday, August 7, 2012 at 8:30 a.m.
✚ Improvements –	Tuesday, August 7, 2012 at 9:00 a.m.
✚ Finance -	Tuesday, August 7, 2012 at 10:00 a.m.
✚ Personnel -	Tuesday, August 7, 2012 at 10:30 a.m.
✚ Communications -	Thursday, August 2, 2012 at 8:30 a.m.
✚ Joint Security -	T.B.A.

27. COMMENTS/SUGGESTIONS – BOARD MEMBERS AND STAFF

7:25

In accordance with Government Code 54954.2(a), Directors and staff may make brief announcements or brief reports of their own activities. They may ask questions for clarification, make a referral to staff or take action to have staff place a matter of business on a future agenda.

28. ADJOURNMENT (Motion)

7:30

"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 July 13, 2012. Posting locations are: 1) District Office; 2) Plaza Foods; 3) Rancho Murieta Association; 4) Murieta Village Association.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Board of Directors Meeting

MINUTES

June 20, 2012

4:00 p.m. Closed Session - 5:00 p.m. Open Session

1. CALL TO ORDER/ROLL CALL

President Roberta Belton called the 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 Roberta Belton, Richard Taylor, Betty Ferraro, and Gerald Pasek. Also present were Edward R. Crouse, General Manager; Darlene Gillum, Director of Administration; Greg Remson, Security Chief; Paul Siebensohn, Director of Field Operations; and Suzanne Lindenfeld, District Secretary. Director Steven Mobley was absent.

2. ADOPT AGENDA

Motion/Pasek to adopt the agenda. **Second/Taylor. Ayes: Belton, Taylor, Ferraro, and Pasek. Noes: None. Absent: Mobley.**

3. EMPLOYEE PROMOTIONS – CERTIFICATIONS- AWARDS

Travis Bohannon promoted to a Plant Operator II on June 10, 2012.

James Colas promoted to a Utility Worker II on May 2, 2012.

4. BOARD ADJOURNED TO CLOSED SESSION AT 4:05 P.M. TO DISCUSS THE FOLLOWING ITEMS:

Under Government Code 54956.9(a): Conference with Legal Counsel – Anticipated Litigation – Significant Exposure to Litigation Pursuant to 54956.9: One Potential Case.

Under Government Code 54956.8: Real Property Negotiations - Real Property APN 128-0080-067; APN 128-0080-068; APN 128-0080-069; APN 128-0080-076; and APN 128-0100-029. Real Property Agency Negotiator: Edward R. Crouse, General Manager. Negotiating Party: Rancho Murieta 670, LLC. Under Negotiation: Price and Terms.

5/6. BOARD RECONVENED TO OPEN SESSION AT 5:00 P.M. AND REPORTED THE FOLLOWING:

Under Government Code 54956.9(a): Conference with Legal Counsel – Anticipated Litigation – Significant Exposure to Litigation Pursuant to 54956.9: One Potential Case. No reportable action.

Under Government Code 54956.8: Real Property Negotiations - Real Property APN 128-0080-067; APN 128-0080-068; APN 128-0080-069; APN 128-0080-076; and APN 128-0100-029. Real Property Agency Negotiator: Edward R. Crouse, General Manager. Negotiating Party: Rancho Murieta 670, LLC. Under Negotiation: Price and Terms. No reportable action.

7. COMMENTS FROM THE PUBLIC

John Sullivan asked what properties the Closed Session assessor parcels numbers referred to. Ed Crouse stated it is related to the Van Vleck easement.

President Belton suggested moving Agenda Item 13 to come after Agenda Item 10 since Jack Fiori, California Waste Recovery Systems, is in attendance.

Motion/Pasek to move Agenda Item 13 to come after Agenda Item 10. **Second/Ferraro. Ayes: Belton, Taylor, Ferraro, and Pasek. Noes: None. Absent: Mobley.**

8. CONSENT CALENDAR

Motion/Ferraro to adopt the consent calendar. **Second/Taylor. ROLL CALL VOTE: Ayes: Belton, Taylor, Ferraro, and Pasek. Noes: None. Absent: Mobley.**

9. STAFF REPORTS

Under Agenda Item 9c, President Belton asked about any changes in Security calls since school is out. Chief Remson stated that Security definitely knows the kids are out.

Under Agenda Item 9d, Director Pasek asked about the problem at Basin 5. Paul Siebensohn stated that the fountain keeps tripping the electrical circuit. The problem is being worked on under warranty.

10. CORRESPONDENCE

Letter from Don Craig, received June 6, 2012

President Belton stated that this item was discussed at the Presidents meeting. Arnie Billingsley, General Manager, Rancho Murieta Country Club, stated they are not unhappy with the service received from Security. Chief Remson stated he is working with Rancho Murieta Country Club on which rules Security can enforce. Director Pasek suggested getting a mutual agreement in writing with them.

13. APPROVE CALIFORNIA WASTE RECOVERY SYSTEMS CONTRACT AMENDMENT(taken out of order)

Darlene Gillum gave a brief summary of the sixth contract amendment between the District and California Waste Recovery Systems (CWRS).

Motion/Belton to approve the sixth contract amendment between the Rancho Murieta Community Services District and California Waste Recovery Systems for solid waste collection and disposal. **Second/Pasek. ROLL CALL VOTE. Ayes: Belton, Taylor, Ferraro, and Pasek. Noes: None. Absent: Mobley.**

11. ADOPT RESOLUTION 2012-06, A RESOLUTION APPROVING THE PROPOSED BUDGET FOR FISCAL YEAR 2012-2013

Darlene Gillum gave a brief review of the proposed budget for fiscal year 2012-2013. The final monthly average increase for a residential metered lot is 5.35%.

Motion/Pasek to adopt Resolution 2012-06, a Resolution adopting the proposed budget for fiscal year 2012-13. **Second/Belton. ROLL CALL VOTE. Ayes: Belton, Taylor, Ferraro, and Pasek. Noes: None. Absent: Mobley.**

12. ADOPT ORDINANCE 2012-01, AN ORDINANCE AMENDING CHAPTER 14 OF THE DISTRICT CODE, RELATING TO WATER; AMENDING CHAPTER 15 OF THE DISTRICT CODE RELATING TO SEWER; AMENDING CHAPTER 16 OF THE DISTRICT CODE, RELATING TO DRAINAGE; AMENDING CHAPTER 16A OF THE DISTRICT CODE, RELATING TO DRAINAGE TAX; AMENDING CHAPTER 21 OF THE DISTRICT CODE, RELATING TO SECURITY; AND AMENDING CHAPTER 31 OF THE DISTRICT CODE RELATING TO SOLID WASTE COLLECTION AND DISPOSAL

Darlene Gillum gave a brief review of the proposed rate increase for water, sewer, drainage and security, and solid waste.

Motion/Ferraro to acknowledge the Second Reading of Ordinance 2012-01 and to adopt Ordinance 2012-01, an Ordinance amending Chapter 14 of the District Code, relating to Water; amending Chapter 15 of the District Code, relating to Sewer; amending Chapter 16 of the District Code, relating to Drainage; amending Chapter 16A of the District Code, relating to Drainage Tax; amending Chapter 21 of the District Code, relating to Security; and amending Chapter 31 of the District Code relating to Solid Waste Collection and Disposal. **Second/Belton. ROLL CALL VOTE. Ayes: Belton, Taylor, Ferraro, and Pasek. Noes: None. Absent: Mobley.**

14. APPROVE PROPOSAL TO PREPARE RECYCLED WATER STANDARDS

This item has been pulled from the agenda.

15. APPROVE PURCHASE OF NEW FIELD OPERATIONS VEHICLE

Paul Siebensohn gave a brief summary of the recommendation to approve the purchase of a new vehicle. Because of the history the District has with Harrold Ford, a deposit to hold the vehicle was not needed.

Motion/Pasek to approve bid from Harrold Ford for a new 2011 Ford Ranger ¼ ton truck, in an amount not to exceed \$19,062.18. Funding to come from Water Replacement Reserves. **Second/Belton. Ayes: Belton, Taylor, Ferraro, and Pasek. Noes: None. Absent: Mobley.**

16. APPROVE 2011-12 AUDIT PROPOSAL FROM LARRY BAIN, CPA

Darlene Gillum gave a brief summary of the recommendation to approve the proposal from Larry Bain, CPA, to conduct the District's 2011-12 audit. There is no increase in the cost from last year's level.

Motion/Belton to approve the proposal from Larry Bain, CPA, An Accounting Corporation, for preparation of audit reports for the fiscal year 2011-12, in an amount not to exceed \$15,100. Funding to come from the 2012-13 General Administration Operating Budget. **Second/Pasek. Ayes: Belton, Taylor, Ferraro, and Pasek. Noes: None. Absent: Mobley.**

17. ELECTION OF CALIFORNIA SPECIAL DISTRICTS ASSOCIATION BOARD OF DIRECTORS

Motion/Belton to vote for Noelle Mattock for the California Special District Association (CSDA) Board of Directors. **Second/Ferraro. Ayes: Belton, Taylor, Ferraro, and Pasek. Noes: None. Absent: Mobley.**

18. REVIEW AND SELECT CONFERENCE/EDUCATION OPPORTUNITIES

President Belton requested to attend the California Special District Association Annual Conference in September 2012. The conference is to be held in San Diego. By consensus, the Board agreed.

19. MEETING DATES/TIMES

No changes to the July meeting dates/times.

President Belton requested the August Personnel Committee be moved since she will not be available on the regular meeting day.

20. COMMENTS/SUGGESTIONS – BOARD MEMBERS AND STAFF

Ed Crouse gave a brief summary of the June 12, 2012 Presidents and General Managers meeting. Items discussed included: the DUI incident, beach enforcement, PTF signs and swimming at your own risk signs. Rancho Murieta Association (RMA) gave an update on the new North Gate and recreation center. RMA will be putting in a new entry sign at the North Gate. RMCC is working with Security on enforcement of rules. RMCC is also working on a plan to reduce the geese population next year.

President Belton stated that both RMA and RMCC complimented the District on their getting the word out regarding the notice to the public regarding Clementia Reservoir.

Director Ferraro asked about putting up signs regarding snakes. Chief Remson stated that RMA does have some and will be putting them up.

Ed stated that staff will be meeting with legal counsel to re-visit the Security authority concerns related to DUI enforcement.

Director Pasek commented on an article he sent to Paul regarding bat houses helping with the midge fly population. President Belton asked if MTI has paid for any of the treatments yet, as they said they would pay for one a year. Ed stated they have not.

Chief Remson gave a brief summary of the vehicle rollover accident. California Highway Patrol is investigating whether alcohol was involved. A Gate Officer has given notice. Her last day will be July 6. An offer has been made and accepted for the new Gate Officer. The laser in the bar code reader at the South Gate stopped working due to the old transformer. That has been replaced. PTF is still working on the signs to be put up. Three (3) Patrol Officers have been subpoenaed regarding two (2) separate incidents.

Chief Remson attended the Fishing Club meeting last week and answered questions regarding fishing rule enforcement.

Chief Remson is working with RMA regarding the 4th of July festivities. The same amount of Off-Duty Sheriff Officers and private security officers will be working this year as worked last year.

21. ADJOURNMENT

Motion/Ferraro to adjourn at 5:56 p.m. Second/Pasek. Ayes: Belton, Taylor, Ferraro, and Pasek. Noes: None. Absent: Mobley.

Respectfully submitted,

Suzanne Lindenfeld
District Secretary

DRAFT

MEMORANDUM

Date: June 18, 2012
To: Edward R. Crouse, General Manager
From: Greg Remson, Safety Chairman
Subject: Safety Committee Meeting, June 18, 2012

The meeting was called to order at 11:35 a.m. Present were Greg Remson, Safety Chairman; Rob McLeod and Suzanne Lindenfeld.

NEW ACCIDENT REPORTS

Susan Spalding smashed finger in car door.

FACILITY INSPECTION REPORTS

None missing.

OTHER ITEMS

Second (2nd) quarter awards were purchased.

SAFETY AWARDS

The annual safety award gift cards were purchased.

ADJOURNMENT

The meeting adjourned at 2:18 p.m.

MEMORANDUM

Date: July 3, 2012
To: Board of Directors
From: Security Committee Staff
Subject: July 3, 2012 Security Committee Meeting

Director Ferraro called the meeting to order at 8:32 a.m. Present were Directors Ferraro and Mobley. Present from District staff were Edward R. Crouse, General Manager; Darlene Gillum, Director of Administration; Greg Remson, Security Chief; Paul Siebensohn, Director of Field Operations; and Suzanne Lindenfeld, District Secretary.

COMMENTS FROM THE PUBLIC

None.

MONTHLY OPERATIONS REVIEW

Operations

The new Gate Officer, Sharde' Taylor, has begun training.

A barcode reader transformer at the South Gate went out and has been replaced.

Murieta Parkway had some paving work done near the North Gate. Repairs were made to cracked and sunken areas, including the area in front of the North Gate visitor's lane. There were some temporary traffic delays, but the roadway looks good. Gate Officers Hessler and Hawk, along with Patrol Officer Scarzella, stood outside by the resident lane checking in visitors using the patrol laptop computer. They did a great job working through the noise and dust.

4th of July scheduling has been confirmed for off-duty Sacramento County Sheriff's Deputies and private security.

Incidents of Note

Alcohol was involved in the single car rollover accident. It is being sent to the District Attorney's Office to decide to prosecute or not.

RMA Citations/Advisals

Chief Remson reported on the following Rancho Murieta Association (RMA) rule violation citations for the month of June: 16 stop sign, 5 unauthorized vehicles and 5 speeding. RMA rule violation admonishments and/or complaints for the month of June: 29 loose/off leash dogs, 22 speeding, 21 open garage doors, and 18 barking dogs.

RMA Compliance/Grievance/Safety Committee Meeting

At the June 4, 2012 meeting, there were appearances regarding parking, and letters submitted regarding parking, property maintenance, and speeding. The next meeting will be on July 9, 2012.

Joint Security Committee Meeting

The Joint Security Committee meetings have been cancelled until further notice.

James L. Noller Safety Center

The Safety Center has been open on Monday and Wednesday from 10:00 a.m. to 2:00 p.m. It is also available to all law enforcement officers for report writing, meal breaks and any other needs that arise.

New North Gate

No forward progress has been made.

DUI ENFORCEMENT UPDATE

Chief Remson stated that staff, along with the District's legal counsel, is still reviewing DUI enforcement – vehicle stops. A short discussion followed.

DIRECTOR & STAFF COMMENTS

None.

ADJOURNMENT

The meeting adjourned at 9:05 a.m.

MEMORANDUM

Date: July 3, 2012
To: Board of Directors
From: Improvements Committee Staff
Subject: July 3, 2012 Committee Meeting Minutes

Director Pasek called the meeting to order at 9:07 a.m. Present were Directors Ferraro and Pasek. Present from District staff were Edward R. Crouse, General Manager; Darlene Gillum, Director of Administration; Greg Remson, Security Chief; Paul Siebensohn, Director of Field Operations; and Suzanne Lindenfeld, District Secretary.

COMMENTS FROM THE PUBLIC

None.

RECEIVE GRANT UPDATE

DWR Grant for Augmentation Well

Ed Crouse stated he is reviewing the draft grant agreement.

New Bureau of Reclamation Grant

Ed Crouse received approval to move forward with the project prior to getting the formal grant agreement approvals.

BIOSOLIDS HAULING

Paul Siebensohn gave a brief summary of the recommendation to approve the proposal from Biosolids Recycling, Inc. **This item will be on the July 18, 2012 Board of Directors meeting agenda.**

REVIEW NPDES PERMITTING (taken out of order)

Director Ferraro stated that after review, she is in agreement with the Board's decision not to proceed with the NPDES Permit at this time.

DUMP TRUCK PURCHASE

This item is pulled from the agenda.

RECYCLED WATER FEASIBILITY STUDY PROPOSAL

Ed Crouse gave a brief summary of the recommendation to approve the proposal from AECOM for the recycled water feasibility study. **This item will be on the July 18, 2012 Board of Directors meeting agenda.**

RECYCLED WATER DESIGN GUIDELINES AND STANDARDS PROPOSAL

Ed Crouse gave a brief summary of the recommendation to approve the proposal from AECOM for the development of the recycled water design guidelines and standards. **This item will be on the July 18, 2012 Board of Directors meeting agenda.**

WATER AUGMENTATION WELL HYDROGEOLOGICAL SERVICES

Ed Crouse gave a brief summary of the recommendation to approve the proposal from Dunn Environmental, Inc. for hydrogeological services in support of the new water well. A discussion followed. **This item will be on the July 18, 2012 Board of Directors meeting agenda.**

DROUGHT CONTINGENCY PLAN - UPDATE

Ed Crouse stated that a status report will be presented to the Board at the July 18, 2012 Board of Directors meeting.

WASTEWATER RECLAMATION PLANT FENCING

Paul Siebensohn gave a brief summary of the recommendation to approve the proposal from Central Fence Co., to replace the existing five foot (5') high fence with a six foot (6') high fence with three (3) strand barbed wire mounted on top. A discussion followed. **This item will be on the July 18, 2012 Board of Directors meeting agenda.**

DIRECTORS' & STAFF COMMENTS/SUGGESTIONS

Paul Siebensohn reported that the Utility Workers cleaned Laguna Joaquin spillway and a midge fly treatment was performed.

Director Pasek requested that Paul meet with Mr. Swanson and review the letter Mr. Swanson sent in.

ADJOURNMENT

The meeting was adjourned at 9:56 a.m.

MEMORANDUM

Date: July 3, 2012
To: Board of Directors
From: Finance Committee Staff
Subject: July 3, 2012 Finance Committee Meeting

Director Belton called the meeting to order at 10:00 a.m. Present were Directors Belton and Pasek. Present from District staff were Edward R. Crouse, General Manager; Darlene Gillum, Director of Administration; Greg Remson, Security Chief; Paul Siebensohn, Director of Field Operations; and Suzanne Lindenfeld, District Secretary.

COMMENTS FROM THE PUBLIC

None.

RECEIVE GRANT UPDATE

DWR Grant for Augmentation Well

Ed Crouse stated he is reviewing the draft agreement.

New Bureau of Reclamation Grant

Ed Crouse received approval to move forward with the project prior to getting the formal notification.

ANNUAL FEE UPDATE

Ed Crouse reported that on a yearly basis, the District reviews and adjusts, as necessary, the fees collected to meet the District's current and future service needs. The wording in the Park Fee Agreement, the Water Augmentation Agreement and the Capital Improvement Fee will be reviewed and updated in 2013. A discussion followed. **This item will be added to the July 18, 2012 Board of Directors meeting agenda.**

OPERATING FUND AND RESERVE FUND POLICY UPDATE

Darlene Gillum gave a brief summary of the recommendation to adopt District Policy 2012-07, updating the District Operating Fund and Reserve Policy. **This item will be added to the July 18, 2012 Board of Directors meeting agenda.**

CREDIT CARD PROCESSING FEE UPDATE

Darlene stated she sat through a demonstration with one company and is waiting to get information from a few others.

DIRECTORS' & STAFF COMMENTS/SUGGESTIONS

Director Pasek asked the progress of the building maintenance improvements. Ed stated that the managers have been given direction to go ahead with the necessary improvements.

ADJOURNMENT

The meeting was adjourned at 10:37 a.m.

DRAFT

MEMORANDUM

Date: July 5, 2012
To: Board of Directors
From: Personnel Committee Staff
Subject: July 5, 2012 Personnel Committee Meeting

Director Belton called the meeting to order at 9:02 a.m. Present was Director Belton. Present from District staff were Edward R. Crouse, General Manager; Darlene Gillum, Director of Administration; Greg Remson, Security Chief; Paul Siebensohn, Director of Field Operations; and Suzanne Lindenfeld, District Secretary. Director Taylor was absent.

COMMENTS FROM THE PUBLIC

None.

UPDATES

Employee Relations

Chief Remson reported that the new Gate Officer is in training and doing well.

DISTRICT POLICIES

Policy 2012-05, Pay for Performance

This policy reflects the changes in the Pay for Performance Program. **This item will be included on the July 18, 2012 Board of Directors meeting agenda.**

Policy 2012-09, Workplace Dishonesty

The purpose of this policy is to provide employees and those doing business with the District notice of the types of workplace conduct that are considered dishonest. **This item will be included on the July 18, 2012 Board of Directors meeting agenda.**

DIRECTORS' & STAFF COMMENTS/SUGGESTIONS

None.

ADJOURNMENT

The meeting was adjourned at 9:16 a.m.

MEMORANDUM

Date: July 13, 2012
To: Board of Directors
From: Darlene Gillum, Director of Administration
Subject: Bills Paid Listing

Enclosed is the Bills Paid Listing Report for **June 2012**. Please feel free to call me before the Board meeting regarding any questions you may have relating to this report. This information is provided to the Board to assist in answering possible questions regarding large expenditures.

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

Vendor	Project/Purpose	Amount	Funding
California Waste Recovery Systems	Solid Waste Contract	\$42,429.94	Operating Expense
Carrillo Enterprises	Equipment Rental, Materials	\$8,603.05	Operating Expense
ECS House Industries, Inc.	Aerator Parts	\$7,720.56	Operating Expense
NTU Technologies, Inc.	Chemicals	\$11,854.78	Operating Expense
Prodigy Electric	Electrician Services – WWRP, DAFs, Warehouse, MLN	\$6,175.47	Operating Expense
SMUD	Monthly Electric	\$32,821.80	Operating Expense
Sierra Chemical Co.	Chemicals	\$5,810.00	Operating Expense
Univar USA Inc.	Chemicals	\$9,647.50	Operating Expense
Watchdogs Surveillance	Lift Stations: Crest & 6A	\$9,964.06	Operating Expense

Rancho Murieta Community Services District
Bills Paid Listing for June 2012

Ck Number	Date	Vendor	Amount	Purpose
CM25331	6/1/2012	California Public Employees' Retirement Sys	\$29,839.77	Payroll
CM25332	6/1/2012	Ford Motor Credit Company LLC	\$234.78	Security Vehicle Lease Payment
CM25333	6/1/2012	Guardian Life Insurance	\$4,337.48	Payroll
CM25334	6/1/2012	Vision Service Plan (CA)	\$474.87	Payroll
CM25335	6/8/2012	Ace Hardware	\$613.93	Monthly Supplies
CM25336	6/8/2012	Allied Waste Services #922	\$336.85	Container Service
CM25337	6/8/2012	American Express	\$1,721.14	Monthly Bill
CM25338	6/8/2012	Aramark Uniform Services	\$67.28	Uniform Service - Water
CM25339	6/8/2012	CASQA Membership	\$275.00	2012 Membership Dues
CM25340	6/8/2012	California Waste Recovery Systems	\$42,429.94	Solid Waste Monthly Contract
CM25341	6/8/2012	CDW Government Inc.	\$2,950.60	Desktop - WTP, Antivirus S/W (qty 35)
CM25342	6/8/2012	Brian Chenoweth	\$1,200.00	IT Services
CM25343	6/8/2012	Chere Charles Cost-U-Less Pumping Service	\$2,535.00	Sludge Removal
CM25344	6/8/2012	Costco Wholesale	\$1,114.52	Monthly Supplies
CM25345	6/8/2012	Employment Development Department	\$2,676.59	Payroll
CM25346	6/8/2012	Environmental Resource Associates	\$453.49	Proficiency Test
CM25347	6/8/2012	Folsom Lake Fleet Services	\$3,590.47	Vehicle Maint #214, #519, #213
CM25348	6/8/2012	Gempler's, Inc.	\$457.49	Supplies
CM25349	6/8/2012	Golden State Flow Measurement	\$779.55	Water Meter
CM25350	6/8/2012	Groeniger & Company	\$133.94	Supplies
CM25351	6/8/2012	HDR Engineering, Inc	\$1,749.39	Raw Water Assessment Plan
CM25352	6/8/2012	Irrigation Consultation & Evaluation	\$2,300.00	Water Wise House Calls
CM25353	6/8/2012	Nationwide Retirement Solution	\$1,773.23	Payroll
CM25354	6/8/2012	Patricia Nellist	\$200.00	Toilet Rebate
CM25355	6/8/2012	Operating Engineers Local Union No. 3	\$487.44	Payroll
CM25356	6/8/2012	P. E. R. S.	\$12,703.76	Payroll
CM25357	6/8/2012	Pac Machine Co., Inc.	\$754.03	Equipment Rental
CM25358	6/8/2012	PERS Long Term Care Program	\$132.19	Payroll
CM25359	6/8/2012	Prodigy Electric	\$4,915.59	WWRP Tesco Panel, NCPS Flow Meter
CM25360	6/8/2012	Romo Landscaping	\$325.00	Landscaping
CM25361	6/8/2012	Sprint	\$256.85	Monthly Cell Phone
CM25362	6/8/2012	State Water Resources Control Board	\$95.00	OIT Renewal
CM25363	6/8/2012	TASC	\$124.61	Payroll
CM25364	6/8/2012	TelePacific Communications	\$491.33	Monthly Phone
CM25365	6/8/2012	U.S. Bank Corp. Payment System	\$4,385.56	Monthly Gasoline
CM25366	6/8/2012	USA Blue Book	\$1,569.04	Supplies
CM25367	6/8/2012	Zep Sales & Service	\$3,878.75	Tools & Supplies
EFT	6/11/2012	Internal Revenue Service	\$10,197.60	Bi-Weekly Payroll Taxes
CM25368	6/22/2012	Action Cleaning Systems	\$1,172.00	Monthly Cleaning Service
CM25369	6/22/2012	Applications By Design, Inc.	\$1,887.50	Security Data Backup, Bar Codes
CM25370	6/22/2012	Aramark Uniform Services	\$247.84	Uniform Service - Water

Rancho Murieta Community Services District
Bills Paid Listing for June 2012

Ck Number	Date	Vendor	Amount	Purpose
CM25371	6/22/2012	AT&T	\$1,249.97	Monthly Phone
CM25372	6/22/2012	Caltronics Business Systems	\$808.33	Admin Copier Maintenance
CM25373	6/22/2012	Carrillo Enterprises	\$8,603.05	Equipment Rental, materials
CM25374	6/22/2012	CLS Labs	\$4,988.20	Monthly Lab Tests
CM25375	6/22/2012	Department of Pesticide Regulation	\$30.00	Qualified Applicator Cert
CM25376	6/22/2012	CA Dept of Health	\$90.00	Grade 3 Renewal
CM25377	6/22/2012	ECS House Industries, Inc.	\$7,720.56	Aerator Parts
CM25378	6/22/2012	Emedco Inc.	\$815.88	Supplies
CM25379	6/22/2012	Employment Development Department	\$2,516.80	Payroll
CM25380	6/22/2012	Ewing Irrigation Products, Inc.	\$675.47	Maintenance & Supplies
CM25381	6/22/2012	Express Office Products, Inc.	\$547.70	Office Supplies
CM25382	6/22/2012	Forest Industries Telecommunications	\$300.00	Radio License Bandwidth Conversion
CM25383	6/22/2012	Gempler's, Inc.	\$2,445.54	Safety Supplies, boots
CM25384	6/22/2012	Groeniger & Company	\$1,363.38	Supplies
CM25385	6/22/2012	International Association of Admin Personnel	\$135.00	Membership
CM25386	6/22/2012	Kronick Moskovitz Tiedemann & Girard	\$4,426.60	Legal Consulting
CM25387	6/22/2012	Lehr Auto Electric	\$1,467.68	Equipment Installation - #520
CM25388	6/22/2012	Maddaus Water Management	\$2,676.40	IWMP Update, WSCP Update
CM25389	6/22/2012	Henry McDaniel	\$865.42	District Claim
CM25390	6/22/2012	Nationwide Retirement Solution	\$1,751.23	Payroll
CM25391	6/22/2012	NTU Technologies, Inc.	\$11,854.78	Chemicals (WTP & WWTP)
CM25392	6/22/2012	Operating Engineers Local Union No. 3	\$487.44	Payroll
CM25393	6/22/2012	P. E. R. S.	\$12,176.13	Payroll
CM25394	6/22/2012	PERS Long Term Care Program	\$132.19	Payroll
CM25395	6/22/2012	Peterson.Brustad.Inc.	\$3,745.88	Recycled Water Implementation Schedule
CM25396	6/22/2012	Plaza Foods Supermarket	\$12.27	Supplies
CM25397	6/22/2012	Prodigy Electric	\$6,175.47	Electrician Services - WWRP, DAFs, Whse, MLN
CM25398	6/22/2012	Public Agency Retirement Services	\$400.00	OPEB Trust Admin Fees
CM25399	6/22/2012	Rancho Murieta Association	\$280.47	Landscaping/Cable/Internet
CM25400	6/22/2012	S. M. U. D.	\$32,821.80	Monthly Electric
CM25401	6/22/2012	Sacramento Metropolitan Air Quality Mgt. Di	\$948.00	Jetter Operation Permit
CM25402	6/22/2012	Sierra Chemical Co.	\$3,372.76	Chemicals
CM25403	6/22/2012	Sierra Chemical Company	\$5,810.00	Chemicals
CM25404	6/22/2012	Sierra Office Supplies	\$1,360.12	OT Forms, Water Efficiency Brochures
CM25405	6/22/2012	Skill Path Seminars	\$299.00	Training
CM25406	6/22/2012	Sprint	\$559.94	Monthly Cell Phone
CM25407	6/22/2012	TASC	\$54.50	Payroll
CM25408	6/22/2012	TASC	\$124.61	Payroll
CM25409	6/22/2012	U.S. HealthWorks Medical Group, PC	\$414.00	Pre-employment Screenings
CM25410	6/22/2012	Univar USA Inc.	\$9,647.50	Chemicals
CM25411	6/22/2012	USA Blue Book	\$1,342.71	Supplies

**Rancho Murieta Community Services District
Bills Paid Listing for June 2012**

Ck Number	Date	Vendor	Amount	Purpose
		CFD#1 Bank of America Checking		
CM2646	6/12/2012	Rancho Murieta CSD	\$219,594.32	Sac County Tax Disbursement to CSD
		TOTAL	\$219,594.32	
		EL DORADO PAYROLL		
Payroll (El Dorado)				
Checks: # CM10791 to CM10804 and Direct Deposits: DD05687 to DD5744			\$ 107,419.82	Payroll
EFT	6/30/2012	National Payment Corp	\$193.45	Payroll
		TOTAL	\$107,613.27	

MEMORANDUM

Date: July 12, 2012
To: Board of Directors
From: Edward R. Crouse, General Manager
Subject: General Manager's Report

The following are highlights since our last Board Meeting.

Employee Relations

Thank you all for attending our Annual Employee Luncheon and bringing you favorite side dish. In addition, a BIG THANK YOU to Suzanne for planning, coordinating and organizing the luncheon. Without her, we would have no luncheon!

Sharde' Taylor, our new Gate Officer, is fully trained and on her own at the gate, working swing shift.

Paul Siebensohn received his Qualified Applicator Certificate for pesticide and herbicide applications. Under his certificate, in limited situations, instead of using a contractor, staff will be able to apply herbicides on our lakes. Good going, Paul!

Finance/IT

Darlene is closing out the year-end financials in preparation for the audit, which is scheduled to begin in September. Debby, Susan and Joyce are tracking down open and partially completed purchase orders to make sure the completed work is accurately reflected in the 2011/12 fiscal year.

Security

The 4th of July activities seemed to go well, both from resident and staff perspective. Greg reports little activity of note during the day. Residents obtained 1,322 passes this year, which helped Gate Officers move guests and residents through the gates more effectively.

We continue to meet internally on enhanced DUI enforcement by our patrol officers. We are hopeful to get an initial draft plan to the Security Committee in August, with a draft presentation at our August Board meeting.

Water

Water production this month, matched last month's production of 2.7 mgd. Even with the recent hot spell, our production did not bump up. Time will tell though. Depending on how the lawns and landscaping fared, residents may look to overwatering to "green-up" landscaping.

Paul is continuing our Taste and Odor Program (T&O) by selective weed removal in Chesbro Reservoir and using powdered activated carbon to improve water quality. Our monitoring program shows T&O precursor algae to be below levels where T&O becomes evident.

Wastewater

Flows into the plant are low, especially for this time of year. We normally see flows of .40 mgd in late August or September. So far, though, this has not affected our deliveries to Rancho Murieta Country Club (RMCC).

Drainage

Staff continues to respond to complaints of nuisance flows in ditches. These nuisance flows result from over irrigation by residents. However, it may portend good news on the flip side. We are looking into whether the nuisance flows are reduced as a result of the community's water efficiency efforts. Nuisance flows may have been reduced to a point where the flow is not enough, in some areas, to allow water to pass. We are looking at measures to address this situation if it continues.

Solid Waste

Nothing new to report on operations.

Grant Funding

Regional Water Authority (RWA) reports the grant agreement with DWR is near final form, but we will wait and see. However, the date of the grant award was August 2011, so any work completed after that date is grant fundable.

Engineering

Today I received a response back for a meeting of the 670 owners group. I have not had much time to consider their response and suggested changes to our deal points.

Conservation

July is Beat the Peak month, meaning you can save water and energy by reducing water consumption during July. We are offering rebates as an incentive to help use water more efficiently.

MEMORANDUM

Date: July 13, 2012
 To: Board of Directors
 From: Darlene Gillum, Director of Administration
 Subject: Administration/Financial Reports

Enclosed is a financial summary report for **June 2012**. 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. These numbers are preliminary for the fiscal year ending June 30, 2012 and are subject to change as the final year end accounting entries are posted.

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

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

	12 month rolling % increase	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Residences	0.0	2511	2511	2511	2511	2512	2512	2512	2512	2513	2513	2512	2512
	Weighted average	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Cubic Feet	1742	2871	3043	2753	1989	1306	978	1071	851	842	970	1868	2745
Gallons per day	434	716	759	686	496	326	244	267	212	210	242	466	684

Lock-Offs

For the month of June, there were 31 lock-offs.

Aging Report - Delinquent accounts total \$94,786 which is 16.8% of the total accounts receivable balance of \$563,514. Past due receivables, as a percent of total receivables, have decreased slightly since May.

Summary of Reserve Accounts as of June 30, 2012 – The District’s reserve accounts have increased \$744,561 year to date since July 2011. The increase is primarily due to the reserve amounts collected in the Water and Sewer base rates and interest earned. In addition, the District received a “reversion to issuer” payment from ID#1 in the amount of \$35,300 in May. The District has expended \$285,620 of reserves since the beginning of the fiscal year, which started July 1, 2011. The total amount of reserves held by the District as of June 30, 2012 is \$8,577,615. Please see the Reserve Fund Balances table below for information by specific reserve account.

Reserve Fund Balances

<i>Reserve Descriptions</i>	<i>Fiscal Yr Beg Balance July 1, 2011</i>	<i>YTD Collected & Interest Earned</i>	<i>YTD Spent</i>	<i>Period End Balance June 30, 2012</i>
Water Capital Replacement (200-2505)	2,466,331	215,181	(147,708)	2,533,804
Sewer Capital Replacement (250-2505)	2,504,993	310,139	(105,152)	2,709,980
Drainage Capital Replacement (260-2505)	0	50,000	(0)	50,000
Security Capital Replacement (500-2505)	50,973	146	(0)	51,119
Sewer Capital Improvement Connection (250-2500)	3,981	11	(0)	3,992
Capital Improvement (200-2510/250-2510)	433,949	3,605	(0)	437,554
Water Supply Augmentation (200-2511)	2,567,525	11,485	(32,759)	2,546,251
Water Debt Service Reserves (200-2512)	25,087	55,039	(0)	80,126
Sewer Debt Service Reserves (250-2512)	63,697	98,930	(0)	162,627
Rate Stabilization (200/250/500-2515)	2,156	6	(0)	2,162
<i>Total Reserves</i>	<i>8,118,693</i>	<i>744,542</i>	<i>(285,619)</i>	<i>8,577,615</i>

PARS GASB 45 Trust: The PARS GASB 45 Trust, which is the investment trust established to fund Other Post Employment Benefits, had returns of (2.84%) over the most recent 3-month period ended May 31, 2012. The investment return, before expenses, for the comparable CalPERS investment program (CERBT-Strategy 1) has not yet reported its performance for the same 3-month period ended May 31, 2012. For fiscal year 2011 -2012, the District contributed the estimated Annual Required Contribution (ARC) of \$105,000 as planned in the 2011 – 2012 budget.

Financial Summary Report:

Revenues:

Water Charges, year-to-date, are **above** budget \$21,002 or 1.4%

Sewer Charges, year-to-date, are **below** budget \$1,226 or (0.1%)

Drainage Charges, year-to-date, are **below** budget \$358 or (0.2%)

Security Charges, year-to-date, are **above** budget \$185 or 0%

Solid Waste Charges, year-to-date, are **above** budget \$1,325 or 0.2%

Total Revenues, which include other income and interest income year-to-date, are **above** budget \$4,056 or .1%. Revenue areas that exceeded budget are primarily Water Charges and Late Charges. Water usage exceeded June budget projections by 34%. Estimated Property Tax is below budget \$45,000 pending receipt of the final report from Sacramento County. A large portion of this under-run is related to Prop 8 assessment reductions.

Expenses: Year-to-date total operating expenses are below budget \$250,508 or 4.9%. Year-to-date operational reserve expenditures total \$159,694. Operational reserve expenditures cover projects funded from reserves which are also recorded as operational expenses through the income statement as required by Generally Accepted Accounting Principles (GAAP).

Water Expenses, year-to-date, are **below budget \$53,827 or (4.0%), prior to reserve expenditures.** Consulting expenses are over budget due to the Water Supply Assessment and Response Plan completed by HDR in response to the Taste and Odor issue experienced in August 2011. Other areas running over budget are Training/Safety, Equipment Rental, Hazardous Waste Removal, Vehicle Maintenance, Fuel and Tools. Wages and Employer Costs are under budget primarily due to the variance between the actual allocation of labor charges between Water, Sewer and Drainage and the forecasted budgetary allocation percentages. Also, year-end payroll accruals are not yet reflected. Power, Chemicals, Maintenance & Repairs, Meters, Lab Tests, Conservation and Permits are running below budget. Year-to-date, \$159,694 of expenses have been incurred from reserves expenditures; primarily for the meter retrofit project and the IWMP Update.

Sewer Expenses, year-to-date, are **below budget by \$42,988 or (4.4%), prior to reserve expenditures.** Wages and Employer Costs are under budget primarily due to the variance between the actual allocation of labor charges between Water, Sewer and Drainage and the forecasted budgetary allocation percentages. Also, year-end payroll accruals are not yet reflected. Other areas running below budget are Power, Chemicals, Lab Tests, Hazardous Waste Removal, Legal, Vehicle Maintenance, Fuel and IT Systems Maintenance. Areas running over budget are Maintenance/Repairs, Permits, Tools, Training/Safety and Equipment Rental. Year-to-date, there have been no expenses incurred from reserves expenditures.

Drainage Expenses, year-to-date, are **below budget by \$13,409 or (10.4%).** Wages and Employer Costs are under budget primarily due to the variance between the actual allocation of labor charges between Water, Sewer and Drainage and the forecasted budgetary allocation percentages. Also, year-end payroll accruals are not yet reflected. Areas running over budget are Power, Permits and Tools. The largest areas running below budget are Equipment Rental, Improvements and Chemicals.

Security Expenses, year-to-date, are **below budget by \$54,847 or (5.2%).** Wages are below budget, in part, due to Overtime running lower than budget. Employers Costs are below budget due to variances in elected employee benefit coverage compared to budget. Areas running over budget are Vehicle Maintenance, Fuel, Bar Codes, Tuition Reimbursement and Legal. In addition to Wages and Employers Costs, IT Systems Maintenance, Vehicle Lease, Equipment Repairs, Uniforms and Off Duty Sheriff are the largest areas running under budget.

Solid Waste Expenses, year-to-date, are **below budget by \$21,428 or (3.8%).** This under-run is due to the mix in actual service provided (i.e., the size of collection cart used per residence) compared to the anticipated mix in service used to formulate the budget. In addition, Consulting and Household Hazardous Waste Disposal are running below budget.

General Expenses, year-to-date, are **below budget by \$64,010 or (5.9%)**. Wages, Supplies, Community Communications, Consulting, Vehicle Maintenance, Building Maintenance (due to replacement of one HVAC unit) and Director Expenses/Reimbursements are the largest categories running over budget. Employer Costs, Director Meeting Stipends, Travel/Meetings, Legal, Vehicle Fuel, Contingency and IT Systems Maintenance are the largest areas running below budget.

Net Income: Year-to-date unadjusted net income, before depreciation, is \$254,859. Net income/(Loss) adjusted for estimated depreciation expense of \$1,117,760 is (\$862,901).

The YTD expected net operating income before depreciation, per the 2011-2012 budget, is \$295. The actual net operating income is \$254,564 higher than the budget expectation due to revenue running \$4,056 over budget and total operating expenses running under budget \$250,508. These numbers are preliminary for the fiscal year ending June 30, 2012 and are subject to change as the final year end accounting entries are posted.

Rancho Murieta Community Services District
Summary Budget Performance Report
YTD THROUGH JUNE 2012

	% of Total	Annual Budget	% of Total	YTD Budget	YTD Actuals	% of Total	YTD VARIANCE	
							Amount	%
REVENUES								
Water Charges	29.9%	\$1,543,782	29.9%	\$1,543,782	\$1,564,784	30.3%	\$21,002	1.4%
Sewer Charges	21.9%	1,128,190	21.9%	1,128,190	1,126,964	21.8%	(1,226)	(0.1%)
Drainage Charges	3.2%	163,320	3.2%	163,320	162,962	3.2%	(358)	(0.2%)
Security Charges	21.7%	1,122,360	21.7%	1,122,360	1,122,545	21.7%	185	0.0%
Solid Waste Charges	11.4%	586,920	11.4%	586,920	588,245	11.4%	1,325	0.2%
Other Income	1.6%	80,212	1.6%	80,212	110,279	2.1%	30,067	37.5%
Interest Earnings	0.0%	2,180	0.0%	2,180	527	0.0%	(1,653)	(75.8%)
Property Taxes	10.4%	534,960	10.4%	534,960	489,674	9.5%	(45,286)	(8.5%)
Total Revenues	100.0%	5,161,924	100.0%	5,161,924	5,165,980	100.0%	4,056	0.1%
OPERATING EXPENSES								
Water/Sewer/Drainage								
Wages	13.8%	710,970	13.8%	710,970	690,527	14.1%	(20,443)	(2.9%)
Employer Costs	6.5%	337,620	6.5%	337,620	322,084	6.6%	(15,536)	(4.6%)
Power	6.3%	325,860	6.3%	325,860	299,302	6.1%	(26,558)	(8.2%)
Chemicals	4.1%	209,140	4.1%	209,140	185,325	3.8%	(23,815)	(11.4%)
Maint & Repair	5.5%	285,400	5.5%	285,400	284,723	5.8%	(677)	(0.2%)
Meters/Boxes	1.1%	55,000	1.1%	55,000	26,021	0.5%	(28,979)	(52.7%)
Lab Tests	1.6%	85,000	1.6%	85,000	69,244	1.4%	(15,756)	(18.5%)
Permits	1.1%	59,130	1.1%	59,130	49,955	1.0%	(9,175)	(15.5%)
Training/Safety	0.3%	17,500	0.3%	17,500	27,662	0.6%	10,162	58.1%
Equipment Rental	0.8%	43,000	0.8%	43,000	60,178	1.2%	17,178	39.9%
Other	6.5%	333,520	6.5%	333,520	336,896	6.9%	3,376	1.0%
Subtotal Water/Sewer/Drainage	47.7%	2,462,140	47.7%	2,462,140	2,351,917	47.9%	(110,223)	(4.5%)
Security								
Wages	11.2%	578,400	11.2%	578,400	565,919	11.5%	(12,481)	(2.2%)
Employer Costs	6.4%	332,500	6.4%	332,500	312,153	6.4%	(20,347)	(6.1%)
Insurance	0.1%	4,500	0.1%	4,500	4,500	0.1%		0.0%
Off Duty Sheriff Patrol	0.2%	10,500	0.2%	10,500	2,337	0.0%	(8,163)	(77.7%)
Other	2.4%	123,479	2.4%	123,479	109,623	2.2%	(13,856)	(11.2%)
Subtotal Security	20.3%	1,049,379	20.3%	1,049,379	994,532	20.3%	(54,847)	(5.2%)
Solid Waste								
CWRS Contract	10.0%	513,600	10.0%	513,600	508,738	10.4%	(4,862)	(0.9%)
Sacramento County Admin Fee	0.6%	32,400	0.6%	32,400	32,834	0.7%	434	1.3%
Consulting	0.1%	5,000	0.1%	5,000		0.0%	(5,000)	(100.0%)
HHW Event	0.2%	12,000	0.2%	12,000		0.0%	(12,000)	(100.0%)
Subtotal Solid Waste	10.9%	563,000	10.9%	563,000	541,572	11.0%	(21,428)	(3.8%)
General / Admin								
Wages	9.0%	462,500	9.0%	462,500	466,597	9.5%	4,097	0.9%
Employer Costs	4.9%	254,100	4.9%	254,100	237,183	4.8%	(16,917)	(6.7%)
Insurance	1.0%	54,060	1.0%	54,060	54,224	1.1%	164	0.3%
Legal	0.5%	25,000	0.5%	25,000	19,488	0.4%	(5,512)	(22.0%)
Office Supplies	0.4%	19,200	0.4%	19,200	22,746	0.5%	3,546	18.5%
Director Meetings	0.3%	18,000	0.3%	18,000	12,100	0.2%	(5,900)	(32.8%)
Telephones	0.1%	4,140	0.1%	4,140	4,415	0.1%	275	6.6%
Information Systems	1.8%	95,000	1.8%	95,000	44,664	0.9%	(50,336)	(53.0%)
Community Communications	0.2%	9,900	0.2%	9,900	12,023	0.2%	2,123	21.4%
Postage	0.4%	18,600	0.4%	18,600	19,302	0.4%	702	3.8%
Janitorial/Landscape Maint	0.3%	16,800	0.3%	16,800	19,857	0.4%	3,057	18.2%
Other	2.1%	109,810	2.1%	109,810	110,501	2.3%	691	0.6%
Subtotal General / Admin	21.1%	1,087,110	21.1%	1,087,110	1,023,100	20.8%	(64,010)	(5.9%)
Total Operating Expenses	100.0%	5,161,629	100.0%	5,161,629	4,911,121	100.0%	(250,508)	(4.9%)
Operating Income (Loss)	100.0%	295	100.0%	295	254,859	100.0%	254,564	86,292.9%
Non-Operating Expenses								
Water Reserve Expenditure	0.0%		0.0%		159,694	100.0%	159,694	0.0%
Total Non-Operating Expenses	0.0%	0.0%	0.0%	0.0%	159,694	100.0%	159,694	0.0%
Net Income (Loss)	100.0%	295	100.0%	295	95,165	100.0%	94,870	32,159.3%

Rancho Murieta Community Services District
Budget Performance Report by FUND
YTD THROUGH JUNE 2012

	% of Total	Annual Budget	% of Total	YTD Budget	YTD Actuals	% of Total	YTD VARIANCE Amount %	
WATER								
REVENUES								
Water Charges	98.6%	\$1,543,782	98.6%	\$1,543,782	\$1,564,784	98.2%	\$21,002	1.4%
Interest Earnings	0.0%	420	0.0%	420	(184)	0.0%	(604)	(143.8%)
Other Income	1.3%	20,890	1.3%	20,890	28,303	1.8%	7,413	35.5%
Total Water Revenues	100.0%	1,565,092	100.0%	1,565,092	1,592,903	100.0%	27,811	1.8%
EXPENSES (excluding depreciation)								
Wages	28.4%	383,970	28.4%	383,970	378,205	29.1%	(5,765)	(1.5%)
Employer Costs	13.5%	182,330	13.5%	182,330	173,328	13.3%	(9,002)	(4.9%)
Power	12.5%	169,000	12.5%	169,000	156,534	12.1%	(12,466)	(7.4%)
Chemicals	8.9%	120,245	8.9%	120,245	116,788	9.0%	(3,457)	(2.9%)
Maint & Repair	9.6%	129,500	9.6%	129,500	107,164	8.3%	(22,336)	(17.2%)
Meters/Boxes	4.1%	55,000	4.1%	55,000	26,021	2.0%	(28,979)	(52.7%)
Lab Tests	3.0%	40,000	3.0%	40,000	33,410	2.6%	(6,590)	(16.5%)
Permits	2.4%	32,000	2.4%	32,000	19,413	1.5%	(12,587)	(39.3%)
Training/Safety	0.6%	7,500	0.6%	7,500	9,041	0.7%	1,541	20.5%
Equipment Rental	1.6%	21,500	1.6%	21,500	32,407	2.5%	10,907	50.7%
Other Direct Costs	15.6%	211,470	15.6%	211,470	246,377	19.0%	34,907	16.5%
Operational Expenses	100.0%	1,352,515	100.0%	1,352,515	1,298,688	100.0%	(53,827)	(4.0%)
Water Income (Loss)	15.7%	212,577	15.7%	212,577	294,215	22.7%	81,638	38.4%
38.9% Net Admin Alloc	15.7%	211,751	15.7%	211,751	202,738	15.6%	(9,013)	(4.3%)
Reserve Expenditures	0.0%		0.0%		159,694	12.3%	159,694	0.0%
Total Net Income (Loss)	0.1%	826	0.1%	826	(68,217)	-5.3%	(69,043)	(8,358.7%)
SEWER								
REVENUES								
Sewer Charges	98.7%	1,128,190	98.7%	1,128,190	1,126,964	98.5%	(1,226)	(0.1%)
Interest Earnings	0.1%	820	0.1%	820	(11)	0.0%	(831)	(101.3%)
Other Income	1.2%	13,590	1.2%	13,590	17,060	1.5%	3,470	25.5%
Total Sewer Revenues	100.0%	1,142,600	100.0%	1,142,600	1,144,013	100.0%	1,413	0.1%
EXPENSES (excluding depreciation)								
Wages	28.3%	277,240	28.3%	277,240	264,333	28.2%	(12,907)	(4.7%)
Employer Costs	13.4%	131,660	13.4%	131,660	125,844	13.4%	(5,816)	(4.4%)
Power	14.7%	143,960	14.7%	143,960	127,362	13.6%	(16,598)	(11.5%)
Chemicals	8.1%	79,310	8.1%	79,310	67,771	7.2%	(11,539)	(14.5%)
Maint & Repair	15.0%	147,500	15.0%	147,500	170,785	18.2%	23,285	15.8%
Lab Tests	4.6%	45,000	4.6%	45,000	35,834	3.8%	(9,166)	(20.4%)
Permits	2.4%	23,130	2.4%	23,130	25,690	2.7%	2,560	11.1%
Training/Safety	1.0%	10,000	1.0%	10,000	18,569	2.0%	8,569	85.7%
Equipment Rental	1.6%	16,000	1.6%	16,000	23,460	2.5%	7,460	46.6%
Other Direct Costs	10.9%	106,460	10.9%	106,460	77,624	8.3%	(28,836)	(27.1%)
Operational Expenses	100.0%	980,260	100.0%	980,260	937,272	100.0%	(42,988)	(4.4%)
Sewer Income (Loss)	16.6%	162,340	16.6%	162,340	206,741	22.1%	44,401	27.4%
29.7% Net Admin Alloc	16.5%	161,672	16.5%	161,672	154,790	16.5%	(6,882)	(4.3%)
Total Net Income (Loss)	0.1%	668	0.1%	668	51,951	5.5%	51,283	7,677.1%
DRAINAGE								
REVENUES								
Drainage Charges	99.9%	163,320	99.9%	163,320	162,962	99.9%	(358)	(0.2%)
Interest Earnings	0.1%	240	0.1%	240	142	0.1%	(98)	(40.8%)
Total Drainage Revenues	100.0%	163,560	100.0%	163,560	163,104	100.0%	(456)	(0.3%)
EXPENSES (excluding depreciation)								
Wages	38.5%	49,760	38.5%	49,760	47,989	41.4%	(1,771)	(3.6%)
Employer Costs	18.3%	23,630	18.3%	23,630	22,912	19.8%	(718)	(3.0%)
Power	10.0%	12,900	10.0%	12,900	15,406	13.3%	2,506	19.4%
Chemicals	7.4%	9,585	7.4%	9,585	766	0.7%	(8,819)	(92.0%)
Maint & Repair	6.5%	8,400	6.5%	8,400	6,774	5.8%	(1,626)	(19.4%)
Permits	3.1%	4,000	3.1%	4,000	4,852	4.2%	852	21.3%
Equipment Rental	4.3%	5,500	4.3%	5,500	4,311	3.7%	(1,189)	(21.6%)
Other Direct Costs	12.1%	15,590	12.1%	15,590	12,946	11.2%	(2,644)	(17.0%)
Operational Expenses	100.0%	129,365	100.0%	129,365	115,956	100.0%	(13,409)	(10.4%)
Drainage Income (Loss)	26.4%	34,195	26.4%	34,195	47,148	40.7%	12,953	37.9%
6.1% Net Admin Alloc	25.7%	33,206	25.7%	33,206	31,792	27.4%	(1,414)	(4.3%)
Total Net Income (Loss)	0.8%	989	0.8%	989	15,356	13.2%	14,367	1,452.7%
SECURITY								
REVENUES								
Security Charges	96.7%	1,122,360	96.7%	1,122,360	1,122,545	95.5%	185	0.0%
Interest Earnings	0.0%	100	0.0%	100	328	0.0%	228	228.0%
Other Income	3.3%	37,932	3.3%	37,932	52,932	4.5%	15,000	39.5%
Total Security Revenues	100.0%	1,160,392	100.0%	1,160,392	1,175,805	100.0%	15,413	1.3%

Rancho Murieta Community Services District
Budget Performance Report by FUND
YTD THROUGH JUNE 2012

	% of	Annual	% of	YTD	YTD	% of	YTD VARIANCE	
	Total	Budget	Total	Budget	Actuals	Total	Amount	%
EXPENSES (excluding depreciation)								
Wages	55.1%	\$578,400	55.1%	\$578,400	\$565,919	56.9%	(\$12,481)	(2.2%)
Employer Costs	31.7%	332,500	31.7%	332,500	312,153	31.4%	(20,347)	(6.1%)
Insurance	0.4%	4,500	0.4%	4,500	4,500	0.5%	0.0%	0.0%
Equipment Repairs	2.2%	23,400	2.2%	23,400	18,500	1.9%	(4,900)	(20.9%)
Vehicle Maintenance	0.6%	6,700	0.6%	6,700	9,068	0.9%	2,368	35.3%
Vehicle Fuel	2.1%	21,960	2.1%	21,960	23,266	2.3%	1,306	5.9%
Off Duty Sheriff Patrol	1.0%	10,500	1.0%	10,500	2,337	0.2%	(8,163)	(77.7%)
Other	6.8%	71,419	6.8%	71,419	58,789	5.9%	(12,630)	(17.7%)
Operational Expenses	100.0%	1,049,379	100.0%	1,049,379	994,532	100.0%	(54,847)	(5.2%)
Security Income (Loss)	10.6%	111,013	10.6%	111,013	181,273	18.2%	70,260	63.3%
20.3% Net Admin Alloc	10.5%	110,503	10.5%	110,503	105,799	10.6%	(4,704)	(4.3%)
Total Net Income (Loss)	0.0%	510	0.0%	510	75,474	7.6%	74,964	14,698.8%
SOLID WASTE REVENUES								
Solid Waste Charges	99.9%	586,920	99.9%	586,920	588,245	100.0%	1,325	0.2%
Interest Earnings	0.1%	600	0.1%	600	252	0.0%	(348)	(58.0%)
Total Solid Waste Revenues	100.0%	587,520	100.0%	587,520	588,497	100.0%	977	0.2%
EXPENSES (excluding depreciation)								
CWRS Contract	91.2%	513,600	91.2%	513,600	508,738	93.9%	(4,862)	(0.9%)
Sacramento County Admin Fee	5.8%	32,400	5.8%	32,400	32,834	6.1%	434	1.3%
Consulting	0.9%	5,000	0.9%	5,000		0.0%	(5,000)	(100.0%)
HHW Event	2.1%	12,000	2.1%	12,000		0.0%	(12,000)	(100.0%)
Operational Expenses	100.0%	563,000	100.0%	563,000	541,572	100.0%	(21,428)	(3.8%)
Solid Waste Income (Loss)	4.4%	24,520	4.4%	24,520	46,925	8.7%	22,405	91.4%
5.0% Net Admin Alloc	4.8%	27,218	4.8%	27,218	26,059	4.8%	(1,159)	(4.3%)
Total Net Income (Loss)	-0.5%	(2,698)	-0.5%	(2,698)	20,866	3.9%	23,564	(873.4%)
OVERALL NET INCOME(LOSS)	100.0%	295	100.0%	295	95,430	100.0%	95,135	32,249.2%

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

INVESTMENT REPORT

CASH BALANCE AS OF JUNE 30, 2012

INSTITUTION	YIELD	BALANCE
CSD FUNDS		
<i>EL DORADO SAVINGS BANK</i>		
SAVINGS	0.07%	\$ 293,672.15
CHECKING	0.05%	\$ 5,020.76
PAYROLL	0.05%	\$ 60,292.99
<i>PREMIER WEST BANK</i>		
EFT	N/A	\$ 16,925.98
<i>LOCAL AGENCY INVESTMENT FUND (LAIF)</i>		
UNRESTRICTED		\$ -
RESTRICTED RESERVES	0.36%	\$ 5,261,955.67
<i>CALIFORNIA ASSET MGMT (CAMP)</i>		
OPERATION ACCOUNT	0.23%	\$ 3,588,550.56
<i>UNION BANK</i>		
PARS GASB45 TRUST		\$ 254,707.22
TOTAL		\$ 9,481,125.33

BOND FUNDS

COMMUNITY FACILITIES DISTRICT NO. 1 (CFD)

<i>BANK OF AMERICA</i>		
CHECKING	N/A	\$ 684,463.53
<i>CALIFORNIA ASSET MGMT (CAMP)</i>		
SPECIAL TAX	0.25%	\$ 8,283.68
<i>US BANK</i>		
SPECIAL TAX REFUND	0.00%	\$ -
BOND RESERVE FUND/ SPECIAL TAX FUND	0.00%	\$ 876,000.00
TOTAL		\$ 1,568,747.21
TOTAL ALL FUNDS		\$ 11,049,872.54

The investments comply with the CSD adopted investment policy.

*PREPARED BY: Darlene Gillum
Director of Administration*

MEMORANDUM

Date: July 12, 2012
To: Board of Directors
From: Greg Remson, Security Chief
Subject: Security Report for the Month of June 2012

OPERATIONS

The new Gate Officer, Sharde' Taylor, has completed her training and is working on her own.

A transformer went out on a South Gate barcode reader. It has been replaced.

On June 29, 2012 Murieta Parkway had some paving work done near the North Gate. Repairs were made to cracked and sunken areas, including the area in front of the North Gate visitor's lane. There were some temporary traffic delays, but the roadway looks good. Gate Officers Hessler and Hawk, along with Patrol Officer Scarzella, stood outside by the resident lane checking in visitors using the patrol laptop computer. They did a great job working through the noise and dust.

A new security computer server was recently installed. The server operates the gate computer system and security statistics program. The server was in need of replacement due to age.

INCIDENTS OF NOTE

June 10, Sunday, 6:52 a.m. Callaway Drive. Vandalism. A jar full of paint was thrown at a house. Referred to Sacramento County Sheriff's Department (SSD) for a report.

June 12, Tuesday, 12:05 p.m. Lake Clementia. Drug use. Report of several subjects smoking marijuana. Area checked clear.

June 12, 6:20 p.m. Villas. Brother vs. sister physical fight. Brother left area. Mother notified. SSD notified.

June 12, 6:40 p.m. Murieta Parkway near Camino Del Lago. Single vehicle rollover. Male occupant transported to the hospital by ambulance. California Highway Patrol (CHP) investigated and later determined that alcohol was a factor. CHP will submit report to the District Attorney's Office for prosecution.

June 16, Saturday, 9:31 p.m. Jackson Road. Possible DUI driver observed by Security Patrol Officer. CHP notified.

June 19, Tuesday, 7:38 p.m. Stonehouse Park. Report of subjects smoking marijuana. Subjects contacted and denied activity.

June 19, Tuesday, 9:50 p.m. Callaway Drive. Burglary. Possible known suspect. SSD notified for report.

June 20, Wednesday, 4:05 p.m. South River Beach. Minor drinking alcohol. Advised.

June 20, Wednesday, 5: 35 p.m. Guadalupe Drive. Vandalism. Two (2) glass lawn decorations kicked into the street. Report.

June 23, Saturday, 8:59 a.m. Plaza. Theft. Purse taken from vehicle in parking lot.

June 23, Saturday, 7:24 p.m. Pescado Circle. Vandalism. Second floor shower left running in vacant house. Lock smith to change locks.

June 27, Wednesday, 7:50 p.m. Stonehouse Park. Minors drinking alcohol. Sacramento Metro Fire Department (SMFD) responded due to a juvenile female vomiting due to drinking excessive amounts of vodka. Information was given that a male bought the alcohol at the Country Store and provided marijuana, telling them to call if they want more. Two (2) WMJ were found with marijuana. Parents were notified and responded; SSD was notified but was delayed due to calls for service. Follow up to be completed by SSD.

June 29, Friday, 1:58 p.m. Lago Drive. Vandalism. Report that unknown subject threw a vodka bottle at R/P's vehicle. Information only.

June 29, Friday, 4:01 p.m. Rio Oso. Theft from vehicle. Information only.

June 30, Saturday, 2:35 p.m. Baseball field behind Country Store. Theft of two (2) signs. Referred to SSD for a report.

During the month of June, District Patrol Officers responded to complaints of juvenile disturbances, trash cans knocked over, doorbell ditching, and loud people/parties.

RANCHO MURIETA ASSOCIATION COMPLIANCE/GRIEVANCE/SAFETY COMMITTEE MEETING

The meeting was held on June 4, 2012. There were appearances regarding parking, and letters submitted regarding parking, property maintenance, and speeding. The next meeting will be on July 9, 2012.

JOINT SECURITY COMMITTEE MEETING

Meetings have been cancelled until further notice.

JAMES L. NOLLER SAFETY CENTER

The Safety Center has been open most Mondays and Wednesdays from 10:00 a.m. to 2:00 p.m. VIPS Jackie Villa and Steve Lentz in patrolling the District as another set of "eyes and ears". The Safety Center is also available to all law enforcement officers for report writing, meal breaks and any other needs that arise.

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

NEW NORTH GATE

There has been no forward progress on building a new gate.

MEMORANDUM

Date: July 6, 2012
To: Board of Directors
From: Paul Siebensohn, Director of Field Operations
Subject: Water/Wastewater/Drainage Report

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

Water

Water Treatment Plant #1 is set at 1.0 million gallons per day (MGD) and production at Plant #2 1.7 MGD for a total of 2.7 MGD, with powdered activated carbon feeding at +/- 1.5 mg/L for Taste & Odor (T&O) control. Total potable water production for June 2012 was approximately 69.7 million gallons (MG) or approximately 213.9 acre-feet.

Maintenance this past month included cleaning dried solids out of the left and right front drying beds and adding more filtration sand to the left front bed; replacing Plant 2 filter carriage's directional Filter-To-Waste valve; replacing the wind socks; adding oil to the carbon feeder gear box; changing out oil in all of the effluent pumps; replacing failed lights and light fixtures; working with IT to resolve a networking connection; all flow meters were calibrated by TESCO; and repairs made to the eyewash station at the chemical feed building.

Water Source of Supply

As part of the new Taste & Odor (T&O) Control Program, aquatic vegetation harvesting was completed June 25 thru 27, 2012 and an algaecide treatment took place in Chesbro for control of the T&O producing algae on July 2nd. The latest test for the T&O compounds, conducted on June 8, 2012, measured Geosmin at 4.4 ng/L & MIB at 5.3 ng/L, both below the cusp of being noted as detectable by people at 10 ng/L. On July 4, 2012, the combined raw water storage for Calero, Chesbro, and Clementia Reservoirs measured at 4,653.5 acre-feet. Total storage volume for Calero and Chesbro Reservoirs was 3,638.5 acre-feet.



Contractor treating for algae in Chesbro.



Aquatic vegetation being removed from Chesbro.



Aquatic vegetation harvested out of Chesbro

Wastewater

Influent wastewater flow averaged 0.41 MGD, approximately 37.87 acre-feet, to the wastewater plant during June 2012. A total of 248.83 acre-feet of secondary wastewater was measured in the secondary storage reservoirs on July 4, 2012.

Both east and west tertiary filtration plants are in operation, producing approximately 1.45 MGD for golf course reclamation. Beginning June 29, 2012, we were able to supply water again to the Rancho Murieta Country Club's (RMCC) South Course. The District began sending reclaimed water to the RMCC for their North course on May 2. Tesco completed annual meter calibrations at the wastewater reclamation plant. One minor item left for Tesco to complete is the screen labeling on a new touch screen interface for monitoring the facility.

Maintenance included churning the biosolids drying beds for better drying and stockpiling dried solids from beds 3, 6, and 7 into bed 1; installing a new pipeline between Ponds 16 and 17 in the South; pulling aerator M-1 for repair due to a ragged up impeller; vacuumed edges of Ponds 1 and 2 with Ditch Witch to remove scum and floating debris; paved portions of cracked asphalt around facility; removed failed asphalt along east side of Pond 5 in preparation for replacement; repaired brush aerator M-17; and replaced failed lights around facility.

Collections

Utility staff is continuing to inspect sewer collection lines throughout the District, tracking GPS coordinates for manholes for future use in a GIS system. Unit 2 is complete, with Unit 1 nearly completed. Utility staff CCTV'd (close circuit television) and water jetted to clean sewer collection laterals J & I, which run from lower Guadalupe to Lago Drive, last month.

Drainage

Staff cleaned the spillway below Laguna Joaquin, picked up trash around it, as well as having a contractor treat for midge flies on June 25, 2012 (*shown in photo on right*) in preparation for the fourth of July. Midge fly treatments have occurred on May 3, May 29, and June 25 so far this season. Staff cut all of the drainage in the

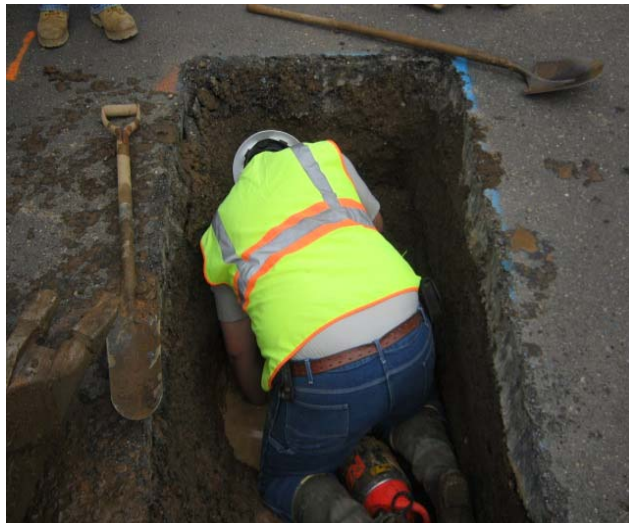


District once already, which is nearly 13 miles of ditch, as well as cleaning the Chesbro protection ditch twice this past month, for a total of five (5) times so far this season.

The fountain that was purchased by the District and installed in Basin 5 failed due to a faulty motor component. The District and Rancho Murieta Association (RMA) have an agreement that RMA would operate and maintain the fountain and the District would operate and maintain the aeration there. However, on behalf of the RMA, I contacted the contractor that installed the fountain, Lake Solutions, who then removed the fountain and replaced it under warranty.

Utility Operations

Meter maintenance completed last month included replacement of nineteen (19) water meters, one (1) meter register and five (5) MXU radio read units. Utility staff had seven (7) calls for water leaks, one (1) of which was a District service line and was repaired. Staff also investigated two (2) high usage concerns for residents; both were determined to be due to irrigation leaks. All fire hydrants along Murieta North Parkway were painted prior to the 4th of July.



District Utility staff member James Colas making a service line repair

June 24, 2012

Rancho Murieta Community Services District
Rancho Murieta, CA 95683
7191 Murieta Parkway
Ms Roberta Belton, President

RECEIVED
JUN 25 2012
Rancho Murieta
Community Services District

Dear Ms Belton,

On April 28 of this year, I wrote to you about the water pooling between our property (6243 Puerto Drive) and our neighbors property, causing a mosquito problem and an odor problem. Shortly thereafter, a power shovel and operator arrived and did some excavation. A representative knocked on my door and told me that he understood that the digging didn't clear the problem, and someone would return shortly to complete the work.

Two months has now elapsed, the problem is worse, not better, and the remaining work has not been done. Meanwhile, the mosquito problem and the odor has become worse with the recent hot weather. With the reported west Nile virus problem, we remained concerned.

Incidentally, what work was performed was done without a surveyor's level and transit or tripod mounted level. While I am not a surveyor, I graduated from U.C. Berkeley with a degree in Mechanical Engineering where the course work included surveying including slope determination using a surveyor's level. This is common technology.

I urge you to have the work completed as soon as possible.

Sincerely,



S. Keith Swanson

6243 Puerto Drive
Rancho Murieta
354-9674

MEMORANDUM

Date: July 5, 2012
To: Board of Directors
From: Improvements Committee Staff
Subject: Approve Water Augmentation Well Hydrogeological Services Proposal

RECOMMENDED ACTION

Approve the proposal from Dunn Environmental, Inc. for hydrogeological services in support of the new water well, in an amount not to exceed \$170,000. Funding to come from DWR Prop. 84 grant for the new Augmentation Well.

BACKGROUND

The District's goal is to develop a ground water production well to supplement the drought year water supplies. Dunn Environmental, Inc. has provided the attached proposal for hydrogeological services in support of the new water well. The scope has been developed to assess hydrogeological conditions and determine a sufficient water resource for the proposed test hold location. Each of the four (4) tasks may be initiated after success of the previous task and approval from the District. These tasks are:

- Task 1: Conceptual Hydrogeological Model and Work Plan Development
- Task 2: Surface Geophysical Profiling
- Task 3: Optional Test old Drilling, Zone Testing and Well Installation
- Task 4: Optional Pump Install and Drinking Water Source Permitting

Task 1 is a desk top analysis of previous studies, separately and in aggregate to determine the area's ability to yield groundwater.

The second effort, Task 2, is a geophysical assessment using electromagnetic sensing to determine the depth and area of aquifer, generally along a transect line from the original test well site west of the airport to the Anderson ball field.

The later efforts are more construction oriented. We may be able to reduce scope and costs by either selecting a well site and drill another test well or go straight to a final well construction, depending on our ability to determine a good well site.

The primary goal of this effort is to validate our 1994 test well analysis, showing the potential capacity of a new well to be on the order of 500 gallons per minute (gpm). Staff's concern is that

there is potential to invest large amounts of funds, both DWR and District, for a minimally productive well.

Secondary goals are to locate the well closer to Cantova to minimize pipeline length and to identify areas if we want to increase the number of augmentation wells to reduce shortfalls and or the use of Clementia.

June 22, 2012

Mr. Edward R. Crouse
General Manager
Rancho Murieta Community Service District
P.O. Box 1050
Rancho Murieta, CA 95683

RE: Proposal for Hydrogeological Services in Support of the New Water Well for the Rancho Murieta Community Services District

Dear Mr. Crouse:

Dunn Environmental, Inc. (DE) in association with Domenichelli and Associates (DA), the DE/DA Team, appreciates the opportunity to propose on this very important project for the Rancho Murieta Community Services District (RMCS D, Client). The DE/DA Team understands that RMCS D has the goal of developing a ground water production well to supplement the district drought period water demand. The DE/DA Team has provided a phased approach which includes: the refinement conceptual hydrogeologic model, surface geophysical survey toward the completion of a test hole and a new production well. We will provide a water resource assessment for this area within RMCS D.

INFORMATON AND LITERATURE REVIEW

The following documents provided by RMCS D were reviewed:

- Various memos, access agreements and estimates for test hole drilling and possible production well placement, 1988-1991.
- Eaton Drilling test hole drilling results and proposed well design, June 1994. *This test hole data was critical in identifying water resources at depths greater than 250 feet below ground surface (bgs) in the confined basin southwest of the airport and southwest of the RMCS D pipe distribution system.*
- Geoconsultants, Inc., Summary Report Drilling, Well Construction and Aquifer Testing, Rancho Murieta Community Services District, Emergency Feasibility Study, Sloughhouse, CA, 2002. *Summary of the Sneider property test hole completed several miles west and south of the Consumes River.*
- HDR, Preliminary Data Review – Aquifer Conditions, Water Supply Augmentation Alternatives Project, Rancho Murieta, CA, 2003. *Significant data collected for the regional setting.*
- Omochumne-Hartnell Water District (OHWD)/RMCS D Groundwater Recharge Project, January 2011. *Provides significant supply and demand requirements and project work plan.*

Mr. Edward R. Crouse

June 22, 2012

Page 2 of 8

Other Documents Used Include:

- Dawson, T.E., Preliminary Geologic Map of the Lodi Quadrangle, California, 2009.
- Gutierrez, C.I., Preliminary Geologic Map of the Sacramento Quadrangle, California, 2011.
- California Department of Water Resources, California's Groundwater – Bulletin 118, 2003.
- California's Groundwater – Bulletin 118, Sacramento Valley Groundwater Basin, South American Subbasin, Updated 2/27/04.
- Central Sacramento County Groundwater Management Plan (MWH, February 2006)
- California Water Well Standards (California Department of Water Resources, Bulletin 74-81 and Bulletin 74-90).

UNDERSTANDING, CONCEPTUAL MODEL AND APPROACH

RMCS D plans a new production well to supplement the drought year water supplies, and the DE/DA Team has extensive knowledge and experience with projects with similar work scopes in this area. Based on our knowledge and existing information, a conceptual model was developed in support of our phased project approach.

The RMCS D is partially located within the South American subbasin of the Sacramento Valley Ground Water Basin (Ground Water Basin No. 5-21.65). The South American Subbasin is bounded on the north by the American River, to the west by the Sacramento River and to the south by the Mokelumne and Cosumnes Rivers. The groundwater resources of the South American Subbasin are described in considerable detail in Bulletin 118, Individual Basin Description. Surface geology indicates that the Modesto Formation, Mehrten Formation, Valley Springs Formation and Salt Springs Slate are located within close proximity to the site.

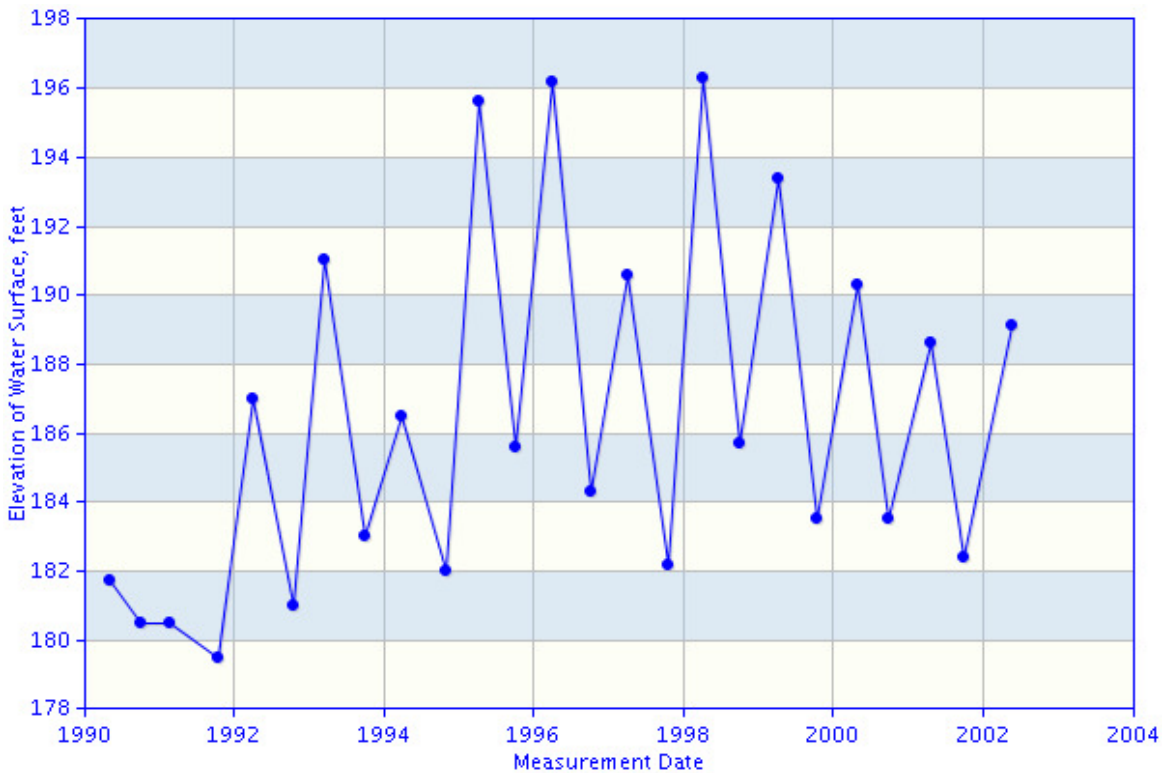
Water bearing geologic formation within the subbasin are described as follows:

- The Mehrten Formation underlies the older alluvium deposits, outcrops along the eastern edge of the subbasin and consists of interbedded clays, silts, "black sands" and gravels. Mehrten Formation sands and gravels are permeable and have known water well high specific yields. Additional sands and gravels related to alluvial systems and buried stream channels may provide additional target zones for water production.
- The Ione and Valley Springs Formations exist beneath the Mehrten Formation and are thought to be a transitional aquifer system. The Ione Formation has limited sands and gravels regionally, and this formation is known for the extensive fine grained silty clay layers.
- Based on review of the 1994 referenced test hole effort, the permeable sediments encountered at depth are likely related specifically to the limited extent of sand and gravels within the Ione Formation.

- However, the potential is high for the observed sand and gravels to be part of a Tertiary sequence that has eroded through and deposited significant sand and gravel beds from the basal rock through the Ione, Valley Springs and into the Mehrten.

GROUNDWATER LEVEL INFORMATION - Two historic monitoring wells were identified close to the RMCSO on the DWR website. The first monitoring well (07N08E16E001M) has water level data from 1968 to 1970 and indicates water levels between 110.5 and 113.5 feet MSL. The well is located approximately 1.5 miles south-southwest of the Rancho Murieta Airport. The second monitoring well (07N08E02L001M, depicted below) has water level data from 1990 to 2002. The well is located approximately 1.5 miles east of the Rancho Murieta Airport. The well is identified as a stock well. Monitoring data indicates water levels fluctuate between 179 to 197 feet MSL. Water level drops and increases of up to 14 feet have been observed historically. These water level responses support a non-overdraft condition within this part of the basin.

Ground Water Level Data
Well 07N08E02L001M (Ground Surface Elevation 198 feet MSL)



Mr. Edward R. Crouse

June 22, 2012

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The DE/DA scope of work has been developed to focus on the hydrogeology just west of the airport. We will compile relevant additional environmental and hydrogeologic data within a potential influence area near RMCS D west end of the district. This available information will be used to refine the hydrogeologic conceptual model and draft a preliminary drinking water source assessment (DPH - DWSAP) prior to completing the geophysical survey efforts and test hole drilling specification package, target depth determination and implementation.

The RMCS D has no active or standby ground water wells in operation. The referenced 1994 test hole information and proposed geophysics will be used to facilitate additional well locations in the basin. Geophysical survey and proposed additional drilling activities (if needed) will target the Mehrten Formation and other modern and Tertiary age alluvial gravels if available. The target depths will exceed 200 feet.

SCOPE OF WORK

The following scope of work has been developed to assess hydrogeologic conditions and determine a sufficient water resource for the proposed test hole location in the southwest portion of RMCS D. Each task will be initiated based on the RMCS D approval and success of the previous task.

TASK 1 – CONCEPTUAL HYDROGEOLOGIC MODEL AND WORK PLAN DEVELOPMENT

Under Task 1, the DE/DA Team will complete review of existing data to refine the conceptual model. We anticipate completing a well log search through the DWR to compile and create schematic cross sections across the area of interest. Additional information from existing downhole geophysics, geology logs and pump test information will be used to identify target zone for test hole drilling.

Through review of existing documents and water well completion information near the project site, we have compiled a preliminary conceptual model during the pre-proposal preparation period shown above. Under this task, we will refine the model based on additional information collected during initial kick-off meetings and additional data requests. For scoping and cost estimate purposes, assumptions were made based on the variability of the hydrogeology and driller equipment capabilities. The review and compilation efforts are anticipated to take approximately two days. This task effort will be used to revise the surface geophysical survey and drilling program under Tasks 2 and 3 as needed. Task 1 will be used to assist in providing documentation toward negotiations with owners on the location and use of water resources. The conceptual model will be presented in three potential meetings with RMCS D.

The DE/DA Team will provide a work plan to the RMCS D with the refined hydrogeologic model, background data review and remaining planned activities, described below in Tasks 2 through 4.

TASK 2 – SURFACE GEOPHYSICAL PROFILING

Nondestructive measurements of subsurface conditions can be achieved through the use of geophysics. Geophysical methods can be used to measure formation thicknesses, identify potentially water bearing zones, and to obtain stratigraphic information from existing and new wells. NorCal Geophysics and the DE/DA Team propose the use electrical resistivity profiling at the surface to identify potential water bearing zones and preferred geology. The profile line will span approximately 8,000 feet and will traverse across the Cosumnes River to the south from the area north of the airport.

Electrical resistivity profiling measures subsurface electrical properties related to lithologic variations. For example, fine grained silts and clays have lower electrical resistivity's than coarser grained sands and gravels, and more resistive bedrock. The apparent resistivity of subsurface materials is determined by transmitting electrical current into the ground through metal electrodes placed along a traverse and measuring the resulting voltage. The electrical resistivity profiles derived from these measurements provide information regarding the thickness and continuity of clay/silt and sand/gravel zones along with bedrock structural features.

Resistivity profiling does require numerous electrodes to probe the ground. These probes are typically placed on 30-foot spacing. The maximum practical depth is about 300 feet using a traverse about 1,650 feet in length. The resistivity profiling traverse cannot have tight turns or bends and must avoid certain kinds of obstacles, such as marsh areas.

Much of the project area is relatively open and gently rolling terrain and would be well suited to electrical resistivity profiling. This method provides a way to evaluate large portions of the project area for potential ground water sand and gravel resources and can establish targets for test hole drilling locations.

Deliverable: A Technical Memorandum (TM) containing the findings of the additional data gathering effort, refined hydrogeologic conceptual model and surface geophysical survey finding will be presented to RMCS D. The TM will identify possible test hole locations and target depths and assist with negotiations with surrounding land owners as needed. The existing 1994 test hole will be used for ground truthing the southern portion of the geophysical line along with the proposed test hole program discussed in Task 3.

TASK 3 – OPTIONAL TEST HOLE DRILLING, ZONE TESTING AND WELL INSTALLATION

Under this task and based on the success of Task 2, the DE/DA Team will provide assistance to the RMCS D to consider a test hole location based on geophysical survey response, preferable hydrogeology, existing pipeline connections, minimal constraints related to surface rights and access.

A phased approach has been developed based on discussions and estimates from a drilling contractor. Specific elements are defined with separate cost details.

Subtask 3a (optional) - Under the test hole drilling phase, the DE/DA Team will provide oversight during specification development, driller selection, test hole drilling, including borehole logging, downhole geophysics and discrete zone sampling. Technical specifications will be developed and followed. Depth discrete water quality samples will be completed once the test hole is complete and temporary monitoring isolation zones are completed. The depth discrete sample zones will be selected based on the geologic and geophysical logging. The samples will assist in evaluating ground water quality in relation to Title 22 drinking water Maximum Contaminate Levels (MCLs). We anticipate collecting two depth discrete samples for general mineral and metal laboratory analysis. Anticipated target depth is 350 feet.

Subtask 3b (optional) - Based on the test hole geology and water quality results, the DE/DA Team will initiate subtask 3b and finalize the production well specifications for test hole reaming, construction and development. Based on the projected demand of 600 acre feet per year or 350 gpm, the DE/DA Team expects a production well with 8-inch diameter casing would be sufficient.

Deliverable: Under this task, the DE/DA Team will develop well drilling specifications package and assist in oversight of the drilling contractor. Borehole completion, final design and suggested pump design information will be provided. Water quality information will be used to document rationale for the well design and presented in the Technical Memorandum as described under Task 4.

TASK 4 – OPTIONAL PUMP INSTALL AND DRINKING WATER SOURCE PERMITTING

Depending on the outcome of Task 3 an 8-inch diameter production well may be constructed. Based on optional production well construction, a temporary pump will be installed for final well development and aquifer testing. The DE/DA Team will provide oversight activities for the installation of a pump for use for the pump tests. At a minimum, a step test and 24-hour constant rate test will be performed. The step test will consist of three or more individual steps to determine pumping water level response to increasing pump rates. Pumping rates and pumping water level will be used to select a target pump rates and design capacity.

Mr. Edward R. Crouse

June 22, 2012

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After the step test has finished, the well will be allowed to recover a minimum of 24 hours or until 95% of observed drawdown has been recovered. Once the well has recovered sufficiently, a 24-hour constant rate test will be performed.

The DE/DA Team will provide aquifer analysis to determine well specific capacity and final pump setting and design.

Deliverable: The geophysical survey, test hole and well completion information along with the pump design (as needed) will be included in a Technical Memorandum. Included in this technical memorandum will be the results from Tasks 2 through 4, including surface geophysics, test hole drilling activities, discrete zone sampling and the aquifer test data. The DE/DA Team will provide assistance in permitting the new production well as a drinking water source with California Department of Public Health (CDPH). This includes preparing a drinking water source assessment (DSWAP).

PROJECT ORGANIZATION

A small project team will be used to complete this very important project. This provides efficiency and project continuity during the project. Our project team will be the same personnel that currently work on several similar water supply projects in the Sacramento Area: PROJECT MANAGER AND HYDROGEOLOGIST - Patrick Dunn, M.S.,P.G., C.Hg.; PROJECT ENGINEER – Sara Roger, P.E. QSD; GEOLOGIST - Jaco Fourie, P.G., QSD

SCHEDULE CONSIDERATIONS

Note that the efforts described are part of a phased approach; so the results of the initial phases are important to the project hydrogeologic conceptual model and implementation of additional task efforts.

- Task 1 – The background data collection efforts have been initiated during the proposal phase and will be completed within three weeks of project initiation.
- Task 2 – The surface geophysics can be completed within four weeks of Task 1 completion, depending on the geophysical subcontractor availability.
- Optional Task 3 – Test hole drilling oversight activities will take place over an estimated period of approximately two weeks, depending on drilling contractor availability.
- Optional Task 4 – Pump test activities will be completed within two weeks of completion of Task 3. Permitting activities will be initiated after pump test activities have concluded. A draft technical memorandum can be provided within three weeks of completion of the pump test activities. Regulatory response and the need for CEQA documentation will control the schedule for this task.

Mr. Edward R. Crouse

June 22, 2012

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COMPENSATION

For this costing effort, the DE/DA Team has provided the following fee estimate to ranges from \$40,000 to \$170,000 based on direct costs hourly billing rates of \$110 /hr Project Manager, \$135/hr Senior Engineer, \$100/hr Project Engineer, \$90 /hr Project Scientist, \$80 /hr Staff Scientist and \$65 /hr Field Technician. Direct costs will be invoiced at a 10% markup. *Note that individual tasks within this proposal can be initiated on a task order basis.* The fee estimate includes estimates from geophysical survey contractor, well drilling contractor and analytical laboratory. A brief summary of estimated fee is as follows:

- Task 1: Conceptual Hydrogeologic Model and Work Plan Development
Estimated DE/DA Team Fee - \$ 5,700
- Task 2: Surface Geophysical Profiling
Estimated DE/DA Team Fee - \$4,500
Estimated Geophysical Contractor Fee - \$22,000.
- Optional Task 3: Test Hole Drilling and Oversight with Well Installation without CEQA compliance
Estimated DE/DA Team Fee - \$9,500
3a. Estimated Drilling Contractor Fee for test hole completion – \$21,000
3b. Estimated Drilling Contractor Fee for well installation - \$57,000
- Optional Task 4: Pump Install, Pump Testing and Permitting
Estimated DE/DA Team Fee – \$12,000
Estimated Pump Installation Contractor Fee without pump house and distribution piping –\$38,000 pending the well installation.

The DE/DA Team again appreciates the opportunity to assist you in this proposal, and we look forward to working with you. If you have any questions, please do not hesitate to call. If this meets your approval, a master agreement and task order initiated contract can be used to implement this phased approach. Thank you for the opportunity.

Sincerely,
DUNN ENVIRONMENTAL, Inc.

Patrick F. Dunn, M.S., P.G., C.Hg.
President

PF/D/

Enclosure

MEMORANDUM

Date: July 5, 2012
To: Board of Directors
From: Improvements Committee Staff
Subject: Approve Recycled Water Feasibility Study Proposal

RECOMMENDED ACTION

Approve the proposal from AECOM for preparation of a Title XVI Feasibility Report for Rancho Murieta's future residential recycled water program, in an amount not to exceed \$52,945. Funding to come from Water Supply Augmentation Reserves. Final execution of the contract is pending word from the Bureau of Reclamation on our grant request.

BACKGROUND

Recall in February, the Board approved a similar scope of work and proposal from Peterson-Brustad, Inc. Kevin Kennedy was to the primary engineer at PBI for the work. Kevin has left the employ of PBI and now works for AECOM.

Given Kevin's unique and intimate knowledge of the District's current recycle facilities and operations, it make good sense to continue to use Kevin to prepare the next level Recycled Water Feasibility Study.

One of the efforts to better understand the roll out of recycled water to new development is preparation of the next level feasibility study. Recall the District completed two (2) related efforts for the future use of recycled water. In 2006 HSe prepared the Wastewater Expansion and Financing Plan and in 2009 HDR completed the Recycled Water Feasibility Plan. Both efforts looked at recycled water delivery systems from a high level planning perspective, i.e., broad pipeline alignments.

As part of our Integrated Water Master Plan Update, the District committed to use recycled water on new developments in part to provide drought protection as well as a beneficial water supply.

The next level feasibility study is more definitive, but not a true design level effort. This effort will look at recycled water phasing and pipeline alignments in more detail, with an eye to utilizing existing Rancho Murieta Country Club (RMCC) transmission lines and lake storage as a means to reduce costs and/or roll out the delivery earlier than anticipated.

We now have communications from the Bureau allowing us to proceed with the work, prior to finalizing and executing a grant funding agreement, thought to be completed by fall. We would request waiver of our bidding procedure to allow sole selection of AECOM, provided the primary engineer for the work is Kevin Kennedy, given his unique and intimate knowledge of the District's recycled water facilities and operations.



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916 141 1557 fax

February 27, 2012

Edward Crouse, P.E.
General Manager / District Engineer
Rancho Murieta Community Services District
15160 Jackson Road
P.O. Box 1050
Rancho Murieta, CA 95683

Subject Proposal to prepare Title XVI Feasibility Report for Rancho Murieta's Recycled Water Program Expansion

Dear Ed:

We are pleased to provide the Rancho Murieta Community Services District (District) with this proposal to provide engineering services in support of the District's Title XVI grant funding application. We have reviewed the following documents and studies as well as the Feasibility Study preparation guidelines developed by the US Department of the Interior and the Bureau of Reclamation.

- 2020 Compliance Plan (dated September 15, 2010),
- 2010 Integrated Water Master Plan Update (dated October, 18, 2010),
- IWMP Update: Policy Discussion Presentation (dated June 24, 2011), and
- Recycled Water Feasibility Study (dated June 2009).

It is our understanding that the District desires AECOM Technical Services (AECOM) to assist the District with the identification of a phased approach for the expansion of the District's existing recycled water program. It is our understanding that the recycled water system expansion would be based on serving existing commercial, parks, and open space as well as future residential and commercial customers located within the existing Rancho Murieta boundaries.

SCOPE OF WORK

The following is AECOM's proposed scope of work for this effort which is based on discussions with District staff.

Task 1. Project Management and Meetings

AECOM's project manager shall schedule, facilitate and attend the following three project meetings/workshops:

- (1) Kick-Off Meeting - discussion of project goals, objectives, data collection, lines of communication, roles and responsibilities, schedule, etc. It is assumed that meeting attendance will be limited to AECOM and District staff.
- (2) Goals and Objectives Workshop – present and describe the project goals and objectives to the District Board of Directors. Solicit and collect comments and feedback from the District Board of Directors as well as key stakeholders (e.g., the Rancho Murieta Country Club, developers and end users). It is assumed that this workshop would occur during a regularly scheduled Board of Directors Meeting (scheduled for the third Wednesday of each month).
- (3) Review Meeting – review the Recycled Water Program Expansion Feasibility Study (Administrative Draft - see Task 4). It is assumed that meeting attendance will be limited to AECOM and District staff.

Deliverables will comprise:

- Kick-off meeting agenda and minutes.
- Goals and Objectives Workshop Presentation and abbreviated workshop minutes describing the comments and feedback received at the workshop.
- Consolidated review comment table. This table shall be used to list and track District comments and shall describe how each comment was addressed by AECOM.

Task 2. Water Balance

AECOM will develop a water balance for the existing and phased expansions of the recycled water system. The water balance shall provide an estimate of monthly effluent production, historic weather data, storage volume requirements, and irrigation demands. Depending on how the District would like the water balance configured, the water balance could be formatted to represent a one- or two-year duration. AECOM recommends the development of a two-year water balance given that it provides the ability to demonstrate the District's ability to accommodate a significant level of precipitation (20- or 100-year levels of precipitation) followed by an average level of precipitation.

AECOM assumes the District will provide electronic copies (Microsoft Excel) of District-specific water balances that have been reviewed and approved by the Central Valley Regional Water Quality Control Board (RWQCB). AECOM anticipates discussing this tool with the District and obtaining guidance as to whether the same water balance template shall be used for this effort or a new template should be developed. For the purpose of developing a preliminary budget, it has been assumed that AECOM will be developing a new water balance template for this and future recycled water system expansion efforts.

Deliverables will comprise three (3) hardcopy and electronic (in PDF and Microsoft Excel format) copies of the draft and final water balances.

Task 3. Recycled Water Program Expansion Feasibility Study

AECOM will prepare an update to the Recycled Water Feasibility Study (HDR, June 2009) containing the chapters described below in Table 1. It is anticipated that the Recycled Water Program Expansion Feasibility Study shall describe: (a) the criteria used to identify the improvements necessary to expand the recycled water system, (b) recommended approach to phase the improvements throughout the planning horizon based on anticipated development timelines and, as appropriate, the use of existing infrastructure, and (c) how the alternatives associated with recycled water program expansion compare to other competing alternatives (which rely upon additional surface and/or groundwater supplies) with regard to social, environment, and economic benefits/detriments.

Criteria specific to the recycled water system shall include items such as delivery pressure, demand factors (e.g., acre-feet/year per connection or type of residential home), and irrigation schedule (e.g., seasonal and diurnal irrigation patterns). The Recycled Water Program Expansion Feasibility Study shall include a map illustrating the recommended recycled water system improvements by phase. Recommended system improvements shall consider recycled water production, transmission, storage, and distribution needs as well as administrative and regulatory compliance requirements.

Table 1. Proposed Contents of the Recycled Water Program Expansion Feasibility Study Report

Chapter	Proposed Content
Executive Summary	Prepare a brief summary of subsequent chapters. Chapter summaries shall be limited to key findings, results, and recommended improvements and next steps.

Chapter	Proposed Content
Introduction	<p>Describe the purpose of the study and provide a listing of the authors and non-Federal project sponsors.</p> <p>Describe the study area and provide a project map. Define the study area in terms of both the site-specific project area, where recycled water will be produced and used, and in the larger regional context, potential social, environmental, and economic benefits and/or detriments.</p>
Problems and Needs	<p>Describe (1) key water management problem(s) for which the expansion of the District's recycled water system may provide a solution, (2) Rancho Murieta's near- and long-term water demands and supplies, and (3) the costs (capital, operating, maintenance, and 20-year net present worth) to develop these supplies and assess the level of certainty associated with these cost estimates.</p>
Water Reuse Opportunities	<p>Describe the water reuse opportunities within the study area and identify potential sources of water.</p> <p>Summarize the status of water reuse and water reclamation technology and describe opportunities for development of approved technologies in the study area.</p> <p>Identify all potential uses of reclaimed water, including but not limited to groundwater recharge, municipal, domestic, industrial, agricultural, power generation, environmental restoration, fish and wildlife, and recreation.</p>
Description of Alternatives	<p>As appropriate, describe the alternatives (e.g., physical, institutional, and operational features) that were considered to address problems and needs. Alternatives may include structural and/or non-structural measures such as water conservation, demand management pricing, recycled water system expansion, and/or additional surface water storage and/or groundwater supply. Describe the reclaimed water market, barriers, and how these barriers may be overcome. Highlight strategies that similar agencies/districts have used successfully in the past to startup and/or expand their recycled water programs. Recommend the strategies that the District should consider for the expansion of their recycled water system.</p> <p>Provide a specific quantified analysis of whether the proposed development of water reclamation and reuse measures would (1) reduce, postpone, or eliminate the development of new or expanded water supplies, (2) reduce or eliminate the use of existing diversions from natural watercourses or aquifer withdrawals, and (3) reduce the demand on existing Federal water supply facilities. One of the alternatives to be considered shall be the <i>no action</i> alternative as well as the action that the District would take if Federal funding was not available for the project.</p> <p>Develop preliminary system layouts and cost (capital, operating, maintenance, and 20-year net present worth) estimates for the recommend alternatives. System layouts to identify the necessary recycled water production, transmission, storage, and distribution improvements required to accommodate</p>

Chapter	Proposed Content
	intermediate and buildout expansions of the recycled water system. Cost estimates shall be developed in sufficient detail to permit project evaluation.
Economic Analysis of Alternatives	Prepare and present an analysis of the economic feasibility of the proposed project relative to the other competing alternatives.
Environmental Analysis of Alternatives	Provide the environmental information needed for the Bureau of Reclamation to fulfill its obligations under the National Environmental Policy Act. Information examples include existing environment (social, cultural resources, and endangered species), an assessment of the environmental impacts of each alternative, identification of applicable Federal and State environmental requirements, and mitigation measures where appropriate.
Legal and Institutional Requirements	<p>Describe the results of the consultation activities under the Endangered Species Act, Fish and Wildlife Coordination Act, and other applicable Federal and State laws that have occurred between the non-Federal sponsor and appropriate Federal, State, regional, and local authorities during the study.</p> <p>Identify public health and environmental quality issues associated with each alternative including Federal, State, and local public health and environmental regulatory requirements associated with the reuse alternatives and the ability of the alternatives to meet those requirements.</p> <p>Discuss (1) any water right issues and how they would be resolved, (2) how the project meets other legal and institutional requirements, (3) unresolved issues associated with the project and how the issue(s) will be resolved, and (4) identify any legal or institutional constraints that would affect the ability of the sponsor to implement the project.</p>
Financial Capability of the Sponsor	<p>Present the proposed schedule for project implementation and the plan for funding the project's construction and operation, maintenance, and replacement costs, including the non-Federal and other Federal sources of funding.</p> <p>Document the sponsor's financial capability to fund the non-Federal share of the project costs.</p>
Research Needs	Briefly identify basic research needs required to expand the use of reclaimed water in a safe and environmentally sound manner.

Deliverables will comprise five (5) hardcopies and electronic (in PDF and Microsoft Word format) copies of the Administrative Draft, Draft, and Final Recycled Water Program Expansion Feasibility Study Reports (Report).

A total of three report submissions are assumed – Administrative Draft, Draft, and Final as described below:

- **Administrative Draft Report:** The administrative draft report shall be submitted to the District for their review and comment. It is assumed reviewers shall be limited to District staff and their Board of Directors. A two-week District review period is assumed for the development of a preliminary project schedule.
- **Draft:** The draft report shall be submitted to the District after AECOM has addressed all comments and provided a completed comment review table to the District. It is assumed that

the District will post this submittal onto their website and solicit comments from the community. A one-month review period is assumed for the development of a preliminary project schedule.

- Final: The final report shall be submitted to the District after AECOM has addressed all community comments and provided a revised and updated comment review table to the District.

SCHEDULE

It is estimated that approximately three (3) months will be required for AECOM to prepare the Administrative Draft report. The total project duration, based on the assumed review periods described above, will be no more than six months from notice to proceed. AECOM is excited about this project and is available to start work once the District receives notification from the US Department of the Interior/Bureau of Reclamation regarding their grant application status.

PROPOSED FEE

AECOM's proposed fee for this project is \$52,945 and is detailed in Table 1 and broken down according to:

- Net Labor \$47,450
- Reimbursables \$5,495
- Total \$52,945

Our standard rate sheet for 2012 is also attached for your reference.

Table 1. Proposed Level of Effort

Task	Description	Principal	PM	Engineer	Admin	Total
1.0	Project Management and Meetings	2	12	18	4	36
2.0	Water Balances (3 conditions)	2	16	40	4	62
3.0	Recycled Water Feasibility Study Update	18	68	140	18	244
	<i>Totals</i>	22	96	198	26	342

We look forward to assisting you with this assignment. If you have any questions or desire any additional information, please feel free to contact me at (916) 414-5800.

Sincerely,

AECOM



for **Kevin Kennedy, PE**
Senior Project Manager
Kevin.kennedy@aecom.com

Attachment: 2012 Rate Schedule

Cc: Bob Ward, AECOM
Dennis Sanchez, AECOM

Sacramento Office
 Fees for Professional Services
 Hourly Rate Schedule
 Effective January 1, 2012

CLASSIFICATION	RATE
Engineering	
Officer	\$225.00 - \$300.00 per hour
Principal	\$190.00 - \$220.00 per hour
Senior II.....	\$175.00 - \$185.00 per hour
Senior I.....	\$150.00 - \$170.00 per hour
Associate	\$130.00 - \$145.00 per hour
Assistant	\$110.00 - \$125.00 per hour
Engineering Technician	\$ 75.00 - \$100.00 per hour
Technical Support Staff	
Design CADD Supervisor	\$120.00 per hour
Design CADD Operator	\$110.00 per hour
CADD Operator/Drafter	\$100.00 per hour
Clerical/General Office.....	\$ 70.00 per hour
General Project Expenses	8% of Labor Fee
Includes mail, telephone, cell phones, fax, office photocopies, office printing, office plotting, personal computer use, and miscellaneous mileage, and meals (except as noted)	
Direct Project Expenses	
Off-Site Printing and Blueprinting	Actual cost + 15%
Travel (other than automobile).....	Actual cost + 15%
Lodging	Actual cost + 15%
Materials Testing and In-Plant Inspection	Actual cost + 15%
Aerial Photogrammetry Service and Surveys	Actual cost + 15%
Soils Investigation and Field Tests	Actual cost + 15%
Subconsultant Services	Actual cost + 15%

It is understood and agreed that these rates and charges include normal equipment and materials used in connection with the production of the required engineering and/or architectural services. If authorized by the client, an overtime premium multiplier of 1.5 will be applied to the direct wage cost of hourly personnel who work overtime in order to meet a deadline which cannot be met during normal hours. Applicable sales taxes, if any, will be added to these rates.

AECOM will typically furnish monthly billings for all services rendered and supplies furnished in accordance with the above compensation provisions. Payments shall be due and payable to AECOM upon presentation. A late payment finance charge of 1.5 percent per month (but not exceeding the maximum rate allowable by law) will be applied to any unpaid balance commencing thirty (30) days after the date of the original invoice.

Fee schedule is subject to general revision. New equipment categories and charges may be added or revised from time to time.

MEMORANDUM

Date: July 5, 2012
To: Board of Directors
From: Improvements Committee Staff
Subject: Approve Recycled Water Design Guidelines and Standards Proposal

RECOMMENDED ACTION

Approve proposal from AECOM to develop recycled water standards for residential and non-residential customers, in an amount not to exceed \$36,210. Funding to come from Water Supply Augmentation Reserves.

BACKGROUND

Recall that in our June 20, 2012 Board meeting, we originally planned to present a proposal for the work from Peterson Brustad; Inc. (PBI). Kevin Kennedy was to the primary engineer at PBI for the work. Kevin has left the employ of PBI and now works for AECOM.

Given Kevin's unique and intimate knowledge of the District's current recycled facilities and operations, it makes good sense to continue to use Kevin to prepare recycled water standards.

As part of the Integrated Water Master Plan Update, the District committed to use recycled water for new developments to offset future potable water demands, meet wastewater discharge requirements and provide drought protection. As described in Section 3.18 of District Code Chapter 17, Recycled Water Code, recycled water standards are required to assist planners and engineers with the design and construction of future recycled water facilities. This will help ensure uniformity of design concepts, procedures, construction materials, types of equipment and quality of work products.

The standards shall consist of three (3) components: recycled water use guidelines, system design and construction standards, and standard details. The estimated time to complete the project is three (3) months from the notice to proceed.

This effort is focused on staying ahead of developers as they move their projects toward construction, although none have committed to moving forward right away. The Financing and Services Agreement requires the developers to include a separate (dual) purple pipe system in the subdivisions or commercial projects to be ready for future recycled water deliveries. If the District does not have the standards and specs available by the time the developers move forward with design, they are not required to put in the system.

The proposal is attached for your review.

We would request waiver of our bidding procedures to allow sole selection of AECOM, provided the primary engineer for the work is Kevin Kennedy, given his unique and intimate knowledge of the District's recycled water facilities and operations as justification for AECOM to prepare the Recycled Water Standards.



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February 27, 2012

Edward Crouse, P.E.
General Manager / District Engineer
Rancho Murieta Community Services District
15160 Jackson Road
P.O. Box 1050
Rancho Murieta, CA 95683

**Subject Proposal to Prepare Recycled Water Standards
 Rancho Murieta Community Services District**

Dear Ed:

AECOM is pleased to provide the Rancho Murieta Community Services District (District) with this proposal to develop recycled water standards to serve future residential (dual plumbed) and non-residential customers. The following paragraphs describe the need for these standards along with our proposed scope of work, schedule, and estimated level of effort.

BACKGROUND

As part of the Integrated Water Master Plan Update, the District anticipates to use recycled water for new developments to offset future potable water demands, meet wastewater discharge requirements, and provide drought protection. On January 18, 2012, the District adopted Chapter 17 Recycled Water Code (Recycled Water Code) describing the administrative requirements associated with the District's expanded recycled water program. As described in Section 3.18 of the Recycled Water Code, recycled water standards are required to assist planners and engineers with the design and construction of future recycled water facilities. More specifically, the development, and subsequent adoption of these standards by the District's Board of Directors, will help to ensure uniformity of design concepts, procedures, construction materials, types of equipment, and quality of work products. It is our understanding that the District desires AECOM Technical Services (AECOM) to assist the District with the development of these standards as described below.

SCOPE OF WORK

The following is AECOM's proposed scope of work for this effort which is based on recent discussions with District staff.

Task 1. Project Management and Meetings

AECOM will schedule, facilitate, and meet with District staff to conduct the project kick-off meeting (one meeting), obtain feedback and direction from District staff (conference calls), and present preliminary drafts of the guidelines, standards, and details described in Task 2 (two meetings). A total of three (3) meetings are assumed for estimating the level of effort associated with this particular task.

Deliverables will comprise up to three (3) meeting agenda and minutes. Progress reports and invoices shall be submitted to the District on a monthly basis.

Task 2. Recycled Water Standards

As described in Section 3.18, the standards shall consist of three components serving both residential (dual plumbed) and non-residential customers: recycled water use guidelines, system design and construction standards, and standard details. It is assumed that these components shall be included in a single, stand-alone document entitled Recycled Water System Guidelines. The following are

descriptions of the individual chapters proposed for this deliverable as well as the key assumption used for estimating the level of effort:

- **Chapter 1: Recycled Water Use Guidelines.** This chapter shall describe the purpose and intent of the recycled water standards, applicable codes and policies, existing and planned recycled water use areas, existing and planned infrastructure (e.g., wastewater reclamation plant and recycled water pumping stations, transmission pipelines, and use areas), definitions, general requirements, references and governing regulatory requirements, and contact list. In addition, this chapter shall describe submittal requirements (e.g., construction drawings, irrigation plans, submittals, and agreements) and District review procedures for all dual plumbed residential homes. For budgeting purposes, it is assumed that this chapter shall be limited to approximately 15 pages in length.
- **Chapter 2: Design and Construction Standards.** This chapter shall describe the District's design and construction standards. Specific standards to be addressed in this chapter are: pressure, depth of pipeline, pipeline separation requirements (e.g., horizontal and vertical) with respect to other District utility pipelines, color identification, pipeline materials and identification tags, valves and valve box identification, exposed appurtenances, blow-off and air and vacuum assemblies, storage tanks, contractor submittals, operation and maintenance information requirements, and pipeline testing, inspection, commissioning, and final completion. For budgeting purposes, it is estimated that this chapter shall be limited to approximately 30 pages in length.
- **Chapter 3: Standard Details.** This chapter shall contain standard details describing requirements associated with key system components and attributes associated with the recycled water transmission system as well as irrigation systems serving both residential (dual plumbed) and non-residential customers. A listing of potential standard details is provided below for reference.
 - Legend and Symbols
 - General Notes (2)
 - Plan Check List
 - Manufacturer's List (3)
 - Separation Requirements for Recycled Water Pipelines
 - Residential Dual Plumbed Service Schematic
 - Residential Dual Plumbed Service – Irrigation Layout
 - Residential Dual Plumbed Service – Service Installation
 - Trench Section (4)
 - Blow-Off Valve Assembly
 - Air Valve Assembly
 - Residential Dual Plumbed Service – Control Valve
 - Residential Dual Plumbed Service – Automatic Controller – Wall Mount
 - Irrigation Remote Control Valve
 - Irrigation System Controller
 - Water Irrigation Valves
 - Control Valves
 - Service and Meter Box Valve Boxes
 - Irrigation Box
 - Flushing Connection
 - Meter Connection
 - Recycled Water Sign – Non-Residential Uses
 - Swivel EII Schematic (Short-term Potable Supply Connection)
 - Swivel EII Detail

It is assumed that AECOM will discuss and finalize this list with District staff during the kick-off meeting. For budgeting purposes, it is estimated that a maximum of 30 standard details shall be developed by AECOM. Furthermore, it is assumed that electronic (AutoCAD drawings) of the standard details shall be obtained by AECOM, with the assistance of District staff (if needed), from other sources and serve as the starting point for detail development. Potential sources include the El Dorado Irrigation District, City of San Diego, Sacramento County, and Irvine Ranch Water District. A maximum allocation of 4 hours is assumed for each standard detail; 2 hours allocated for engineering and 2 hours allocated for drafting.



Deliverables will include the District's Recycled Water Standards, which will be similar in content and subject matter to Chapters 1 – 4 of the Recycled Water System Guidelines (Book 7, City of San Diego Department Capital Improvement Program, April 2010). Altogether the document is estimated to be approximately 40 to 50 pages of text followed by 30 pages of standard details.

SCHEDULE

It is estimated that approximately two months will be required for AECOM to prepare the draft Recycled Water Standards. The total project duration, based on the assumed District review period of two weeks, is estimated at three (3) months from Notice to Proceed.

PROPOSED FEE

AECOM's proposed fee for this project is \$36,210 and is detailed in Table 1 and broken down according to:

- Net Labor \$33,240
- Reimbursables \$2,970
- Total \$36,210

We understand that only \$26,210 is available to complete the project given that a portion of this work has already been completed by, and approximately \$10,000 was allocated previously to, Peterson Brustad Inc. Our standard rate sheet for 2012 is also attached for your reference.

Table 1. Proposed Level of Effort

Task	Description	Principal	PM	Engineer	CAD	Admin	Total
1.0	Project Mgmt and Meetings (up to 5)	8	24	-	-	12	44
2.0	Recycled Water Standards						
2.1	Guidelines	-	18	6	-	2	26
2.2	Design and Construction Stds	-	28	14	-	4	46
2.3	Standard Details	-	36	24	60	-	120
	<i>Totals</i>	8	106	44	60	18	236

We look forward to assisting you with this assignment and are available to start work immediately upon receipt of the District's Notice to Proceed. If you have any questions or desire any additional information, please feel free to contact me at (916) 414-5800.

Sincerely,

AECOM

for **Kevin Kennedy, PE**
 Senior Project Manager
 Kevin.kennedy@aecom.com

Attachment: 2012 Rate Schedule

Cc: Bob Ward, AECOM
 Dennis Sanchez, AECOM

Sacramento Office
 Fees for Professional Services
 Hourly Rate Schedule
 Effective January 1, 2012

CLASSIFICATION	RATE
Engineering	
Officer	\$225.00 - \$300.00 per hour
Principal	\$190.00 - \$220.00 per hour
Senior II.....	\$175.00 - \$185.00 per hour
Senior I.....	\$150.00 - \$170.00 per hour
Associate	\$130.00 - \$145.00 per hour
Assistant	\$110.00 - \$125.00 per hour
Engineering Technician	\$ 75.00 - \$100.00 per hour
Technical Support Staff	
Design CADD Supervisor	\$120.00 per hour
Design CADD Operator	\$110.00 per hour
CADD Operator/Drafter	\$100.00 per hour
Clerical/General Office.....	\$ 70.00 per hour
General Project Expenses	8% of Labor Fee
Includes mail, telephone, cell phones, fax, office photocopies, office printing, office plotting, personal computer use, and miscellaneous mileage, and meals (except as noted)	
Direct Project Expenses	
Off-Site Printing and Blueprinting	Actual cost + 15%
Travel (other than automobile).....	Actual cost + 15%
Lodging	Actual cost + 15%
Materials Testing and In-Plant Inspection	Actual cost + 15%
Aerial Photogrammetry Service and Surveys.....	Actual cost + 15%
Soils Investigation and Field Tests	Actual cost + 15%
Subconsultant Services	Actual cost + 15%

It is understood and agreed that these rates and charges include normal equipment and materials used in connection with the production of the required engineering and/or architectural services. If authorized by the client, an overtime premium multiplier of 1.5 will be applied to the direct wage cost of hourly personnel who work overtime in order to meet a deadline which cannot be met during normal hours. Applicable sales taxes, if any, will be added to these rates.

AECOM will typically furnish monthly billings for all services rendered and supplies furnished in accordance with the above compensation provisions. Payments shall be due and payable to AECOM upon presentation. A late payment finance charge of 1.5 percent per month (but not exceeding the maximum rate allowable by law) will be applied to any unpaid balance commencing thirty (30) days after the date of the original invoice.

Fee schedule is subject to general revision. New equipment categories and charges may be added or revised from time to time.

MEMORANDUM

Date: July 5, 2012
To: Board of Directors
From: Finance Committee Staff
Subject: Introduce Ordinance 2012-02, Amending District Code Chapter 8, Community Facilities Fees

RECOMMENDED ACTION

Introduce Ordinance 2012-02, an Ordinance amending District Code Chapter 8, the Community Facilities Fee Code, Section 3.00, to increase the Water Supply Augmentation and the Community Parks fees, waive the full reading of the Ordinance and continue to the August 15, 2012 Board meeting for adoption.

BACKGROUND

On a yearly basis, the District reviews and adjusts, as necessary, the fees collected to meet the District's current and future service needs. As part of that review, the District is required by Government Code Section 66000 to prepare a report on the findings and supporting background information on the fee adjustment. The attached reports are for the Water Supply Augmentation and Community Park fees.

The fee increases are summarized as follows:

<u>Fee</u> <u>fee</u>	<u>Index</u>	<u>% Increase</u>	<u>Current fee</u>	<u>Proposed</u>
Community Park	ENR	2.1	\$ 1,850.62	\$ 1,889.48
Water Supply Augmentation	CPI	2.3	\$ 4,419.00	\$ 4,521.00

Increasing the fees requires a public hearing, which was noticed for the July Board meeting.

The Finance Committee recommends adoption.

ORDINANCE 2012-02

AN ORDINANCE OF THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT AMENDING DISTRICT CODE CHAPTER 8, SECTION 3.00 OF THE COMMUNITY FACILITIES FEE CODE

BE IT ORDAINED by the Board of Directors of the Rancho Murieta Community Services District, Rancho Murieta, Sacramento County, California, as follows:

SECTION ONE:

Chapter 8 of the District Community Facilities Fee Code, Section 3.00 Fees is amended, in part, as follows:

3.03

a) A Capital Improvement Fee: No Change

b) A Community Park Fee in the amount of One Thousand Eight Hundred Eighty-Nine Dollars and Forty-Eight Cents (\$1,889.48) per single family or multi-family dwelling unit. (Note: the remainder of the paragraph is unchanged and this fee is to be paid upon issuance by the District of a water/sewer service permit.)

c) A Water Supply Augmentation Fee in the amount of Four Thousand Five Hundred Twenty-One Dollars (\$4,521.00) per EDU to be applied to: (Note: the remainder of the paragraph is unchanged and this fee is to be paid upon issuance by the District by a water/sewer permit).

SECTION TWO:

To the extent the terms and conditions of this Ordinance may be inconsistent or in conflict with the terms and provisions of any prior District ordinances, resolutions, rules or regulations the terms of this Ordinance shall prevail with respect to the terms and provisions thereof, and such inconsistent or conflicting terms and provisions of prior ordinances, resolutions, rules and regulations are hereby repealed.

SECTION THREE:

This Ordinance shall be in full force and effect thirty (30) days after adoption and shall be published within 10 days of adoption in a newspaper of general circulation published within the District.

SECTION FOUR:

The establishment, modification, structure, restructuring and approval of the fees, rates tolls or other charges as set forth herein are for the purposes of continuing to meet the District's cost for operation and maintenance, supplies and equipment, financial reserves, and capital replacement needs, and are necessary to maintain service within the District's existing service area.

PASSED AND ADOPTED by the Board of Directors of the Rancho Murieta Community Services District, Sacramento County, California, at a meeting duly held on August 15, 2012, by the following roll call vote:

Ayes:

Noes:

Abstain:

Absent:

Roberta Belton, President
Rancho Murieta Community Services District

[seal]

ATTEST:

Suzanne Lindenfeld, District Secretary

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

**GOVERNMENT CODE 66000 COMPLIANCE REPORT
FOR
WATER SUPPLY AUGMENTATION FEE**

July 2012

This report sets forth the findings and background information required by Government Code 66000 for the 2012 update of the District's Water Supply Augmentation Fee. The amount of this Fee is \$4,521.00 per equivalent dwelling unit.

I. Purpose of Fee

The purpose of the Water Supply Augmentation Fee is to provide funds for the orderly and timely expansion of the District's water supply system to meet the future demands of the undeveloped lands within the District's existing boundaries.

II. Use of Fee

Funds generated by the Fee will be used to develop a Water Supply Augmentation Project, which is currently anticipated to consist of a system of water wells, construction of transmission facilities, construction of irrigation facilities and the performance of various studies and other miscellaneous management and administrative functions. A complete breakdown of the projected water supply augmentation facilities and costs are shown in Exhibit "A".

III. Relationship Between Need for Facilities, Use of Fee and Type of Development

Virtually all development that occurs within the District requires a potable water supply as required by the California Health and Safety Code, as well as by local agencies responsible for such services as fire protection. The current water supply facilities of the District are adequate to serve existing development, but additional water supply facilities are required to serve future development within the District. Specifically, this fee applies on an equitable basis only to those future developments that require water service, and the funds generated from this fee will be used to develop water supply facilities that will be capable of meeting the water supply needs of said future development. This Fee is established to insure the adequacy and reliability of the District's water supply as development of undeveloped lands occurs.

IV. Relationship Between Dwelling Units and Equivalent Dwelling Units

The Sacramento County approved Rancho Murieta Planned Development Ordinance (PD Ordinance) authorizes not more than 5,189 residential dwelling units (DU) and approximately 839 equivalent dwelling units (EDU) of associated municipal, commercial and industrial land uses within the existing boundaries of the District.

In order to compare residential, commercial, and industrial properties for purposes of establishing an equitable fee structure, water consumption has been evaluated on an EDU basis. Using a standard rate of 750 gallons per day (GPD) per EDU (750 GPD/EDU), the equivalent dwelling unit counts for all residential, municipal, commercial and industrial land uses can be computed. The basis for the EDU determination is the District's Water Supply Study prepared by Giberson & Associates titled "Rancho Murieta Water Supply: Planning for Future Droughts (February 1990)."

Exhibit "B" contains the calculations that convert the various residential, municipal, commercial and industrial land uses to a total EDU count. The total of the proposed and existing residential, municipal, commercial and industrial land uses planned within the boundaries of the District is 5,273 EDU. Existing development within the District as of the date of creation of this fee (December 1990) generated a water demand estimated at 1,364 EDU. The properties subject to this Fee will generate a water demand estimated at 3,909 EDU.

V. Determination of Benefited Properties

The District's Water Supply Study determined that the District's existing water supply system has the ability to provide adequate and reliable water service to approximately 3,206 EDU (estimated at 3,500 DU of various residential land uses and 451 EDU of municipal, commercial and industrial land uses). Since the District had an existing commitment to serve 1,364 EDU in December 1990, the District could then serve an additional 1,842 EDU before exceeding the existing capacity of the water supply system.

Under the terms of the District's 1986 Acquisition and Service Agreement (October 23, 1986), Rancho Murieta Properties, Inc. (RMPI), the then owner of nearly all of the undeveloped lands within the District, expressly acknowledged the potential need for additional capacity and agreed to pay for any needed additional water supply facilities. In 1990 and 1991, the 2nd Amendment to the Acquisition and Service Agreement was executed by all owners of remaining undeveloped land that was subject to the original Acquisition and Service Agreement. The 2nd Amendment established a contract fee to be paid by these landowners per EDU for water supply augmentation. Originally set at \$2,500/EDU, the 2nd Amendment included a provision that the contract fee would be adjusted annually pro-rata to the change in the U.S. Consumer Price Index (CPI). The CPI from April 2011 to April 2012 increased 2.3%, thus the current fee is \$4,521.00 per EDU. The District recognizes that other future customers may benefit from the development of additional District water supplies to be funded by the lands subject to the Acquisition and Services Agreement (ASA).

Accordingly, the District proposes to require all future customers to pay for their pro-rata share of the cost to improve the District's water supply system and, through enactment of the Water Supply Augmentation Fee, to impose a uniform fee upon all new development. For the purposes of the determination of the Fee, all undeveloped properties within the District subject to the 2nd Amendment of the Acquisition and Service Agreement will share the cost of improving the District's water supply system on an equitable basis. The following properties will be subject to the Fee.

1. All undeveloped lands subject to the 2nd Amendment of the Acquisition and Service Agreement.
2. The following lands which are not subject to the Acquisition and Service Agreement:
 - a. Rancho Murieta Airport
 - b. Murieta Airport Business Park
 - c. Murieta Equine Complex
 - d. Miscellaneous Park Sites Not Subject To The ASA.

VI. Determination of the Budget

There are three major water facilities that are currently anticipated to be required to augment the District's water supply system:

1. An on-site well system to be located in the southwest corner of the District.
2. An off-site well system to be located in the vicinity of Sloughouse - some five miles west of the District boundary.
3. A commercial area irrigation system to provide raw irrigation water to the landscaped portions of the commercial area. By eliminating these demands from the domestic system, additional domestic demands can be served in lieu of developing additional water supplies.

However, in the 1990's, options 1 & 2 proved unsuccessful. The District embarked in additional investigations of groundwater and surface water alternatives. The most likely project is groundwater source south of the Cosumnes River. The District is working with the Sacramento Central Groundwater Authority and the South County Groundwater Council to position the District to make use of 1500 AF of water from SMUD as part of the Water Forums agreement. The actual budget of the preferred alternative is still undetermined, although the current budget is still appropriate for the basis for the current fee.

In 2007 the District completed its first Integrated Water Management Plan. This IWMP evaluated the potential to utilize all of the District's water resources for the benefit of the District residents and businesses. In 2010 the District updated the 2007 IWMP. The 2010 IWMP included new analysis of the water supply based on 2020 Compliance, new critical hydrologic year supplies and the use of recycled water. The net result of the study shows a supply shortfall of 600 AF including a 300 AF prudent reserve.

Based on these results the District solicited and received a DWR grant for a joint Augmentation Supply and Recharge project. The new augmentation supply is a ground water well first evaluated in the 1990's, south of the airport. Given the new shortfall of 600 AF, it is believed this well will meet the supply shortfall.

The District adopted policies in July 2011 requiring all new development to use recycled water for landscape irrigation. This use of recycled water is a necessary component of the supply equation to reduce the shortfall to 600 AF.

Accordingly, the new well and recycled water facilities logically will be funded in part by the augmentation reserves. However, at this time, the fee remains the same, until such time as the District embarks on a more detailed cost analysis of augmentation projects.

Also included within the projects to be funded by the Fee are the necessary studies and administrative costs to implement this program. A complete breakdown of the projected costs is shown in Exhibit "A".

VII. Determination of the Fee

This Fee is based on a Project composed of a combination of on-site and off-site well systems and a raw water irrigation system. These systems are anticipated to be required to assure that the District's water supply system is adequate and reliable at full build-out of the District.

Notwithstanding the annual CPI adjustment provision mentioned above, the 2nd Amendment to the Acquisition and Service Agreement also includes a provision that allows the contract amount to be adjusted to an amount necessary to augment the District's water supply system "which will provide an augmented water supply sufficient to serve" the anticipated future development. The project budget determined above was prepared to review the reliability of the CPI adjusted contract budget contained in the 2nd Amendment to the ASA and was based on current cost estimates of the water supply augmentation project contemplated in the 2nd Amendment to the ASA.

While the project budget determined above is slightly lower than the CPI adjusted contract budget contained in the 2nd Amendment to the ASA, within a reasonable margin of error, there is no significant difference between the contract budget and the project budget determined above. Accordingly, there is no justification at this time to adopt a fee amount that is in excess of the contract amount established by the CPI adjusted contract fee amount.

The proposed Water Supply Augmentation Fee is determined as follows:

o	Total Benefited Properties	3,909 EDU
o	Total Budget	\$11,714,000
o	Water Supply Augmentation Fee	\$ 4,521/EDU

The development community is reducing the density. As a result, the fee may increase following determination of a community buildout density scenario and attendant

augmentation supply project. Likewise, with reduced density, a lower shortfall may result, which may reduce the fee.

VIII. Revision of Costs, Refunds, Agreements

As stated above, certain property owners have previously entered into the 2nd Amendment to the ASA which independently imposed the proposed fee and provided for a refund mechanism in the event that the Water Supply Project is less costly than presently contemplated. Any of the land owners subject to this Fee may similarly enter into such an Amendment providing for a refund mechanism.

IX. Collection of Fee

This Fee will be collected at the time of issuance of the Water and Sewer Service Permit. This will be a one time per EDU Fee.

DRAFT

EXHIBIT A

RANCHO MURIETA COMMUNITY SERVICES DISTRICT
GOVERNMENT CODE 66000
WATER SUPPLY AUGMENTATION
BUDGET & FEE DETERMINATION
2012

As of 1997, estimated cost of development of the proposed Water Supply Augmentation Project is:

1.	Off-site Well System		
	a. Wells	\$	1,530,000
	b. Right of Way		850,000
	c. Transmission Mains		5,000,000
	d. Contingency (20%)		1,480,000
	e. Engineering, Inspection, Supervision & Administration (25%)		1,845,000
		Subtotal:	\$ 10,705,000
2.	Commercial irrigation		
	a. Pipe	\$	222,000
	b. Pump Station		163,000
	c. Modifications		10,000
	d. Contingency (20%)		82,000
	e. Engineering, Inspection, Supervision & Administration (25%)		119,000
		Subtotal:	\$ 596,000
3.	Miscellaneous Studies & Administration		
	a. Engineering Feasibility Studies	\$	56,000
	b. Ground Water Exploration		82,000
	c. Ground Water Testing		127,000
	d. Environmental Studies		20,000
	e. Legal Fees		56,000
	f. Staff Time		36,000
	g. Miscellaneous		36,000
		Subtotal:	\$ 413,000
		TOTAL BUDGET	\$ 11,714,000

EXHIBIT A (cont)

RANCHO MURIETA COMMUNITY SERVICES DISTRICT
GOVERNMENT CODE 66000
WATER SUPPLY AUGMENTATION
BUDGET & FEE DETERMINATION
2012

5. Fee Calculation		
a. Budget Total	\$	11,714,000
b. Benefiting EDU's		3,909
c. Fee/EDU		2,996
6. Comparison of Calculated Fee to CPI Adjustment of Contract Amount Per 2nd Amendment of Acquisition and Services Agreement (ASA)		
a. Original Contract Amount	\$	2,500/EDU (1990)
b. Updated Contract Amount Per CPI	\$	4,521/EDU

7. Fee Determination

The fee as calculated above from the 1997 Cost Estimate is lower than the CPI adjusted contract amount from the 2nd Amendment of the ASA (\$2,996 vs. \$4,521).

While the project budget determined above is lower than the CPI adjusted contract budget contained in the 2nd Amendment to the ASA, the difference between the contract budget and the project budget determined above, taking into account the uncertain nature of actual construction costs or the final project elements and components, as well as reduced density is appropriate.

Therefore the fee is determined to be: \$4,521/EDU

EXHIBIT B
RANCHO MURIETA COMMUNITY SERVICES DISTRICT
GOVERNMENT CODE 66000
CALCULATIONS FOR EQUIVALENT DWELLING UNITS
WATER SUPPLY AUGMENTATION FEE

TYPE OF USE	FACILITY COUNTS	EDU RATIO	TOTAL EDU	EXISTING EDU (4)
1. RESIDENTIAL				
Estate Lots - North (F)	2125 DU	1.00	2,125	0
Estate Lots - North (E)	494 DU	1.00	494	494
Estate Lots > 12,000 S.F. - South (F)	203 DU	1.00	203	0
Estate Lots < 12,000 S.F.- South (F)	1037 DU	0.90	933	0
Halfplex Lots - South (F)	60 DU	0.50	30	0
Cottage Lots (E)	197 DU	0.70	138	138
Circle Lots (E)	457 DU	0.70	320	320
Townhouse Lots (E)	389 DU	0.50	195	195
Mobile Home Lots (E)	189 DU	0.30	57	57
The Villas	38 DU	0.50	19	19
SUBTOTAL	5,189		4,513	1,223
2. COMMERCIAL/INDUSTRIAL				
Hotel	200 Rooms	0.5000	100	0
Airport	87,000 S.F.	0.0001	9	3
Fire Department	5,000 S.F.	0.0005	3	3
RMA Admin Building	7,000 S.F.	0.0001	1	1
Murieta Village (Clubhouse)	5,000 S.F.	0.0005	3	3
Murieta Village (Irrigation)	3 Acres	3.5000	11	11
Auxiliary Golf Course	1 Acre	3.5000	4	4
RMA Facilities	2,500 S.F.	0.0001	0	0
Plaza Irrigation (Est.)	2 Acres	3.5000	7	7
Murieta Equestrian Center	120,000 S.F.	0.0002	24	24
Country Store	4,000 S.F.	0.0002	1	1
R.M.T.C.	55,500 S.F.	0.0005	33	33
Lone Pine Ponds	1 Acre	3.5000	4	4
Light industry	550,000 S.F.	0.0001	55	13
Retail Shopping	495,000 S.F.	0.0002	99	14
Offices	440,000 S.F.	0.0001	44	0
Clubhouse Facilities (E)	40,000 S.F.	0.0005	20	20
SUBTOTAL			415	141
3. PARKS				
80 Acres (Est.)	80 Acres	3.5000	260	0
4. SCHOOLS				
Schools w/o Showers (Est.)	1,200 students	0.0200	24	0
Schools w/ Showers (Est.)	2,000 students	0.0200	40	0
TOTAL			5,273	1,364
Less Existing EDU			<u>(1,364)</u>	
TOTAL NEW EDU			3,909	

NOTES

1. Calculation for the Total EDU Counts is as follows: EDU = (Facility Count) x (EDU Ratio)
2. All building areas represent gross floor area
3. All acreage represents gross parcel areas
4. Existing EDUs are not subject to the fee

EXHIBIT B
RANCHO MURIETA COMMUNITY SERVICES DISTRICT
WATER SUPPLY AUGMENTATION FEE EDU RATIO CALCULATION
DECEMBER 12, 1990

NO	LAND USE TYPE	UNIT	WATER USE (GPD)	CONSUMPTION PER EDU	EDU RATIO (1)	ADOPTED EDU RATIO
A. <u>RESIDENTIAL LAND USES</u>						
1.	Estate Lot > 12,000 S.F.	Dwelling Unit	750	750	1.00	1.0
2.	Estate Lot < 12,000 S.F.	Dwelling Unit	650	750	0.87	0.9
3.	Cottage Lot	Dwelling Unit	500	750	0.67	0.7
4.	Circle Lot	Dwelling unit	550	750	0.73	0.7
5.	Halfplex Lot	Dwelling Unit	400	750	0.53	0.5
6.	Townhouse Lot	Dwelling Unit	350	750	0.47	0.5
7.	Murieta Village Lot	Dwelling Unit	200	750	0.37	0.3
8.	Country Club Lodge Lot	Dwelling Unit	400	750	0.53	0.5
B. <u>NON-RESIDENTIAL LAND USES</u>						
1.	Business & Professional Office Buildings	1,000 S.F.	80	750	0.11	0.1
2.	Retail & Commercial Buildings	1,000 S.F.	180	750	0.24	0.2
3.	Clubhouse Buildings	1,000 S.F.	400	750	0.53	0.5
4.	Community Buildings	1,000 S.F.	400	750	0.53	0.5
5.	Restaurants, Bars & Cocktail Lounges	1,000 S.F.	1,500	750	2.00	2.0
6.	School Buildings	100 students	1,500	750	2.00	2.0
7.	Training Facility Buildings	100 students	500	750	0.67	0.5
8.	Light Industrial Buildings	1,000 S.F.	40	750	0.05	0.1
9.	Murieta Equestrian Center Buildings	1,000 S.F.	175	750	0.23	0.2
10.	Airport Buildings	1,000 S.F.	30	750	0.04	0.1
11.	Motel/Hotel Facilities	Room	245	750	0.33	0.3
12.	Irrigated Lands & Miscellaneous Property Uses	Acres	2,600	750	3.47	3.5

FOOTNOTES:

1. EDU Ratio = Water Use in GPD per Unit / (750 GPD/EDU)
2. An EDU is defined as a single family home located on an estate lot greater than 12,000 S.F. with an average water consumption rate of 750 GPD.
3. All building areas represent gross floor area
4. All acreage represents gross parcel area

**RANCHO MURIETA COMMUNITY SERVICES DISTRICT
GOVERNMENT CODE 66000 COMPLIANCE REPORT
FOR
COMMUNITY PARK FEE**

July 2012

This report sets forth the findings and background information required by Government Code 66000 for the 2012 update of the District's Community Park Fee. The amount of this Fee is \$1,889.48 per residential dwelling unit ("DU").

I. Purpose of Fee

The purpose of the Community Park Fee (the "Fee") is to fund the public component of a mixed public/private community parks program to serve the Rancho Murieta community. The public component of the mixed public/private community parks program is currently anticipated to consist of development of community park facilities on the District owned park site located on Stonehouse Road.

In September 2004, the CSD granted the Stonehouse Park site to RMA as part of a three property exchange between RMA, CSD and PTF.

The fee is not normally collected by the District. The Rancho Murieta Association (RMA) collects a like amount Community Park Fee on all new development in the residential portions of the community north of Highway 16. Should the RMA not be able to collect the Fee, the CSD will collect the Fee and transfer the Fee to RMA.

II. Use of Fee

The revenues generated by the Fee will be used to fund the public portion of the costs of building a community park on the District property located on Stonehouse Road in Rancho Murieta (the "Stonehouse Community Park"). The Stonehouse Community Park is currently anticipated to consist of ball fields, hard courts, a concession building, a pool and cabana, picnic areas, landscaping, and other miscellaneous park related improvements (the "Stonehouse Community Park Facilities"). A more complete listing of the Stonehouse Community Park Facilities is provided in the budget attached to this report as Exhibit "A" (the "Public Community Park Program Budget").

Over time, the Parks Committee has made scope and project improvement changes to the original park facilities contemplated by this fee. While the facilities may have changed, the overall budget is still appropriate and will continue as the basis for the fee.

III. Relationship Between the Type of Development on which the Fee Is Imposed, the Fee's Use and the Need for the Facilities Being Funded Thereby

Residential development creates need and demand for community park and recreation facilities. Such facilities play a critical role in promoting and protecting the health, safety and general welfare of the residents of Rancho Murieta.

The park and recreational facilities required to serve the residents of the District are to be addressed through a mixed public/private community parks program that will include not only the publicly funded facilities on the Stonehouse site, but also privately funded facilities to include two community centers as well as park improvements for the Clementia Valley and Clementia Lakeside park sites. Whereas the public funds generated by this Fee will be administered by the District on behalf of all residents of the District, the private funds will be administered by the Rancho Murieta Association ("RMA") on behalf of its present and future members.

IV. Relationship Between the Amount of the Fee and the Cost of Providing Facilities to Address the Needs Attributable to the Development on which the Fees Are Imposed

A. Determination of Properties to be Served

The Community Park Facilities will be provided for the use of all present and future residents of the District and all present and future residents will contribute to the provision thereof. Those facilities funded with revenues generated by this Fee, or any other public resources, will be operated and maintained by the District. The total number of private dwelling units to be served by the Community Park Facilities is 4,962.¹

The Stonehouse facilities, to date in 2005, have been constructed by the RMA through their community and neighborhood park fee program. Accordingly, the CSD has not collected any public fees or constructed facilities.

As of December 1990, of these 4,962 dwelling units, the lands then annexed to RMA north of the Cosumnes River included 1,534 dwelling units and/or vacant lots. RMA agreed to contribute \$1,500,000 towards the construction of private community park facilities within the District in behalf of these 1,534 DU and/or lots. This contribution represented a fair share allocation of the cost of the community's overall community park program for these 1,534 dwelling units and/or lots. Additionally, as explained below, of the 4,962 dwelling units, 78

¹The Sacramento County approved Rancho Murieta Planned Development Ordinance (PD Ordinance) authorizes not more than 5,189 residential dwelling units within the existing boundaries of the District. In calculating the number of units to be served by the Community Park Facilities, however, two types of existing residential developments have been excluded. The existing mobile home park (189 dwelling units) has its own self-contained recreational facility. Also excluded will be the Rancho Murieta Country Club Lodge with 38 dwelling units used to provide temporary lodging to guests of its members. It has been determined by the District that the mobile home park and the Lodge will place negligible recreational demand on a community park. The total remaining properties to be served by the Community Parks Program is as follows:

Rancho Murieta PD Ordinance	5,189 DU
1. Mobile Home Park	< 189 DU >
2. RMCC Lodge - Villas	< 38 DU >
Total Properties To Be Served	4,962 DU

dwelling units within Rancho Murieta South had previously met their community park obligation.

Accordingly, the remaining number of dwelling units subject to this fee is determined as follows:

Total Properties To Be Served:	4,962 DU
Less:	
(1) RMA Units/Lots	<1,534 DU>
(2) Rancho Murieta South Lots	<78 DU>
Properties Subject To Fee:	3,350 DU

B. Determination of the Community Parks Program Budget

The costs of building the Stonehouse Community Park Facilities are estimated to be \$4,082,000. A detailed breakdown of such costs is provided in the attached Exhibit A.

C. Relationship Between Public and Private Community Park Program and Funding Sources

The relationship between the public and private community parks and the source of funds to cover the costs of the Community Parks Program are explained as follows:

i. Community Park Program

In 1990 and 1991, RMA entered into a series of Park Development Agreements with the owners of all undeveloped land within the District that requires the owners of these lands to convey certain neighborhood and community park sites to RMA and to pay a per dwelling unit fee to RMA for the development of those park sites. In December 1990, under the theory that the District needed to create an enforcement mechanism to assure compliance of the parties to the Park Development Agreements, the District, also being a signatory to these agreements, adopted a Community Park Fee of a like amount to fund the development of a community park at the Stonehouse site.

The demand placed on the District for community park facilities will decrease over time pro-rata in direct relationship to the number of dwelling units that are annexed to RMA and pay RMA's community park development fee. As development of the community progresses, the District's contingent responsibility decreases pro-rata until all residential lands within the District are developed and annexed to RMA.

In the event that one or more of the parties to the private park program created by the agreements failed to meet their respective responsibilities, the District would collect fees from the then remaining

undeveloped dwellings units thereby funding the construction of community park facilities on the Stonehouse site. The public community park facilities constructed through this process would fill the resulting void in the private community park facilities created by the failure of the private park program.

The proposed public community park budget is designed to yield a per dwelling unit fee equivalent to the current community park fee per dwelling unit (the "Contract Fee") then due under RMA's Park Development Agreements. Originally set at \$1,095 per dwelling unit in February 1991, these agreements included a provision that the Contract Fee would be adjusted annually pro-rata to the change in the Engineering News Record (ENR) Construction Cost Index for the San Francisco Region. Through April 2011, this Contract Fee had been adjusted to \$1,850.62 per residential dwelling unit. From April 2011 to April 2012, the ENR Index increased by 2.1%, thus the current fee is \$1,889.48.

Practically speaking, if, in the unlikely event that one or more of the parties default from their responsibilities under the agreements, the District would collect fees from the affected dwelling units, scale back the public community park budget accordingly and construct the needed community park facilities on the Stonehouse site. Over time, the District's "budget" for community park facilities will in effect dwindle in direct relationship to the ever declining number of yet to be developed residential dwelling units such that the resulting fee (reduced "budget" divided by the number of remaining undeveloped dwelling units) would continue to be equivalent to the amount of the per dwelling unit fee then due under the agreements.

ii. Private Funding Sources

1. RMA has agreed, on behalf of the owners of the 1,534 developed lots north of the Cosumnes River, that the Association, as of December 1990, would contribute One Million Five Hundred Thousand Dollars (\$1,500,000) towards the construction of private Community Park Facilities. (A complete listing of the properties covered by the RMA agreement is attached as Exhibit "B" to this Report.)
2. In addition, RMA has entered into a Park Development Agreement with the owners of 1142 of the 1220 undeveloped lots south of the Cosumnes River and a series of "sister" Park Development Agreements with the owners of all of the undeveloped residential land north of the Cosumnes River (estimated to be developed into 2,208 DU) pursuant to which the Landowners originally agreed to contribute \$1,095 per dwelling

unit to the RMA administered private Community Parks Program. (A complete listing of the properties subject to these Park Development Agreements is attached as Exhibit "C" to this Report.) The District has agreed to grant a credit to these Landowners in the amount of each lot's contribution to the RMA Administered Private Community Parks Program.

iii. Public Funding Sources

1. Approximately 78 of the 1220 lots south of the Cosumnes River had already met their community park funding obligations (and therefore are not subject to the Park Development Agreement) prior to execution of the Park Development Agreements in 1990 by paying the District's Community Facilities Fee then in effect of which slightly over forty percent (40%) has been allocated to park funding.

D. Determination of Fee

The Public Community Park Fee is intended to fund the costs of the public community park facilities at the Stonehouse site. The Stonehouse Community Park is expected to cost \$4,082,000. The previously mentioned 78 lots south of the Cosumnes River that is not subject to the Park Development Agreements had paid approximately \$63,960 towards the cost of the Stonehouse Community Park facilities as of October 1990. Since that time, these funds have accrued approximately \$35,129 in interest from the District's account in the State of California's Local Agency Investment Fund. In June 1998, the District released to RMA \$63,960 which represents the south's community parks contribution, less the District's costs for site grading at the Stonehouse site. The remaining costs of the Stonehouse Community Park facilities, in the amount of \$3,982,911 will be funded through the Fee. A community park fee of \$1,889.48 per dwelling unit, when applied to the 3350 dwelling units, will yield sufficient revenues (\$6,199,577) to cover such remaining costs.

E. Summary of Funding for Public Community Park Program

1. Public Community Park Program Budget:
 - a. Stonehouse Community Park Facilities \$4,082,000
2. Funding Sources:
 - a. Public Sources of Funds Community Park Fee
(3350 DU x 1,889.62) \$6,330,227
 - b. Park Component of Community

Facilities Fee for 78 Rancho Murieta South units
Not subject to Park Development Agreement
(Including interest earnings) \$99,089

Total Public Funds Available for Public Community
Parks Program

\$6,429,316

However, this total funding assumes a greater number of units than are currently anticipated. The estimate of the number of units as of 2004 that will have paid the fee is:

Unit 6	110
Rancho Murieta South (Units 1-9, Crest, Greens)	749
Lakeview	99
Riverview	150
Rancho Murieta North MBA	1,093
Old School Site	50
Apartment site	<u>200</u>
TOTAL	2,151

The summary of contributions to the parks fund is 2,151 lots at \$1,889.48, totaling \$4,064,271.

Of the 2,151 lots contributing to the parks program, as of 2012 the following lots remain undeveloped and subject to the fee:

Lakeview	99
Riverview	150
Rancho North MBA	1,093
Old School Site	50
Apartment site	200
Unit 6	<u>11</u>
TOTAL	1,627

The summary of contributions to the parks fund is 1603 lots at \$1,889.48, totaling \$3,028,836.

V. Determination of Credits

At any time prior to payment of the Fee, the owner of an undeveloped lot subject to the Fee may choose to participate in a Park Development Agreement with RMA. Such participants shall receive a credit towards the Fee for any amounts paid to RMA pursuant to such a Park Development Agreement, provided that RMA agrees to utilize the revenue thereby collected to construct improvements substantially similar in type and purpose to those enumerated in Exhibit A.

VI. Collection of Fee

This fee will be collected at the time of issuance of a water/sewer service permit. This will be a one-time per DU fee.

EXHIBIT A

PUBLIC COMMUNITY PARK PROGRAM BUDGET

STONEHOUSE COMMUNITY PARK

Fields & Lighting

A.	Ball Fields	\$	186,000
B.	Soccer Fields		106,000
C.	Ball Field Lighting		<u>257,000</u>

SubTotal \$ 549,000

Courts & Lighting

A.	Tennis	\$	66,000
B.	Basketball		50,000
C.	Lighting		<u>50,000</u>

SubTotal \$ 166,000

Bleachers & Benches	\$	50,000
Concession Building w/Restrooms (3,000 sf @ \$60/sf)		181,000
Playground & Picnic Areas		111,000
Trails & Walks		156,000
Landscape, Irrigation & Turf		211,000
Porta John Shelter		156,000
Pool & Cabana Facilities		986,000
Development Fee Administration Expense		10,000

Site Preparation & Improvements

A.	Clear, Grubb & Grading	\$	106,000
B.	Streets		106,000
C.	Parking		136,000
D.	Lighting		60,000
E.	Utilities & Drainage		131,000
F.	Misc.		<u>25,000</u>

Subtotal \$ 564,000

Subtotal \$ 3,140,000

Contingency (10%)	314,000
Architecural, Engineering, Inspection & Supervision (20%)	<u>628,000</u>

TOTAL COST FOR STONEHOUSE COMMUNITY PARK \$ 4,082,000

EXHIBIT B

PROPERTIES SUBJECT TO RMA AGREEMENT

Rancho Murieta Association's agreement to contribute One Million Five Hundred Thousand Dollars (\$1,500,000) towards construction of Community Park Facilities was made on behalf of the owners of the developed lots in the following existing subdivisions:

		Recording Information or APN
1.	Rancho Murieta Unit No. 1	95BM18
2.	Rancho Murieta Unit No. 1A	111BM23
3.	Rancho Murieta Unit No. 2	121BM8
4.	Rancho Murieta Unit No. 3	132BM14
5.	Rancho Murieta Unit No. 3A	163BM1
6.	Rancho Murieta Unit No. 3B	172BM17
7.	Rancho Murieta Unit No. 4	142BM9

EXHIBIT C

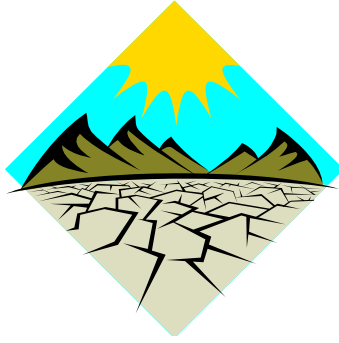
PROPERTIES SUBJECT TO THE PARK DEVELOPMENT AGREEMENT

The following properties are subject to the park Development Agreement:

	Recording Information or APN
1. Rancho Murieta South Unit No. 1A ²	202 BM 10
2. Rancho Murieta South Unit No. 1B ³	202 BM 11
3. Rancho Murieta South Unit No. 2A	207 BM 1
4. Rancho Murieta South Unit No. 2B	207 BM 2
5. Rancho Murieta South Unit No. 3	209 BM 4
6. Rancho Murieta South Unit No. 4	209 BM 5
7. Rancho Murieta South Unit No. 5	216 BM 11
8. Rancho Murieta South - "Phase II"	128-0080-089 & 128-0080-090
9. Rancho Murieta South - "The Crest" (Parcel 3)	123 PM 26
10. Rancho Murieta South - "The Greens" (Parcel 4)	123 PM 26
11. Rancho Murieta South - "Lakeview" (Parcel 5)	123 PM 26
12. Rancho Murieta South - "Riverview" (Parcel 6)	123 PM 26
13. Rancho Murieta North Hotel Site (Parcel A)	98 PM 23
14. Rancho Murieta North Unit No. 6	213 BM 6
15. The Villas Townhouse Site (Parcel 1)	92 PM 22
16. Rancho Murieta North Unit No. 5	073-0190-071 & 073-0190-047
17. Calero Residential (Parcel A)	801102 O.R. 842
18. Rancho Murieta North - School Site (Lot A)	95 BM 18
19. Rancho Murieta North Remainder (Parcel 7)	123 PM 26
20. Murieta "Ruins" Parcel (Parcel 12)	123 PM 26
21. Future Driving Range Site (Parcel 10)	123 PM 26

²Of the 57 recorded lots in Rancho Murieta South Unit No. 1A, only 12 lots are subject to the Park Development Agreement. The 12 lots that are subject to the Parks Development Agreement are Lots 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 49 & 50.

³Of the 40 lots contained in Rancho Murieta South Unit No. 1B only 7 lots are subject to the Park Development Agreement. The 7 lots that are subject to the Park Development Agreement are Lots 51, 53, 58, 75, 80, 81, & 82.



**DROUGHT
CONTINGENCY
PLAN
UPDATE**

MEMORANDUM

Date: July 5, 2012
To: Board of Directors
From: Personnel Committee Staff
Subject: Adopt Pay for Performance Manual Update

RECOMMENDED ACTION

Adopt the Pay for Performance Manual update.

BACKGROUND

In September, 2011, the District contracted with Koff and Associates to review and update the District's Pay for Performance Manual. Changes to the Pay for Performance Manual program includes:

- Pay for each job class is determined by a salary survey of comparable public agencies, conducted every other year.
- No cost of living increases are given, but employees are assured of competitive salaries within the financial resources of the District.
- Pay increases vary from 0% to 8%, based on the employee's performance evaluation and position in the salary range.
- The evaluation is based on factors related to the job classification, specifically predetermined competencies and SMART goals and objects.
- In addition to base pay, incentives for specific behaviors such as special services are available.
- Benefits will be reviewed periodically for their comparability with other agencies and desirability by employees.

There are ten (10) core competencies which refer to the interpersonal and job skills to all classifications. Those ten (10) core competencies are: 1) Customer Services; 2) Job Knowledge; 3) Initiative/Innovation; 4) Safety/Security; 5) Teamwork; 6) Reliability; 7) Effectiveness/Productivity; 8) Communication; 9) Management; and 10) Leadership. All employees will be evaluated on the first eight (8). Supervisors and Managers will be evaluated on all ten (10). It is hoped that this program will encourage employees to provide District customers with the highest quality, most cost effective service possible and reward employees for their additional effort.

Attached is the final draft Pay for Performance Manual update.

The Personnel Committee recommends adoption.

Rancho Murieta Community Services District
Pay for Performance Manual

Revised: 11/17/2011

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SECTION 1 - INTRODUCTION

BACKGROUND

In November of 1994, the Board of Directors adopted a policy to develop and implement a compensation plan that would recognize the quality of an employee's performance on the job. Over time, the Pay for Performance Plan has changed to reflect changes in and out of the District, but stayed consistent with the intent of the original agreement. Prior to this time, District employees received pay increases based on the cost of living and length of service. Employees were generally hired at the minimum of the salary range and received a 2.5% increase each year and usually received a cost of living increase ranging from 2 to 3%. Upon reaching the maximum of the salary range, employees received the cost of living increase only. The District did not financially reward employees for their *level* of contribution. This program is based on the assumption that pay can act as a motivator for higher levels of performance. This program applies to non-represented employees. Although the represented employees are covered under the current memorandum of understanding (MOU) between the District and the Operating Engineers Local #3 for minimum standards to move between steps, the basic underpinnings of this manual (i.e. core competencies, measurements, ratings and goal identification and attainment, and performance evaluation) are consistent with those of non-represented employees, supervisors and managers.

SECTION 1-1

GENERAL DESCRIPTION OF THE PAY FOR PERFORMANCE PROGRAM

The Pay for Performance program differs from the old compensation and evaluation programs in a number of ways:

- The pay for each job class is determined by a salary survey of comparable public agencies. This survey is performed no less than every three years. (See Section 2, page 1 for more information)
- No cost of living increases are given, but since a salary survey is conducted regularly, employees are assured of competitive salaries within the financial resources of the District. (Represented employees' increases are subject to the terms and conditions of the MOU.)
- Pay increases vary and are based on the employee's level of performance. Pay increases vary from 0 to 8%, based on the employee's performance evaluation and position in the salary range. (See Section 2, page 3, for additional information.) (Represented employees' increases are subject to the terms and conditions of the MOU.)
- The evaluation of an employee's performance is based on factors related to the job classification, specifically predetermined competencies and SMART goals and objectives.

- In addition to base pay, there are additional incentives for specific behaviors such as special service. (See Section 4 for additional information and Policy #2011-08.)
- Benefits are reviewed periodically for their comparability with other agencies, and desirability by employees. (See Section 5 for more information.)

The main components of the program are competitive base pay and benefits, salary increases based on level of performance, and special incentives for unusual achievements. The District, like most public agencies, has limited funds and wants to use those funds in the best possible manner. This program is not intended to punish employees in any way, but rather reward those employees that contribute most to the District's mission of "... to take a leadership role in responding to the needs of the residents. The District will deliver superior community services efficiently and professionally at a reasonable cost while responding to and sustaining the enhanced quality of life the community desires".

The Pay for Performance program is a dynamic program and will be revised when it is apparent that elements of the program are not supporting the objective of rewarding employees for creativity, innovation, teamwork, productivity, and quality. The hope of installing such a program is that the customers of the District will benefit by receiving the highest quality, most cost effective service possible and that employees will be rewarded appropriately for their additional effort.

SECTION 1-2

PURPOSE OF MANUAL

The purpose of this manual is to identify the components of and explain how the pay for performance management program is administered for non-represented employees and the performance management system is administered for all employees, represented and non-represented.

SECTION 2 - COMPENSATION PLAN AND SALARY ADMINISTRATION

SECTION 2-1

STRUCTURE OF SALARY RANGES

External Pay Comparisons

The salary structure for classifications insures external competitiveness through salary comparisons with similar agencies. The District's management team conducts a salary survey no less than every three (3) years. In non survey years, adjustments to the salary ranges based on changes in the CPI will aid in keeping the salary structure competitive with the market. The survey is conducted and completed during the first three (3) months of the calendar year. The Personnel Committee of the Board of Directors reviews the collected data and makes recommendations to the Board for salary range adjustments, if any.

The comparison agencies are selected by the Board of Directors and can be changed at any time. The current survey group is listed below.

Cities and Counties

City of Davis	City of Folsom	City of Galt	City of Modesto
City of Roseville	City of Woodland	City of Yuba City	

Special Districts

Amador Water Agency	Calaveras County Water District
Groveland Community Services District	Mammoth Community Water District
South Tahoe Public Utility District	Tuolumne Utilities District

Security

County of Sacramento	Elk Grove Unified School District
Lake of the Pines Association	Lake Wildwood Association
Sacramento City Unified School District	Sacramento Municipal Utility District

In general, the comparison agencies are cities, counties, and special districts of a similar size, that provide similar services in water and/or wastewater treatment, and security. Other factors, such as geographic region and cost of living, were taken into consideration when choosing the comparator group. The following positions are provided salary ranges as a result of the survey:

Accounting Supervisor	Chief Plant Operator
Director of Administration	Director of Field Operations
District Engineer	District Secretary
General Manager	Security Chief
Security Sergeant	Utilities Supervisor

Internal Salary Relationships

Not all District classifications are surveyed since some classifications are not common in other agencies or may be part of a series in which certain internal relationships can be inferred. Those classifications not surveyed are linked to the surveyed jobs by percentage differentials. The more similar the linked class is to the benchmark class, the smaller the percentage differential.

At times, pay for a particular class may be altered by internal comparisons even though survey data may indicate a higher or lower salary. The relationship between classes may also change as a result of reorganization of work units or change in employee responsibilities.

Position in the Market

Position in the market refers to “targeted” level of pay among comparison agencies. The Board of Directors determines the District’s position relative to the comparison agencies. The Board may change the District’s position based on such issues as ability to pay, change in District goals, etc. Currently, the District’s position among comparison agencies is the base salary market median of the agencies surveyed.

Salary Ranges

A salary schedule was created for the non-represented classifications, which consists of forty-six (46) salary ranges with approximately 30% between the minimum and maximum. (See Exhibit A.) There shall be no specific or predetermined steps within the range, thus allowing for the flexibility of adjustment to recognize varying levels of performance. Each classification will be assigned to a range. Range placements are made by placing the market base salary median findings for each classification into the salary range whose control point is closest to the market median number. The control point represents the value of each position assigned to the salary range at the fully competent level.

Title	Market Top Step Median	Range Minimum	Control Point (Range NR23)	Range Maximum
Example Position	\$6,300	\$5,293	\$6,351	\$6,986

The maximum pay for each salary range class is 10% above the control point of the range. The minimum of the salary range for each class is 20% below the control point. The range below the control point represents pay for an employee who is not yet fully competent in all aspects of the classification. The following illustrates how the salary range for a class is created.

Position
Control point = \$6,351; Maximum of range = \$6,351 * 1.10; Minimum of range = \$6,351 / 1.20 Resulting Range is \$5,293 - \$6,986

Represented employees salary ranges and intermediate steps are identified in the current MOU.

SECTION 2-2

INITIAL PAY AND SALARY RANGE ADJUSTMENTS

Pay for New Employees

There are two (2) situations in which new employees may be placed above the entry rate of the salary range: the employee has job related experience and/or training that is greater/more extensive than the minimum requirements for the job and when extensive recruiting indicates that qualified candidates will not accept offers at the entry rate. The District's salary offer to new employees will also take into consideration the extent and level of experience of current employees in the same class to ensure internal equity among employees. This applies to both represented and non-represented employees.

Salary Adjustments

Employees receive salary increases based on their performance during the prior year. The amount of the increase for non-represented employees is based on three factors: the level of performance, current position in the salary range, and money available for salary increases. Salary increases for represented employees are implemented according to the terms and conditions of the current MOU. The following charts depict the possible increases for non-represented employees based on position in the range and overall evaluation of performance.

Performance Standards	% Increases
Exemplary	6.5% - 8% (not to exceed maximum of the range)
Exceeds Standards	3.5% - 6% (not to exceed maximum of the range)
Fully Effective	1 – 3% (not to exceed the control point of the range)
Improvement Needed	0
Minimum Standards Not Met	0

The District has selected the month of April as the focal review date; meaning that all employees will receive annual performance appraisals within the month of April each year. Individuals hired within the first nine (9) months of the rating period (May – January) will be eligible for a pro-rated merit increase, from their hire date forward.

Individuals hired within the last three (3) months of the rating period (February – April) will not receive an annual performance review nor be eligible for a merit increase. Their first performance review will occur on their six (6) month anniversary and they will be eligible for a merit increase on the following Agency-wide annual performance review date.

Once an employee reaches the maximum of the salary range, and is rated as outstanding or exceeds standards, the employee is eligible for the cash equivalent of the recommended increase,

but the increase does not become a part of base pay for purposes of retirement calculations. Employees can only receive a salary adjustment once a year unless they are receiving a promotion to another position.

Adjustments to individual salaries based on range movement are not automatic. (Refer to the current MOU for Represented employees.) The reviewer may recommend an upward adjustment in an individual's salary or may recommend that an individual's salary be maintained at its current level, despite any adjustment in the salary range.

Salary Placement Upon Promotion, Demotion, Reclassification and Market Equity Adjustments

Promotion - When a regular non-represented employee is promoted, the employee will receive a salary increase of at least the minimum of the new salary range. (Refer to the current MOU for Represented employees.)

Demotion - When an employee is demoted, the employee's salary will be reduced to an amount in the range of the lower classification which has the same percentage relationship to the control point as the employee's salary in the higher classification. (Refer to the current MOU for Represented employees.)

Reclassification - Any employee in a job which is reclassified with a different salary range shall be compensated at the same rate of pay in the new salary range or the minimum of the new salary range should the employee's pay rate be less than the minimum of the new salary range. The salary of an employee whose position is reclassified to a classification with a lower salary range and whose salary is above the maximum of the new salary range shall be frozen at the salary of the old classification until the salary range of the new classification is equal to or exceeds the employee's salary. This is referred to as "Y-rating". (Refer to the current MOU for Represented employees.)

Market Equity Adjustments - An employee who is classified in a position with a salary range which has been increased as a result of a salary study (equity adjustment to salary range) remains at their current salary unless adjustment to the salary range results in employees being paid below the minimum of the salary range. If employees are rated as "fully effective" on their previous performance evaluation, they will be given a salary increase that will pay them at the minimum of the salary range. (Refer to the current MOU for Represented employees.)

SECTION 3 - PERFORMANCE MANAGEMENT SYSTEM

SECTION 3-1

PURPOSE OF PERFORMANCE MANAGEMENT SYSTEM

The performance management system applies to all employees, represented and non-represented. The objectives of the performance management system are to: encourage effective communication between supervisors and employees regarding expectations for job performance and work habits; provide feedback to employees regarding how well they are meeting those job expectations; assist employees in identifying ways they can achieve the best level of performance; provide a method for tying performance to pay; provide additional opportunities for employees to assist supervisors and managers in identifying ways in which the work environment and productivity can be improved; determine the training needs of employees; and assist employees in planning career goals.

SALARY INCREASE BUDGET

The salary increase budget will be determined annually within the context of overall District's performance and budget dollars available, and shall be fiscally prudent taking into account the District's financial condition, reserves, revenue growth, and competing budget priorities. The range of potential increases for the upcoming rating period will be announced to all employees by April each year. (Refer to the current MOU for Represented employees)

REVIEW PERIODS

The supervisor in the following instances conducts formal reviews of performance:

1. When an employee has worked an initial six (6) month period in his or her new job position (this applies not only to newly hired employees, but also to employees who have been promoted or otherwise transferred to new job classifications);
2. Annually, on the focal review date in April; salary adjustments, if applicable, to be effective May 1st;
3. When an employee is being considered for promotion, transfer, demotion, termination, or other disciplinary action is being considered;
4. Whenever the employee's supervisor believes there has been a significant change in the employee's performance; and
5. Whenever requested by the General Manager or the Board of Directors.

DOCUMENTATION OF THE REVIEW PROCESS

The Performance Evaluation form for the specific individual serves as the record of the review process.

CORE COMPETENCIES

The Core Competencies refer to the interpersonal and job skills common to all classifications and are considered especially important to working successfully at the District. These Core

Competencies describe the expectation of characteristics an employee should possess as they are performing their work at the District. All employees will be evaluated on the first eight (8) competencies listed below. Supervisors and managers will also be evaluated on the last two (2) competencies listed below.

1. **Customer Service** - Represents the District to individuals both inside and outside the organization in a service oriented, responsive, consistent, timely, respectful, and effective manner within the context and authority of their position.
2. **Job Knowledge** - Possesses technical knowledge and learned skills, methods, techniques, policy, and procedures necessary to perform the job. Keeps up-to-date on developments and changes relevant to the job and the District. Understands their job in the context of the District's operations.
3. **Initiative/Innovation** - Self-motivated; resourceful; continually seeks to improve work methods as a means to greater efficiency and effectiveness. Willingness to seek out and accept challenging new responsibilities.
4. **Safety/Security** - Ensures safety of District customers, community, and employees; protects and secures District data, facilities, infrastructure, and systems. (Please note that the rating definition for this Core Competency differs based on functional area, for example, administration, operations, or safety/security.)
5. **Teamwork** - Works collaboratively and cooperatively with others inside and outside of the organization. Creates positive working relationships and fully shares in responsibilities; respects and understands roles within the team. Supports positive working environment to ensure high performance of the whole team and the District.
6. **Reliability** - Monitors status of assignments to meet District fiscal needs, timetables, and deadlines for submission of work; follows instructions and meets job expectations including attendance and punctuality. Accountable and consistent.
7. **Effectiveness/Productivity** - Ability to approach issues effectively, resourcefully, and creatively. Adeptness at analyzing facts, forecasting issues, problem solving, decision-making, and demonstrating good judgment. Ability to use knowledge and skill to deliver a quality product or level of service. Skill at planning, organizing, and prioritizing workload and proficiency in measuring and monitoring workload.
8. **Communication** - Clear and concise in speech, writing, and presentations. Provides required information to individuals both inside and outside the organization in a service oriented, consistent, timely, and effective manner.

9. **Management** - Ensures a smooth operation by maximum utilization of personnel, technology, and equipment; staff motivation, growth, development; and adherence to safety and security guidelines. Provides clear work direction, expectations, and constructive feedback and guidance, including timely performance reviews. Matches program expectations with resources. Identifies and addresses obstacles to their employees' performance.
10. **Leadership** - Uses appropriate interpersonal styles and methods in guiding individuals and groups towards task and strategic accomplishments. Exhibits skills that create a vision of purpose. Influences and manages change. Obtains political support. Encourages communication within and between departments. Establishes, directs, and/or chairs committees, teams, and programs.

RATING OF CORE COMPETENCIES ON THE PERFORMANCE EVALUATION FORM

The rating scale for each core competency consists of five (5) levels – Exemplary, Exceeds Standards, Fully Effective (equivalent to the previous “meets standards” rating), Improvement Needed, and Minimum Standards Not Met. Examples of job behavior are used to describe each level of performance for each competency. It is anticipated that as managers gain more experience with these rating scales, the descriptions of behavior will become more specific. An example scale is shown below for the evaluation competency **Initiative/Innovation**.

EXEMPLARY	EXCEEDS STANDARDS	FULLY EFFECTIVE	IMPROVEMENT NEEDED	MINIMUM STANDARDS NOT MET
A self-starter who always completes work with little or no supervision. Anticipates the needs of others and the District and addresses those needs by taking on increased responsibilities. Thinks out of the box to actively identify and implement creative ways to increase productivity and streamline and improve processes on a District-wide level.	A self-starter who completes work with minimal supervision. Actively seeks increased responsibilities. Thinks out of the box. Recommends ways to increase productivity and streamline and improve processes within department/ program area.	Completes work under general supervision and takes direction well. Takes on additional responsibilities as assigned. Makes some recommendations to increase productivity and streamline and improve processes in assigned program area/area of responsibility.	Requires some direct supervision, difficulty accepting new ideas and responsibilities, and resists change. Attempts may be made to improve work processes in assigned area of responsibility.	Requires constant supervision and is generally not receptive to new ideas and change. Little attempt to improve work processes in assigned area of responsibility.

Each rating has a numerical equivalent: Exemplary = four (4) points, Exceeds Standards = three (3) points, Fully Effective = two (2) points, Improvement Needed = one (1) point, and a rating of

Minimum Standards Not Met receives zero (0) points. Each point equivalent is then multiplied by the weighting for each competency and the resulting weighted scores are added together for the employee's overall rating.

The total weighting for each job must equal, at a minimum, 10 for Supervisors/Managers. The total weighted rating for represented jobs, at the fully functional rating, must equal a minimum 2.0 (which equates to 100 points from the old evaluation forms). On the next page is an example of rated competencies and the resulting total number of points if an employee had received the given ratings.

The weighting of each competency may vary with each job class. These competencies and the weight of each competency may change over time due to a change in duties and responsibilities or a change in those qualities that the District values or wants to emphasize.

Using the table on the next page, the total points for this sample would equal an overall rating of Fully Effective.

Sample Rating			
Core Competency	Weight	Rating	Weighted Rating
Customer Service	1	3	3
Job Knowledge	1	2	2
Initiative/Innovation	1	2	2
Safety/Security	1	2	2
Teamwork	1	3	3
Reliability	1	3	3
Effectiveness/Productivity	1	2	2
Communication	1	1	1
Management (Supervisors only)	1	3	3
Leadership (Supervisors only)	1	2	2
Total	10		23
Overall Rating			2.3

The total points are calculated based on the total weighted rating divided by the total weight. The District may decide to change the weight on any of the competencies, perhaps to emphasize competencies that will help drive operational goals. For example, if during one year, the District decided to place a greater weight on Teamwork and changed the weight to 5 and kept all other competencies with a weight of 1, then the total weight would equal 14. The overall rating would be calculated based on the total weighted rating divided by 14.

Total points are converted to the Overall Rating using the following scale:

- 3.51 – 4 = Exemplary
- 3 – 3.50 = Exceeds Standards
- 2 – 2.99 = Fully Effective
- 1 – 1.99 = Improvement Needed

0 – 0.99 = Minimum Requirements Not Met

EMPLOYEE MERIT INCREASES:

A designated supervisor shall be responsible for 1) the annual review of each employee’s performance; and 2) recommendations for employee merit increases. Merit increase recommendations shall be within the District’s annual salary budget guidelines and based on the individual employee’s performance. (Refer to the current MOU for Represented employees.)

Guidelines for recommending merit increases. (Refer to the current MOU for Represented employees.):

- Range Minimum to the Control Point is the portion of the range where a new or less experienced employee would be placed. Progress through the range would occur as an employee moves towards the fully competent level (control point). There may be circumstances, such as hiring a highly experienced individual, which would warrant salary placement near or at the control point.
- The Control Point is the position of the salary range where an employee may normally expect to progress. Most employees will achieve and maintain a salary at this point of the range (fully competent). The achievement of full competency is determined by the ability to meet standards in the District’s core competencies and achievement of individually determined goals for the review period.
- The Control Point to the Range Maximum is utilized for those employees whose performance over time consistently exceeds expectations or is outstanding as defined by the District’s core competencies and individual goal achievement.

Adjustments to an employee’s salary will be made based on the results of the performance evaluation. Salary adjustments shall be based on achievements in key areas weighted as follows:

- | | | |
|--------------------|----------------------|-----|
| ➤ For 2012 reviews | Core Competencies | 80% |
| | Goals and Objectives | 20% |
| ➤ For 2013 reviews | Core Competencies | 50% |
| | Goals and Objectives | 50% |

The maximum total points an employee may receive based on the evaluation of the core competencies and goals and objectives is 4.

Overall rating of achievement of goals and objectives are converted to points using the following scale:

- 4 = Exemplary
- 3 = Exceeds Standards
- 2 = Fully Effective
- 1 = Improvement Needed

0 = Minimum Requirements Not Met

During the annual performance review process, both performance ratings (core competencies and goals and objectives) and the relative position of the individual within the salary range will be considered in recommending the salary increase.

The following merit guidelines shall apply for performance reviews. (Refer to the current MOU for Represented employees.):

Overall Rating	<Control Point	Control Point	>Control Point and <Max	> Max (lump sum)
Exemplary – 3.51 to 4	6.5% - 8%	6.5% - 8%	6.5% - 8%	6.5%
Exceeds Standards – 3.34 to 3.50	5.5% - 6%	5.5% - 6%	5.5% - 6%	3.5%
Exceeds Standards – 3.17 to 3.33	4.5% - 5%	4.5% - 5%	4.5% - 5%	3.5%
Exceeds Standards – 3 to 3.16	3.5% - 4%	3.5% - 4%	3.5% - 4%	3.5%
Fully Effective – 2 to 2.99	1% - 3%	1% - 3%	0%	0%
Improvement Needed – 1 to 1.99	0%	0%	0%	0%
Min Requirements Not Met– 0 to 0.99	0%	0%	0%	0%

- If base pay is below the control point: Employees with at least “Fully Effective” performance will have the opportunity to receive a pay increase up to the control point of their range, based on their performance. No increase will be given to those rated below “fully effective”.
- If base pay is between the control point and maximum: Employees with performance that either “Exceeds Standards” or is “Exemplary” will have the opportunity to receive an increase up to the maximum of their range. If an “Exemplary” increase exceeds the maximum, the portion above the maximum will be paid in a lump sum payment.
- If base pay is above the maximum: Employees who are frozen at or above the maximum of their range and perform at an “Exemplary” or “Exceeds Standards” level on their performance review, will receive a lump sum payment equal to the applicable percentage on the matrix above.

Timing of Increases. Merit increases will be considered on an annual basis in May, in conjunction with the Agency performance review cycle in April.

EXAMPLES OF PROGRESSION THROUGH SALARY RANGE

This following table demonstrates one example of how a non-represented employee would move through the salary range based on the employment scenario described below. Assume in this example that a salary survey is performed every other year with salary range adjustments

effective the first of July. This means a survey is performed in Years 3, 5, and 7 during the employee’s service. A survey was also performed in Year 1, but prior to the employee’s starting date.

	Hire	End of Year 1	End of Year 2	End of Year 3	End of Year 4	End of Year 5	End of Year 6
Employee Increase		3%	6%	5%	4%	1.6%	4.5%
Employee Salary	\$5,293	\$5,452	\$5,779	\$6,068	\$6,311	\$6,415	\$6,905
Minimum Salary	\$5,293	\$5,293	\$5,293	\$5,346	\$5,346	\$5,346	\$5,346
Control Point	\$6,351	\$6,351	\$6,351	\$6,415	\$6,415	\$6,415	\$6,415
Maximum Salary	\$6,986	\$6,986	\$6,986	\$7,056	\$7,056	\$7,056	\$7,056

In *YEAR 1*, the monthly salary range for this position is \$5,293-\$6,986. The control point of the range is \$6,351. The employee is hired at the range minimum of \$5,293. At the end of *YEAR 1*, the employee receives a “Fully Effective” rating (2.9 Points), qualifying for a maximum increase of 3% to \$5,452.

The employee’s salary *at the beginning of YEAR 2* is \$5,452. At the *end of YEAR 2*, the employee receives an “Exceeds Standards” rating (3.5 Points) and qualifies for a maximum increase of 6%, bringing the employee’s salary to \$5,779.

During YEAR 3, the District performs a salary survey and the Board approves a 1% increase to the salary range for this job based on the results of the survey. The new control point is \$6,415, the range minimum is \$5,346 and the range maximum is \$7,056. *At the end of YEAR 3*, the employee receives another “Exceeds Standards” rating (3.3 Points) and qualifies for maximum increase of 5% at the *end of YEAR 3* increasing salary to \$6,068.

At the end of YEAR 4, the employee receives an “Exceeds Standards” rating (3.1 Points) qualifying for a maximum increase of 4%, which would bring salary to \$6,311.

During YEAR 5, the District performs another salary survey and the Board approves no increase to the salary range for this job based on the results of the survey. The control point, range minimum, and range maximum remain the same. *At the end of YEAR 5*, the employee receives a “Fully Effective” rating (2.9 Points) qualifying for a maximum increase of 3% which would bring salary to \$6,500. However the control point of the range is \$6,415 and when an employee receives a “Fully Effective” rating, they would not be able to move above the control point, therefore the employee’s salary is limited to an increase to the control point or \$6,415.

At the end of YEAR 6, the employee receives a “Fully Effective” rating (2.5 Points) and would remain at the control point, which represents the market median top step. The employee’s salary would remain \$6,415.

This following table demonstrates a second example of how a non-represented employee would move through the salary range based on the employment scenario described below. Assume in this example that a salary survey is performed in Year 1 and every other year (in Years 3, 5, and 7) with salary range adjustments effective the first of July.

	End of Year 1	End of Year 2	End of Year 3	End of Year 4	End of Year 5	End of Year 6
Employee Increase		0%	3.5%	5%	3.7%	6.5% lump sum payment
Employee Salary	\$6,450	\$6,450	\$6,676	\$7,010	\$7,269	\$7,269
Minimum Salary	\$5,293	\$5,293	\$5,399	\$5,399	\$5,507	\$5,507
Control Point	\$6,351	\$6,351	\$6,478	\$6,478	\$6,608	\$6,608
Maximum Salary	\$6,986	\$6,986	\$7,126	\$7,126	\$7,269	\$7,269

In **YEAR 1**, the District performs a salary survey and the Board approves a 2% increase to the salary range for this job based on the results of the survey. The monthly salary range for this position is \$5,293-\$6,986. The control point of the range is \$6,351. The employee’s salary is \$6,450.

The employee’s salary *at the beginning of YEAR 2* is \$6,450. At the *end of YEAR 2* the employee receives an “Fully Effective” rating (2.5 Points) and qualifies for no increase because the employee’s salary is above the control point. The employee’s salary would remain \$6,450.

During YEAR 3, the District performs a salary survey and the Board approves a 2% increase to the salary range for this job based on the results of the survey. The new control point is \$6,478, the range minimum is \$5,399, and the range maximum is \$7,126. *At the end of YEAR 3*, the employee receives an “Exceeds Standards” rating (3.1 Points) and qualifies for 3.5% increase at the *end of YEAR 3* increasing salary to \$6,676.

At the end of YEAR 4, the employee receives an “Exceeds Standards” rating (3.3 Points) and qualifies for 5% increase at the *end of YEAR 4* increasing salary to \$7,010.

During YEAR 5, the District performs another salary survey and the Board approves a 2% increase to the salary range for this job based on the results of the survey. The new control point is \$6,608, the range minimum is \$5,507, and the range maximum is \$7,269. *At the end of YEAR 5* an “Exceeds Standards” rating (3.5 Points) and qualifies for a maximum 6% increase. The largest increase the employee can receive is 3.7% increase to the maximum of the range of \$7,269.

At the end of YEAR 6, the employee receives an “Exemplary” rating (3.9 Points) and qualifies for a maximum 6.5% lump sum payment. The employee’s salary remains the same at \$7,269.

SECTION 3-2

GOALS AND OBJECTIVES

Departmental goals, for both represented and non-represented employees, are based upon District-wide goals identified by the General Manager and the Board of Directors in the Strategic Plan. Department goals become the foundation used by the Supervisor/Manager and his or her staff to establish specific goals for the department/division and employees. Department/Division Heads will review the department/division goals with employees and the overall impact and expectation of that department/division in achieving the goals.

In addition to directing the employee's efforts toward important organizational goals, objectives are a necessary tool for the supervisor as well. Supervisors are responsible for the evaluation process for the purpose of rewarding and developing their employees. The evaluation can be difficult to write and inaccurate in content when a supervisor does not have a clear understanding of what is expected from the employee.

Successful development and negotiation of goals and objectives between the supervisor and employee often result in a more productive workplace. It also allows the employee to understand what is expected of him or her and how he or she will be evaluated at the time of his or her performance appraisal.

Developing Goals

The terms "goal" and "objective" have often been confused with one another and how they are best used. Goals and objectives are defined as follows:

- **Goal:** A broad statement of desired results for the District, department, or division.
- **Objective:** Objectives are determined for each goal. Effective objectives include measurements developed in terms of numbers, percentages, time, or some other tangible indicator of results. They are achievable, challenging, and motivate individuals to attain excellent performance.

Guidelines for Preparing Employee Goals:

- Goals are broad in scope.
- Goals are normally long-term or on going in nature.
- Goals are based on the goals of the District, but are designed to support areas for which the employee is assigned.
- Goals are brief and clear statements.
- Goals require one or more specific objective to be achieved.
- Goals are within the supervisor's area of responsibility and/or authority.

There are four (4) types of goals:

1. Professional Development Goals focus on career growth. Examples of objectives include attending classes, seminars, or workshops or participating in on-the-job training, cross-training, or self-study programs.
2. Performance Goals focus on the improvement of performance or behavioral problems that impact group or job performance. Examples of objectives include improving computer proficiency, time management, or writing skills; building collaborative co-worker relationships; or reducing absenteeism. (Note: These objectives may reflect Performance Category ratings of “Improvement Needed” or “Minimum Standards Not Met”.)
3. Project Goals are specific assignments. Examples of objectives include participating in or managing an ongoing or future project.
4. Strategy Goals are directly related to the District’s strategy plan.

Developing Objectives

Effective objectives are defined for each major activity, project, or area of responsibility in a position. It is possible, for most positions, to develop measurements in terms of percentages, time, or numbers, or some other objective and quantifiable indicator of results.

Guidelines for Preparing Objectives:

- Objectives are SMART: Specific, Measurable, Attainable, Relevant, and have a Timeframe.
- Objectives are written at an “acceptable level of performance.”
- Objectives are aligned to the supervisor’s goals.
- The number of objectives is typically 2-5, but may vary depending on each employee’s situation.

A good objective is Specific enough so that there is no doubt in either the employee’s or supervisor’s mind as to what is expected.

Measurement methods are objective, not subjective, and they are clear, reasonable, and fair.

A task should be reasonably Attained but challenging, given normal resource availability and management support, rather than just what needs to be done.

An employee cannot reasonably be expected to reach twelve-month objectives in a six-month period. A new employee should not be expected to perform at the same level as an employee with extensive experience.

A Relevant objective is one that has the desired outcome and is in line with department/division objectives and the Strategic Plan of the District.

A good objective encompasses a Time in which each task can be accomplished. A relevant time is selected that also meets the District's timeframe for meeting its goals.

In preparing objectives, each employee, with guidance from his or her supervisor, prepares objectives based on his or her classification description and/or goals of the department/division.

SECTION 3-3

THE PERFORMANCE MANAGEMENT CYCLE

One Month Prior to the Review Period

The supervisor will work with employees to establish goals for the coming year. If employees are new to the job, the supervisor will also review the employee job description with them and ensure that employees understand the duties and responsibilities of the job. The supervisor will explain the expectations in terms of quality of work product, characteristics of work behavior, and level of productivity.

Sixth Month of the Review Period

The supervisor, on an informal basis, will review employees' progress towards goals and other significant work behavior.

Eleventh Month of the Review Period

Employees will be given a copy of the evaluation form and will be required to evaluate their level of performance and provide input into developing goals and objectives for the upcoming review period. This document will be used in discussion with the supervisor during the formal review period.

Twelfth Month of the Review Period

The supervisor will conduct the formal evaluation completing the evaluation form and discuss with the employee the employee's self rating and the supervisor's rating. Goals for the new review period will be set. A follow up meeting is conducted with the employee within the next week to finish discussions after considering information from the initial discussion.

The performance evaluation of any employee receiving an overall rating of "Exemplary" or "Minimum Standards Not Met" will be reviewed by the Management Action Committee (MAC) to ensure consistency in the application of the District's performance standards.

SECTION 3-4

EMPLOYEE APPEAL

Employees not satisfied with the rating of their performance may appeal in writing to the General Manager. The employee may appeal the evaluation process or ratings of particular competency, but not the amount of a salary increase. The review and resulting action by the General Manager is final. (Refer to the current MOU for Represented employees)

SECTION 3-5

STEPS IN THE PERFORMANCE REVIEW PROCESS

One (1) month prior to the first supervisor/employee meeting in each series of meetings the supervisor will:

1. Provide a copy of the Performance Evaluation form to the employee for completion.
2. Review the Performance Evaluation form and performance goals established at the most recent previous performance review session.
3. Review notes taken on employee performance since the last formal review.
4. Complete a Performance Evaluation form based on the employee's performance since the last formal review.
5. Develop a preliminary list of goals for the next evaluation period.
6. Schedule a meeting with the employee.
7. Schedule a meeting with the Management Action Committee to review initial rating if the employee's overall rating is "Exemplary" or "Minimum Standards Not Met".

At the performance review meeting the supervisor will:

1. Review the purpose of the performance review.
2. Discuss the employee's past performance, including problems and successes. (Reference goals established at the last performance review, as well as those communicated since the last performance review.)
3. Review reasons for successes and problems, as well as ideas for improvements in employee performance and career growth.
4. Discuss and modify, as needed, goals for the next review period.
5. Schedule a follow-up meeting within a week to finish discussions after considering information from the initial discussion.

At the conclusion of the final meeting:

1. Finalize the Performance Evaluation form.
2. Provide the employee with two copies of the form - one to keep and one to sign and return with comments.
3. Send the original signed Performance Evaluation form, including any employee written comments, to the reviewing manager.

SECTION 3-6

AUDIT OF THE PERFORMANCE MANAGEMENT SYSTEM

The District's Management Action Committee (MAC) will periodically review the performance management system to ensure that all procedures, evaluation competencies, and evaluation methods are still appropriate in terms of District goals and objectives.

SECTION 4 - ADDITIONAL COMPENSATION INCENTIVES

There are a number of additional rewards and incentives the District may give to employees for special achievements, in addition to merit increases, as part of annual performance review of goal attainment. These additional compensation incentives are for work “above and beyond” normal work activities and or goal attainment. They are “AttaBoys’ is public recognition of a job well done. Not all incentives are necessarily awarded every year. The cash awards are generally “one-time” awards and are not added to base pay. This section outlines the new types of rewards and general information regarding them. Policy 2011-08 more particularly describes the type of incentives outlined below.

The Board of Directors authorizes the General Manager to budget monies, not to exceed \$150.00 per employee per annum, for the following purposes:

1. Employee job-related achievement or superior performance recognition.
2. Employee recognition event, including awards for employment anniversary dates, recognized at five (5) year increments. Other awards include: certificates of appreciation, special certificates of merit and attendance awards for continuous attendance during any twelve (12) month period ending in the recognition year.
3. Employee retirement.
4. Birth of an employee’s child or other significant milestone in an employee’s life.
5. Bereavement acknowledgements for the death of an employee, an employee’s close family relative or District retiree.
6. Seasonal District celebrations, e.g. December holiday lunch and annual employee appreciation lunch.

Types of expenses authorized under this policy include, but are not limited to, plaques, flowers, cards, refreshments and other minor items.

SAFETY AWARDS

The District recognizes both teams and individuals for promoting safety, maintaining a safe work environment, and working in a safe manner. Both team members and individuals may receive additional time off, lunch, and public recognition in the PIPELINE Newsletter, the RIVER VALLEY TIMES, and public signage.

SPECIAL SERVICE AWARD

This award recognizes outstanding service to the community as indicated by customer acknowledgments. Special service is characterized by:

- Actions or performance beyond the normal skill level for the job

- Outstanding one-time actions
- Extraordinary effort, diligence, courage, patience or a commitment of the employee's own time to the benefit of the District.

Rewards may consist of additional time off and public recognition in the form of a letter to the employee's family, plaque in offices, and coverage in the PIPELINE Newsletter, RIVER VALLEY TIMES, and on Channel 5 cable television.

COST SAVINGS BONUS

This award is given to employees who conceive of methods, procedures, or services that result in substantial cost savings or efficiencies for the District. Rewards up to a maximum of \$500 (or an amount approved by the Board) can be made to either individuals or groups.

This award is in addition to the Employee Suggestion Program or noteworthy cost savings.

SECTION 5 - BENEFITS

In addition to base salary, rewards, and incentives, the District provides indirect compensation usually referred to as benefits. Benefits provided by the District are described in detail in the District Personnel Manual.

In an effort to remain competitive in the marketplace, benefit surveys are conducted periodically to compare the District's benefit package to the benefits provided by similar agencies. Adjustments to account for changes in market conditions are made to the District's benefit package, pending Board approval.

The District recognizes that benefits are an extremely important part of total compensation and that employees value them as much as direct compensation. Annually, the District provides each employee with the estimated value of his or her benefits package to ensure each employee recognizes the value of his or her total compensation package.

MEMORANDUM

Date: July 5 2012
To: Board of Directors
From: Personnel Committee Staff
Subject: Approve Employee Performance Evaluation Form

RECOMMENDED ACTION

Approve Employee Performance Evaluation Form.

BACKGROUND

In September, 2011, the District contracted with Koff and Associates to review and update the District's Employee Performance Evaluation Form. In October, Koff and Associates met with various staff to get their input on the measures for the five (5) core competencies in the Pay for Performance.

The competencies are rated on a five (5) point scale: Exemplary, Exceeds Standards, Fully Effective, Improvement Needed, and Minimum Requirements Not Met.

Each year, the District will focus on a specific goal for all District employees to concentrate on, (i.e., customer service) along with individual goals specific to the employee.

Attached is the final draft Employee Performance Evaluation Form.

The Personnel Committee recommends adoption.



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Employee Performance Evaluation

The purpose of the "Employee Performance Evaluation" is to increase communication between employees and supervisory personnel concerning performance in accomplishing their assigned duties and responsibilities, identifying areas of strengths and areas needing further development, the establishment of specific work-related goals and objectives, and the preparation of a personal development plan for continued employee development.

Performance evaluations should be completed annually for regular full-time, part-time, and contract employees. The performance evaluations will occur in April, along with a discussion of the upcoming year's goals and objectives.

The meeting with the employee should be an interactive process to ensure clarity and accuracy. To assist in this process the **employee will be asked to complete a self evaluation form** to turn into the reviewing supervisor prior to the meeting. During the meeting, an evaluation of the employee's previous year's performance will occur as well as the establishment and agreement on the upcoming year's performance goals and objectives.

The entire period (previous year since last review) will be reviewed.

The Performance Evaluation form provides for the supervisor's appraisal of the employee's job performance relevant to established core competencies. Core job competencies are defined in the Core Competencies Ratings Matrix, attached, which is a tool to assist in determining the level of performance of each employee in each key competency areas.

The competencies are rated on a five-point (5-point) scale ranging from Exemplary, Exceeds Standards, Fully Effective, Improvement Needed, and Minimum Requirements Not Met. Additional space is provided for comments and specific examples to support the ratings. The employee will be evaluated on the basis of standards expected to be met for the job to which assigned.

Appeal: If an employee disagrees with the performance evaluation, he or she should first discuss the concerns with the supervisor and attempt to resolve the differences of perceptions about the performance. If the employee believes the results of the evaluation do not accurately reflect the situation, the employee may simply provide comments to that effect in the space allotted, or contact the next level manager and/or Director of Administration to request a review.



EMPLOYEE PERFORMANCE EVALUATION

TYPE OF REPORT: ANNUAL PROBATIONARY SPECIAL

EMPLOYEE NAME: _____ RATING PERIOD: _____
TITLE: _____ DEPARTMENT: _____
EVALUATOR: _____ TITLE: _____
DATE: _____

I. Performance Relative to Core Competencies

Review the factor definitions on the Core Competencies Ratings Matrix before rating the employee; then, mark the box that reflects the appropriate level of performance.

Use the space provided for comments to substantiate factor ratings of Exemplary, Exceeds Standards, Fully Effective, Improvement Needed, or Minimum Requirements Not Met. Describe the employee's strengths and/or areas for improvement. Use specific examples whenever possible.

1. CUSTOMER SERVICE – Represents the District to individuals both inside and outside the organization in a service oriented, responsive, consistent, timely, respectful, and effective manner within the context and authority of their position.

Exemplary
Exceeds Standards
Fully Effective
Improvement Needed
Minimum Requirements Not Met

Comments:

2. JOB KNOWLEDGE – Possesses technical knowledge and learned skills, methods, techniques, policy, and procedures necessary to perform the job. Keeps up-to-date on developments and changes relevant to the job and the District. Understands their job in the context of the District's operations.

Exemplary
Exceeds Standards
Fully Effective
Improvement Needed
Minimum Requirements Not Met

Comments:

3. INITIATIVE/INNOVATION – Self-motivated; resourceful; continually seeks to improve work methods as a means to greater efficiency and effectiveness. Willingness to seek out and accept challenging new responsibilities.

- Exemplary
- Exceeds Standards
- Fully Effective
- Improvement Needed
- Minimum Requirements Not Met

Comments:

4. SAFETY/SECURITY – Ensures safety of District customers, community, and employees; protects and secures District data, facilities, infrastructure, and systems.

- Exemplary
- Exceeds Standards
- Fully Effective
- Improvement Needed
- Minimum Requirements Not Met

Comments:

5. TEAMWORK – Works collaboratively and cooperatively with others inside and outside of the organization. Creates positive working relationships and fully shares in responsibilities; respects and understands roles within the team. Supports positive working environment to ensure high performance of the whole team and the District.

- Exemplary
- Exceeds Standards
- Fully Effective
- Improvement Needed
- Minimum Requirements Not Met

Comments:

6. RELIABILITY – Monitors status of assignments to meet District fiscal needs, timetables, and deadlines for submission of work; follows instructions and meets job expectations including attendance and punctuality. Accountable and consistent.

- Exemplary
- Exceeds Standards
- Fully Effective
- Improvement Needed
- Minimum Requirements Not Met

Comments:

7. EFFECTIVENESS/PRODUCTIVITY – Ability to approach issues effectively, resourcefully, and creatively. Adeptness at analyzing facts, forecasting issues, problem solving, decision-making, and demonstrating good judgment. Ability to use knowledge and skill to deliver a quality product or level of service. Skill at planning, organizing, and prioritizing workload and proficiency in measuring and monitoring workload.

- Exemplary
- Exceeds Standards
- Fully Effective
- Improvement Needed
- Minimum Requirements Not Met

Comments:

8. Communication - Clear and concise in speech, writing, and presentations. Provides required information to individuals both inside and outside the organization in a service oriented, consistent, timely, and effective manner.

- Exemplary
- Exceeds Standards
- Fully Effective
- Improvement Needed
- Minimum Requirements Not Met

Comments:

Individuals that have supervisory responsibilities as a part of their job will be evaluated on these two additional Core Competencies:

9. MANAGEMENT – Ensures a smooth operation by maximum utilization of personnel, technology, and equipment; staff motivation, growth, development; and adherence to safety and security guidelines. Provides clear work direction, expectations, and constructive feedback and guidance, including timely performance reviews. Matches program expectations with resources. Identifies and addresses obstacles to their employees' performance.

- Exemplary
- Exceeds Standards
- Fully Effective
- Improvement Needed
- Minimum Requirements Not Met
- N/A

Comments:

10. LEADERSHIP – Uses appropriate interpersonal styles and methods in guiding individuals and groups towards task and strategic accomplishments. Exhibits skills that create a vision of purpose. Influences and manages change. Obtains political support. Encourages communication within and between departments. Establishes, directs, and/or chairs committees, teams, and programs.

- Exemplary
- Exceeds Standards
- Fully Effective
- Improvement Needed
- Minimum Requirements Not Met
- N/A

Comments:

Summary Rating – Core Competencies

To use automatic calculations, double click on table and an excel spreadsheet will appear. Enter in ratings for each Competency in the Supervisor's Evaluation column. Rating (Weight x Evaluation) and Overall Rating will automatically calculate. Please Note: If Management and Leadership Competencies do not apply, please put "N/A" in Rating (Weight x Evaluation) column.

Core Competency	Weight of Competency (2012)	Supervisor's Evaluation (1-4)	Rating (Weight x Evaluation)
1 Customer Service	1	0	0
2 Job Knowledge	1	0	0
3 Initiative/Innovation	1	0	0
4 Safety/Security	1	0	0
5 Teamwork	1	0	0
6 Reliability	1	0	0
7 Effectiveness/Productivity	1	0	0
8 Communication	1	0	0
9 Management (Supervisors only)	1	0	0
10 Leadership (Supervisors only)	1	0	0

Overall Rating 0

Rating Scale:

Exemplary = 4

Exceeds Standards = 3

Fully Effective = 2

Improvement Needed = 1

Minimum Requirements Not Met = 0

II. Performance Relative to Established Goals and Objectives

Rating Scale:

- Exemplary = 4**
- Exceeds Standards = 3**
- Fully Effective = 2**
- Improvement Needed = 1**
- Minimum Requirements Not Met = 0**

Check the box that best describes the status of the goals and objectives against established timeline. (Please refer to Rating Scale above).					
	4	3	2	1	0
Goal 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Objective 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Objective 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Objective 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Objective 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
Goal 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Objective 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Objective 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Objective 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Objective 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
Goal 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Objective 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Objective 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Objective 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Objective 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
Goal 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Objective 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Objective 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Objective 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Objective 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
Goal 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Objective 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Objective 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Objective 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Objective 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					

Summary Rating – Goals and Objectives

To use automatic calculations, double click on table and an excel spreadsheet will appear. Enter in ratings for each Goal in the Supervisor's Evaluation column. Rating (Weight x Evaluation) and Overall Rating will automatically calculate. Please Note: If Goal rating does not apply, please put "N/A" in Rating (Weight x Evaluation) column.

Goals	Weight	Supervisor's Evaluation (1-4)	Rating (Weight x Evaluation)
Goal 1	1		0
Goal 2	1		0
Goal 3	1		0
Goal 4	1		0
Goal 5	1		0

Overall Rating 0

III. Merit Increase Recommendation

Based on your overall performance rating of _____, you will receive an annual merit increase of _____%, and/or a lump sum award of ___\$_____.

IV. Employee Comments

Supervisor Signature

Date

Next Level Manager Signature

Date

Human Resources Signature

Date

Employee Signature

Date

I have received but do not necessarily agree with this evaluation.

Employee Signature

Date

** A copy of this Performance Evaluation is provided to the employee and the original is forwarded to Human Resources for placement in the employee's official personnel file.*



GOALS AND OBJECTIVES WORKPLAN

EMPLOYEE NAME:

EVALUATION PERIOD:

TITLE:

DEPARTMENT:

SUPERVISOR NAME:

TITLE:

DATE:

Determine up to three Professional Development, Performance, Project, or Plan Forward goals for the upcoming year and two to four measurable objectives for each goal. Include action, desired results, and target date for objectives.

- Professional Development Goals focus on career growth. Examples of objectives include attending classes, seminars, or workshops or participating in on-the-job training, cross-training, or self-study programs.
- Performance Goals focus on the improvement of performance or behavioral problems that impact group or job performance. Examples of objectives include improving computer proficiency, time management, or writing skills; building collaborative co-worker relationships; or reducing absenteeism. (Note: These objectives may reflect Performance Category ratings of "Improvement" or "Does Not Meet Minimum Requirements".)
- Project Goals are specific assignments. Examples of objectives include participating in or managing an ongoing or future project.
- Plan Forward Goals are directly related to Plan Forward Strategy.

GOAL 1: _____
Objective 1: _____
Objective 2: _____
Objective 3: _____
Objective 4: _____

GOAL 2: _____
Objective 1: _____
Objective 2: _____
Objective 3: _____
Objective 4: _____

GOAL 3: _____
Objective 1: _____
Objective 2: _____
Objective 3: _____
Objective 4: _____

GOAL 4: _____
Objective 1: _____
Objective 2: _____
Objective 3: _____
Objective 4: _____

GOAL 5: _____
Objective 1: _____
Objective 2: _____
Objective 3: _____
Objective 4: _____

I have participated in a discussion relative to my evaluation and upcoming goals and objectives and have a clear understanding of the performance expectations relative to this goal

Supervisor Signature

Date

Next Level Manager Signature

Date

Human Resources Signature

Date

Employee Signature

Date

I have received but do not necessarily agree with this evaluation.

Employee Signature

Date

** A copy of this Work plan is provided to the employee and the original is forwarded to Human Resources for placement in the employee's official personnel file.*

MEMORANDUM

Date: July 10, 2012
To: Board of Directors
From: Finance Committee Staff
Subject: Adopt District Policy 2012-07, District Operating Fund and Reserve Fund Policy

RECOMMENDED ACTION

Adopt District Policy 2012-07, District Operating Fund and Reserve Fund Policy. This policy supersedes District Policy 2010-05.

BACKGROUND

District Policy 2010-05 was approved by the Board in June, 2010. Staff updated the policy to include Drainage. Attached is the policy for your review.

The Finance Committee recommends adoption.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Category:	Financial	Policy # 2010-05 2012-07
Title:	District Operating Fund and Reserve Fund Policy	

PURPOSE

This statement is intended to provide policy and direction concerning the District's comprehensive reserve policy.

BASIC POLICY AND OBJECTIVES

The Rancho Murieta Community Services District reserve policy is a financial policy guided by sound accounting principles of public fund management. The policy establishes several reserve funds to minimize adverse annual budgetary impacts from anticipated and unanticipated District expenses.

The adequacy of the target reserve year-end balance ranges and/or annual contributions will be reviewed annually during the budgeting and rate setting process and may be revised accordingly as necessary. The following District reserve fund categories are established:

1. Capital Replacement Fee Reserve (Water, Sewer, [Drainage](#) and Security)

- 1.1. Purpose: Fees are collected for the future replacement of existing facilities and major equipment.
- 1.2. Target Balance: The target balance continually fluctuates with the addition and replacement of new facilities and equipment. As new facilities and equipment are built, acquired or purchased, the target balance will increase in order to provide for the ultimate replacement of these facilities at the end of their life-cycle. As such, the current target reserve balance is the amount that should be funded at the end of each fiscal year according to the replacement reserve study, which is reviewed annually.
- 1.3. Methodology/Rational: The District records depreciation using the straight-line method over the estimated useful lives of facilities and equipment. The fee is collected to replace District facilities and equipment as they reach the end of their useful life and also to handle unanticipated repairs during the life-cycle.
- 1.4. Use of Funds: The funds will be used to replace facilities and equipment as necessary to continue District water, sewer, [drainage](#) and security services.
- 1.5. Funding: Annual contributions from user fees are currently based upon annual projected requirements in conjunction with the overall budget and replacement reserve study. [Additionally, interest earnings](#) will be accrued on and added to fund

balance, using the District's earnings rate on investments. In addition, the Board of Directors may approve the designation of available fund balance as Capital Replacement Reserves provided, however, that sufficient Operating Fund balances are preserved

2. Capital Improvement Fee Reserve

- 2.1. Purpose: To provide funds for the orderly and timely expansion of the District facilities to meet future demand and to maintain and/or improve the District's existing level of service.
- 2.2. Target Balance: AB1600 does not designate a target reserve balance. A Government Code 66000 Compliance Report identifies the proposed capital projects necessary to maintain and/or improve services and the amount needed to fund those capital projects. In accordance with Government Code 66000, the balance shall not exceed the amount specified by that law.
- 2.3. Methodology/Rational: Virtually all development that occurs within the District requires the use of District facilities, plant and equipment for public services. This fee is established to insure the adequacy and reliability of such facilities, plant and equipment as development of undeveloped land occurs.
- 2.4. Use of Funds: The funds generated by the fee will be used to acquire and/or construct various capital facilities, plant and equipment for the provision of water, wastewater, drainage, security and administrative services.
- 2.5. Funding: Annual contributions from developer fees will depend upon new construction within the District. Additionally, interest earnings will be accrued on and added to fund balance, using the District's earnings rate on investments.

3. Water Augmentation Fee Reserve

- 3.1. Purpose: To provide funds for the orderly and timely augmentation of the District's water supply system to meet future demands of the undeveloped lands within the District's existing boundaries during an equivalent 1976-77 drought event.
- 3.2. Target Balance: This reserve fund is based on a project comprised of a combination of on-site and off-site well systems and a raw water irrigation system which is identified in a Government Code 66000 Compliance Report. In 1997 the estimated costs of this project was \$11,713,000 and is escalated each year by the U.S. Consumer Price Index (CPI).
- 3.3. Methodology/Rational: Virtually all development that occurs within the District requires a potable water supply, as well as a non-potable supply for fire suppression. The current water supply facilities of the District are adequate to serve existing development, but additional water supply facilities are required to serve future development within the District. Specifically, this fee applies on an equitable basis only to those future developments that require water service, and the funds generated from this fee will be used to develop water supply facilities that will be capable of meeting the water supply needs of said future development. This fee is established to insure the adequacy and reliability of the District's water supply as development of undeveloped lands occurs.

- 3.4. Use of Funds: The funds generated by the fee will be used to develop a Water Supply Augmentation Project which is currently anticipated to consist of a system of water wells, construction of transmission facilities, construction of irrigation facilities and the performance of various studies and other miscellaneous management and administrative functions.
- 3.5. Funding: Annual contributions from developer fees will depend upon new construction within the District. Additionally, interest earnings will be accrued on and added to fund balance, using the District's earnings rate on investments.

4. Capital Improvement Connection Fee Reserve (Water and Sewer)

- 4.1. Purpose: Fees previously collected as a primary source of funds for the development of additional water and wastewater capacity and is set at a level which will defray the costs of providing additional: treatment and/or reclamation facilities, major trunk and transmission pipelines and facilities for pumping when such facilities are needed.
- 4.2. Target Balance: The target balance will no longer increase since fees are not collected. Hence, there is no target balance.
- 4.3. Methodology/Rational: In the past, connection fees generated from new development were segregated in this reserve. Contributions are no longer made to this reserve.
- 4.4. Use of Funds: The funds will be used to acquire and enhance system water and wastewater capacity and delivery.
- 4.5. Funding: This fee is no longer collected. However, interest earnings will be accrued on and added to fund balance, using the District's earnings rate on investments.

5. Rate Stabilization Fund Reserve (Water, Sewer and Security)

- 5.1. Purpose: To offset revenue shortages due to economic hardships and/or unforeseen major expenses.
- 5.2. Target Balance: The minimum and maximum balances will be periodically reviewed by the Board and are to be maintained based upon the level of next year's revenue. The minimum level is no less than the percentage increase of the expenditures in each fund. The maximum limit will be no greater than 50 percent of next year's fund revenue.
- 5.3. Methodology/Rational: An economic hardship or unforeseen event could cause a loss of revenue for the District. If such an event occurs, the District could use these funds to stabilize revenues while adjusting rates as necessary to compensate for the fluctuation.
- 5.4. Use of Funds: These funds will be used to supplement differences in revenue projections resulting from economic hardships and unforeseen events.

5.5. Funding: Additional contributions will not be required unless future events cause the reserve to fall below the target balance. Additionally, interest earnings will be accrued on and added to fund balance, using the District's earnings rate on investments.

6. Operating Fund (Water, Sewer, Drainage and Security)

6.1. Purpose: To ensure cash resources are available to fund daily administration, operations and maintenance of providing water, wastewater, security and drainage services.

6.2. Target Balance: A minimum of six months of cash to fund District expenditures.

6.3. Methodology/Rational: The District is required to have sufficient cash flow to meet the next six months of budgeted District expenditures (Government Code Section 53646(b)(3)). The next six months of projected cash revenues can be included as a source of cash flow to satisfy this requirement. Revenues in excess of reserve contributions and expenditures resulting from expenditure savings or timing differences are also reflected in this fund.

6.4. Use of Funds: These funds will be used to pay for expenditures according to budget and expenditure authority.

6.5. Funding: Annual contributions will vary, depending upon other reserve requirements and current year expenditure requirements. Additionally, interest earnings will be accrued on and added to fund balance, using the District's earnings rate on investments.

Approved by Rancho Murieta Community Services District Board of Directors	
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MEMORANDUM

Date: July 5, 2012
To: Board of Directors
From: Personnel Committee Staff
Subject: Adopt District Policy 2012-08, Pay for Performance

RECOMMENDED ACTION

Adopt District Policy 2012-08, Pay for Performance. This policy supersedes District Policy 94-2.

BACKGROUND

District Policy 94-2 was adopted in 1994. Staff has reviewed the policy and recommends adoption of District Policy 2012-08 with the changes as indicated in the attached draft policy. The changes made reflect the changes made to the Pay for Performance Program Manual.

The Personnel Committee recommends adoption.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Category:	Personnel	Policy # 2012-08
Title:	Pay for Performance Program	

PURPOSE

Rancho Murieta Community Services District developed a Pay for Performance Program that recognizes the quality of an unrepresented employee's performance on the job. This policy provides the guidelines for the Pay for Performance Program.

PAY FOR PERFORMANCE PROGRAM GUIDELINES

The main components of the Pay for Performance Program (Program) are competitive base pay and benefits, salary increases based on level of performance and special incentives for unusual achievements. The District, like most public agencies, has limited funds and wants to use those funds in the best possible manner. This program is not intended to punish employees in any way but rather reward those employees that contribute most to the District.

The Program will be revised when it is apparent that elements of the program are not supporting the objective of rewarding employees for creativity, innovation, teamwork, productivity, and quality. The hope of this Program is for the customers of the District to benefit by receiving the highest quality, most cost effective service possible and that employees will be rewarded appropriately for their additional effort.

~~The Rancho Murieta Community Services District has, up to now, used a traditional compensation program for employees. In an effort to make government more responsive to its constituents, consistent with the mission statement of the District, "To provide and facilitate quality public services on an economical basis, as needed, within the District", the Board of Directors hereby adopts the exploration, development, and institution of a "Pay for Performance Program".~~

~~The program will include base pay, incentive pay, and a benefits package which is provided to eligible employees.~~

~~By adoption of this policy, the Board declares this to be a priority issue of the District, and hereby directs staff to pursue this policy forthwith and with all due diligence. Implementation of the policy will be phased as time and budget permit. The Board will periodically **REVIEW** the policy and procedures, and may **REVISE, ELIMINATE** or **ADD** to the various components.~~

~~Funding for the Pay for Performance Program will come from two (2) sources; a percentage of payroll set aside for this purpose, and cost containment realized through employee effort. Funding will work within the limitations of the Budget Process and shall be evaluated and funded as Budget is available.~~

~~Attached is a description of the possible components of the program that will be fully explored during the investigatory and phase-in process.~~

~~**RANCHO MURIETA COMMUNITY SERVICES DISTRICT
ATTACHMENT TO POLICY STATEMENT # 94-2
ON
PAY FOR PERFORMANCE PROGRAM**~~

~~**I — PURPOSE**~~

~~Consistent with the District's Mission Statement "To provide and facilitate quality public services on an economical basis, as needed, within the District", the Board of Directors of the Rancho Murieta Community Services District hereby adopts a "Pay for Performance Program", and provides guidelines for the program's development and implementation.~~

~~**II — GENERAL POLICY**~~

~~The District recognizes that employees, at times, perform above and beyond the call of duty and/or consistently maintain a level of performance that distinguishes them from their co-workers. With a performance based pay system, the amount, if any, of an employee's salary increase is a percentage of his/her base salary based upon the rating he/she receives during the annual performance evaluation process. Employees, who complete a significant project, develop programs that improve efficiency, or result in cost savings, or otherwise perform in a way that brings credit to the District, will be compensated accordingly. Incentives or rewards beyond base pay and benefits are designed to acknowledge employees who have made special efforts on a project, program or service rendered and/or have consistently maintained an above average or excellent level of performance.~~

~~The overall objective of the plan is to establish regularly utilized, practical, and uniform performance measures that are related to pay. It is anticipated that this plan will provide appropriate recognition and identification of District employees, resulting in improved morale and productivity. Further, the process by which compensation will be set should enable the District to attract and retain competent personnel and encourage the professional growth and development of its employees.~~

~~The employees recognize that with regard to employee compensation, it is time to "change the way we do business" in local government. Our employees recognize that the community is holding us accountable for every decision made and action taken. In a performance based compensation system, those employees who successfully emulate the District's high standards of accountability, accomplishment and service, will be compensated at a higher level than those whose performance is at a lower level.~~

~~While performance based merit pay systems are a mainstay in the private sector, implementation of such systems in local government is truly "cutting edge". Historically, local, county, state and federal employees have received annual, automatic, across-the-~~

~~board cost-of-living increases without regard to performance. In such systems, long-term employees whose performance is average are compensated at the same level as long term employees whose performance is outstanding.~~

~~III COMPONENTS OF COMPENSATION or "PAY FOR PERFORMANCE"~~

~~A. Base Pay~~

~~The primary purpose of compensation is to select and retain the best available talent and provide incentives for peak performance. One of the first steps would be to establish a salary range above and below control point. Salary ranges recognize differences in competency when entering the position, with reward expected with the acquisition of skills and knowledge of District Operations. Pay ranges should be competitive with the local market to ensure access to competent and qualified personnel and to maximize retention. Adjustments based on salary surveys ensure market equity. The elements of the basic pay program are:~~

- ~~1. Determine control points (market average) based on market surveys for each job classification beyond which only the outstanding pass.~~
- ~~2. Replace COLA with performance increases based on job performance. Increases shall vary depending on performance.~~

~~B. Incentive Pay~~

~~Incentive Pay for Performance above expectations is to provide recognition and incentive to the employees for goal attainment and special results or outcome, as well as continuing performance.~~

~~Performance that is consistently above average or excellent may be recognized with a Performance Award. Such award shall be reviewed and approved by the General Manager. A Performance Award, as an incentive for continuing excellence, shall be made on a one-time basis in a lump sum based upon the employee's previous years' earnings.~~

~~Other types of incentive pay may include:~~

- ~~1. Job bonus – a one time payment for recognition after completion of an extremely difficult noteworthy job or task.~~
- ~~2. Employee of the year recognition.~~
- ~~3. Longevity pay as either an increase in monthly base pay, deferred compensation, or employee retirement contribution.~~
- ~~4. Education – increases for obtaining college degrees, outside those required by job classification.~~

5. Certification beyond current job requirements.

6. Safety Awards - One time increase in vacation time for maintaining a minimum accident period, reduced if an accident occurs.

C. Benefit Package

The Benefit Package should recognize and reflect the difference in level of responsibilities between management and non-exempt employees. Additional incentives are necessary to acknowledge increased responsibility and recognize extraordinary time commitments required of managerial employees. Peak performance is enhanced through employee refreshment periods and understanding that their basic needs are being met. Lastly, the Benefit Package should be competitive with the local market. With this in mind, two classes of Benefit Packages are suggested; one for Management, and one for Non-exempt employees.

Types of benefits may include:

1. PERS

a. Fully paid employee contribution

b. Ending year basis for retirement benefit determination.

2. Paid time off (unqualified use). PTO may be used for vacation, sick leave, medical appointments, family emergency, care of sick family, illness/disability, or other personal business. Increased at regular intervals to a maximum accrual at 20 years.

3. Holidays - Ten (10) Paid

* Floating Holiday - Paid

4. Personal development leave, attendance at seminars, conferences and/or training.

5. Education and tuition reimbursement

6. Professional Organization Dues

7. State certifications and registrations.

8. Fully paid medical, dental and vision care for employee and dependents

9. Life Insurance with option to purchase additional amount not to exceed two (2) times salary.

10. Disability Insurance up to 2/3 salary

11. Funeral Leave and Jury Leave

~~IV ELIGIBILITY~~

~~All non-represented employees, including managerial and non-exempt employees who meet the following eligibility criteria standards, shall be included in the Pay for Performance Program.~~

~~A. Hired on, or before, the first of the fiscal year for which performance pay is being considered as a regular full-time employee.~~

~~B. Performance consistent with the District's high standards.~~

~~C. Attendance consistent with the District's standards.~~

~~D. Successful completion of the "Probationary Period"~~

~~V. IMPLEMENTATION AND REVIEW POLICY~~

~~The District acknowledges the difficulty in implementing the entire program at once, considering budgetary constraints. Consequently, this program will be phased in as Budget is available; generally following the sequence (and no later than) shown below:~~

~~A. Base Pay July 1, 1995~~

~~B. Performance Program July 1, 1995~~

~~C. Incentive Pay July 1, 1995~~

~~D. Benefit Package December 31, 1995~~

~~The Board will determine, with the assistance and recommendations of management, what the comparison market will be, and the targeted position within the market. Total base compensation will be comparable to the market survey.~~

~~Management will specify standards of performance to be used to measure employee performance.~~

~~The Board has the responsibility of periodically reviewing the compensation policy and corresponding procedures to ensure effective operation (implementation) of the program. Subsequent action may include:-~~

~~A. Revision of Standards of Performance~~

~~B. Revision of Components of Compensation~~

~~C. Addition to Compensation Components~~

~~D. Elimination of Compensation Components~~

IV — FUNDING

- ~~The Board recognizes that with this type of program it is a win-win situation for both the employees and the District. Not unlike a “for profit” entity, the District benefits from efficient operations and meeting, or exceeding, programmed budgetary goals. The community and employees should share in these successes; the community through improvements of services and lower costs, and employees through incentive awards.~~
- ~~Funding of the Compensation Program will have two sources; a percentage of payroll set aside for this purpose, and cost containment realized through employee effort. This program is intended to work within the limitations of the budget process and shall be evaluated and funded as budget is available.~~

Approved Rancho Murieta Community Services District Board of Directors	
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MEMORANDUM

Date: July 5, 2012
To: Board of Directors
From: Personnel Committee Staff
Subject: Adopt District Policy 2012-09, Workplace Dishonesty

RECOMMENDED ACTION

Adopt District Policy 2012-09, Workplace Dishonesty.

BACKGROUND

The purpose of this policy is to provide employees and those doing business with the District notice of the types of workplace conduct that are considered dishonest. The District currently does not have such a policy in place.

The Personnel Committee recommends adoption.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Category:	Personnel	Policy # 2012-09
Title:	Workplace Dishonesty Policy	

PURPOSE

The purpose of this policy is to provide employees and those doing business with the District notice of the types of workplace conduct that are considered dishonest, to direct the General Manager to establish and maintain a system of internal controls to prevent and detect dishonest conduct, to authorize the General Manager to establish appropriate procedures for reporting and investigating alleged dishonesty in the workplace or connected to the District, and to provide for appropriate sanctions in cases where dishonest conduct or activities are established.

POLICY

The District expects that all Directors, officers, employees, agents, vendors, volunteers or other persons connected to the District will adhere to the strictest standards of honest conduct and will treat District property with the same respect required for all public property. It is the District's express policy that all allegations of workplace or other District-related dishonesty will be promptly and fully investigated and if dishonest conduct is established, to take action as appropriate to discipline the dishonest person or persons and to pursue appropriate civil and criminal legal remedies. To ensure that the District's property is safeguarded against dishonest conduct, the District will establish and maintain appropriate procedures and internal controls to promptly detect workplace or other District-related dishonesty and take appropriate disciplinary action against any individuals so involved.

POLICY GUIDELINES

Dishonesty, fraud, corruption, and other deceitful acts prohibited under this policy include:

1. Claiming reimbursement of expenses that are not job-related or authorized by the District.
2. Committing forgery or unauthorized alteration of any District document (for example: invoices, receipts, checks, wire and Automated Clearing House (ACH) transfers, time sheets, independent contractor agreements, purchase orders, invoices, receipts, petty case documents or budgets).

3. Misappropriate District assets (for example: money, District-issued credit cards, securities, supplies, furniture, equipment or labor).
4. Committing improprieties in the handling or reporting of money, material, labor or accounting transactions.
5. Authorizing or receiving payment for goods not received by or services not performed for the District.
6. Using a computer for unauthorized alteration, destruction, forgery or manipulation of District data or misappropriation of District-owned software.
7. Misrepresenting information on District-related documents.
8. Falsifying time records or expense reports or conducting substantial personal business on District time.
9. Violating federal, state, or local laws related to any form or type of dishonest conduct or activities.
10. Seeking or accepting bribes, gratuities or other consideration of material value from those doing business with the District including customers, vendors, consultants, contractors, lessees, applicants and grantees. Materiality is determined by the Political Reform Act of 1974 (Gov't Code sections 87000 et seq.) regulations of the Fair Political Practices Commission (2 Cal. Admin. Code Sections 18100 et seq.) and any amendments to the Act or regulations.
11. Any other type of dishonest, fraudulent, corrupt, or deceitful conduct in violation of any District policy or of any federal, state or local law or regulation.

Investigation of Fraud

The District will fully investigate all allegations of dishonest conduct. A thorough and objective investigation will be conducted regardless of the position, title, tenure or relationship with the District of any Director, officer, employee, agent, vendor, volunteer or other person who might be involved in or becomes the subject of such investigation.

The General Manager, with appropriate assistance from management staff and District Legal Counsel, will apply appropriate procedures for investigating all allegations of dishonest conduct by any Director, officer, employee, agent, vendor, volunteer or other party connected to the District. Typically, the Department Manager or an outside investigator, will be assigned to conduct an investigation once the subject matter of the investigation and the nature of the alleged dishonest conduct have been determine. At the General Managers' discretion, investigations of criminal conduct may be referred to the appropriate prosecutorial or law enforcement officials for investigation.

The District will pursue every reasonable effort, including court-ordered restitution, to obtain recovery of any losses suffered by the District that are cause by or connected to dishonest conduct prohibited by this Policy.

Establishment of Internal Controls

The General Manager, or his/her designee, is directed to establish and maintain a system of internal controls to prevent and detect fraud, misappropriation of District resources and other dishonest conduct affecting the District, and to institute systems that help the District to promptly identify any indications of such misconduct.

<p>Approved by Rancho Murieta Community Services District's Board of Directors</p>	
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DRAFT

MEMORANDUM

Date: July 12, 2012
To: Board of Directors
From: Darlene Gillum, Director of Administration
Subject: Adopt Resolution 2012-07, Proceed with Foreclosure Proceedings Under the Mello-Roos Community Facilities Act of 1982

RECOMMENDED ACTION

To approve and authorize the General Manager to sign the agreement for legal services foreclosure proceedings under the Mello-Roos Community Facilities Act of 1982.

Adopt Resolution 2012-07, a Resolution ordering judicial foreclosure of delinquent special taxes pursuant to the Mello-Roos Community Facilities Act of 1982, ordering that the Tax Collector be credited with those taxes and authorizing the retention of Special Counsel.

BACKGROUND

This Resolution allows the District Board, acting as the Board of the Community Facilities District No. 1, to proceed with foreclosure proceedings to recoup delinquent bond payments.

On July 12, 2012, we received the final list of delinquent properties from Sacramento County. That list indicates that 11 properties are delinquent for a total due, including penalties and interest, of \$221,506.49. The 2011-12 Notice of Intent to Remove Delinquent Special Tax Installments will be filed with the County no later than August 10, 2012. The County will strip those delinquent amounts from tax rolls by the end of August.

After the delinquent assessments are stripped from the tax rolls, we will send collection letters before we pursue litigation.

If the collection letters do not resolve the delinquencies, our foreclosure attorney, William T. Chisum, Kronick, Moskovitz, Tiedeman & Girard, will file a lawsuit to foreclose on the property. He will also obtain a litigation guaranty which identifies all those with interests in the property and they will all be sued as defendants. This tends to get their attention. The lawsuit will proceed as any lawsuit does. All the defendants get served and have 30 days to answer. When we get their answers, we will have a better idea of what will happen next.

If no one pays, ultimately we should obtain a judgment saying that the delinquency(s) is owed and that the Sheriff can sell the property for the amount owing.

Seldom does it reach a Sheriff's Foreclosure Sale, but we must pursue all avenues until payment is received.

RESOLUTION NO. 2012-07

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT ACTING ON ITS OWN BEHALF AND AS THE GOVERNING BODY OF ALL OF ITS COMMUNITY FACILITIES DISTRICTS ORDERING JUDICIAL FORECLOSURE OF DELINQUENT SPECIAL TAXES PURSUANT TO THE MELLO-ROOS COMMUNITY FACILITIES ACT OF 1982, ORDERING THAT THE TAX COLLECTOR BE CREDITED WITH THOSE TAXES AND AUTHORIZING RETENTION OF SPECIAL COUNSEL

WHEREAS, the Rancho Murieta Community Services District ("DISTRICT") has conducted proceedings resulting in the formation of Community Facilities Districts ("CFDs"); the DISTRICT and the CFDs are collectively referred to as "District") and the issuance and sale of bonds or debt pursuant to the Mello-Roos Community Facilities Act of 1982 (Cal. Gov. Code Section 53311, et seq.; the "Act"); and

WHEREAS, pursuant to the Act, the DISTRICT has duly recorded Notices of Special Tax Lien and has duly and regularly levied CFD special taxes, which special taxes and interest and penalties thereon constitute a lien against the parcel of the land against which it was levied until the same are paid, which liens secure in whole or part debt issued pursuant to the Act; and

WHEREAS, certain installments of the special taxes have not been paid when due, and certain special taxes may not be paid when due in the future; and

WHEREAS, pursuant to Section 53356.1(a) of the Act, the District is authorized to order the special taxes collected by an action brought in the Superior Court to foreclose their liens; and

WHEREAS, pursuant to Section 53356.1(b) of the Act, the District covenanted for the benefit of owners of the debt to file such foreclosure actions on behalf of the debt holders and are authorized to order the County Auditor to credit the delinquent special taxes upon the secured tax roll, thus relieving the County Tax Collector of further duty and regard thereto; and,

WHEREAS, the District has retained KRONICK MOSKOVITZ TIEDEMANN & GIRARD, a Law Corporation ("Attorneys") as its special counsel to prosecute such judicial foreclosure actions and wishes to update their agreement,

THEREFORE, BE IT RESOLVED by the Board of Directors of Rancho Murieta Community Services District, acting on its own behalf and as the Legislative Body of all of the CFDs that:

1. The Board finds that the Act authorizes the commencement of judicial foreclosure proceedings to collect delinquent special taxes, and hereby orders that the delinquent special taxes listed on the attached Exhibit A and all future delinquent special taxes, be collected by action brought in the appropriate Superior Court to foreclose the liens thereof.
2. The District's General Manager is authorized to engage Kronick, Moskovitz, Tiedemann & Girard, a Law Corporation, to continue to act as special counsel on the terms set forth in the agreement presented to the Board to prosecute the foreclosure actions and to collect on behalf of the CFDs all amounts due on account of the special taxes listed in Exhibit A and any subsequent delinquent special taxes.

3. The Board finds that the Act provides for the payment of the costs and attorneys fees for prosecution of the foreclosures authorized by the District and hereby authorizes Attorneys to require payment on its behalf of all costs and all attorneys fees incurred as to each delinquent parcel as a condition of such redemption as provided in the agreement.

4. District personnel, in conjunction with special counsel and other CFD and District consultants, are authorized and directed, if and as applicable, pursuant to Government Code Section 53356.2: 1) to record notices of intent to remove the delinquent special taxes from the tax rolls, and 2) to request that the applicable County officials remove current and future delinquent special taxes from the tax rolls.

PASSED AND ADOPTED by the Board of Directors of the Rancho Murieta Community Services District, acting on its own behalf and as the Legislative Body of all of its Community Facilities Districts, at a regular meeting held on July 18, 2012, by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Roberta Belton, President of the Board
Rancho Murieta Community Services District

(Seal)

Attest:

Suzanne Lindenfeld, District Secretary

EXHIBIT A

CFD No. 1

<u>APN</u>	<u>Fiscal Year</u>	<u>Installments</u>	<u>Amount*</u>
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Exhibit A will be completed upon final analysis performed by NBA to identify those parcels subject to judicial foreclosure according to the bond covenant.

*amount includes delinquency, penalties and interests as of June 30, 2012.

DRAFT

MEMORANDUM

Date: July 12, 2012
To: Board of Directors
From: Darlene Gillum, Director of Administration
Subject: Adopt Resolution 2012-08, Community Facilities District No. 1 Annual Bond Levies

RECOMMENDED ACTION

Adopt Resolution 2012-08 for CFD #1 placing the annual bond levies on the Sacramento County Tax Rolls for the 2012-2013 fiscal year.

BACKGROUND

Enclosed is a draft resolution which places the 2012-2013 CFD #1 bond levies on the Sacramento County Tax Rolls. The District submits these levies for CFD #1 annually to the county to be collected on the Sacramento County Tax Rolls. NBS prepares the annual report for 2012-2013, which is attached for your information and review.

RESOLUTION 2012-08

RESOLUTION OF THE BOARD OF DIRECTORS OF RANCHO MURIETA COMMUNITY SERVICES DISTRICT APPROVING THE COMMUNITY FACILITIES DISTRICT NO. 1 TAX REPORT FOR FISCAL YEAR 2011-2012 AND LEVYING AND APPORTIONING THE SPECIAL TAX FOR FISCAL YEAR 2011-2012 AS PROVIDED THEREIN

WHEREAS, the Board of Directors (the "Board") of Rancho Murieta Community Services District (the "District") has previously established Rancho Murieta Community Services District Community Facilities District No. 1 (the "CFD") pursuant to Resolution No. 90-26 (the "Resolution") duly adopted by the Board on August 28, 1990, for the purpose of providing for the financing of certain facilities in and for the District; and

WHEREAS, on September 18, 1990, the qualified electors in the CFD, by a landowner election, approved the levy of a special tax to finance such facilities; and

WHEREAS, pursuant to Resolution No. 90-31 adopted by the Board on September 19, 1990, as amended by Resolution No. 91-4 adopted by the Board on February 20, 1991, the Board authorized the issuance of \$12,925,000 principal amount of special tax bonds payable from such special tax levied and collected in accordance with the Resolution; and

WHEREAS, on July 17, 1991, the Board enacted an ordinance approving Rancho Murieta Community Services District Community Facilities District No. 1 Tax Report, Fiscal Year 1991-1992 (the "1991-92 Tax Report") levying the special tax at the rates specified in the 1991-1992 Tax Report and apportioning them in the manner specified in the Resolution; and

WHEREAS, Rancho Murieta Community Services District Community Facilities District No. 1 Tax Report, Fiscal Year 2011-2012 (the "2011-2012 Tax Report") has been submitted to the Board and the Board has determined to approve the 2011-2012 Tax Report; and

WHEREAS, pursuant to Section 53340 of the Government Code of the State of California, the Board is authorized to levy the special tax at the rates specified in the 2011-2012 Tax Report provided that a certified copy of this resolution and a list of all parcels subject to the special tax to be levied on each such parcel under the 2011-2012 Tax Report is filed with the Sacramento County Auditor on or before August 9, 2011;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Rancho Murieta Community Services District, as follows:

Section 1 The 2012-2013 Tax Report, in the form submitted to this meeting and on file with the Board, is hereby approved and adopted. The General Manager of the District, or one or more of his designees, is hereby authorized to make changes to the 2012-2013 Tax Report before it is filed with the Sacramento County Auditor as provided in Section 3 hereof and to make

changes in response to appeals from taxpayers in order to correct errors in the application of the special tax to particular parcels.

Section 2 Pursuant to Section 53340 of the Government Code of the State of California, a special tax is hereby levied at the rates specified in the 2012-2013 Tax Report and is hereby apportioned in the manner specified in the Resolution (and as more particularly described in the 2012-2013 Tax Report).

Section 3 A certified copy of this resolution together with a list of all parcels subject to the special tax to be levied on each such parcel under the 2012-2013 Tax Report shall be delivered to the Sacramento County Auditor not later than August 10, 2012.

Section 4 The Secretary of the Board is hereby directed to enter this Resolution on the minutes of the Board, which shall constitute the official action of the Board in the premises.

PASSED AND ADOPTED by the Board of Directors of Rancho Murieta Community Services District this 18th day of July, 2012, by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Roberta Belton, President of the Board
Rancho Murieta Community Services District

[seal]

ATTEST:

Suzanne Lindenfeld, District Secretary
Rancho Murieta Community Services District

MEMORANDUM

Date: July 5, 2012
To: Board of Directors
From: Improvements Committee Staff
Subject: Approve Proposal for Biosolids Removal and Hauling

RECOMMENDED ACTION

Approve the proposal from Biosolids Recycling, Inc., in an amount not to exceed \$15,000 for biosolids removal and hauling. Funding to come 50% from Sewer Operating Budget and 50% from Water Operating Budget.

BACKGROUND

The reclamation plant processes about half a million gallons of wastewater per day. Likewise, the water plant processes about 1.6 million gallons of water per day. As the water is treated, residual solids are removed. These solids are stored on site, dried and then need to be removed.

Biosolids Recycling, Inc. has again agreed to maintain the same hauling and disposal costs as in the previous three (3) years at \$39.99 per ton of class B dried sludge. Total actual cost is not known until biosolids are removed and weighed. The estimated volume of the biosolids is approximately 335 cubic yards. The cost may exceed the general manager's \$10,000 approval limit, thus requiring approval of the Board.

Due to the difficulty in drying last year's biosolids from the wastewater treatment process, as well as removing approximately 161,000 gallons of wet sludge from process ponds 1 & 2 this past spring, we need to remove biosolids early this year to make room in the drying beds for normal sludge removal from our treatment processes.

IMPROVEMENTS COMMITTEE RECOMMENDS APPROVAL.

Biosolids Recycling, Inc.

July 2, 2012

Mr. Paul Siebensohn
Director of Field Operations
Rancho Murieta CSD
P.O. Box 1050
Rancho Murieta, CA 95683

Subject: Biosolids Hauling and Reuse - 2012

Dear Paul:

This letter confirms that Biosolids Recycling's fee for the removal and beneficial reuse of the Rancho Murieta biosolids would remain the same as last year, \$39.99 per ton. This price assumes that the District loader would be available for loading of the trucks.

If you have any questions please give me a call at (925) 755-8280.

Best regards,

Michael E. Harding

Michael E. Harding, President

MEMORANDUM

Date: July 5, 2012
To: Board of Directors
From: Improvements Committee Staff
Subject: Approve Wastewater Reclamation Plant Fencing Proposal

RECOMMENDED ACTION

Approve proposal from Central Fence Company, in an amount not to exceed \$16,869. Funding to come from Sewer Capital Improvement Reserves, CIP No. 12-02-2.

BACKGROUND

The project is to replace the existing five foot (5') high fence guarding entrance to the Wastewater Reclamation Plant and warehouse with a six foot (6') high fence with three (3) strand barbed wire mounted on top. Due to the hazardous chemicals, as well as the expense of equipment kept on site, the existing fencing is seen as inadequate as determined by the District's last Process Hazard Analysis with the Sacramento Environmental Management Agency. A CIP was identified and approved to address this concern. A request for proposals sheet with requested specifications was distributed to five (5) area fencing companies. Three (3) proposals were received, with the lowest bid received from Central Fence Co.

Attached is a table summarizing the bids received as well as the bids received.

WWRP Fence Bids

	Sent to	Contact info	Site Visit	Bid
1	Fencecorp	383-2853 jwilmore@fenceworks.us	No	No
2	Golden State Fence	635-6061 fence@gsfco.com	No	\$19,470
3	Central Fence	424-5692 cenfence@pacbell.net	Yes	\$16,869
4	Land Graphics Fencing	Brian Gudel 354-2080 lgfencing@gmail.com	Yes	\$17,125
5	Crusader Fence Co., Inc.	888-632-6028 bob@crusaderfence.com	No	No



**REQUEST FOR PROPOSALS TO SUPPLY AND
INSTALL SECURITY FENCE**

to Rancho Murieta Community Services District

Return a complete quote by 12pm (noon) June 29, 2012 to be considered)
(amendment #1- 6/22/12)

The Rancho Murieta Community Services District is currently soliciting bids to remove and dispose of an existing five (5) foot high chain link fence, supply and install a six (6) foot high chain link fence with green vertically mounted privacy slats, with a three (3) strand barbed wire installed on top, mounted at a 45° angle facing out from our facility. New fence is to be tied in at each end to existing six (6) foot fencing. Fence posts to be schedule 40 galvanized size 2 7/8" at corners and the rest 2 3/8", set in 3' x 12" hardened concrete. Fencing must have 7 gauge tension wire at top and bottom and corners braced with 1 5/8". A twenty (20) foot section is needed for a rolling entrance gate, to be mounted to the Districts current gate operator. Rolling gate must be fabricated from 1 7/8" galvanized pipe with new rollers. A four (4) foot section is needed for the manual gate entrance. No slats are to be installed on gate sections. See attached diagram for measurements and general gate locations. Distances are to be confirmed by contractor. Site visits strongly recommended. This is a prevailing wage job and certified payrolls must be submitted. If a subcontractor is used, name of business, address, and owners contact information must be provided. Due to existing facility's security concerns, job must be completed within one business week, Monday-Friday, to prevent liquidated damages of \$100/day beyond 5 day period. Coordination for start must be coordinated with the District. Submitted bids may be mailed, hand submitted, faxed or emailed in pdf format.

SUBTOTAL FOR FENCING

see below
u u

California Sales Tax (% _____)

TOTAL PURCHASE PRICE

\$ 16,869
Taxes are included

Date Quoted: 6/28/12

Vendor: Central Fence Co

By: [Signature]

Print Name: Larry W. Fenuchi

916 - 424 - 5692 ph
916 - 424 - 3695 fax

Quotation Good Through: 8/31/12
(Must be minimum of 60 days to allow processing)

Contact Paul Siebensohn at psiebensohn@ranchomurieta.com,
(916) 354-3730 or Rob McLeod at (916)870-6613 Fax (916)354-2082

Golden State Fence Company Inc.

11493 Refinement Rd, Rancho Cordova 95742 916.635.6061 Office - 916.635.1135 Fax

June 29, 2012

To: Paul Siebensohn

From: Desiree Cordero

Lic # 519628

Project: "BID" Supply and Install security fence

Total Pages: 2

Golden State Fence is pleased to submit a bid proposal

Thank you

Desiree Cordero



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SERIAL DISK



**REQUEST FOR PROPOSALS TO SUPPLY AND
INSTALL SECURITY FENCE**

to Rancho Murieta Community Services District

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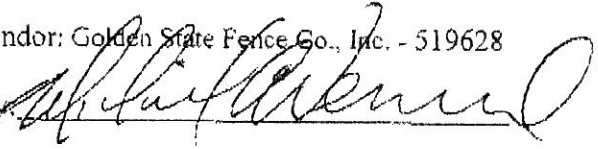
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SUBTOTAL FOR FENCING \$19,470.00

California Sales Tax (% _____) 0

TOTAL PURCHASE PRICE \$19,470.00

Date Quoted: 6 / 29 / 2012 Vendor: Golden State Fence Co., Inc. - 519628

By: 

Print Name: Michael Wenisch

Quotation Good Through: 9 / 29 / 2012
(Must be minimum of 60 days to allow processing)

Contact Paul Siebensohn at psiebensohn@ranchomurietaesd.com,
(916) 354-3730 or Rob McLeod at (916)870-6613 Fax (916)354-2082



**REQUEST FOR PROPOSALS TO SUPPLY AND
INSTALL SECURITY FENCE**

to Rancho Murieta Community Services District

(Return a complete quote by 12pm (noon) June 29, 2012 to be considered)

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SUBTOTAL FOR FENCING

\$17,125.00

California Sales Tax (% —)

 —

TOTAL PURCHASE PRICE

\$17,125.00

Date Quoted: 6/29/12

Vendor: Land Graphics Fencing

By: Brian Gudel

Print Name: Brian Gudel-owner

Quotation Good Through: 8/31/12
(Must be minimum of 60 days to allow processing)

Contact Paul Siebensohn at psiebensohn@ranchomurieta-csd.com,
(916) 354-3730 or Rob McLeod at (916)870-6613
Fax (916)354-2082



**REQUEST FOR PROPOSALS TO SUPPLY AND
INSTALL SECURITY FENCE**

to Rancho Murieta Community Services District

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SUBTOTAL FOR FENCING

California Sales Tax (%)

TOTAL PURCHASE PRICE

Date Quoted: ___ / ___ / ___

Vendor:

By: *Brign Gudel*

Print Name: *Brign Gudel - owner*

Quotation Good Through: ___ / ___ / ___

(Must be minimum of 60 days to allow processing)

Contact Paul Siebensohn at psiebensohn@ranchomurieta.org,
(916) 354-3730 or Rob McLeod at (916)870-6613 Fax (916)354-2082

CONFERENCE/EDUCATION SCHEDULE

Date: July 13, 2012
To: Board of Directors
From: Suzanne Lindenfeld, District Secretary
Subject: Review Upcoming Conference/Education Opportunities

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

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

The upcoming conferences/educational opportunities include the following:

CALIFORNIA SPECIAL DISTRICT ASSOCIATION (CSDA)

CSDA Annual Conference	September 24-27, 2012	San Diego
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GOLDEN STATE RISK MANAGEMENT ASSOCIATION (GSRMA)

GSRMA Annual Training Day	October 25, 2012	Rolling Hills Resort Corning, CA
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SPECIAL DISTRICT AND LOCAL GOVERNMENT INSTITUTE (SDI)

No Information Currently Available on Upcoming Conferences.

ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA)

No Information Currently Available on Upcoming Conferences.

WATEREUSE ASSOCIATION

No Information Currently Available on Upcoming Conferences.

AMERICAN WATER WORKS ASSOCIATION (AWWA)

No Information Currently Available on Upcoming Conferences.

ISC WEST

No Information Currently Available on Upcoming Conferences.

CALIFORNIA RURAL WATER ASSOCIATION

No Information Currently Available on Upcoming Conferences.