



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

15160 JACKSON ROAD
RANCHO MURIETA, CALIFORNIA 95683
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AGENDA

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

REGULAR BOARD MEETING

January 15, 2020

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

BOARD MEMBERS

Les Clark	President
Randy Jenco	Vice President
Linda Butler	Director
Tim Maybee	Director
John Merchant	Director

STAFF

Mark Martin	General Manager
Richard Shanahan	District General Counsel
Amelia Wilder	Recording Secretary
Tom Hennig	Director of Administration
Jeff Werblun	Security Chief
Paul Siebensohn	Director of Field Operations

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

JANUARY 15, 2020
REGULAR BOARD MEETING
Open Session 5:00 p.m.

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

AGENDA

ESTIMATED RUNNING TIME

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

5:00

2. CONSIDER ADOPTION OF AGENDA (**Motion**)

The Board will discuss items on this agenda, and may take action on those items, including informational items and continued items. No action or discussion will be undertaken on any item not appearing on the agenda, except that (1) directors or staff may briefly respond to statements made or questions posed during public comments on non-agenda items, (2) directors or staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities, (3) a director may request staff to report back to the Board at a subsequent meeting concerning any matter or request staff to place a matter on a future Board meeting agenda, and (4) the Board may add an item to the agenda by a two-thirds vote determining that there is a need to take immediate action and that the need for action came to the District's attention after posting the agenda.

*The running times listed on this agenda are only estimates and may be discussed earlier or later than shown. At the discretion of the Board, an item may be moved on the agenda and or taken out of order. **TIMED ITEMS** as specifically noted, such as Hearings or Formal Presentations of community-wide interest, will not be taken up earlier than listed.*

3. CONSENT CALENDAR (**Motion**) (**Roll Call Vote**) (5 min.) All items in Agenda Item 5 will be approved as one item if they are not excluded from the motion adopting the consent calendar.

A. Approval of Board Meeting and Committee Meeting Minutes

1. *December 18, 2019 Regular Board Meeting Minutes*
2. *January 3, 2020 Special Finance Committee Meeting Minutes*
3. *January 7, 2020 Personnel Committee Meeting Minutes*
4. *January 7, 2020 Improvements Committee Meeting Minutes*
5. *January 9, 2020 Special Communications and Technology Committee Meeting Minutes*
6. *January 9, 2020 Special Security Committee Meeting Minutes*

B. Approval of Bills Paid Listing

4. STAFF REPORTS (Receive and File)

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

5. CONSIDER CONFERENCE/EDUCATION OPPORTUNITIES (Discussion/Action) (Motion)

6. EMPLOYEE ANNOUNCEMENTS, PROMOTIONS, COMMENDATIONS, AND KUDOS

7. REVIEW DISTRICT MEETING DATES/TIMES FOR FEBRUARY 2020

- A. Personnel – February 4, 2020 at 7:30
- B. Improvements – February 4, 2020 at 8:00 a.m.
- C. Finance – February 4, 2020 at 10:00 a.m.
- D. Communications – February 6, 2020 at 8:30 a.m.
- E. Security – February 6, 2020 at 10:00 a.m.
- F. Regular Board Meeting – February 19, 2020 - Open Session at 5:00 p.m.
- G. Special Board Meeting (Budget Workshop) – TBA

8. CORRESPONDENCE

9. COMMENTS FROM THE PUBLIC

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

If you wish to address the Board at this time or at the time of an agendaized item, as a courtesy, please state your name and address. Speakers presenting individual opinions shall have 3 minutes to speak. Speakers presenting opinions of groups or organizations shall have 5 minutes per group.

10. CONSIDER APPROVAL OF DISTRICT APPOINTMENTS (Discussion/Action) (Motion) (Roll Call Vote) (5 min.)

- A. Amelia Wilder as District Secretary

11. APPROVE REVISED ACCOUNTING SUPERVISOR JOB SPECIFICATION (Discussion/Action) (Motion) (Roll Call Vote)

12. PROPOSED MID-YEAR BUDGET ADJUSTMENT (Discussion/Action) (Motion) (Roll Call Vote)

13. REVIEW CFD 2014-1 OUTSTANDING DELINQUENCIES UPDATE (Discussion) (5 min.)

14. DISCUSS GROUNDWATER SUSTAINABILITY AGENCY (GSA) PROPOSED BOUNDARY ADJUSTMENT SCGA/SRCD (Discussion) (5 min.)

15. APPROVE BID FOR 3 WATER PLANT #1 EFFLUENT PUMP REPLACEMENTS, CIP 20-5-1
(Discussion/Action) (Motion) **(Roll Call Vote)**

16. APPROVE CHEMICAL FEED PUMP SKIDS, CIP 18-07-2 (Discussion/Action) (Motion) **(Roll Call Vote)**

17. APPROVE CHEMICAL TANK PURCHASE, CIP 18-07-2 (Discussion/Action) (Motion) **(Roll Call Vote)**

18. DIRECTOR COMMENTS/SUGGESTIONS

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

19. ADJOURNMENT (Motion)

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

Note: This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of this posting is January 10, 2020. Posting locations are: 1) District Office; 2) Rancho Murieta Post Office; 3) Rancho Murieta Association; 4) Murieta Village Association.



**RANCHO MURIETA COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING MINUTES**

December 18, 2019

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

1. CALL TO ORDER/ROLL CALL

President Clark called the Regular Board Meeting of the Board of Directors of Rancho Murieta Community Services District to order at 4:00 p.m. in the District meeting room, 15160 Jackson Road, Rancho Murieta. Directors present were Les Clark, Randy Jenco, Linda Butler, Tim Maybee and John Merchant. Also, present were Mark Martin, General Manager; Tom Hennig, Director of Administration; Paul Siebensohn, Director of Field Operations; Jeff Werblun, Security Chief; Richard Shanahan, District General Counsel; and Amelia Wilder, Recording Secretary.

2. CONSIDER ADOPTION OF AGENDA

General Manager Mark Martin asked that item 8, Employee Announcements, Promotions, Commendations, Kudos, be moved to before item 5, Consent Calendar. **Motion/Merchant to adopt the agenda with modification Second/Butler. Ayes: Clark, Jenco, Merchant, Butler, Maybee. Noes: None. Absent: None. Abstain: None.**

3. BOARD ADJOURNED TO CLOSED SESSION AT 4:02 P.M. TO DISCUSS THE FOLLOWING ITEMS:

Under Government Code section 54957: Public employee discipline/dismissal/release.

Under Government Code 54957: Public Employee Performance Evaluation of the General Manager.

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

Under Government Code section 54957: Public employee discipline/dismissal/release.

No action to report back.

Under Government Code 54957: Public Employee Performance Evaluation of the General Manager.

No action to report back.

5. CONSENT CALENDAR

Director Clark asked that we move Item 8 to after item 5. The Board agreed. **Motion/Jenco to adopt the consent calendar. Second/Butler. Roll Call Vote: Ayes: Clark, Jenco, Merchant, Butler, Maybee. Noes: None. Absent: None. Abstain: None.**

6. STAFF REPORTS

Under Agenda Item 4a, Mark Martin, General Manager, gave a brief summary of activities during the previous month, including a description of the letter of the District's support written for the Rancho Murieta Fire Safe Council. The project with Murieta Village Association (MVA) to borrow, scan and return archival maps owned by MVA was completed. Updates from the monthly meeting with Rancho Murieta Association (RMA) acting General Manager Danise Hetland included security coordination and conveyance of the Wooden Pedestrian Bridge Parcel. General Manager Martin also updated the Board on the meeting with Regional Water Authority,

and Cal Waste, commenting that the Board has been invited to visit Cal-Waste's plant in February. There was a discussion around the meeting of Sacramento Central Groundwater Authority.

Under Agenda Item 4b, Tom Hennig, Director of Administration, gave an update on the status of the Annual Audit, the outsourcing of payroll with Paychex, and the automation and outsourcing of customer statements. He continued with a discussion of the Fiscal Year 2020-21 Budget Schedule. The Cantova Repair and Re-route Project Closure was discussed.

Under Agenda Item 4c, Chief Werblun gave a brief overview of the operations updates and incidents of note, noting that the project to create new accounts for vendors was complete. He gave an update on the Fast Pass system, and traffic on Thanksgiving, stating that the District will continue its efforts to inform residents about the benefits of the system. There was a discussion regarding Golf Carts, and ATV's, including comments from President Clark reminding all that there should be a combined effort by all governing bodies to create common rules for them. Audience member John Sullivan commented that he would love to see some standard and would support any kind of effort. Director Clark asked that this be taken up at the next Joint Security Committee Meeting. Finally, there was a discussion of the Security Impact Fee and placement of a Security Camera at the entrance to Murieta Village and the desire to schedule a Joint Security Committee meeting.

Under Agenda Item 4d, Paul Siebensohn, Director of Field Operations, gave a brief summary of the utilities update including a correction to the residential gallons per capita per day data on the chart (page 1 of the Utilities Report) depicting water usage in the District, and that we are pumping from the Cosumnes River to storage in Calero Reservoir. Mr. Siebensohn also gave a development update stating that the manhole at Murieta Gardens II has been completed and the hole in the diversion box on the Cosumnes Irrigation Association (CIA) ditch in Murieta Gardens on lots 4 & 5 has been repaired.

7. CONSIDER CONFERENCE/EDUCATION OPPORTUNITIES

General Manager Martin commented that he plans to attend the California Special District Association General Manager Leadership Summit in June of 2020.

8. EMPLOYEE ANNOUNCEMENTS, PROMOTIONS, COMMENDATIONS, AND KUDOS

Motion/Merchant to adopt Resolution R2019-11 in Honor of Sean Montgomery, Plant Operator III

Second/Merchant. Roll Call Vote: Ayes: Clark, Jenco, Merchant, Butler, Maybee. Noes: None. Absent: None.

Abstain: None.

Director Clark read and presented a resolution in honor of Sean Montgomery for his 15 years of service to the District.

Tom Hennig recognized Tonya Perez and Cindy Chao for their efforts with the switch to the new Payroll system.

9. REVIEW January 2020 BOARD/COMMITTEE MEETING DATES/TIMES

Director Maybee will not be available to attend the Security Meeting on January 9, 2020.

10. CORRESPONDENCE

None

11. COMMENTS FROM THE PUBLIC

John Sullivan commented with a correction to the Improvements Committee Meeting Minutes, stating that grading work had not begun on lot 10.

Andrew Westphal commented that he had left a complaint in the District Office on December 12, 2019 and requested the District follow-up on his complaint.

12. DISCUSS FY 2020-21 BUDGET SCHEDULE

This item was discussed during item 6B – Administration/Finance Update

13. CONSIDER COMMITTEE ASSIGNMENTS

Recording Secretary Amelia Wilder updated the Board on their response for her request for desired Committee changes. There were no changes from 2019 Committee assignments.

14. CONSIDER ADOPTING RESOLUTION R2019-12 FOR CALPERS 180 DAY WAIT PERIOD EXCEPTION FOR SEAN MONTGOMERY

Field Operations Director Siebensohn discussed the District's possible need to have Sean Montgomery return to his duties as Plant Operator III for a short time due to planned medical leave of key staff. Director Maybee reminded Staff not to exceed 960 hours per year.

Motion/Clark to adopt Resolution R2019-12 for CalPERS 180 day wait period exception for Sean Montgomery.

Second/Jenco. Roll Call Vote: Ayes: Clark, Jenco, Butler, Merchant, Maybee. Noes: None. Absent: None.

Abstain: None.

15. DIRECTOR COMMENTS/SUGGESTIONS

Director Tim Maybee likes the new bill, and he complimented Staff on the timely installation of a new water meter at his residence.

President Clark asked that the responsibilities (District or resident) of meters if they break be clearly communicated, and he commended Staff on their efficiencies.

General Manager Martin thanked Mr. Hennig for his commitment to improving District procedures and leading his team. He thanked staff for improved customer service, and thanked the Board for allowing Staff to explore and implement new technologies.

16. ADJOURNMENT

Motion/Clark to adjourn at 6:31 p.m. Second/Butler. Ayes: Clark, Jenco, Butler, Merchant, Maybee. Noes: None. Absent: None. Abstain: None.

Respectfully submitted,

Amelia Wilder
Recording Secretary

Mark Martin
Interim District Secretary

DRAFT

MEMORANDUM

Date: January 6, 2020
To: Board of Directors
From: Finance Committee Staff
Subject: January 3, 2020 Special Finance Committee Meeting Minutes

1. CALL TO ORDER

Director Merchant called the meeting to order at 10:01 a.m. Present were Directors Merchant and Maybee. Present from District staff were Mark Martin, General Manager; Tom Hennig, Director of Administration; Paul Siebensohn, Director of Field Operations; Jeff Werblun, Security Chief; Cindy Chao, District Controller; and Amelia Wilder, Temporary District Secretary.

2. COMMENTS FROM THE PUBLIC

Richard Gehrs had some questions regarding the Bills Paid Listing. Tom Hennig, Director of Administration informed him of their purpose.

3. MID-YEAR BUDGET REVIEW

Tom Hennig, Director of Administration, updated the Committee on the Mid-Year Budget, elaborating on the areas where funds need to be moved from one line item to another. ***The Committee recommends this item be added to the January 15, 2020 Regular Board Meeting agenda.***

4. FY 2020-21 BUDGET SCHEDULE

Mark Martin, General Manager, led a discussion about the timing of the proposed Board Budget Workshop and that there will not be sufficient time after the Board Goal Setting Meeting on January 23, 2020 to hold this meeting on January 30, 2020. Staff will need to review and prepare the Goals prior to the Budget Workshop. A new date in mid-late February will be determined. The conversation continued to include timing of Board Budget related Goals, reserve funds, and special taxes.

5. CFD 2014-1 OUTSTANDING DELINQUENCIES UPDATE

Mark Martin gave an update on the current situation of CFD 2014-1 and associated parcel utility billing delinquencies as they relate to the District. ***The Committee recommends this item be added to the January 15, 2020 Regular Board Meeting agenda.***

6. DIRECTOR AND STAFF COMMENTS/SUGGESTIONS

None.

7. ADJOURNMENT

The meeting was adjourned at 11:05 a.m.

MEMORANDUM

Date: January 9, 2020
To: Board of Directors
From: Personnel Committee Staff
Subject: January 7, 2020 Personnel Committee Meeting Minutes

1. CALL TO ORDER

Director Merchant called the meeting to order at 7:30 a.m. Present were Directors Merchant and Jenco. Present from District staff was Mark Martin, General Manager; and Amelia Wilder, Temporary District Secretary.

2. COMMENTS FROM THE PUBLIC

None.

3. ACCOUNTING SUPERVISOR JOB SPECIFICATION – PROPOSED REVISION

Mark Martin, General Manager, gave an overview of the changes he recommends in the Accounting Supervisor Job Specification, noting that the current Specification was outdated. He recommended updating the education requirements and language ensuring that “private sector experience” along with governmental experience is valid as a qualification for the position. ***The Committee recommends this item be added to the January 15, 2020 Regular Board Meeting agenda.***

4. DIRECTOR AND STAFF COMMENTS/SUGGESTIONS

Mr. Martin updated the Committee on the status of the Paychex, and the District’s utilization of their services.

5. ADJOURNMENT

The meeting was adjourned at 7:40 a.m.

MEMORANDUM

Date: January 7, 2020
To: Board of Directors
From: Improvements Committee Staff
Subject: January 7, 2020 Improvements Committee Meeting Minutes

1. CALL TO ORDER

Director Clark called the meeting to order at 8:00 a.m. Present were Directors Clark and Jenco. Present from District staff were Mark Martin, General Manager; Paul Siebensohn, Director of Field Operations; Jeff Werblun, Security Chief; and Amelia Wilder, Temporary District Secretary. Also, in attendance was Laurie Loaiza, Coastland Engineering, the District's Engineer.

2. PUBLIC COMMENT

Richard Gehrs asked that Staff allow the public into the Committee Meetings a few minutes before meetings start so they can be prepared.

3. MONTHLY UPDATES

Paul Siebensohn, Director of Field Operations, gave a brief overview of project updates, including progress on the review of the drainage plan for Rancho Murieta North. Director Clark noted that Sacramento County does have a specific design year event that should be noted in the drainage study. In some extreme peak year run off 100% of runoff may not be diverted but would be filtered. Gail Bullen of the River Valley Times clarified that there would be potential of runoff in peak years into Lake Clementia.

4. RMA PEDESTRIAN BRIDGE PARCEL CONVEYANCE UPDATE

Mark Martin, General Manager, informed the Committee that Staff is still compiling information on this project.

5. REQUESTED ACCESS TO RMCS D DRIVE ON ADJACENT COMMERCIAL PROPERTY

Mr. Martin updated the Committee and outlined some concerns about impacts to District operations regarding a request from the land-owner/developer to access RMCS D's drive from the adjacent parcel to allow for westbound signalized access to Highway 16.

6. GROUND WATER SUSTAINABILITY PLANS SCGA/SRCD

General Manager Martin gave a brief overview of the proposed realignment of Groundwater Sustainability Agency (GSA) boundaries and the potential that RMCS D may be required to cede from Sacramento Central Groundwater Authority (SCGA) to Sloughhouse Resource Conservation District (SRCD), and the related impacts to RMCS D. Mr. Martin is watching the development of this issue closely and recommended reasons why the District may be better served by remaining a part of SCGA.

7. APPROVE BID FOR 3 WATER PLANT #1 EFFLUENT PUMP REPLACEMENTS, CIP 20-5-1

Paul Siebensohn gave a summary of the recommendation to approve the bid from Kirby Pump and Mechanical in an amount not to exceed \$51,922.50, \$45,150 plus a 15% contingency, for purchase of three (3) Water Treatment Plant #1 Effluent pump replacements. Director Clark noted that this should be labeled as a Capital Replacement Project (CRP) and not a Capital Improvement Project (CIP). The Committee recommends moving forward on this approval. ***This item will be on the January 15, 2020 Regular Board Meeting agenda.***

8. APPROVE CHEMICAL FEED PUMP SKIDS, CIP 18-07-2

Paul Siebensohn gave a summary of the recommendation to approve the bid from Hopkins Technical Products in an amount not to exceed \$41,068.41 for purchase of two (2) new Chemical Feed Pump Skids. The Committee recommends moving forward on this approval. ***This item will be on the January 15, 2020 Regular Board Meeting agenda.***

9. APPROVE CHEMICAL TANK PURCHASE, CIP 18-07-2

Paul Siebensohn gave a summary of the recommendation to approve the bid from Burlingame Engineers in an amount not to exceed \$50,147.50 for purchase of two (2) new Chemical Tanks, which includes a 15% contingency. The Committee recommends moving forward on this approval. ***This item will be on the January 15, 2020 Regular Board Meeting agenda.***

10. DIRECTOR AND STAFF COMMENTS/SUGGESTIONS

Director Clark reiterated his comment that Capital Replacement Project (CRP) and Capital Improvement Project (CIP) should be properly labeled in the Budget.

11. ADJOURNMENT

The meeting was adjourned at 8:51 a.m.

DRAFT

MEMORANDUM

Date: January 9, 2020
To: Board of Directors
From: Communication & Technology Committee Staff
Subject: January 9, 2020 Communication & Technology Committee Meeting Minutes

1. CALL TO ORDER

Director Butler called the meeting to order at 8:38 a.m. Present was Director Butler. Present from District staff were Mark Martin, General Manager; Paul Siebensohn, Director of Field Operations; Jeff Werblun, Security Chief; and Amelia Wilder, Temporary District Secretary. Director Merchant arrived at the meeting at 8:47 a.m.

2. COMMENTS FROM THE PUBLIC

Richard Gehrs commented that the August 21, 2019 Board Meeting recording had not been posted on the District website due to technical issues. He offered to let the District use his recording. He went on to talk about the differences in the Cal-Waste flyer from 2019-2020, and the post on Facebook directing users to click the "Learn more" button.

3. MONTHLY WEBSITE AND FACEBOOK STATISTICS

Mark Martin, General Manager, gave an update of the statistics related to the number of visits per page to Facebook and RMCS.com.

4. QUARTERLY UPDATE TO OUTREACH AND TECHNOLOGY ITEMS

General Manager Martin informed the committee on the updates to the list of Outreach and Technology Items. This spurred a discussion of the newly added item concerning Coordination with RMA on Outreach Related to Major Community Events. A calendar prepared by CSD reflecting major annual events impacting the Rancho Murieta Community was reviewed. In addition, the Committee discussed re-engagement of the project to video-stream Regular Board Meetings.

5. COMMUNICATIONS RELATED TO SPECIAL EVENTS AND COORDINATION WITH RMA

This was discussed in Agenda Item #4.

6. DEVELOPER COMMUNICATIONS TO COMMUNITY

The Committee discussed the process of review that a new development must undergo, and the points during that process during which the public may comment.

7. DIRECTOR AND STAFF COMMENTS/SUGGESTIONS

None.

8. ADJOURNMENT

The meeting was adjourned at 10:57 a.m.

MEMORANDUM

Date: January 9, 2020
To: Board of Directors
From: Security Committee Staff
Subject: January 9, 2020 Special Security Committee Meeting Minutes

1. CALL TO ORDER

Director Clark called the meeting to order at 10:00 a.m. Present was Director Clark. Present from District staff were Mark Martin, General Manager; Paul Siebensohn, Director of Field Operations; Jeff Werblun, Security Chief; and Amelia Wilder, Temporary District Secretary.

2. COMMENTS FROM THE PUBLIC

None.

3. MONTHLY UPDATES

Jeff Werblun, Security Chief, gave a brief overview of the operations updates and incidents of note, including the District is investigating the replacement of its current gate camera recording systems with higher capacity ones, and the proposed placement of a new security camera at the intersection near the entrance to Murieta Village. Director Clark recommended this as a topic for the Joint Securities Committee.

4. ABDI PATROL SOFTWARE UPDATE

Chief Werblun also updated the Committee on the progress of the ABDI Patrol Software, stating that it is in place and providing enhanced services to the community.

5. DISCUSS GOLF CART/ATV RULES AND COORDINATION WITH RMA AND RMCC

Chief Werblun recapped the events that brought this topic up for discussion, noting that there are two different entities involved, with different rules, and the District's Security Department jurisdiction and authority to enforce rules is only on RMA property, not the Country Club's Golf Course. This was followed by a discussion about registration of golf carts.

6. SPEEDING DELIVERY VEHICLES IN COMMUNITY

Chief Werblun reviewed the changes made to the log of vehicles entering the gate, and that delivery/service vehicles with multiple stops were logged separately so that any violations incurred could be taken up with the driver's company, and not the resident being visited.

7. JOINT SECURITY COMMITTEE UPDATE

Topics and the need to hold Joint Security Committee Meetings regularly was discussed earlier in the meeting.

8. DIRECTOR & STAFF COMMENTS

None.

6. ADJOURNMENT

The meeting adjourned at 11:00 a.m.

MEMORANDUM

Date: January 08, 2020
To: Board of Directors
From: Cindy Chao, Controller
Subject: Bills Paid Listing

Enclosed is the Bills Paid Listing Report for December 2019. 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 for December:

<u>Vendor</u>	<u>Project / Purpose</u>	<u>Amount</u>	<u>Funding</u>
Rancho Murieta 205, LP	Prior Infrastructure Reimbursement	\$181,130	Operating Expense
California Waste Recovery Systems	Solid Waste Contract	\$51,439	Operating Expense
Cosumnes River Land, LLC	Reimburse Cantova lift Station	\$31,907	Operating Expense
Golden State Flow Measurement	Iperl meters	\$18,613	Operating Expense
State Water Resources Control Board	Certifications	\$12,902	Operating Expense
S. M. U. D.	Utilities	\$12,074	Operating Expense
Coastland Civil Engineering	Engineering Service	\$10,391	Operating Expense
Murieta Plaza LLC	Refund Overcharge July-Oct 2019	\$9,862	Operating Expense
Bartkiewicz, Kronick & Shanahan	Legal	\$8,197	Operating Expense
Biosolids Recycling, Inc.	Biosolids Disposal	\$7,668	Operating Expense

PREPARED BY: *Cindy Chao, Controller*

REVIEWED BY:  _____, District Treasurer

Rancho Murieta Community Services District
Bills Paid Listing for December 2019

CHECK	Date	Vendor	Amount	Purpose
CHK	12/4/2019	Guardian Life Insurance	4,631.68	Payroll - Dental/Life
CHK	12/4/2019	Vision Service Plan (CA)	465.62	Payroll - Vision
CHK	12/9/2019	Chrysler Capital	156.80	Security Vehicle Lease
CHK	12/9/2019	Raley's	848.75	Holiday Gift Cards
CHK	12/9/2019	Rancho Murieta 205, LP	181,130.00	Prior Infrastructure Reimbursement
EFT	12/13/2019	California Public Employees' Retirement System	45,064.07	Payroll - PERS Medical
EFT	12/13/2019	California Public Employees' Retirement System	18,349.75	Payroll - PERS Retirement
EFT	12/13/2019	Employment Development Department	389.86	Payroll Taxes - State
EFT	12/13/2019	Internal Revenue Service	1,556.45	Payroll Taxes - Federal
CHK	12/13/2019	Costco Membership	792.49	Supplies
CHK	12/13/2019	A Leap Ahead IT	5,487.35	IT Support
CHK	12/13/2019	ABS Direct	1,129.78	Monthly Statements Printing
CHK	12/13/2019	Accountemps	2,453.64	Contract Staffing - Admin
CHK	12/13/2019	Accounting & Association Software Group	1,650.00	Accounting System Support
CHK	12/13/2019	American Family Life Assurance Co.	842.37	Payroll - Aflac
CHK	12/13/2019	Apple One Employment Services	4,246.43	Contract Staffing - Admin
CHK	12/13/2019	Applications By Design, Inc.	735.00	Security Barcodes
CHK	12/13/2019	Aramark Uniform & Career Apparel, LLC	187.30	Uniforms
CHK	12/13/2019	AT&T	2,412.56	Telephone
CHK	12/13/2019	Bartkiewicz, Kronick & Shanahan	8,197.24	Legal
CHK	12/13/2019	Biosolids Recycling, Inc.	7,667.68	Biosolids Disposal
CHK	12/13/2019	California Waste Recovery Systems	51,438.81	Solid Waste Contract
CHK	12/13/2019	Cisco Air Systems, Inc	529.39	Repairs & Maintenance
CHK	12/13/2019	Concentra DBA Occupational Health Centers of CA, A Medic	162.50	Pre Employment Screening
CHK	12/13/2019	Daily Journal Corporation	434.25	Legal Ntc. Ordinance #02019-03
CHK	12/13/2019	EDCO Enterprises	7,200.00	Jetting Cleaning Sewer Main
CHK	12/13/2019	Ferguson Enterprises	27.19	Repairs & Maintenance
CHK	12/13/2019	Global Equipment Company, Inc	1,447.71	Repairs & Maintenance
CHK	12/13/2019	GM Crane Services, Inc	587.25	Certification Crane
CHK	12/13/2019	JWC Environmental	2,015.95	Motor for Comminutor at MLN
CHK	12/13/2019	Lee's Automotive Repair Inc	193.75	Repairs & Maintenance
CHK	12/13/2019	Legal Shield	11.95	Payroll - Legal
CHK	12/13/2019	Murieta Plaza LLC	9,861.72	Refund Overchg July-Oct 2019
CHK	12/13/2019	Nationwide Retirement Solution	3,578.73	Payroll - Deferred Comp
CHK	12/13/2019	OCT Water Quality Academy	220.00	Training Class
CHK	12/13/2019	Operating Engineers Local Union No. 3	415.35	Payroll - Union Dues
CHK	12/13/2019	PDF Tactical	1,564.00	Contract Staffing - Security
CHK	12/13/2019	Rancho Murieta Ace Hardware	379.22	Repairs & Maintenance
CHK	12/13/2019	Sacramento Bee	1,020.00	Recruitment Ad

Rancho Murieta Community Services District
Bills Paid Listing for December 2019

CHECK	Date	Vendor	Amount	Purpose
CHK	12/13/2019	Santander Leasing	240.00	Security Vehicle Lease
CHK	12/13/2019	Signal Service, Inc.	215.00	Admin/Safety Cntr Alarms
CHK	12/13/2019	State of California	51.00	Pre Employment Screening
CHK	12/13/2019	State Water Resources Control Board	60.00	Water Treatment Certificatiom
CHK	12/13/2019	TASC	98.07	Payroll - Beneflex
CHK	12/13/2019	U.S. Bank Corp. Payment System	4,523.40	Gasoline
CHK	12/13/2019	U.S. Postal Service	234.00	Postage
CHK	12/13/2019	Univar USA Inc.	2,788.90	Repairs & Maintenance
CHK	12/13/2019	Walker's Office Supplies, Inc	909.97	Office Supplies
CHK	12/13/2019	Wilder, Amelia	73.98	Reimb Holiday/Retire Cake
CHK	12/13/2019	Zenon Environmental Corporation	3,472.37	Service South Gate
CHK	12/18/2019	Back Forty Texas BBQ	585.51	Retirement Lunch
CHK	12/18/2019	Evan's Kitchen Inc	624.18	Board Holiday Dinner Catering
CHK	12/18/2019	Greenfield Communications	897.98	Internet
CHK	12/18/2019	Rancho Murieta Country Club	467.00	CSD Employee Holiday Lunch
CHK	12/23/2019	Cosumnes River Land, LLC	31,907.00	Reimb Cantova lift Station
EFT	12/27/2019	California Public Employees' Retirement System	11,469.52	Payroll - PERS Retirement
CHK	12/27/2019	Apple One Employment Services	3,222.93	Contract Staffing - Admin
CHK	12/27/2019	Aramark Uniform & Career Apparel, LLC	240.92	Uniforms
CHK	12/27/2019	California Laboratory Services	996.66	Monthly Lab Tests
CHK	12/27/2019	California Public Employees' Retirement System	12,253.60	Payroll - PERS Retirement
CHK	12/27/2019	Caltronics Business Systems	308.20	Office Supplies
CHK	12/27/2019	Cell Energy Inc.	209.16	Veical Batteries
CHK	12/27/2019	Chemtrade Chemicals US LLC	3,181.43	Chemicals
CHK	12/27/2019	Coastland Civil Engineering	10,390.88	Engineering Service
CHK	12/27/2019	County of Sacramento	601.00	Haz Mat Fee 6B Lift Station
CHK	12/27/2019	Domino Solar LTD	7,661.87	Solar - WTP Nov 2019
CHK	12/27/2019	Golden State Flow Measurement	18,612.84	Iperl meters
CHK	12/27/2019	Legal Shield	11.95	Payroll - Legal
CHK	12/27/2019	Marion Leasing	526.90	Equipment Rental
CHK	12/27/2019	MRK Development	846.88	Refund Credit for Billing Err.
CHK	12/27/2019	Musick, Robert	100.00	Toilet Rebate
CHK	12/27/2019	Nationwide Retirement Solution	3,524.91	Payroll - Deferred Comp
CHK	12/27/2019	Operating Engineers Local Union No. 3	415.35	Payroll - Union Dues
CHK	12/27/2019	Pace Supply Corp	925.30	Repairs & Maintenance
CHK	12/27/2019	Pape Machinery	1,218.26	MLS Pump Rental (1) month
CHK	12/27/2019	PR Diamond Products Inc.	745.00	Multi-purpose blade
CHK	12/27/2019	Public Agency Retirement Services	426.99	OPEB Trust Admin. Fees
CHK	12/27/2019	Rancho Murieta Association	150.00	Landscaping

**Rancho Murieta Community Services District
Bills Paid Listing for December 2019**

CHECK	Date	Vendor	Amount	Purpose
CHK	12/27/2019	Rancho Murieta Association	324.58	Smud @ North Gate 10/11-11/18
CHK	12/27/2019	Rancho Murieta Automotive Repair	228.79	Vehicle Service
CHK	12/27/2019	S. M. U. D.	12,073.61	Utilities
CHK	12/27/2019	Sprint	189.95	Telephone
CHK	12/27/2019	State Water Resources Control Board	12,902.45	Certifications
CHK	12/27/2019	Streamline	300.00	Monthly Website Hosting
CHK	12/27/2019	Tam, May	300.00	Toilet Rebate
CHK	12/27/2019	TASC	70.32	Payroll - FSA
CHK	12/27/2019	TASC	98.07	Payroll - FSA
CHK	12/27/2019	USA Blue Book	1,468.75	Supplies
CHK	12/27/2019	W.W. Grainger Inc.	2,604.55	Repairs & Maintenance
CHK	12/27/2019	Wagner & Bonsignore Consulting Civil Engineers	1,575.00	Water Right Renewal
CHK	12/27/2019	Walker's Office Supplies, Inc	237.14	Office Supplies
CHK	12/27/2019	Zenon Environmental Corporation	165.10	Repairs & Maintenance
CHK	12/27/2019	Action Cleaning Systems Inc	1,445.00	Janitorial
CHK	12/27/2019	American Family Life Assurance Co.	842.37	Payroll - Aflac
CHK	12/27/2019	ABS Direct	1,070.00	Postage
CHK	12/27/2019	Wenker, Ryan	27.69	Refund Union Dues
CHK	12/27/2019	Solis, Fernando	27.69	Refund union dues
CHK	12/31/2019	AT&T	1,673.83	Telephone
CHK	12/31/2019	California Special Districts Association	7,615.00	2020 CSDA Membership
		Total	539,911.39	
		CFD 2014-1 Bank of America Checking		
CHK	12/13/2019	Corelogic Solutions, LLC	206.00	CFD 2014-1 Admin Cost
	12/27/2019	NBS	3,463.37	CFD 2014-1 Admin Cost
			3,669.37	
		EL DORADO PAYROLL		
Checks: CM12156 to CM12163 and Direct Deposits by PayChex:			132,780.84	Payroll
			132,780.84	

PREPARED BY: Cindy Chao, Controller

REVIEWED BY: _____, District Treasurer

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

INVESTMENT REPORT

CASH BALANCE AS OF December 31, 2019

INSTITUTION	YIELD		BALANCE
CSD FUNDS			
<i>EL DORADO SAVINGS BANK</i>			
SAVINGS	0.03%	\$	665,982.84
CHECKING	0.02%	\$	499,444.04
PAYROLL	0.02%	\$	96,037.43
<i>BANNER BANK</i>			
EFT	0.00%	\$	141,359.47
<i>LOCAL AGENCY INVESTMENT FUND (LAIF)</i>			
UNRESTRICTED	2.43%	\$	841,486.12
RESTRICTED RESERVES	2.43%	\$	5,342,473.84
<i>CALIFORNIA ASSET MGMT (CAMP)</i>			
OPERATION ACCOUNT	2.48%	\$	635,573.73
<i>US BANK</i>			
PARS GASB45 TRUST	4.17%	\$	2,118,204.77
TOTAL CSD			\$ 10,340,562.24
BOND FUNDS			
COMMUNITY FACILITIES DISTRICT NO. 2014-1 (CFD)			
<i>BANK OF AMERICA</i>			
CHECKING	0.00%	\$	152,852.20
<i>WILMINGTON TRUST - 9/30/19 est.</i>			
BOND RESERVE FUND	2.08%	\$	393,509.26
BOND ADMIN EXPENSE	2.10%	\$	20,497.88
BOND SPECIAL TAX FUND		\$	16,845.95
BOND ACQ & CONSTRUCTION	2.08%	\$	14,506.79
BOND REDEMPTION ACCOUNT		\$	-
BOND COI		\$	-
BOND SURPLUS	2.08%	\$	59.71
TOTAL CFD			\$ 598,271.79
TOTAL ALL FUNDS			\$ 10,938,834.03

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

PREPARED BY: *Cindy Chao, Controller*

REVIEWED BY:  , District Treasurer

MEMORANDUM

Date: January 10, 2020
To: Board of Directors
From: Mark Martin, General Manager
Subject: General Manager's Report

STAFFING

I am pleased to announce that Amelia Wilder has been selected for the RMCS D District Secretary position. She has performed very well during her interim stint, was the top candidate after recruitment and interviews, and received excellent references. Her first official day with the District was January 11. Please join me in giving a warm welcome to Amelia in her permanent role as District Secretary.

OUTREACH/ADVOCACY

December 31, 2019 – **CSD/MVA (Murieta Village) General Manager's Meeting** – Cancelled.

January 2, 2020 – **CSD/RMCC (Country Club) General Manager's Meeting** – Discussed Security protocol and trespass access concerns with RMCC GM and staff. Chief Werblun in attendance.

January 8, 2020 – **Sacramento Central Groundwater Authority (SCGA)** – Meeting was canceled by SCGA on short notice due to unforeseen circumstances. A special meeting is being held February 5.

January 8, 2020 – **CSD/RMA General Manager's Meeting** – Topics: Fast Pass marketing banners, Community impact events coordination, CSD's discussion with RMCC about golf-cart rules RMCC vs. RMA, concerns about "ghost" entries in ABDI showing guest access not authorized by residents, County's responsibility to properly refer development applications to impacted governmental and quasi-governmental stakeholder entities, Cal-Waste recycling dumpster and cans, and update on CSD progress to research the CSD Board actions behind accepting the parcel underneath the wooden pedestrian bridge.

January 8, 2020 – **Sloughhouse Resource Conservation District (SRCD)** – Attended SRCD Board meeting to better understand SRCD's proposed role as Groundwater Sustainability Agency (GSA). Conveyed RMCS D's desire to better understand potential impacts of SRCD's proposed GSA boundary adjustment which could impact RMCS D's membership in the Sacramento Central Groundwater Authority (SCGA) among other concerns. RMCS D was not made aware of the proposed change to GSA boundary until late last month. A more detailed discussion on this topic is provided under a separate agenda item.

January 9, 2020 – **Regional Water Authority (RWA) Board Meeting** – Unable to attend special meeting due to conflicts with RMCS D Board Committee meetings. Focus of the meeting was largely appointment of RWA President, Vice President, and Executive Committee.

MEMORANDUM

Date: January 08, 2020
 To: Board of Directors
 From: Cindy Chao, Controller
 Subject: Administration / Financial Update

Finance staff continues working with The Pun Group to address specific matters of concern as approved by the Board on August 21, 2019. We are providing annual audit documents to the auditor, including a detailed accounting of our fixed assets. We continue working with various financial system vendors to complete system integrations and upgrades as recommended by The Pun Group.

Residential Water Consumption – Fiscal year-to-date residential water usage was approximately 0.5% over December 2018. Listed below are year-to-date water consumption numbers using weighted averages. Listed below are the year-to-date water consumption numbers in cubic feet. There are fifty-five (55) more homes receiving water services than December 2018.

		2019						Last FY						Last FY Same Period		
		2019	2019	2019	2019	2019	2019	2019	2019	2019	2019	2019	2019	2019	2018	
		Dec	Nov	Oct	Sep	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan	Dec		
Residences	2%	2,600	2,594	2,587	2,546	2,549	2,550	2,547	2,547	2,546	2,541	2,546	2,545	2,545		
Weighted Average							Sep	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan	Dec
Cubic Feet	2,062	868	1,618	1,956	2,727	2,668	2,537	2,194	1,528	837	569	584	678	864		
Gallons Per Day	514	217	404	488	680	665	633	547	381	209	142	146	169	215		
Same Period Last FY	505															

Commercial/Other Water Consumption – Commercial/Other water usage in December 2019 was 75% lower compared with last month. Year-to-date commercial water usage was approximately 21% over projections. This increase is mainly due to large user accounts. Listed below are year-to-date water consumption numbers in cubic feet.

		2019						Last FY						Last FY Same Period
		2019	2019	2019	2019	2019	2019	2019	2019	2019	2019	2019	2019	2018
		Dec	Nov	Oct	Sep	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan	Dec
Commercial	734,997	48,201	77,507	112,163	144,774	223,508	128,844	114,939	86,611	53,880	39,987	45,277	39,726	50,290
Parks	268,856	2,459	24,858	33,020	58,660	83,041	66,818	58,540	36,481	3,561	602	758	501	878
Raw Water	1,417,147	17,599	178,849	191,799	328,901	333,951	366,048	104,751	73,701	2,451	15,662	100	0	401
CSD	60,669	1,464	2,655	7,295	13,981	16,941	18,333	13,255	7,632	5,330	9,269	10,925	11,663	11,057
Totals	2,481,669	69,723	283,869	344,277	546,316	657,441	580,043	291,485	204,425	65,222	65,520	57,060	51,890	62,626

Lock-Offs – During the month of December 2019, there were NO lock-offs. This continues the trend of fewer and fewer lockoff's which is directly related to staff's outreach efforts. There are currently twelve properties within the District that have remained locked off from services for an extended period. These properties are either vacant homes or empty lots with water meters.

Connection Fees – Developers paid \$60,286 for four (4) connections in December 2019 and the check was deposited in January.

Aging Report – Amounts past due of more than sixty (60) days totals \$6,223.

Summary of Reserve Accounts as of December 31, 2019 – The ending balance of the District’s reserve accounts is \$6,006,893 as of December 31, 2019, and it is an increase of \$25,015 compared with last month. Staff continues to validate all reserve contributions and expects there will be additional adjustments as we continue to identify past practices for allocation of monthly interest and sales revenue. Staff continues to work on a detailed analysis of all reserve funds and plans to prepare a report for the Finance Committee review in March 2020.

Reserve Fund Balances

<i>Reserve Descriptions</i>	<i>Fiscal Yr Beg Balance 7/1/2019</i>	<i>Increases</i>	<i>Decreases</i>	<i>Period End Balance 12/31/2019</i>
Water Capital Replacement (200-2505)	1,579,551	151,023	0	1,730,574
Sewer Capital Replacement (250-2505)	2,836,178	232,692	33,663	3,035,207
Drainage Capital Replacement (260-2505)	28,898	366	17,029	12,235
Security Capital Replacement (500-2505)	100,635	1,393	11,650	90,378
Admin Capital Replacement (xxx-2505-99)	87,210	0	0	87,210
Sewer Capital Improvement Connection (250-2500)	4,209	53	0	4,262
Capital Improvement (xxx-2510)	388,502	184,083	474	572,111
Water Supply Augmentation (200-2511)	1,719,244	203,139	690,818	1,231,564
WTP Construction Fund Reserve (200-2513)	-743,314	96,302	120,305	-767,317
Security Impact Fee Reserves (500-2513)	-7,450	24,016	5,898	10,668
Total Reserves	5,993,663	893,067	879,837	6,006,893

Inter-fund Borrowing Balances

<i>Inter-fund Borrowing</i>	<i>Fiscal Yr Beg Balance 7/1/2019</i>	<i>YTD Interest</i>	<i>YTD Repayment</i>	<i>Period End Balance 12/31/2019</i>
WTP Construction Loan from Sewer	856,042	9,199	70,471	785,571
WTP Construction Loan from WSA	285,353	3,066	23,490	261,863
Security N. Gate Loan from Drainage Fund	18,341	153	11,418	6,923
Total Inter-fund Borrowing	1,159,736	12,419	105,379	1,054,356

Budget to Actual Comparison Details (year-to-date through December 31, 2019)

Revenues

Water Charges, year-to-date, are **above** budget \$13,914 or 1.2%

Sewer Charges, year-to-date, are **below** budget \$13,809 or **(2.1%)**

Drainage Charges, year-to-date, are **above** budget \$2,088 or 2.4%

Solid Waste Charges, year-to-date, are **above** budget \$3,020 or 0.9%

Security Charges, year-to-date, are **above** budget \$1,328 or 0.2%

Expenses

The District's overall expenditures for FY 2019-20 are \$86,063 below budget through December 2019. We will continue to focus on FY 2018-19 annual audit.

Reserve Fund Purchases authorized by the General Manager

There were no additional reserve fund purchase authorizations during the month of December.

Finance Committee Update

Staff met with the Finance committee on January 3rd.

- **MID-YEAR BUDGET REVIEW**

Tom Hennig, Director of Administration, updated the Committee on the Mid-Year Budget, elaborating on the areas where funds need to be moved from one-line item to another. ***The Committee recommends this item be added to the January 15, 2020 Regular Board Meeting agenda.***

- **FY 2020-21 BUDGET SCHEDULE**

Mark Martin, General Manager, led a discussion about the timing of the proposed Board Budget Workshop and that there will not be enough time after the Board Goal Setting Meeting on January 23, 2020 to hold this meeting on January 30, 2020. Staff will need to review and prepare the Goals prior to the Budget Workshop. A new date in mid-late February will be determined. The conversation continued to include timing of Board Budget related Goals, reserve funds, and special taxes.

- **CFD 2014-1 OUTSTANDING DELINQUENCIES UPDATE**

Mark Martin gave an update on the current situation of CFD 2014-1 Outstanding Delinquencies as they relate to the District. ***The Committee recommends this item be added to the January 15, 2020 Regular Board Meeting agenda.***

RANCHO MURIETA CSD
Summary of All CSD Funds
For the Six Months Ending 12/31/2019
Budget to Actual Comparison Detail

Description	Period Budget	Period Actual	YTD Budget	YTD Actual	YTD Budget (Over)/Under	Annual Budget
Charges for Services - Residential	\$430,559	\$425,771	\$2,854,485	\$2,861,025	(\$6,540)	\$5,540,771
Charges for Services - Commercial	39,646	26,602	325,525	337,879	(12,355)	586,254
Availability Charges	0	0	0	0	0	460
Sales Other	700	722	4,200	5,078	(878)	8,400
CIA Ditch Service Charges	0	0	0	0	0	1,800
Property Taxes	0	0	0	0	0	674,370
Property Taxes (Reserve Alloc)	0	0	0	0	0	(82,000)
Total General Income	470,905	453,095	3,184,210	3,203,982	(19,773)	6,730,055
Interest Income	20	0	3,070	10,461	(7,391)	10,765
Total Earnings Income	20	0	3,070	10,461	(7,391)	10,765
Meter Installation Fee	0	0	4,800	37,095	(32,295)	4,800
Inspection Fees	0	0	1,518	12,777	(11,259)	5,693
Telephone Line Contracts	598	0	3,587	2,289	1,299	7,175
Fines/Rule Enforcement	175	175	1,050	1,050	0	2,100
Late Charges	6,450	7,609	38,700	6,979	31,721	77,400
Title Transfer Fees	1,350	4,350	8,100	22,800	(14,700)	16,200
Security Gate Bar Code Income	650	0	3,900	2,080	1,820	7,800
Project Reimbursement	2,182	1,429	13,092	17,683	(4,591)	26,184
Misc Income	1,208	595	7,250	5,413	1,837	14,500
Total Other Income	12,613	14,158	81,997	108,166	(26,168)	161,852
TOTAL REVENUE	483,538	467,253	3,269,277	3,322,609	(53,332)	6,902,672
Salaries & Wages	212,773	190,930	1,236,033	1,162,378	73,655	2,495,975
Employer Costs	48,708	64,083	292,639	325,386	(32,747)	608,878
Payroll Taxes	13,953	207	80,624	103,073	(22,449)	173,281
Other Employer Costs	13,814	10,545	80,533	75,518	5,014	161,318
Pension Expense	35,584	12,430	221,680	140,206	81,473	445,443
Tuition Reimbursement	1,435	0	1,435	0	1,435	2,870
Total Employee Services	326,267	278,195	1,912,944	1,806,561	106,381	3,887,765
Clerical Services	5,175	14,876	30,675	84,528	(53,853)	61,350
Recruitment	1,505	4,988	9,030	7,564	1,466	18,060
Travel/Meetings	1,740	1,645	10,940	8,117	2,823	21,880
Office Supplies	2,470	2,867	14,820	18,212	(3,392)	29,640
CWRS Contract Charges	52,662	51,995	315,975	309,286	6,688	631,949
Mail Machine Lease	0	695	1,400	1,390	10	2,800
Copy Machine Maintenance	1,520	835	9,120	10,684	(1,564)	18,240
Insurance	12,247	12,117	73,479	71,273	2,206	146,958
Postage	1,500	2,643	9,000	9,822	(822)	18,000
Telephones	4,120	7,081	24,720	24,833	(113)	49,439
Memberships	1,935	7,783	11,945	10,671	1,274	19,325
Audit	16,275	0	16,275	0	16,275	16,275
Legal	8,850	17,798	45,100	40,845	4,255	155,950
Training/Safety	3,700	387	28,750	16,488	12,262	53,200
Community Communications	100	0	7,700	434	7,266	13,700
Equipment Maint	50	0	3,250	780	2,470	3,550
Consulting	7,700	2,002	46,700	36,346	10,354	102,400
CIA Ditch Operations	250	0	1,500	2,212	(712)	3,000
Total Administrative Services	121,799	127,712	660,379	653,485	6,893	1,365,716

Description	Period Budget	Period Actual	YTD Budget	YTD Actual	YTD Budget (Over)/Under	Annual Budget
Uniforms	1,430	1,078	8,780	7,849	931	17,560
Equipment Repairs	400	0	2,400	4,600	(2,200)	4,800
Building/Grounds Maint/Pest Cntr	2,665	6,398	16,155	25,517	(9,362)	32,315
Bar Codes	0	0	2,300	5,125	(2,825)	6,900
Vehicle Maint	3,750	869	22,500	18,251	4,249	45,000
Vehicle Fuel	8,025	3,775	24,275	16,732	7,543	47,000
Vehicle Lease	397	0	2,381	1,799	582	4,762
Off Duty Sheriff	0	0	6,000	7,907	(1,907)	8,000
Power	16,075	26,780	164,145	166,522	(2,377)	297,320
Information System Maint	11,824	8,737	70,944	65,351	5,593	141,889
Supplies	2,575	1,029	15,450	15,624	(174)	30,900
Equipment Rental	650	1,260	5,900	1,196	4,704	13,800
Road Paving	2,000	0	12,000	7,600	4,400	24,000
Maintenance/Repairs	25,700	24,515	137,400	196,098	(58,698)	300,700
Non-routine Maint/Repair	3,000	0	18,000	0	18,000	36,000
Permits	0	0	6,000	5,692	308	6,000
Chemicals	13,250	17,807	87,900	75,616	12,284	167,250
Chemicals - T&O	0	0	6,500	5,944	556	11,000
Lab Tests	2,250	997	13,500	28,435	(14,935)	27,000
Removal (Hazardous Waste)	0	0	10,000	8,131	1,869	10,000
Permits	32,000	13,785	60,800	67,925	(7,125)	75,300
Tools	800	3,350	5,400	5,098	302	14,800
Dam Inspection Costs	0	0	0	0	0	63,500
Water Meters/Boxes	3,000	18,613	18,000	38,683	(20,683)	36,000
Drainage Improvements	0	0	500	0	500	5,150
Total Operational Costs	129,791	128,993	717,230	775,695	(58,465)	1,426,946
Miscellaneous	6,971	4,235	58,575	41,947	16,628	100,900
Admin Contingency	0	0	16,262	13,598	2,664	35,000
Director Exp/Reimbursements	450	538	2,700	1,032	1,668	5,400
Director Meeting Payments	1,500	0	9,000	6,000	3,000	18,000
Conservation	600	400	9,380	7,278	2,102	13,260
SACTO Regional Water Authority	0	0	15,000	9,279	5,721	15,000
SCGA Ground Water Authority	0	0	10,000	11,000	(1,000)	10,000
Interest Expense	2,043	1,468	11,838	11,367	471	24,684
Total Other Expenses	11,564	6,641	132,755	101,501	31,254	222,244
Total Operating Costs	589,421	541,541	3,423,308	3,337,242	86,063	6,902,671

.FY19-20.CSD.BUDGET-ACTUAL MO_YTD
DETAIL BY FUND

MEMORANDUM

Date: January 10, 2020
To: Board of Directors
From: Jeffery Werblun, Security Chief
Subject: Security Update Report for the Month of December 2019

OPERATIONS UPDATES

We are in preliminary stages of talks with our camera vendor to look at replacing the gate camera recording systems with a better, more capable system. This will be part of our planning process for the next budget year.

We are also looking into placing a camera on the light pole facing the entrance to the Murieta Village. The developer of the Murieta Gardens was to pre-wire that pole with power, cable, and fiber optic cables for the camera. The camera system for the pole would be implemented from Security Impact fees collected from new development.

We received the most current copies of the Non-architectural rules (2015) and the CC&Rs from RMA. These copies were distributed to Patrol and both Gates.

A resident spoke at the last Board Meeting in December about a written complaint he filed and wanted to make sure it was investigated. His complaint was regarding the cameras at the North Gate. He believed an outside "agency was monitoring the cameras," and the footage was being shared with the CHP and others in an effort to "mess with him." We responded to the complaint in writing and assured the resident we have our camera systems locked down. Outside people or entities cannot view our footage, and we don't send our footage out or share it with other people unless in an official capacity.

INCIDENTS OF NOTE

New Year's Eve was uneventful. Officers made several patrols and walkthroughs of the Country Club. There was an event there with approximately 300 people in attendance. No reported problems.

On December 22, 2019, at 0424 in the morning, Patrol responded to a reported suspicious vehicle parked in front of a residence on Play Del Ray. Officer Tyer found a male passed out in the driver's seat. The window was rolled down. Officer Tyer verbally announced himself and tried to get the driver to wake up. The driver did not respond to Officer Tyer. Officer Tyer could smell the odor of an alcoholic beverage emitting from the driver. Officer Tyer shook the driver, which got the driver to wake up eventually. The driver had all the symptoms of intoxication. The vehicle was registered to an address on Puerto Dr. Officer Tyer had dispatch call the residence and get a family member to respond to take care of the driver.

The driver's mother arrived on the scene. The driver argued with his mother and Officer Tyer and refused to get out of the vehicle and get a ride home. The driver insisted he was going to drive himself home. About 30

minutes later, after constant arguing with his mother, the driver got out of the vehicle. He became hostile towards Officer Tyer and several times told Officer Tyer he was going to kill him. The driver refused to go with his mother. The driver started to walk away towards the house he was parked in front of. Officer Tyer told him to stop and go back with his mother. Due to the intoxicated state the driver was in, Officer Tyer was concerned for the driver's safety and that of others. The driver was hostile towards his mother and had threatened Officer Tyer. Officer Tyer grabbed the driver by the arm and told him to stop and turn around to go with his mother. The driver turned around and swung at Officer Tyer. Officer Tyer blocked the swing and both he and the driver fell to the ground. On the ground, the driver struggled to get away from Officer Tyer. The driver's mother kept yelling at him to stop. Officer Tyer requested back up from SSD. He held the driver down until SSD arrived. SSD ended up arresting the driver for public intoxication. Officer Tyer declined to press charges for threats and assault.

The following morning, I received an email from the resident whose house the incident happened in front of. She was the one that called us, and she saw the entire incident which lasted approximately 45 minutes. She went on to say Officer Tyer was extremely patient with the driver and tried his best to help the driver out. She said Officer Tyer acted very professional the entire time and did a good job.

RANCHO MURIETA ASSOCIATION COMPLIANCE MEETING

My appearance was canceled this month by the Chairperson.

MONTHLY MEETING WITH RMA COMPLIANCE STAFF

The meeting was canceled by RMA; any questions or issues were handled by email.

CONTRACT SECURITY

We are still using PDF on a limited basis for the gate.

JOINT SECURITY MEETING

We are reaching out to community stakeholders for topics and possible dates for the next meeting.

2019 RMA Rule Violations Enforcement by CSD

Violation	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Back Area w/o Resident				1	2	1	1		1	1			7
Basketball Standard											1		1
Barking Dog	14	10	9	12	6	5	11	10	16	15	13	8	129
Open Garage Doors		1	6	8	8	8	1	12	3	4	3	9	63
Curfew							1	1					2
Driveway Parking									1				1
Fishing License/Fish & Wildlife				2									2
Guest Parking								1	1				2
Loose/Off Leash Dog	8	4	13	2	3	7	4	6	8	9	3	3	70
Motorcycle North Streets				1									1
Overloaded Golf Cart										1	1		2
Overnight Street Parking			3					1					4
Park Hours	1			3	16	8	4	2	4	10	2	3	53
Speeding	12		5	4	3	1	1	4	6	7		3	46
Stop Sign	3	1	1						1				6
Unauthorized Vehicle											1	1	2
Unlicensed Driver	1	2	1	1		2		1	4		1		13
Unsafe Driving	5	2	5	2	1	4	5		2	2	4	2	34
Intereference									1				1
Gate Refusals	16	47	29	43	66	59	75	39	23	20	59	24	500
Total	60	67	72	79	105	95	103	77	71	69	88	53	939

2019 RMA Rule Violation Citations by CSD

Violation	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Back Area w/o Resident				1			1			3		1	6
Basketball Standard								8	4	1	2	1	16
Commercial Vehicle Signage								2	2				4
Construction Hours/Days													
Curfew						1							1
Driveway Parking	30	5	2		20	24	8	60	30	21	18	18	236
Fishing License/Fish & Wildlife													
Guest Parking											1		1
Loose/Off Leash Dog		1						1					2
Motorcycle North Streets										1			1
Overloaded Golf Cart													
Overnight Street Parking	7	9			4	19	5	29	7	17	13	4	114
Park Hours					2	6	6	8	15	4	4		45
Speeding	39	39	5	4	7	16	17		13	10	5	2	157
Stop Sign	6	7	1	1	1			2	6	3	1	16	44
Unauthorized Vehicle								1			1	2	4
Unlicensed Driver							1	1					2
Unsafe Driving	1				2	2							5
Intereference													
Parking Citations			12	13	3		1		2	7	2	1	41
Warning Notice							2		4				6
Total	83	61	20	19	39	68	41	112	83	67	47	45	685



Rancho Murieta Community Services District

RMA Rule Violation Sections Enforced by RMCS Security Department

RULE I SECTION 5: IDENTIFICATION

RULE I SECTION 6: INTERFERENCE WITH CSD/RMA EMPLOYEE

RULE II SECTION 1: USE OF STREETS

RULE II SECTION 2: UNLICENSED DRIVER

RULE II SECTION 3: SPEED LIMIT VIOLATION

RULE II SECTION 4: ENHANCED SPEED

RULE II SECTION 5: STOP SIGN VIOLATION

RULE II SECTION 6: BUS STOP

RULE II SECTION 8: NO BARCODE

RULE II SECTION 9: TRAILERS AND COMMERCIAL VEHICLE PARKING

RULE II SECTION 10: OVERNIGHT STREET PARKING

RULE II SECTION 11: STORING OF VEHICLES

RULE II SECTION 12: MOTOR VEHICLE REPAIRS

RULE II SECTION 14: CARRYING OF PASSENGERS

RULE II SECTION 15: UNAUTHORIZED VEHICLES, NO 24 HR. PASS

RULE III SECTION 2: UNLEASHED PETS

RULE III SECTION 5: PET NOISE

RULE VI SECTION 1: COMMERCIAL SIGNAGE

RULE VII SECTION 6: BASKET BALL STANDARDS

RULE VII SECTION 9: NOXIOUS ACTIVITIES

RULE IX SECTION 1: GUEST WITHOUT RESIDENT

RULE IX SECTION 2: SWIMMING IN CHESBRO/CALERO

RULE IX SECTION 3: PARK HOURS

RULE IX SECTION 5: FISHING VIOLATIONS

RULE IX SECTION 6: FIREWORKS

RULE IX SECTION 8: SKATEBOARDING/SCOOTERS

RULE IX SECTION 9: CURFEW

RULE IX SECTION 10: VANDALISM

RULE XIII SECTION 1: DRIVEWAY PARKING

ARTICLE VII SECTION 12(B): GUEST PARKING

ARTICLE VII SECTION 13: BON FIRE

RMCS D Security Written Violations 2019

February 2019 Security Violations

Reviewed at the March Compliance Comm Meeting Total Cites

Violation	Upheld	Dismissed	Abeyance	Written	Notes
Speeding	25	1		26	*stop sign citation/interference was dismissed due to issues with the citation
Stop Signs	6	1*		7	
Overnight Street Parking	4			4	
Driveway Parking	7			7	
Total Citations	42	2		44	

March 2019 Security Violations

Reviewed at the April Compliance Comm Meeting Total Cites

Violation	Upheld	Dismissed	Abeyance	Written	Notes
Speeding	10		1	11	
Stop Signs	3	3*		6	* 3 cites dismissed - no video
Overnight Street Parking	2	1		3	
Driveway Parking	7			7	
No Drivers License	2**			2	**will be appealed next month
Unauthorized Vehicle	1			1	
Total Citations	25	4	1	30	

April 2019 Security Violations

Reviewed at the May Compliance Comm Meeting Total Cites

Violation	Upheld	Dismissed	Abeyance	Written	Notes
Speeding	4			4	
Stop Signs					
Overnight Street Parking	2			2	
Driveway Parking	4			4	
No Drivers License					
Unauthorized Vehicle			1	1	
Guest without Resident	1			1	
Total Citations	11	0	1	12	

May 2019 Security Violations

Reviewed at the June Compliance Comm Meeting Total Cites

Violation	Upheld	Dismissed	Abeyance	Written	Notes
Speeding	3			3	
Stop Signs & Bus Stop	1			1	
Overnight Street Parking	5			5	
Driveway Parking	13	2*		15	*cite 1-gate officer listed incorrect dates RNC;
No Drivers License					**cite 2- resident had foundation issues in garage
Park Hours	1			1	
Unauthorized Vehicle					
Guest without Resident					
Total Citations	23	0	0	25	

June 2019 Security Violations

Reviewed at the July Compliance Comm Meeting Total Cites

Violation	Upheld	Dismissed	Abeyance	Written	Notes
Speeding	20	1		21	
Stop Signs & Bus Stop					
Overnight Street Parking	6	2*	1	9	*gate recorded incorrect date for RNC
Driveway Parking	7	2*		9	*gate recorded incorrect date for RNC
Guest Parking	1			1	
No Drivers License					
Park Hours/Bon fires	8			8	
Unauthorized Vehicle					
Guest without Resident					
Total Citations	42	5	1	48	
Written Advisory Notices				12	

July 2019 Security Violations

Reviewed at the August Compliance Comm Meeting Total Cites

Violation	Upheld	Dismissed	Abeyance	Written	Notes
Speeding	13			13	
Stop Signs & Bus Stop					
Overnight Street Parking	6			6	
Driveway Parking	12	3		15	
Guest Parking					
No Drivers License					
Park Hours/Bon fires	6			6	
Unauthorized Vehicle		1*		1	*gate issued guest pass, should have issued a 24-hour unauthorized vehicle pass
Guest without Resident					
Total Citations	37	3	0	41	
Written Advisory Notices				5	

August 2019 Security Violations

Reviewed at the Sept. Compliance Comm Meeting Total Cites

Violation	Upheld	Dismissed	Abeyance	Written	Notes
Speeding	5			5	
Stop Signs & Bus Stop					
Overnight Street Parking	5	1*		6	*dismissed due to error
Driveway Parking	26	4		30	*2 dismissed due to error
Guest Parking					
No Drivers License					
Park Hours/Bon fires	6			6	
Unauthorized Vehicle	2			2	
Guest without Resident					
Pet Restraint	1			1	
Basketball Standards	6	1		7	*one cite dismissed.
Total Citations	51	6	0	57	

Written Advisory Notices

2

Citations Unable to be Processed:

Citation incomplete	2
Citation incorrectly written	20
Vehicle not entered in system	7
	29

Sept 2019 Security Violations

Reviewed at the Oct Compliance Comm Meeting Total Cites

Violation	Upheld	Dismissed	Abeyance	Written	Notes
Speeding	8			8	
Stop Signs & Bus Stop	3			3	
Overnight Street Parking	3	1		4	1 cite dismissed due to gate office error
Driveway Parking	30	3		33	
Guest Parking	3			3	
No Drivers License	1			1	
Park Hours/Bon fires	10			10	
Unauthorized Vehicle					
Guest without Resident					
Commercial lettering on vehi	1			1	
Stored Vehicle	1			1	
Pet Restraint					
Basketball Standards	2			2	
Total Citations	62	4	0	66	

Written Advisory Notices 0

Citations Unable to be Processed:

Citation incomplete	3
Citation incorrectly written	15
Vehicle not entered in system	0
Cite/WAN written for interference	2
	20

October 2019 Security Violations

Reviewed at the November Compliance Comm Meetin Total Cites

Violation	Upheld	Dismissed	Abeyance	Written	Notes
Speeding	5			5	
Stop Signs & Bus Stop	5			5	
Overnight Street Parking	10			10	
Driveway Parking	10			10	2 cites dismissed due to officer error
Guest Parking	2			2	
No Drivers License					
Park Hours/Bon fires	10		2	12	
Unauthorized Vehicle	2			2	
Guest without Resident	1			1	
Commercial lettering on vehicle					
Stored Vehicle					
Pet Restraint					
Basketball Standards		3		3	
Accumulation/dumping of de	3			3	
Total Citations	48	3	2	53	

Written Advisory Notices 3

Citations Unable to be Processed:

Citation incomplete	2
Citation incorrectly written	12
Vehicle not entered in system	0
Cite/WAN written for interference	0
	14

November 2019 Security Violations

Reviewed at the December Compliance Comm Meeting

Violation	Upheld	Dismissed	Abeyance	Written	Total Cites	Notes
Speeding	11			11		
Stop Signs & Bus Stop						
Overnight Street Parking	12	2		14		
Driveway Parking	24	4		28		2 cites dismissed due to officer error
Guest Parking	4			4		
No Drivers License						
Park Hours/Bon fires	1			1		
Unauthorized Vehicle						
Guest without Resident						
Commercial lettering on vehicle						
Stored Vehicle	1			1		
Pet Restraint						
Basketball Standards						
Accumulation/dumping of debris						
Motorcycle	1			1		
Use of Streets	1			1		
Total Citations	55	6	0	61		
Written Advisory Notices				1		

Citations Unable to be Processed:

Citation incomplete	
Citation incorrectly written	3
Vehicle not entered in system	0
Invalid citation - Vehicle Code violation	1
Cite/WAN written for interference	0
	<u>4</u>

December 2019 Security Violations

Reviewed at the December Compliance Comm Meeting

Violation	Upheld	Dismissed	Abeyance	Written	Total Cites	Notes
Speeding	1			1		
Stop Signs & Bus Stop	2			2		
Overnight Street Parking		1		1		1 cite dismissed due to officer error
Driveway Parking	8	1		9		1 cite dismissed due to appeal reasoning
Guest Parking						
No Drivers License						
Park Hours/Bon fires	5			5		
Unauthorized Vehicle	1			1		
Guest without Resident						
Commercial lettering on vehicle						
Stored Vehicle						
Pet Restraint						

Basketball Standards	1		1
Accumulation/dumping of debris			
Motorcycle			
Use of Streets			
Total Citations	<hr/> 18	2	<hr/> 20

Written Advisory Notices

Citations Unable to be Processed:

Citation incomplete	8
Citation incorrectly written	9
Vehicle not entered in system	0
Invalid citation - Vehicle Code violati	0
Cite/WAN written for interference	<hr/> 0
	17

Rancho Murieta Association
Violation Item Summary Report -- 2019
(This report includes RMA & CSD issued violations)

Violation Item Summary Report	Jan	Feb		March		April		May		June		July	
	Both	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA
Motor vehicle violations:													
Motorcycle													1
No drivers license				2									
Speeding	38	26	6	11	17	4	23	3	4	21	5	13	
Speeding - twice speed limit											1		
Stop signs	19	7		6	1								
Bus stop signs								1					
Use of streets													
Parking:													
Driveway parking	36	7	9	7	11	4	4	15	38	9	11	15	
Guest parking	6		7		1		9		4	1	3		
Overnight street parking	2	4	2	3	4	2	11	5	15	9	4	6	
Unauthorized Vehicle (24 hr pass)				1	1	1	4		5		3	1	
Accumulation/dumping of debris													
Advertising signs													
Barbeques, open fires, bonfires										2			
Carrying passengers/overloaded cart													
Clothes lines													
Commercial vehicle lettering													1
Construction overnight parking													
Park hours / curfew								1		6		6	
Decorative lights													
Discharge of firearm													
Dog park investigations													
Dwelling exterior alterations													
Failure to identify													
Fences, screens & enclosures													
Guest w/o resident in comm areas						1							
Home business activities			1										
Noxious activities													
Open garage doors													
Pets - off leash / teathered / noise													
Property maintenance							22						1
Sign rules													
Skating in common area													
Sports equip/trampoline/basketball											1		
Storage of building materials													
Stored vehicles	1		5				2						1
Trash containers													
Use of common areas & facilities													
Vandalism													
Vehicle repair or maintenance													
Village/Villas violations													
Working days & hours													
Total Violations	102	44	30	30	35	12	75	25	66	48	28	41	4
Citations written by RMCS	81		44		30		12		25		48		41
Citations written by RMA	21		30		35		75		66		28		4
Total Violations	102		74		65		87		91		76		45

Violation Item Summary Report	August		September		October		November		December		Totals	
	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA
Motor vehicle violations:												
Motorcycle							1				1	1
No drivers license			1								3	0
Speeding	5	25	8		5	11	11	12	1	13	108	116
Speeding - twice speed limit		2									0	3
Stop signs			3		5				2	1	23	2
Bus stop signs											1	0
Use of streets							1				1	0
Parking:												
Driveway parking	30		33		10		28		9	8	167	81
Guest parking			3		2		4				10	24
Overnight street parking	6		4		10		14		1	3	64	39
Unauthorized Vehicle (24 hr pass)	2	2			2	1			1		8	16
Accumulation/dumping of debris					3					9	3	9
Advertising signs											0	0
Barbeques, open fires, bonfires	3										5	0
Carrying passengers/overloaded car											0	0
Clothes lines											0	0
Commercial vehicle lettering		2	1							4	1	7
Construction overnight parking											0	0
Park hours / curfew	3		10		12		1		5		44	0
Decorative lights											0	0
Discharge of firearm											0	0
Dog park investigations											0	0
Dwelling exterior alterations											0	0
Failure to identify											0	0
Fences, screens & enclosures											0	0
Guest w/o resident in comm areas					1						2	0
Home business activities								1		2	0	4
Noxious activities											0	0
Open garage doors											0	0
Pets - off leash / teathered / noise	1										1	0
Property maintenance				23		12		1			0	59
Sign rules						3		2			0	5
Skating in common area											0	0
Sports equip/trampoline/basketball	7		2		3				1		13	1
Storage of building materials										2	0	2
Stored vehicles			1				1	3			2	11
Trash containers											0	0
Use of common areas & facilities		1								1	0	2
Vandalism											0	0
Vehicle repair or maintenance											0	0
Village/Villas violations											0	0
Working days & hours											0	0
Total Violations	57	32	66	23	53	27	61	19	20	43	538	403
Citations written by RMCS		57		66		53		61		20		538
Citations written by RMA		32		23		27		19		43		403
Total Violations		89		89		80		80		63		941

MEMORANDUM

Date: January 2, 2020
To: Security Committee
From: Jeff Werblun, Security Chief
Subject: RMA and RMCC Golf Cart Rules

Both of the RMA and The RMCC are private entities behind the gates of Rancho Murieta. The RMA has roadways and some cart paths that are under their responsibility and control. They grant permission to use these roadways and paths to residents and guests of residents. RMA has established rules for the use of RMA roadways and cart paths. Any violation of the rules within RMA's jurisdiction can result in a violation notice being issued and a possible fine assessed.

The RMCC has facilities and cart paths as well as two 18 hole golf courses that are surrounded by RMA areas and residences. The RMCC has separate rules for the use of their facilities. All of the RMCC controlled areas are private, and only members and guests may use the facilities and courses. This includes carts paths that are owned by RMCC, even though the RMCC is behind the gates surrounded by RMA controlled area.

RMA has specific rules on the operation of golf carts in their areas and roadways. The rules are similar to driving a car. RMA rules defer to the California Vehicle code to define a golf cart and low-speed vehicle. RMA requires that all golf carts operated on their roads or cart paths are to be registered with RMA. The CSD has golf cart registration stickers, but this is optional and more of an identification sticker. Barcode stickers on golf carts are optional.

The RMCC has separate rules governing golf carts. Personally owned carts can be used on the RMCC property but have to be registered with the RMCC. The RMCC has its process for registering and enforcing their golf cart rules. RMCC rules, registration and operation of golf carts are separate and independent of any RMA rule. The same applies to RMA with RMCC rules.

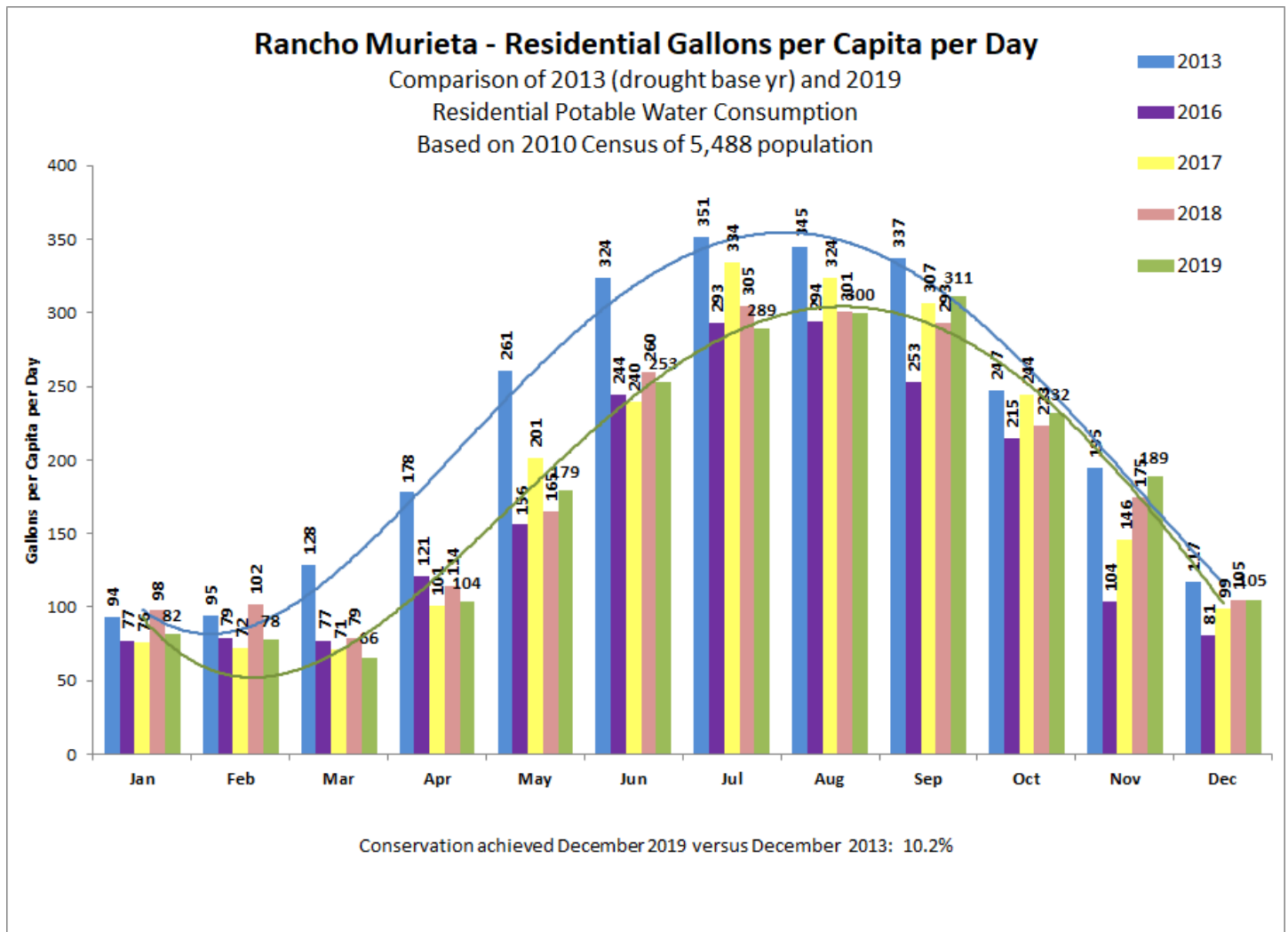
The CSD, under the authority of CA Government Code and agreement with the RMA as an HOA can enforce golf cart rules on RMA property. On private RMCC property, the CSD is able to conduct patrols and respond to calls such as trespassing and disturbances, however the CSD does not have authority to enforce RMCC rules of conduct.

MEMORANDUM

Date: January 9, 2020
To: Board of Directors
From: Paul Siebensohn, Director of Field Operations
Subject: Utilities Monthly Update

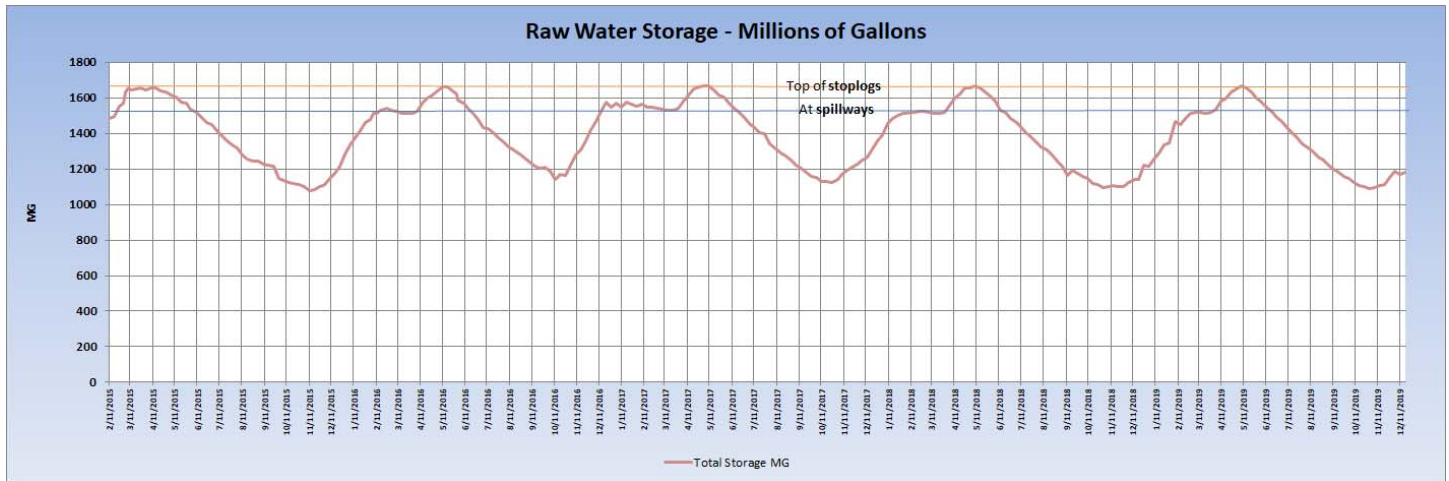
WATER TREATMENT

Water Treatment Plant (WTP) #2 is solely in operation at 1.0 million gallons per day (mgd), currently producing an average of 0.7 mgd. Plant #1 remains off for maintenance activities, with membrane fiber repairs nearly completed. Total water production for December 2019 was 22.7 million gallons (69.7 acre-feet). Gallons of production per connection was 270 gallons per connection per day for December. Gallons of water used per capita per day usage was 105 vs 117 in 2013, a 10.2% decrease in use as shown in the updated graph below. The formulas in the original spreadsheet for the graph were not accurate with days per month and monthly population calculation, which have now been updated.



WATER SOURCE OF SUPPLY

On January 8, 2020, all raw water storage for Calero, Chesbro, and Clementia Reservoirs volume measured 1.179 million gallons (3,619 acre-feet). The volume for Calero and Chesbro alone totaled 900.4 million gallons (2,763.4 acre-feet). A graph of the water storage volumes is shown below.

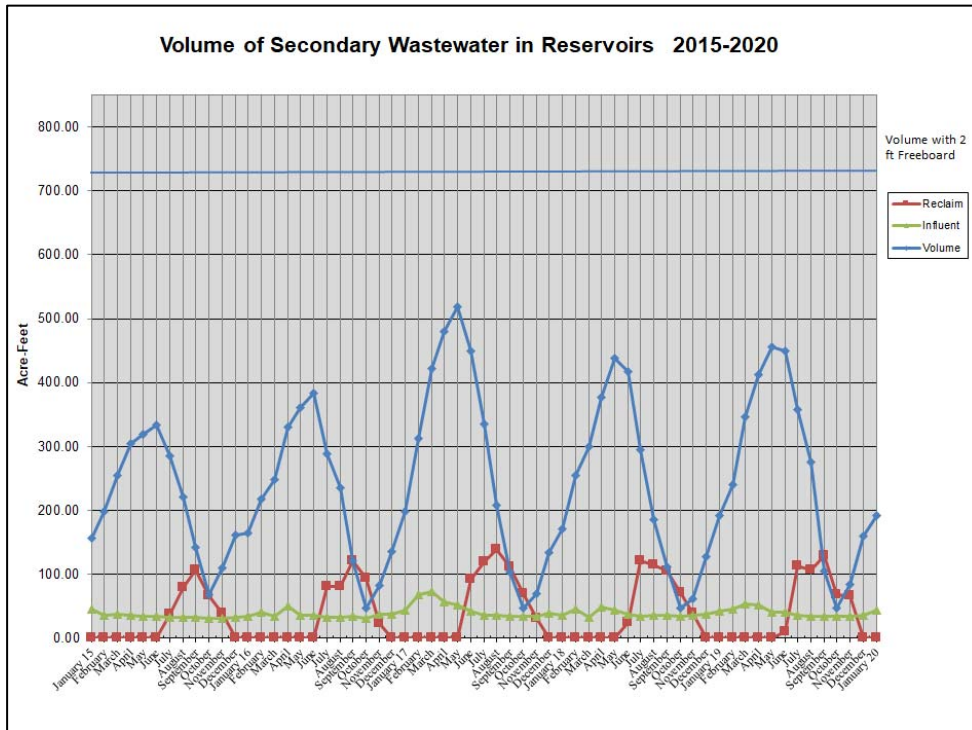


We are continuing to pump from the Cosumnes River to fill the Calero Reservoir. The Chesbro reservoir should begin to be filled again towards the end of this month once the buoy system and fencing are installed around the aerators and aeration station there.

WASTEWATER COLLECTION, TREATMENT, AND RECLAMATION

For December, the influent wastewater flow averaged 463,226 gallons a day, for a total of 14.36 Million Gallons (MG), (44.07 acre-feet[AF]). This is approximately 177 gpd per sewer connection. On January 2, 2020, secondary wastewater storage measured 62.3 MG (191.2 AF), of which 57.4 MG (176.3 AF) is usable for reclamation due to dead storage. The Wastewater Reclamation Plant remains off for the season.

Below is a graph of the recent secondary wastewater storage volumes as of January 2, 2020.



Staff is continuing with wastewater facility maintenance projects while it is off, to be completed by the start of the next reclamation season; including service of chemical pumps, water quality monitoring equipment, tertiary filter inspections and sand replacements, drying bed maintenance, Dissolved Air Flotation system maintenance; level probes, rust mediation, skimmer rubber replacement, rollers bearing maintenance; piping to South course maintenance, and valve replacements, to name a few.

SEWER COLLECTION

Utility staff spent most of December taking care of maintenance in the wastewater collection system working on inspection of manholes and jetting sewer line mains. District staff cleaned over 13,000 feet of sewer lines in December. The locations where most of the jetting was completed was in units 3 & 4 in the North and Units 1B & 7 in the South.

DRAINAGE / STORMWATER

Utilities staff completed pre-storm inspections and maintenance of the drainage systems before the wet weather arrived. Staff was out on a Saturday during one of the heavy rain events to make sure there were no issues in the drainage system and assisting keeping the various home owner association's drainage inlets clear of debris. As a result, there were no incidences of concern in the District's drainage systems in December.

WATER METERING AND UTILITY STAFF WORK

In December 2019, sixteen (16) ¾ inch meters, three (3) 1-inch meters, and six (6) MXU (radio read transmitter) units were replaced as part of water metering maintenance. Also completed were thirteen (13) Underground Service Alert markings, and thirteen (13) utility star service orders for the administration department. There were two (2) water service line leaks repaired in December.

Inspections and builder coordination continue at the Murieta Gardens II development. Eight (8) new water meters and MXU's have been installed this past month.

PROJECTS

Development

The Retreats East and North

No new update.

Rancho Murieta North – Development Project

Coastland submitted comments of their review of the drainage plan, ahead of Sacramento County's review as requested by the developer. The comments included mark-ups of the drainage plans (redlines); a request of spreadsheets and/or models used to obtain runoff volumes or sizing of drainage facilities; the Sacramento method not the Nolte method shall be used for piping and runoff calculations; documentation is needed to show that the SWRCB-DDW (Division of Drinking Water) has also provided review; study should show reference and consistency to District's 1988 Storm Drainage and Flood Control Master Plan and 2003 Master Plan which notes that the California Department of Health Services, Division of Drinking Water and Environmental Management prohibits runoff from urban development from entering any of the three reservoirs, and all urban runoff should be routed through water quality basins prior to discharging to the river; provide engineers estimates for continued operation and maintenance costs of proposed filtration systems; LID (low impact development) review; provide summaries for each sub-shed for pre- and post-project runoff volumes; among many others.

The Murieta Gardens – Highway 16 Off-Site Improvements

No update.

MG - Murieta Marketplace

No updated related to District infrastructure. The project was paved.

MG - Lot 4&5

No update regarding inspection activities on this project. Coastland reviewed the landscape plans and provided back comments.

MG -Lot 10 (PDF Office)

Coastland has reviewed the plans submitted and provided comments back to the project engineer.

MG – Lot 11 (Gas Station/carwash)

An application packet and deposit have been received for the development of this lot. Coastland engineering has reviewed the civil plans and provided back comments.

The Murieta Gardens II – Infrastructure

No update. Project is not yet complete, and the project has not asked for a punch list of items left to be completed.

FAA Business Park

No update on this project.

District Projects

Water Plant #1 Effluent Pump replacements

Approval of the pump replacement bid is included in this Board packet.

Water Rights Renewal

No update. The consultants from Wagner & Bosignore are still working on the Petition for Extension for our Master Water right renewal.

Dam Inundation Mapping and Emergency Action Plans

No update.

Recycled Water and Untreated Water Fee Study

We will be reviewing the preliminary study information from ClearSource Financial Consulting on January 22.

Chlorine Gas to Sodium Hypochlorite (bleach) conversion

Proceeding with this project, I have solicited costs for two 5,250 gallon insulated Sodium Hydroxide tanks to be installed at the bulk chemical storage site. I have also solicited costs for two Prominent brand chemical feed skids. Approvals for bids are included in this Board packet.

CONFERENCE/EDUCATION SCHEDULE

Date: January 10, 2020
To: Board of Directors
From: Amelia Wilder, 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)

2020 Special District Legislative Days	May 19 - 20, 2020	Sacramento, CA
Special District Leadership Academy	April 19 – 22, 2020	San Diego, CA
2020 SDRMA Spring Education Day	March 24, 2020	Sacramento, CA
General Manager Leadership Summit	June 28 - 30, 2020	Olympic Valley, CA
Annual Conference	August 24 – 27, 2020	Palm Desert, CA
Board Secretary/Clerk Conference	October 26 – 28, 2020	Anaheim, CA

PUBLIC AGENCY RISK MANAGEMENT ASSOCIATION

Public Agency Risk Mgmt. Assoc. (PARMA) Conference and Expo	February 25 – 28, 2020	Monterey, CA
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AMERICAN WATER WORKS ASSOCIATION (AWWA)

WEF/AWWA The Utility Management Conference	February 25 – 28, 2020	Garden Grove, CA
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Rancho Murieta Community Services District

February 2020

Board/Committee Meeting Schedule

February 4, 2020

Personnel	7:30 a.m.
Improvements	8:00 a.m.
Finance	10:00 a.m.

February 6, 2020

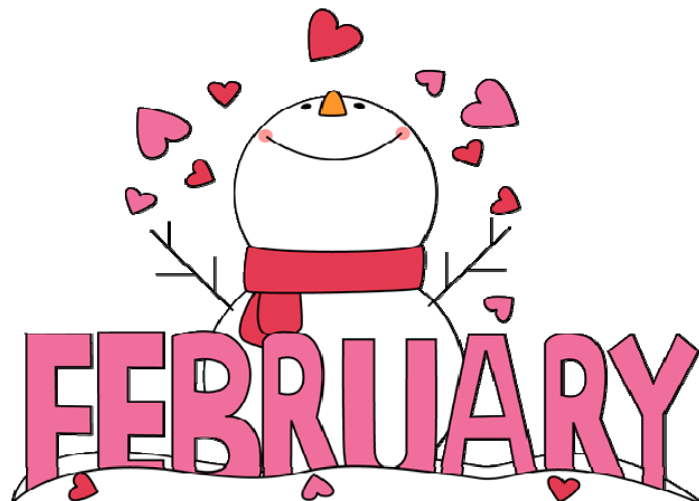
Communications/Technology	8:30 a.m.
Security	10:00 a.m.

February 19, 2020

Regular Board Meeting - Open Session @ 5:00 p.m.

February TBD, 2020

Special Board Meeting (Budget Workshop) @TBD



MEMORANDUM

Date: January 10, 2020
To: Board of Directors
From: Mark Martin, General Manager
Subject: Revised Accounting Supervisor Specification

RECOMMENDED ACTION

Approval of revised Accounting Supervisor specification.

BACKGROUND

Given the vacancy in the Accounting Supervisor position, and our need to recruit for the position for the first time in years, we felt it prudent to update the specification to better reflect the current needs of the position as it relates to minimum required educational attainment and current duties.

This item was reviewed by the Personnel Committee on January 7, 2020. The Committee recommended taking this revised job specification to the Board for approval.

Attached are redlined and non-redlined versions of the proposed changes to the specification.

We plan to recruit for the Accounting Supervisor as soon as the revised specification is approved.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

ACCOUNTING SUPERVISOR

DEPARTMENT: ADMINISTRATION

FLSA OVERTIME STATUS: EXEMPT
BARGAINING UNIT: N/A

APPROVED BY BOARD OF DIRECTORS – ~~DRAFT 08/15/2018~~01/15/2020

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SUMMARY: Uses discretion and independent judgment to perform difficult and responsible ~~clerical~~ accounting and administrative work ~~involving planning, organizing, coordinating and supervising of administrative staff assigned to perform functions~~ including purchasing, finance/accounting, payroll, personnel, risk management, customer service and management and use of computer network maintenance ~~oversight of the utility billing program~~ various financial systems related to these functions. The position requires the supervision of accounting and administrative staff assigned to perform the above functions.

SUPERVISION: Receives general supervision from the Director of Administration. Provides direct supervision over other accounting and administrative support staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Oversees and administers the business and front office operations of the District, providing assignments, direction and evaluation of direct-report department staff members; provides input to the Director of Administration regarding hiring, ~~firing~~terminating, and classification changes for direct-report department staff;
- Assists in overseeing and administering accounting activities including accounts payable, accounts receivable, payroll, bank deposits, bank reconciliation and associated general journal preparation and entry;
- Oversees and administers District payroll processing; maintains personnel records, salary information, surveys and benefits coordination and advises on personnel issues; performs other Human Resources (HR) duties as assigned;
- Assists in planning, organizing and directing all phases of the District's Human Resources Department, including recruitment and selection, policy and procedure development, classification and compensation analysis, employee training and development, labor relations, risk management and safety;

- Provides information to District departments, staff and the general public on human resources law, policies, and procedures; develops manuals, policies, procedures and forms necessary to the effective operation of the office;
- Conducts compensation and classifications studies and provides results to the Director of Administration;
- Supports the Director of Administration and General Manager in conducting analysis, preparing information and implementing the result of confidential bargaining unit negotiations;
- Maintains required reports for the District Safety Committee;
- Manages and monitors the performance evaluation system-processes of the District insuring the completion of accurate, objective and timely performance evaluations;
- Coordinates and monitors ~~the~~ worker's compensation claims of the District acting as a liaison with the department head, supervisor, employee and the District's risk management program director;
- Assists in the preparation and distribution of Personnel Employee Manuals; maintains personnel records, salary information, surveys and benefits coordination and advises on personnel issues;
- ~~Maintains computer network with assistance from outside vendor.~~

QUALIFICATION REQUIREMENTS:

Knowledgeable in processing payroll, accounts payable, accounts receivable, enforcement of cash handling process and bank deposits. Procedures, policies, rules and practices affecting the development, maintenance and control of fiscal and personnel record keeping systems. Principles and practices of governmental accounting, auditing, and budgeting. Federal, state, and local laws, rules, regulations governing accountability of funds in public agencies. District policies, rules and regulations. Basic budget preparation procedures.

SUPERVISORY RESPONSIBILITIES:

Ability to assign, review, plan, coordinate and guide the work of other employees; evaluate the work of employees and assist in the preparation of performance appraisals; promote staff development and motivation and to train staff; analyze problems that arise in the areas under supervision and recommend solutions.

EDUCATION AND/OR EXPERIENCE:

~~Any~~ The following combination of training and experience providing the required knowledge and abilities is qualifying: ~~A typical way to obtain this knowledge and ability would be:~~

Minimum Education: ~~High School diploma and/or equivalent~~ AA degree or equivalent level college with coursework in accounting, finance and business administration, or a closely related field including eighteen (18) semester units or equivalent quarter hours with coursework in accounting; ~~although a~~ A Bachelor's degree in business or accounting (or closely related field) is highly desirable.

And:

~~Two~~ Four (24) years of technical experience in governmental or private financial, accounting, ~~or personnel recordkeeping activities,~~ ~~and one year of experience in~~ general office administration sufficient to demonstrate the ability to perform a variety of administrative, personnel, and customer service tasks, ~~and computer network maintenance in an independent manner; or~~ . Government agency experience in these skill areas is preferable.

~~Possession of a four-year (4) college degree with a major emphasis in accounting, business management, or a closely related field (Two (2) years of experience performing duties comparable to the Accounting Assistant II at Rancho Murieta Community Services District may be substituted for the college degree).~~

LICENSE AND/OR CERTIFICATES:

Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are a condition of continuing employment.

OTHER SKILLS AND ABILITIES:

Knowledge of supervisory principles and practices; operation, administration, policies and procedures relating to government administration and finance; data management including word processing, spreadsheets and data-base principlessystems; ~~and computer network maintenance.~~

PHYSICAL DEMANDS:

Ability to operate a variety of automated office machines; reasonable-proficient typing and writing skills; exert light physical effort in sedentary to light work involving sitting most of the ~~time,~~ but time but may involve walking or moving from one area to another or standing for brief periods of time.

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| Ability to exert negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

ACCOUNTING SUPERVISOR

DEPARTMENT: ADMINISTRATION

FLSA OVERTIME STATUS: EXEMPT

BARGAINING UNIT: N/A

APPROVED BY BOARD OF DIRECTORS – DRAFT 01/15/2020

SUMMARY: Uses discretion and independent judgment to perform difficult and responsible accounting and administrative work including purchasing, finance/accounting, payroll, personnel, risk management, customer service and management and use of various financial systems related to these functions. The position requires the supervision of accounting and administrative staff assigned to perform the above functions.

SUPERVISION: Receives general supervision from the Director of Administration. Provides direct supervision over other accounting and administrative support staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Oversees and administers the business and front office operations of the District, providing assignments, direction and evaluation of direct-report department staff members; provides input to the Director of Administration regarding hiring, firing, and classification changes for direct-report department staff;
- Assists in overseeing and administering accounting activities including accounts payable, accounts receivable, payroll, bank deposits, bank reconciliation and associated general journal preparation and entry;
- Oversees and administers District payroll processing; maintains personnel records, salary information, surveys and benefits coordination and advises on personnel issues; performs other Human Resources (HR) duties as assigned;
- Assists in planning, organizing and directing all phases of the District's Human Resources Department, including recruitment and selection, policy and procedure development, classification and compensation analysis, employee training and development, labor relations, risk management and safety;

- Provides information to District departments, staff and the general public on human resources law, policies, and procedures; develops manuals, policies, procedures and forms necessary to the effective operation of the office;
- Conducts compensation and classifications studies and provides results to the Director of Administration;
- Supports the Director of Administration and General Manager in conducting analysis, preparing information and implementing the result of confidential bargaining unit negotiations;
- Maintains required reports for the District Safety Committee;
- Manages and monitors the performance evaluation processes of the District insuring the completion of accurate, objective and timely performance evaluations;
- Coordinates and monitors worker's compensation claims of the District acting as a liaison with the department head, supervisor, employee and the District's risk management program director;
- Assists in the preparation and distribution of Personnel Employee Manuals; maintains personnel records, salary information, surveys and benefits coordination and advises on personnel issues;

QUALIFICATION REQUIREMENTS:

Knowledgeable in processing payroll, accounts payable, accounts receivable, enforcement of cash handling process and bank deposits. Procedures, policies, rules and practices affecting the development, maintenance and control of fiscal and personnel record keeping systems. Principles and practices of governmental accounting, auditing, and budgeting. Federal, state, and local laws, rules, regulations governing accountability of funds in public agencies. District policies, rules and regulations. Basic budget preparation procedures.

SUPERVISORY RESPONSIBILITIES:

Ability to assign, review, plan, coordinate and guide the work of other employees; evaluate the work of employees and assist in the preparation of performance appraisals; promote staff development and motivation and to train staff; analyze problems that arise in the areas under supervision and recommend solutions.

EDUCATION AND/OR EXPERIENCE:

The following combination of training and experience providing the required knowledge and abilities is qualifying:

Minimum Education: AA degree or equivalent level college coursework in accounting, finance and business administration, or a closely related field with coursework in accounting. A Bachelor's degree in business or accounting (or closely related field) is highly desirable.

And;

Four (4) years of technical experience in governmental or private financial, accounting, personnel recordkeeping activities, general office administration sufficient to demonstrate the ability to perform a variety of administrative, personnel, and customer services. Government agency experience in these skill areas is preferable.

LICENSE AND/OR CERTIFICATES:

Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are a condition of continuing employment.

OTHER SKILLS AND ABILITIES:

Knowledge of supervisory principles and practices; operation, administration, policies and procedures relating to government administration and finance; data management including word processing, spreadsheets and database systems.

PHYSICAL DEMANDS:

Ability to operate a variety of automated office machines; proficient typing and writing skills; exert light physical effort in sedentary to light work involving sitting most of the time but may involve walking or moving from one area to another or standing for brief periods of time.

Ability to exert negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects

The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

MEMORANDUM

Date: January 8, 2020
 To: Board of Directors
 From: Cindy Chao, Controller
 Subject: Requested Approval of Recommendations for Mid-Year Budget Adjustments Between Line Items

RECOMMENDED ACTION

Approve recommended mid-year budget adjustments for General Manager’s authority to move budgeted funds between line items. The budget bottom line remains is not affected by these changes.

BACKGROUND

Based on the discussion we had at the Finance Committee meeting on January 3, 2020. The Finance Committee recommended adjustments between budget line items. Adjustments between budget line items do not result in an increase/decrease in the originally approved budget total. Please approve the mid-year budget adjustments below:

From/To Budget Line Item	Annual Budget	Actuals Plus Projection	Year-end est. Before ADJ	Move In	Move Out	Year-end est. After ADJ	From/To Budget Line Item
Salaries & Wages	2,495,975	2,331,473	164,502		(105,000)	59,502	Clerical Services
Pension Expense	445,443	306,662	138,781		(60,000)	78,781	Consulting
Clerical Services	61,350	167,167	(105,817)	105,000		(817)	Salaries & Wages
Legal	155,950	69,141	86,809		(25,000)	61,809	Consulting
Consulting	102,400	160,000	(57,600)	85,000		27,400	Legal
			Total	190,000	(190,000)		
			Total Net ADJ		0.00		

In District Code Chapter 2, the Community Services District Law, the enabling statute under which the District was organized and now operates, defines the General Manager as the highest-level management appointee who is directly responsible to the Board for the implementation of the policies established by the Board (see Government Code section 61002(f), 61040 and 61050 et seq.). The General Manager serves as the District’s Chief Executive Officer and is responsible for the day to day operations and functions of the District.

The primary powers and duties of the General Manager specified by the law are as follows (Government Code section numbers are shown in parentheses):

If authorized by the Board, transfer funds between budget categories, other than transfers from the designated reserve for capital outlay (61111(b)).

RANCHO MURIETA CSD
Summary of All CSD Funds
Budget to Actual Comparison Detail

Description	Period Budget	Period Actual	YTD Budget	YTD Actual	YTD Budget (Over)/Under	Annual Budget	Projection Rest of Year	Actuals Plus Projection	Budget	Note	Last FY
									(Over) Under		last FY
Charges for Services - Residential	\$453,863	\$460,154	\$2,423,926	\$2,435,254	(\$11,328)	\$5,540,771	3,145,517	\$5,580,771	(40,000)	increased estimate due to higher than planned home sales	\$5,112,440 (468,331)
Charges for Services - Commercial	47,133	51,526	285,879	311,277	(25,399)	586,254	274,977	586,254	0	use the budget amount to be conservative	\$577,002 (9,252)
Availability Charges	0	0	0	0	0	460	460	\$460	0	use the budget amount to be conservative	\$540 80
Sales Other	700	772	3,500	4,356	(856)	8,400	6,098	\$10,454	(2,054)	recycled residential and commercial included in here	\$9,473 (981)
CIA Ditch Service Charges	0	0	0	0	0	1,800	1,800	\$1,800	0	use the budget amount to be conservative	0
Property Taxes	0	0	0	0	0	674,370	674,370	\$674,370	0	use the budget amount to be conservative	\$682,880 8,510
Property Taxes (Reserve Alloc)	0	0	0	0	0	(82,000)	(82,000)	(\$82,000)	0	use the budget amount to be conservative	0
Total General Income	501,696	512,452	2,713,305	2,750,887	(37,583)	6,730,055	4,021,222	6,732,109	(42,054)		6,382,335 (469,974)
Interest Income	20	1	3,050	10,461	(7,411)	10,765	4,539	\$15,000	(4,235)	under budgeted when compared to last year's amount	\$22,763 7,763
Total Earnings Income	20	1	3,050	10,461	(7,411)	10,765	4,539	22,763			22,763 7,763
Meter Installation Fee	0	9,000	4,800	37,095	(32,295)	4,800	-	37,095	(32,295)	increased estimate due to higher than planned home sales	\$3,200 (33,895)
Inspection Fees	0	3,289	1,518	12,777	(11,259)	5,693	-	12,777	(7,084)	increased estimate due to higher than planned home sales	\$365 (12,412)
Telephone Line Contracts	598	572	2,990	2,289	701	7,175	3,205	\$5,494	1,681		\$6,866 1,372
Fines/Rule Enforcement	175	175	875	875	0	2,100	1,225	\$2,100	0		\$2,100 0
Late Charges	6,450	5,456	32,250	(630)	32,880	77,400	78,030	77,400	0	use the budget amount to be conservative	\$81,898 4,498
Title Transfer Fees	1,350	2,550	6,750	18,450	(11,700)	16,200	6,550	25,000	(8,800)	increased estimate due to higher than planned home sales	\$12,650 (12,350)
Security Gate Bar Code Income	650	430	3,250	2,080	1,170	7,800	2,912	\$4,992	2,808		\$9,410 4,418
Project Reimbursement	2,182	872	10,910	16,254	(5,344)	26,184	18,746	\$35,000	(8,816)	increased estimate due to higher than planned project activity	\$30,084 (4,916)
Misc Income	1,208	596	6,042	4,818	1,224	14,500	9,682	\$14,500	0	use the budget amount to be conservative	\$26,582 12,082
Total Other Income	12,613	22,940	69,385	94,008	(24,623)	161,852	120,350	202,892	(52,506)		173,154 (41,203)
TOTAL REVENUE	514,329	535,393	2,785,740	2,855,356	(69,617)	6,902,672	4,146,111	6,957,764	(94,560)		7,118,864 (503,414)
Salaries & Wages	276,164	264,451	1,023,260	971,447	51,813	2,495,975	1,360,026	2,331,473	164,502	propose to move 105,000 to Clerical / (temp employee costs)	\$2,051,693 (279,780)
Employer Costs	48,708	60,532	243,931	261,303	(17,372)	608,878	365,824	627,127	(18,249)		\$534,670 (92,457)
Payroll Taxes	18,110	63,515	66,672	102,866	(36,194)	173,281	70,415	173,281	0	use the budget amount;	\$127,017 (46,264)
Other Employer Costs	13,289	21,305	66,719	64,974	1,745	161,318	90,964	155,938	5,380		\$155,247 (691)
Pension Expense	43,928	19,129	186,095	127,776	58,319	445,443	178,886	306,662	138,781	propose to move 60,000 to Consulting	\$322,127 15,465
Tuition Reimbursement	0	0	0	0	0	2,870	2,870	2,870	0		(2,870)
Total Employee Services	400,199	428,932	1,586,677	1,528,366	58,311	3,887,765	2,068,985	3,597,351	290,414		\$3,190,754 (406,597)
Clerical Services	5,100	14,595	25,500	69,653	(44,153)	61,350	97,514	167,167	(105,817)	receive \$105,000 from salary savings	\$185,519
Recruitment	1,505	401	7,525	2,576	4,949	18,060	3,606	6,182	11,878		\$5,897 (9,636)
Travel/Meetings	1,740	4,465	9,200	6,472	2,728	21,880	9,061	15,533	6,347		\$37,913 1,085
Office Supplies	2,470	3,506	12,350	15,345	(2,995)	29,640	21,483	36,828	(7,188)		\$590,162 (27,336)
CWRS Contract Charges	52,662	103,391	263,312	257,291	6,021	631,949	360,207	617,498	14,451		\$3,005 1,337
Mail Machine Lease	700	0	1,400	695	705	2,800	973	1,668	1,132		\$18,517 (5,121)
Copy Machine Maintenance	1,520	2,040	7,600	9,849	(2,249)	18,240	13,789	23,638	(5,398)		\$123,938 (18,036)
Insurance	12,247	12,592	61,233	59,156	2,076	146,958	82,818	141,974	4,984		\$20,293 3,063
Postage	1,500	1,179	7,500	7,179	321	18,000	10,051	17,230	770		\$59,708 6,452
Telephones	4,120	3,473	20,600	17,752	2,848	49,439	35,504	53,256	(3,817)		\$12,088 (7,237)
Memberships	1,550	0	10,010	2,888	7,122	19,325	16,437	19,325	0		\$17,000 725
Audit	0	0	0	0	0	16,275	16,275	16,275	0		\$57,125 (12,016)
Legal	7,850	8,923	36,250	23,047	13,203	155,950	46,094	69,141	86,809	propose to move 25,000 to Consulting	\$16,757 (21,885)
Training/Safety	5,200	6,700	25,050	16,101	8,949	53,200	22,541	38,642	14,558		\$3,040 1,998
Community Communications	100	434	7,600	434	7,166	13,700	608	1,042	12,658		\$11,284 9,412
Equipment Maint	50	9	3,200	780	2,420	3,550	1,092	1,872	1,678		\$85,858 (74,142)
Consulting	8,000	6,295	39,000	34,344	4,656	102,400	125,656	160,000	(57,600)	move 60,000 from Pension and 25,000 from Legal	(\$30,758) (33,758)
CIA Ditch Operations	250	1,374	1,250	2,212	(962)	3,000	788	3,000	0	as budgeted	\$1,217,346 (185,095)
Total Administrative Services	106,564	169,377	538,580	525,774	12,805	1,365,716	864,497	1,332,671	(24,555)		

RANCHO MURIETA CSD
Summary of All CSD Funds
Budget to Actual Comparison Detail

Description	Period Budget	Period Actual	YTD Budget	YTD Actual	YTD Budget (Over)/Under	Annual Budget	Projection Rest of Year	Actuals Plus Projection	Budget	Note	Last FY	
									(Over) Under		last FY	(Over) Under
Uniforms	1,430	1,089	7,350	6,771	579	17,560	9,479	16,250	1,310		\$16,337	87
Equipment Repairs	400	0	2,000	4,600	(2,600)	4,800	6,440	11,040	(6,240)		\$4,009	(7,031)
Building/Grounds Maint/Pest Cntr	2,750	4,332	13,490	19,119	(5,629)	32,315	16,798	\$35,917	(3,602)	use last year's amount to be conservative	\$35,917	0
Bar Codes	0	0	2,300	5,125	(2,825)	6,900	7,175	12,300	(5,400)		\$4,625	(7,675)
Vehicle Maint	3,750	4,731	18,750	17,382	1,368	45,000	32,618	50,000	(5,000)	monioring for future budget adjustment	\$47,648	(2,352)
Vehicle Fuel	3,250	2,965	16,250	12,957	3,293	47,000	24,043	37,000	10,000	based on actual and last year	\$39,286	2,286
Vehicle Lease	397	1,799	1,984	1,799	185	4,762	2,963	4,762	0	as budgeted		
Off Duty Sheriff	0	0	6,000	7,907	(1,907)	8,000	11,070	18,977	(10,977)		\$3,051	(15,926)
Power	21,780	18,208	142,570	139,741	2,829	297,320	168,000	307,741	(10,421)		\$317,049	9,308
Information System Maint	11,824	5,806	59,120	56,615	2,506	141,889	93,385	150,000	(8,111)		\$131,856	(18,144)
Supplies	2,575	2,662	12,875	14,595	(1,720)	30,900	20,433	35,028	(4,128)		\$43,756	8,728
Equipment Rental	1,650	0	5,250	(64)	5,314	13,800	7,064	7,000	6,800		\$1,706	(5,294)
Road Paving	2,000	4,400	10,000	7,600	2,400	24,000	16,400	24,000	0	as budgeted	\$22,547	(1,453)
Maintenance/Repairs	23,600	34,924	111,700	171,583	(59,883)	300,700	240,216	411,799	(111,099)	evaluate for reserve exp	\$315,777	(96,022)
Non-routine Maint/Repair	3,000	0	15,000	0	15,000	36,000	36,000	36,000	0	evaluate potential offset of general maintenance/repairs	\$1,242	(34,758)
Permits	6,000	0	6,000	5,692	308	6,000	7,969	13,661	(7,661)		\$5,865	(7,796)
Chemicals	13,250	3,770	74,650	57,809	16,841	167,250	109,441	167,250	0	verified with Paul	\$108,797	(58,453)
Chemicals - T&O	0	0	6,500	5,944	556	11,000	8,322	14,266	(3,266)		\$5,488	(8,778)
Lab Tests	2,250	3,476	11,250	27,439	(16,189)	27,000	38,415	65,854	(38,854)	increased expense due to manganese event	\$33,331	(32,523)
Removal (Hazardous Waste)	10,000	7,668	10,000	8,131	1,869	10,000	4,369	12,500	(2,500)		\$6,537	(5,963)
Permits	3,500	28,317	28,800	54,140	(25,340)	75,300	21,160	75,300	0	as budgeted	\$5,865	(69,435)
Tools	950	37	4,600	1,748	2,852	14,800	13,052	14,800	0	as budgeted	\$12,008	(2,792)
Dam Inspection Costs	0	0	0	0	0	63,500	63,500	63,500	0	as budgeted	\$52,877	(10,623)
Water Meters/Boxes	3,000	1,455	15,000	20,070	(5,070)	36,000	24,930	45,000	(9,000)		\$23,766	(21,234)
Drainage Improvements	0	0	500	0	500	5,150	5,150	5,150	0	as budgeted		
Total Operational Costs	117,356	125,639	581,939	646,703	(64,763)	1,426,946	988,391	1,592,024	(208,148)		\$1,239,340	(\$385,842)
Miscellaneous	7,221	(1,657)	51,604	37,712	13,892	100,900	63,188	100,900	0	as budgeted	\$56,860	(44,040)
Admin Contingency	0	0	16,262	13,598	2,664	35,000	21,402	35,000	0	as budgeted	\$25,000	(10,000)
Director Exp/Reimbursements	450	10	2,250	494	1,756	5,400	4,906	5,400	0			
Director Meeting Payments	1,500	2,600	7,500	6,000	1,500	18,000	8,400	14,400	3,600		\$11,800	(2,600)
Conservation	600	600	8,780	6,878	1,902	13,260	9,629	16,507	(3,247)		\$11,348	(5,159)
SACTO Regional Water Authority	0	0	15,000	9,279	5,721	15,000	5,721	15,000	0	as budgeted		
SCGA Ground Water Authority	0	0	10,000	11,000	(1,000)	10,000	-	11,000	(1,000)			
Interest Expense	2,015	1,470	9,795	9,898	(103)	24,684	13,857	23,755	929		\$22,308	(1,447)
Total Other Expenses	11,786	3,023	121,191	94,859	26,332	222,244	127,103	216,241	282		\$127,316	(63,246)
Total Operating Costs	635,905	726,971	2,828,387	2,795,702	32,685	6,902,671	4,048,977	6,844,679	57,992			

.FY19-20.CSD.BUDGET-ACTUAL MO_YTD
DETAIL BY FUND

Revenue vs. Expenses **113,085**

MEMORANDUM

Date: January 10, 2020
To: Board of Directors
From: Mark Martin, General Manager
Subject: CFD 2014-1 Delinquent Parcels Update

RECOMMENDED ACTION

Receive update from staff on status of delinquencies on CFD 2014-1 parcels placed on County tax rolls and Teeter.

BACKGROUND

In the first half of 2019, staff made a presentation to the Board about the status of delinquencies on CFD 2014-1 parcels. This is an update of the status of the taxes owed to the County on the CFD 2014-1 parcels including utility billing fees that were transferred from CSD to the County property tax rolls. Utility bills not paid included billings for Security and Drainage fees.

All of these outstanding assessments go to the County's Teeter roll if left unpaid. With Teeter, the County assumes the risk of the delinquency, charging an annual 18% interest rate. The County in assuming those delinquencies compensates the referring party with the amount of the delinquency, thereby removing that delinquency from the referring party's financials. The timing of when delinquencies are placed on Teeter differs between CFD and Utility billing delinquencies. Since the CFD assessments are already on County rolls, CFD delinquencies are placed on Teeter within one year. With Utility delinquencies, the delinquency is first placed as a parcel tax assessment in the first year, and does not move to Teeter until the tax assessment continues to be delinquent for a year, meaning it takes two years for RMCS D utility tax delinquencies to be compensated from Teeter.

Below, from the County's property tax website, is a summary of taxes outstanding on the parcels. The parcel numbers are included along with a description of the general location. Please note the numbers represent the total tax delinquencies on the parcels including CFD 2014-1, RMCS D utilities, Fire District, and Sacramento County Water Agency Studies assessments. That said, the majority of the outstanding assessments are related to CFD 2014-1 and RMCS D Utility taxes moved to County rolls.

As mentioned in the prior presentation on this matter, the CFD 2014-1 bond covenants explicitly state that unpaid CFD 2014-1 assessments are *not* considered delinquent as long as those obligations are subject to Teeter. The exact language is as follows:

"Special Taxes that are not timely paid will not be considered delinquent under the Fiscal Agent Agreement so long as the CFD has received such Special Taxes from the County under the Teeter Plan."

**CFD 2014-1 Parcels Total Property Tax Delinquencies
(Status as of 12/12/19)**

Parcel #	Location	Delinquent Amt.
073-0090-062	Around Calero	\$ 152,159.42
073-0800-003	N & E of Chesbro/Clementia	\$ 490,858.88
073-0790-023	S of Clementia	\$ 431,976.06
073-0800-009	W of Clementia	\$ 141,414.26
073-0800-007	Murieta Pkwy/Cam Del Lago	\$ 396.67
073-0800-008	S of Murieta Pkwy	\$ 298,206.12
073-0180-029	Industrial S of Hwy 16	Taxes Current
	TOTAL	\$ 1,515,011.41

*NOTE: These numbers represent the total tax delinquencies on the parcels including CFD 2014-1, RMCSD utilities, Fire District, Sacramento Co. Water Agency Studies

Source: Sacramento County - eproptax.saccounty.net

MEMORANDUM

Date: January 10, 2020
To: Board of Directors
From: Mark Martin, General Manager
Subject: Proposed Revised Groundwater Sustainability Agency (GSA) Boundary Adjustment between Sacramento Central Groundwater Authority (SCGA) and Sloughouse Resource Conservation District (SRCD) Impacting Rancho Murieta

In past communications to the Board, I have mentioned an action whereby the SCGA in November 2019 entered into a settlement agreement with SRCD expressing the intent to negotiate areas of responsibility in the capacity of Groundwater Sustainability Agency (GSA) responsible for preparation of Groundwater Sustainability Plans (GSP). RMCS D has participated as a voting Board member of the SCGA for over a decade. In late December, the Executive Director of the SCGA, Darrell Eck, contacted me to bring to my attention the fact that RMCS D sits within the potentially negotiated jurisdictions of one or both GSAs. Mr. Eck conveyed that RMCS D would have the option of selecting the GSA where it would like to participate for preparation of a GSP.

Right now, in regard to groundwater management, RMCS D is split into three areas. West and southwest is the South American Sub-basin governed by SCGA. South of the Cosumnes River is the Cosumnes Sub-basin governed by SRCD. The remainder of the RMCS D district, the northeastern part, is essentially not a part of an identified sub-basin and from my understanding is not subject to the jurisdiction of a GSA.

For the purposes of Board discussion and of potential concern to the RMCS D, is the currently proposed GSA Boundary adjustment which would potentially cede the SCGA portion of the RMCS D district to SRCD. Given my prior discussions with SCGA staff on the extent of the South American Sub-basin which lies largely north of the Cosumnes River, it was my understanding the South American Sub-basin physically extends into the western portion of the RMCS D District. Since this portion of the South American Sub-basin is the very area within the RMCS D that has been identified as most viable for a future well, and the demands on groundwater from that area would be impacted largely by SCGA members within that basin, from my perspective, it does not seem to make sense that SRCD would govern the RMCS D area currently part of SCGA since the area is less hydrologically tied to the Cosumnes Sub-basin which is the primary sub-basin that impacts SRCD interests which are largely agricultural.

Why should RMCS D be concerned about which GSA oversees the Rancho Murieta area? First, RMCS D should be concerned about which GSA oversees where the RMCS D's prime well site area is located. It is acknowledged the District is not currently actively pursuing a well but should be concerned about this interest in the event the desire resurfaces. Second, there are concerns about RMCS D's interests being ceded to a GSA where RMCS D does not sit as a board member and where RMCS D would be asked to contribute to that GSA's preparation of a plan where that GSA's overall area of responsibility appears to be less relevant to RMCS D's long-term groundwater, surface water and groundwater recharge interests. One last consideration is that SRCD currently does not appear to have a clear plan on how agencies or parcels within their GSA would be assessed for initial preparation and future revisions of the Groundwater Sustainability Plan (GSP), not to mention contributions for ongoing GSA functions such as monitoring and reporting and other soon to be perpetual administrative

obligations SRCD is required to assume as a GSA. In contrast, SCGA has a rate study near completion that provides greater clarity on assessment of their members.

With the information we have today, my preliminary recommendation is that RMCS D advocate that the area currently under SCGA's area of influence remain with the SCGA GSA. At this time there is no clarity as to RMCS D's expected contribution to the Cosumnes GSA for that portion of RMCS D that sits within that jurisdiction if RMCS D continues to fall under the SCGA's and SRCD's GSA jurisdictions.





Why was RMCS D not involved in discussions until now? At the January 8, 2020 SRCD Board meeting, an SRCD Board member admitted that not including RMCS D in the boundary adjustment working group discussion was an oversight. It also appears that RMCS D may not have been consulted when SRCD originally submitted their requested GSA boundary adjustment to the state in 2016 which was a standing requirement. It was at the same meeting where another SRCD Board member mentioned that with the proposed boundary adjustment, it was likely SRCD would assume RMCS D's voting position on the SCGA Board, but I have not confirmed that fact. If this is the case, then RMCS D's role as a Board member with SCGA would cease. Going forward, I feel it is important for staff to engage future SCGA/SRCD working group meetings where the GSA agreement is being worked out including GSA boundaries. The next working group meeting is scheduled for the end of January 2020.

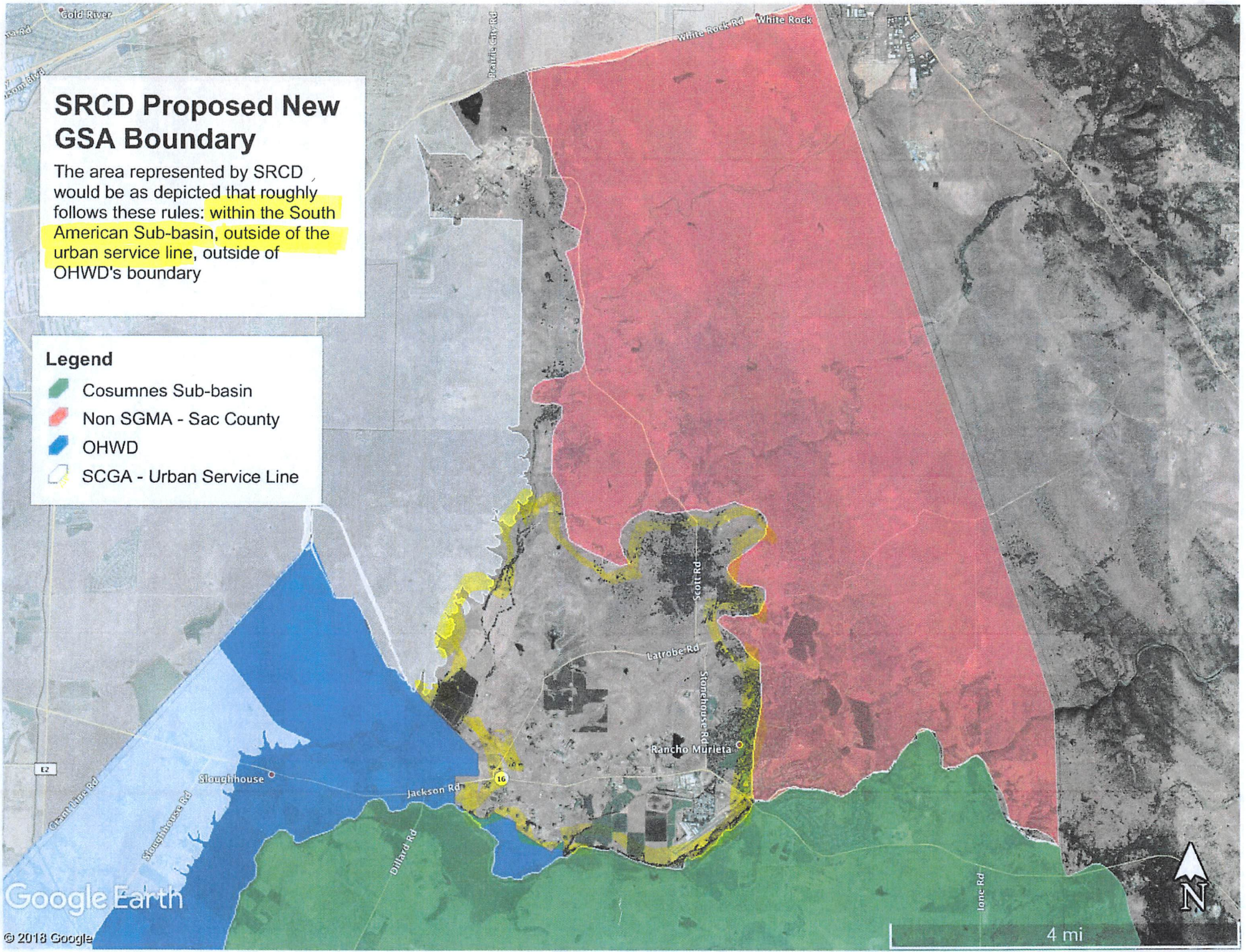
Attached is a map that reflects the area of concern and proposed boundary adjustment, along with a map that shows a larger area map showing the extent of the South American and Cosumnes Sub-basins.

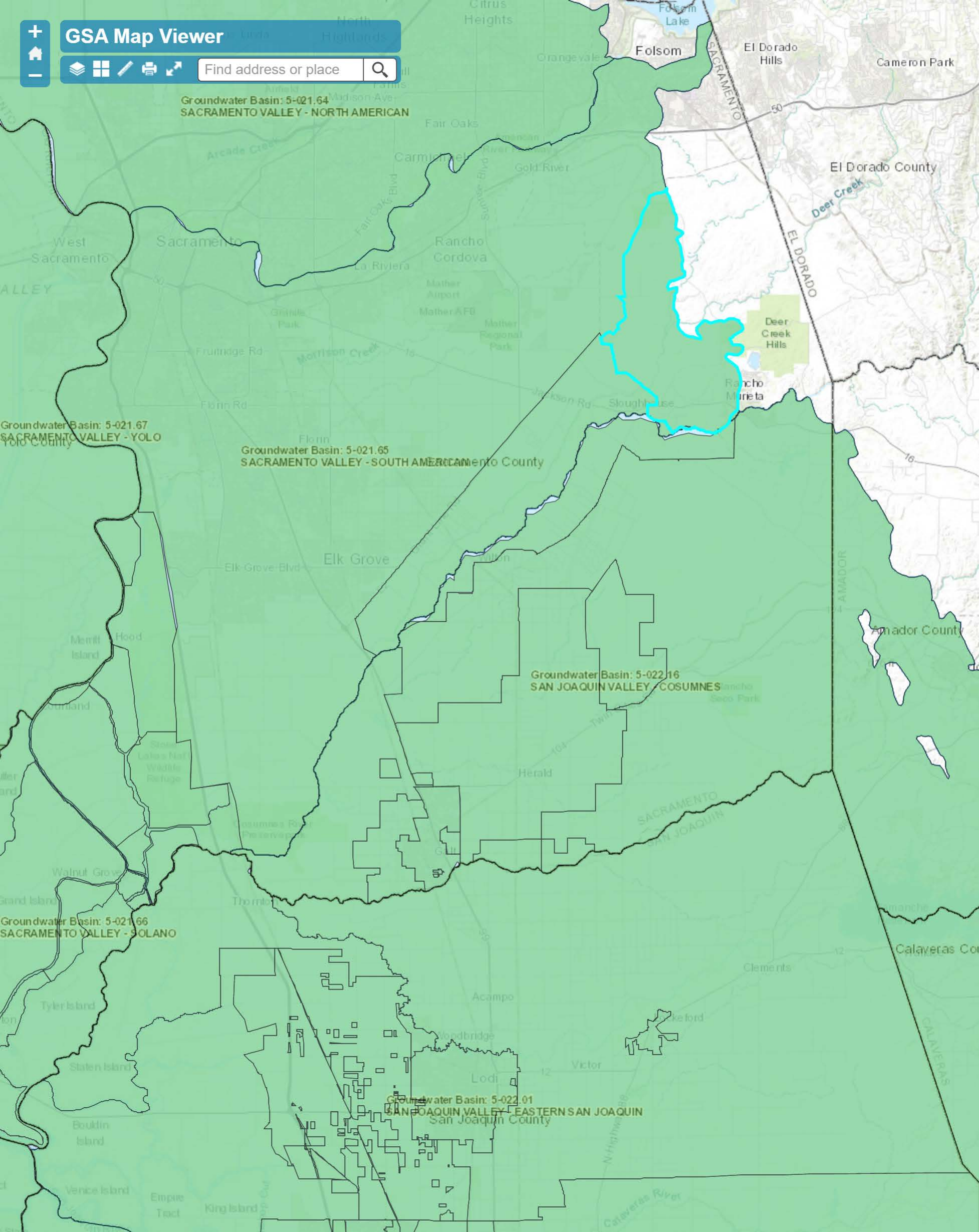
SRCD Proposed New GSA Boundary

The area represented by SRCD, would be as depicted that roughly follows these rules: within the South American Sub-basin, outside of the urban service line, outside of OHWD's boundary

Legend

-  Cosumnes Sub-basin
-  Non SGMA - Sac County
-  OHWD
-  SCGA - Urban Service Line





MEMORANDUM

Date: January 10, 2020
To: Board of Directors
From: Paul Siebensohn, Director of Field Operations
Subject: Consider Approval of: Three (3) Water Treatment Plant #1 – Effluent pump replacements, CIP 20-5-1

RECOMMENDED ACTION

Approve bid cost for three (3) Water Plant #1 effluent replacements to Kirby Pump and Mechanical in an amount of \$45,150 + a 15% contingency, for a total not to exceed of \$51,922.50. Funding to come from Water Capital Replacement Reserves.

BACKGROUND

With three of Water Plant #1's pumps in clear need of repair due to excessive corrosion, CIP 20-5-01 was approved in this past year's budget at an estimated amount of \$65,000. I put an RFB packet together and distributed it out on 12/10/2019 with a due date on 01/02/2020. Due to the holidays, I extended the bid date to January 6, 2020 via an addendum. Only two bids were received, the lowest coming from Kirby Pump & Mechanical Inc.

When putting the RFB together for the rehabilitation of the pumps, I considered the long lead time for pulling, inspecting, and work needed to blast and coat the pumps and columns, and repair the pumps, seals, bearings, etc., if there was any viable steel left, and asked staff for their input. They agreed that replacement would be better for long term viability and would eliminate the time lost from the pumps being out, and possibly be less expensive than the labor and materials needed for repairs. I also ran this by Mark Martin who agreed.

Due to costs exceeding the General Manager's authority, approval is needed from the Board. Water Capital reserves are currently at \$1,708,533.



Photo of one of the pumps taken 3 years ago showing advanced corrosion

1. BIDDING FORMS

BID

Proposal of KIRBY'S PUMP AND MECHANICAL, INC
(hereinafter called Bidder), organized and existing under the laws of the State of _____,
_____, doing business as _____.*

Bidder agrees to perform all the work described for the following Lump Sum or unit prices:

(See Bid Schedule on the following pages.)

CONTRACT BID SCHEDULE

Water Plant #1 Effluent Replacements

The bidder shall submit a bid for all of the bid items. In case of an error in the extension of prices, the unit price shall govern. In case of an error in summation, the total of the corrected bid amounts shall govern.

The bid items as listed are meant to encompass all work items as called out in the contract specification. If an item is not specifically mentioned, it shall be assumed to be included in the most appropriate bid item. For definition of the bid items, see the Technical Specifications.

ITEM #	DESCRIPTION	Quantity	Unit	Unit Price	TOTAL PRICE
1	Labor to disconnect motors, pull pumps, install new pumps & motors, testing	3	EA	\$ 2500 -	\$ 7,500 -
2	New Pumps	3	EA	\$ 12,550 -	\$ 37,650 -

TOTAL (1&2)
\$ 45,150⁰⁰

[Signature] Bidder Signature
Engineer Title
Kirby's Pump and Mech., Inc Company
3233 FITZGERALD RD Address
RANCHO CORDOVA CA City, State
01/06/2020 Date
538234 License Number

Attest _____

CONTRACT BID SCHEDULE

DESIGNATION OF SUBCONTRACTORS

The following is the name and location of the mill, shop or office of each subcontractor who will perform work or labor or render services to the above-signed bidder.

TYPE OF WORK	NAME	LICENSE NO.	BUSINESS ADDRESS
	<i>NONE</i>		

STATEMENT OF EXPERIENCE OF BIDDER

The Bidder shall state below what work of similar magnitude, character and comparable difficulty at similar rates of progress he has been done, give references that will enable the District to judge their experience, skill, and business standing and his ability to conduct the work as completely and as rapidly as required under the terms of the contract. The District will require that the Contractor have the necessary experience and ability to perform the work, and if, in the opinion of the District, any bidder does not have the requisite experience or ability, the bid of that bidder may be rejected as not responsive. The Contractor is also expected to utilize only personnel experienced with the equipment under the conditions described on this job. By signing below, the Contractor agrees to abide by this clause. Failure to comply shall be sufficient cause for termination of this contract by the District. Should this occur, the District shall withhold sufficient monies from the Contract to ensure completion of the job in a timely manner and to pay any liquidated damages due the District. By signing below, Contractor covenants, warrants and represents the following:

1. Contractor is knowledgeable and experienced in performing services comparable to the work required by District under the Contract.
2. The Work shall be performed in a manner consistent with the highest level of care and skill exercised by other contractors performing similar work.
3. Contractor is currently, and at all times during the performance of the Work will be, qualified to carry out and perform the Work by reason of the fact that Contractor and its personnel are in compliance and will continue to comply with (a) all federal, state and local licensing, registration, certification, training, environmental, and health and safety requirements governing the performance of the Work; and (b) all applicable laws, codes, ordinances, rules, regulations and requirements of federal, state, local or other authorities (collectively, "Government(al) Agencies") having jurisdiction over the Work.

Contractor understands that if Contractor is the successful bidder, the foregoing representations, warranties and covenants are a material inducement in District's retention of Contractor to perform the Work.

<u>LOCATION OF WORK</u>	<u>CONTACT PERSON</u>	<u>CONTACT PHONE</u>
<u>CANTOVA LIFT STATIONS</u>	<u>TRAVIS BOHANNAN</u>	_____
<u>WATER TREATMENT PLANT</u>	<u>TRAVIS BOHANNAN</u>	_____
_____	_____	_____

Respectfully submitted,

Travis Bohannon
(Signature)



Water Plant #1 Effluent Pump Replacements (3 total) CIP NO. 20-05-1

ADDENDUM No.1

To: All prospective bidders

This addendum forms a part of the Contract Documents and modifies the original bid document.

Bidders shall acknowledge receipt of this Addendum in the space below and include this page with the proposal. Failure to do so may subject the bidder to disqualification.

The time of day, date, and place of receiving bids **Has Changed to Monday January 6, 11:00am. Rancho Murieta Community Services District, 15160 Jackson Road, P. O. Box 1050, Rancho Murieta, California 95683. psiebensohn@rmcsd.com**

Approved;

BY

DATE:

1/2/20

General Manager
Rancho Murieta Community Services District

I acknowledge receipt of this Addendum No. 1, consisting of two pages including this one.

Signed:

Date:

01/06/2020

Contractor:

Kirby's Pump and MECH., Inc

ADDENDUM No.1

Item 1: *Under SP-4 Scope of Work, it is revised to allow:*

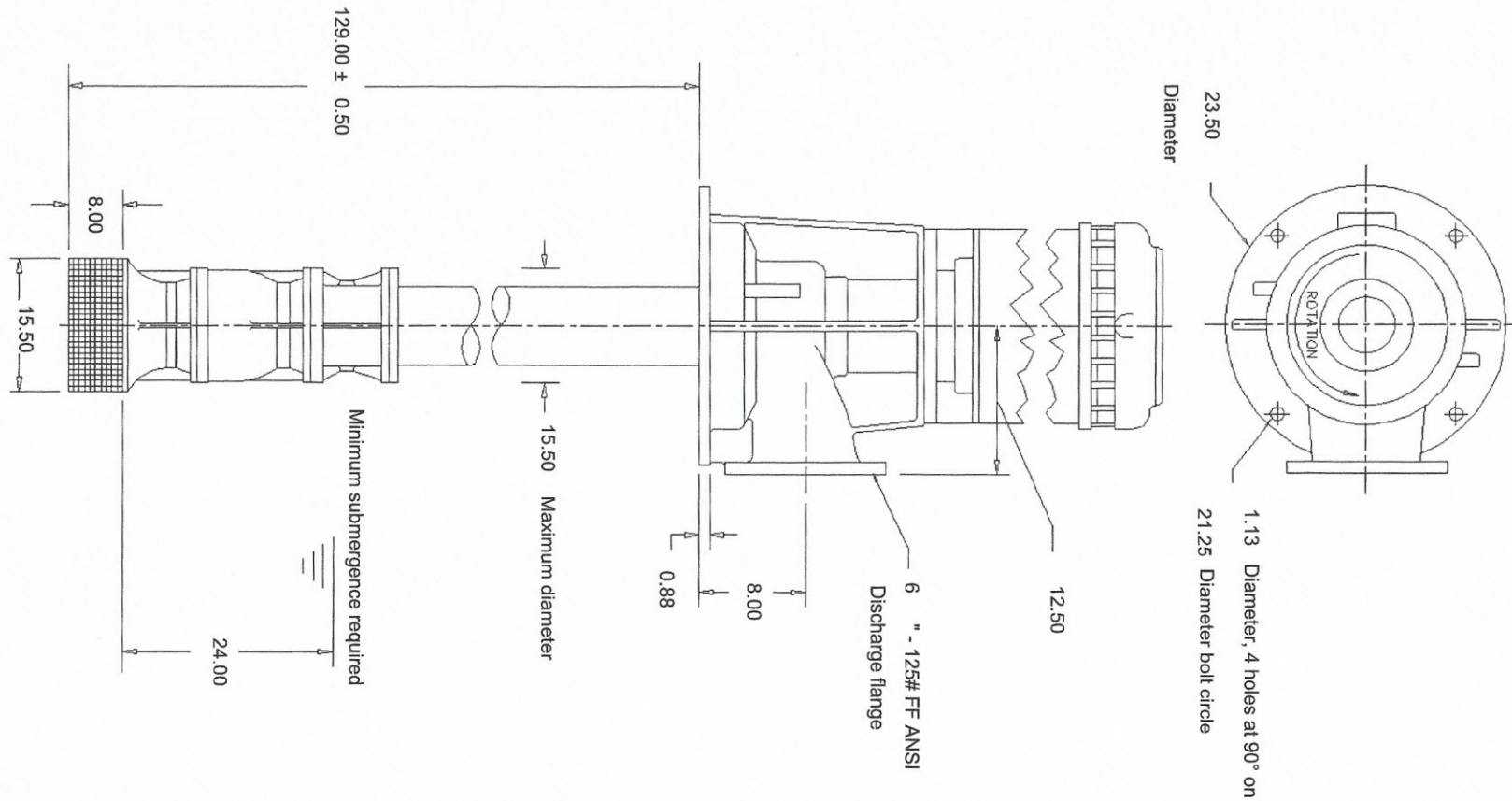
Discharge head assembly may be cast iron.

This removes the previously specified requirement of a fabricated steel discharge head assembly.

Item 2:

This is a clarification:

New Pump includes all fixtures minus the motor, intake, bowls, columns, head assembly to allow for complete new replacements.



Top View

Not to scale

Customer	: FLOWSERVE PUMP DIVISION	Pump size & type	: 12EML	Drawing number	: -
Item number	: -	Pump speed / Stages	: 1775 rpm / 3	Date	: December 30, 2019
Service	: Kirby's Pump & Mechanical	Flow / Head	: 780.0 USgpm / 160.00 ft	Certified by / Date :	: -
Customer PO #	: -	Driver power / Frame	: 40.0 hp / 29.8 kW / -	Seal type	: Packing
Flowserve reference	: 504585485	Volts / Phase / Hz	: 460 / - / 60 Hz	Seal flush plan	: -

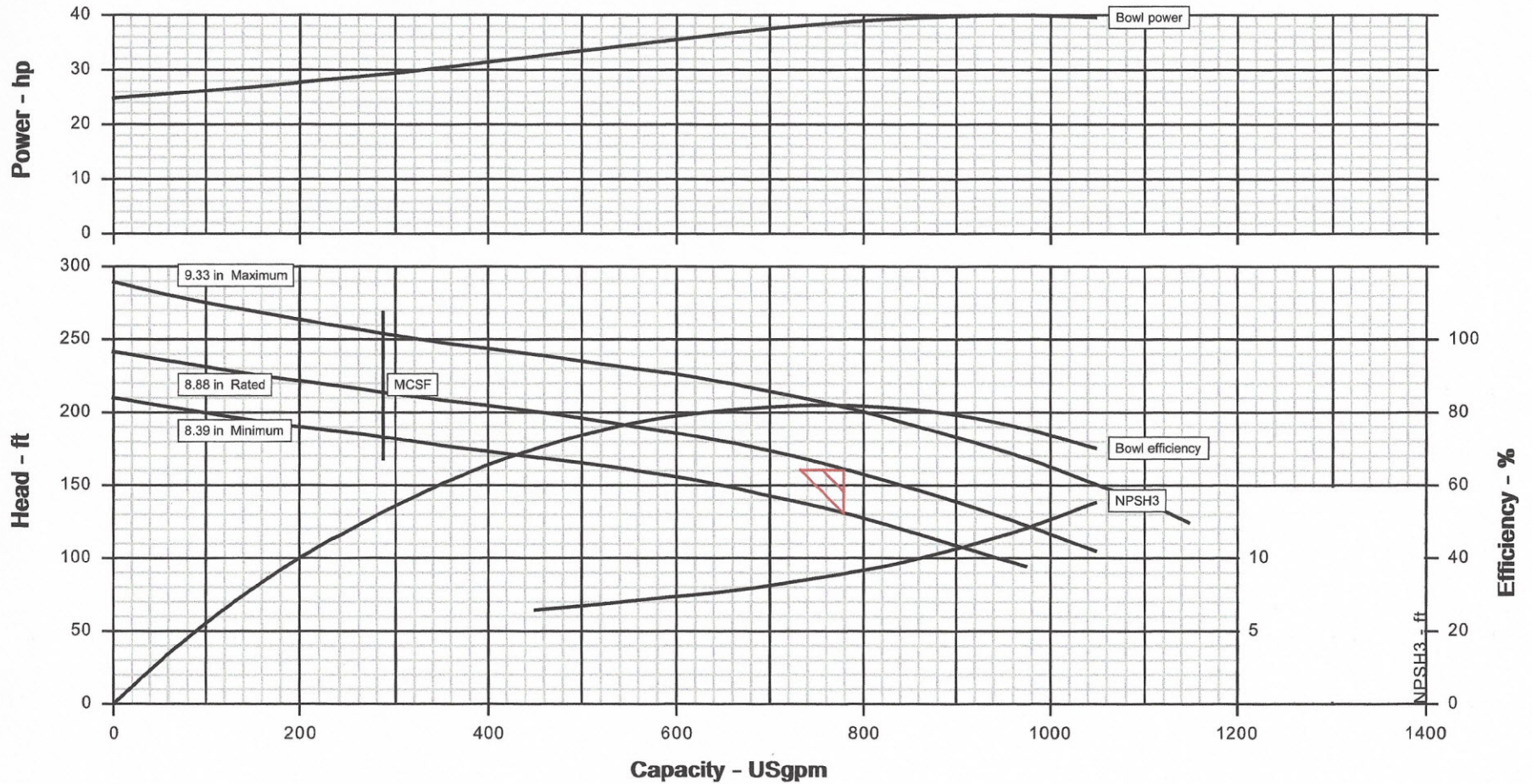
Customer : FLOWSERVE PUMP DIVISION
 Item number : -
 Service : Kirby's Pump & Mechanical
 Flowserve reference : 504585485
 Pump size & type / Stages : 12EML / 3
 Based on curve no. : EC-2631
 Impeller diameter : 8.88 in



Capacity : 780.0 USgpm
 Head : 160.00 ft
 Density / Specific gravity : - / 1.000
 Pump speed : 1775 rpm
 Ns / Nss : 1466 / 9410 (US units)
 Test tolerance : ANSI/HI 14.6 Grade 1B
 Date : December 30, 2019

CURVES ARE APPROXIMATE, PUMP IS GUARANTEED FOR ONE SET OF CONDITIONS; CAPACITY, HEAD, AND EFFICIENCY.

Bowl performance shown below is corrected for materials, viscosity and construction.



Bowl head of 161.3 ft corresponds with 160 ft head at low liquid level adjusted for elevation and friction losses.

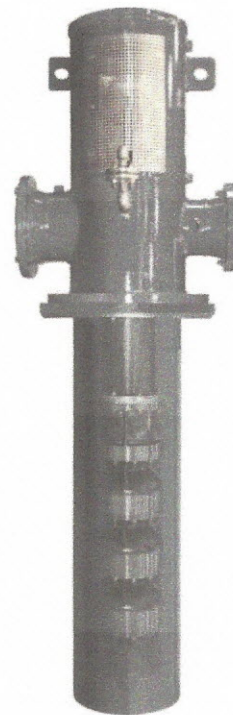


Certified to
NSF/ANSI 61-G

NSF 61 & Annex G Certification

Vertical Turbine Pumps

Type VTP and VPC



Hastings and Taneytown Operations

February 2014



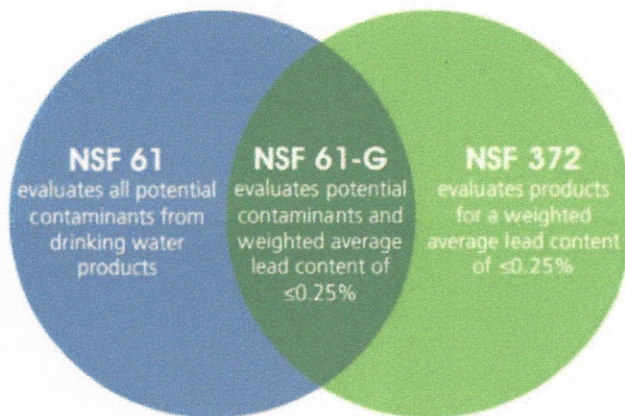
What is NSF 61?

NSF 61 is an ANSI standard that establishes minimum health effect requirements for materials, components, products or systems that contact drinking water and/or drinking water treatment chemicals. It was established to control the leaching of lead into drinking water.

What is Annex G?

Annex G is an addition to NSF 61 which limits the weighted average lead content to less than 0.25%. This percentage applies to the complete assembly, not individual components. So, a single part within the pump may have a lead content exceeding 0.25%.

Low lead requirements are also covered by NSF 372. Annex G utilizes the methodologies from NSF 372 while focusing on a limited range of products.



Why is NSF 61 & Annex G Certification Important?

The US Safe Water Drinking Act, which was implemented on January 4, 2014, requires a weighted average lead content of less than 0.25% for products that come in contact with drinking water. Certification to NSF 61-G ensures compliance to federal requirements.



Which Models are Certified?

6 EH	12 B	17 EP	25 EK	36 EB
6 EJ	12 C	17 SP	25 EN	36 EN
6 EK	12 D	17 ETM	25 EP	36 SN
6 EL	12 X	18 KX	25 SK	37 EH
6 EM	12 EB	18 CKX	25 SN	37 EK
7 ETM	12 EH	18 EK	25 SP	37 SK
8 EH	12 EJ	18 EN	26 EL	38 EP
8 EJ	12 EK	20 KX	26 EM	38 SP
8 EK	12 EL	20 CKX	26 SL	39 EL
8 EL	12 EM	20 EK	27 EN	39 SL
8 EM	12 EN	20 EL	27 SN	40 EH
8 EN	12 EQ	20 EN	28 EB	40 EN
8 EQ	12 SK	20 EP	28 EH	40 SN
8 ETM	12 ETM	20 SP	28 EK	42 EK
10 C	13 ETM	22 EB	28 SK	42 EP
10 D	14 C	22 EN	29 EL	42 SK
10 EB	14 D	22 SN	29 SL	42 SP
10 EG	14 EB	23 EK	30 EH	44 EL
10 EH	14 EJ	23 EL	30 EP	44 EN
10 EJ	14 EM	23 EP	30 SP	44 SL
10 EK	14 EN	23 SK	31 EK	44 SN
10 EL	15 EB	23 SL	31 SK	46 EK
10 EM	15 EH	23 SP	32 EN	47 EP
10 EN	15 EM	24 KX	32 SN	47 SP
10 EQ	15 ETM	24 CKX	34 EK	49 EK
10 ETM	16 KX	24 EH	34 EP	50 EP
11 ETM	16 CKX	24 EM	34 SK	50 SP
	16 EH		34 SP	52 EP
	16 EN		35 EL	52 EN
			35 SL	



What Materials are Certified?

Part	Material
Impeller	C952
	C903
	C876
	316LSS
	CA6NM
Protecting Collar	C932
	C844
	C89835
Bearings	C932
	C844
	C89835
	ARHT
Set Screw	304SS
	316SS
	302SS
	303SS
	17-4PH
	K500 Monel
Shaft	416SS
	K500 Monel
	17-4PH
	316SS
Bolting	K500 Monel
	A193 Gr B7 Steel
	A449 Grd 5 Plated
	304SS
	316SS
Strainer	Galvanized Steel
	316SS
Flow Ring	C958
	CA6NM
	316LSS
Bowl / Bell	Cast Iron
	Ductile Iron
O-Rings	Buna-N
Column Pipe	Carbon Steel
	316LSS

Part	Material
Discharge Head	Carbon Steel
	316LSS
	Cast Iron
	Ductile Iron
Packed Box / Seal Housing	C958
	316LSS
Packing	Garlock 8913
	JC 1340
	JC C1056
	Garlock 8922
	Sepco ML-2236
	Sepco ML-402
Mechanical Seal	American Braiding 3000G
	American Braiding 344FDA
	Flowserve ISC2
	Flowserve QB
Lantern Ring	Chesterton 442
	C844
	C952
Pipe Plug	Glass Filled Teflon
	316SS
Fittings & Tube	A105 Carbon Steel - Zinc Plated
Suction Can	316SS
	Carbon Steel
Impeller Wear Ring	316LSS
	C952
Bowl Wear Ring	CA15
	C954
Bearing Retainer	CA40
	C927
Collet	
	1012 Steel
	316SS
Keys / Thrust Ring	416SS
	316SS
	K500 Monel
Coatings	416SS
	Tnemec 140
	Scotchkote 134W
	Porcelain (Bowl ID Only)

Note:

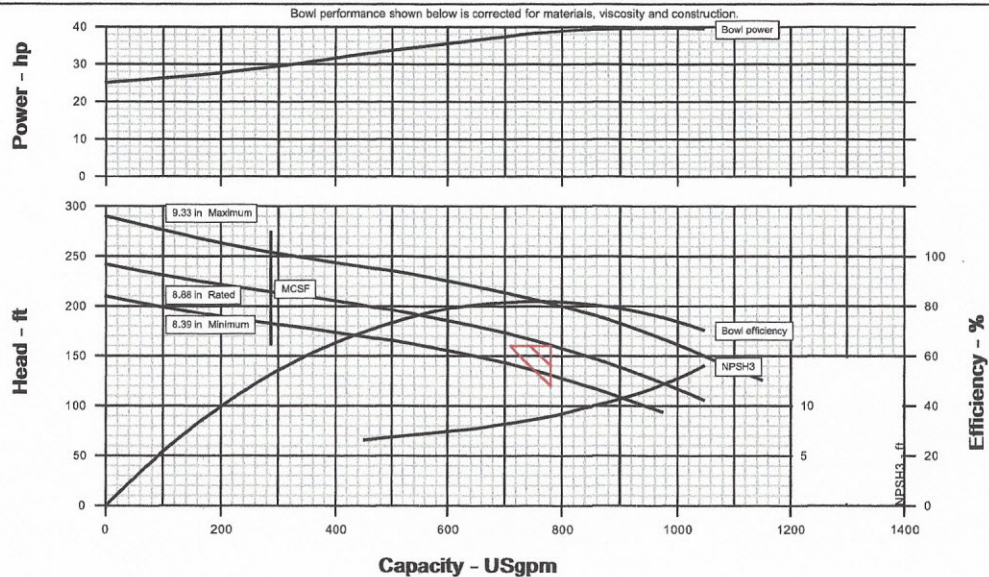
Carbon steel and cast iron components must be coated as noted above.

Customer	: FLOWSERVE PUMP DIVISION	Pump / Stages	: 12EML	/ 3
Customer reference	: -	Based on curve no.	: EC-2631	
Item number	: -	Flowserve reference	: 504585485	
Service	: Kirby's Pump & Mechanical	Date	: December 30, 2019	

Operating Conditions		Materials / Specification	
Capacity	: 780.0 USgpm	Material column code	: B30
Water capacity (CQ=1.00)	: -	Other Requirements Hydraulic selection : No specification Construction : No specification Test tolerance : ANSI/HI 14.6 Grade 1B Speed Set : 1775 rpm Driver Sizing : Max Power(MCSF to EOC) using SF Seal configuration : Packing	
Normal capacity	: -		
Total developed head	: 160.00 ft		
Water head (CH=1.00)	: -		
NPSH available (NPSHa) @ Low liquid level	: 34.0 ft		
NPSHa less NPSH margin @ Impeller eye	: -		
Maximum suction pressure	: Not applicable		
Rated suction pressure	: Not applicable		
Liquid			
Liquid type	: Other		
Liquid description	: -		
Temperature / Specific gravity	: 60 °F / 1.000		
Viscosity / Vapor pressure	: 1.00 cSt / -		

Performance			
Pump speed	: 1775 rpm	Impeller diameter	: Rated / Maximum / Minimum
NPSH required (NPSH3) @ Impeller eye	: 9.0 ft		: 8.88 in / 9.33 in / 8.39 in
Minimum submergence	: 24.00 in	Impeller diameter ratio (rated/max)	: 95.1 %
Hydraulic power	: 31.5 hp	Maximum head at rated diameter	: 242.16 ft
Efficiency (Pump overall / Bowl) (CE=1.00)	: 81.4 % / 82.2 %	Head rise to shut off	: 50.1 %
Power (rated/max)	: 38.7 hp / 39.9 hp	Total head ratio (rated / max) / (max / rated)	: 79.2 % / 126.3 %
Driver power rating	: 40.0 hp / 29.8 kW	Flow at BEP	: 754.1 USgpm
Bowl pressure	: 104.8 psig	Flow as % of BEP	: 103.4 %
(based on shut off @ cut dia/rated SG)		Minimum continuous flow	: 286.0 USgpm
Maximum allowable	: 431.0 psig	Rated thrust (at Rated flow)	: 1215.4 lbf
Bowl & column hydrotest	: 131.0 psig	Maximum thrust (at Shut off flow)	: 1775.0 lbf
Dischg Head Dischg Region MAWP	: 175.0 psig	Min thrust - Runout flow / Max Suction	: 827.8 lbf
Ns / Nss	: 1466 / 9410 (US units)	(A negative thrust value indicates an upthrust condition)	

CURVES ARE APPROXIMATE, PUMP IS GUARANTEED FOR ONE SET OF CONDITIONS; CAPACITY, HEAD, AND EFFICIENCY.



Bowl head of 161.3 ft corresponds with 160 ft head at low liquid level adjusted for elevation and friction losses.

1. BIDDING FORMS

BID

Proposal of Commercial Pump & Mechanical, INC.
(hereinafter called Bidder), organized and existing under the laws of the State of
CALIFORNIA, doing business as N/A.*

Bidder agrees to perform all the work described for the following Lump Sum or unit prices:

(See Bid Schedule on the following pages.)

CONTRACT BID SCHEDULE


Water Plant #1 Effluent Replacements

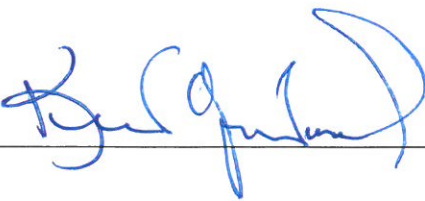
The bidder shall submit a bid for all of the bid items. In case of an error in the extension of prices, the unit price shall govern. In case of an error in summation, the total of the corrected bid amounts shall govern.

The bid items as listed are meant to encompass all work items as called out in the contract specification. If an item is not specifically mentioned, it shall be assumed to be included in the most appropriate bid item. For definition of the bid items, see the Technical Specifications.

ITEM #	DESCRIPTION	Quantity	Unit	Unit Price	TOTAL PRICE
1	Labor to disconnect motors, pull pumps, install new pumps & motors, testing	3	EA	\$ 2067	\$ 6201
2	New Pumps	3	EA	\$ 21,383	\$ 64,149

TOTAL (1&2)
 \$ 70,350


 Bidder Signature
 PRESIDENT
 Title
 COMMERCIAL PUMP & MECHANICAL, INC.
 Company
 11254 MIDWAY
 Address
 CHICO, CA 95926
 City, State
 1/6/2020
 Date
 921066
 License Number

Attest 

CONTRACT BID SCHEDULE

DESIGNATION OF SUBCONTRACTORS

The following is the name and location of the mill, shop or office of each subcontractor who will perform work or labor or render services to the above-signed bidder.

TYPE OF WORK	NAME	LICENSE NO.	BUSINESS ADDRESS
MACHINE	INDUSTRIAL PUMP	N/A	11254 MIDWAY
SHOP	MANUFACTURING INC		CHICO, CA
			95928

STATEMENT OF EXPERIENCE OF BIDDER

The Bidder shall state below what work of similar magnitude, character and comparable difficulty at similar rates of progress he has been done, give references that will enable the District to judge their experience, skill, and business standing and his ability to conduct the work as completely and as rapidly as required under the terms of the contract. The District will require that the Contractor have the necessary experience and ability to perform the work, and if, in the opinion of the District, any bidder does not have the requisite experience or ability, the bid of that bidder may be rejected as not responsive. The Contractor is also expected to utilize only personnel experienced with the equipment under the conditions described on this job. By signing below, the Contractor agrees to abide by this clause. Failure to comply shall be sufficient cause for termination of this contract by the District. Should this occur, the District shall withhold sufficient monies from the Contract to ensure completion of the job in a timely manner and to pay any liquidated damages due the District. By signing below, Contractor covenants, warrants and represents the following:

1. Contractor is knowledgeable and experienced in performing services comparable to the work required by District under the Contract.
2. The Work shall be performed in a manner consistent with the highest level of care and skill exercised by other contractors performing similar work.
3. Contractor is currently, and at all times during the performance of the Work will be, qualified to carry out and perform the Work by reason of the fact that Contractor and its personnel are in compliance and will continue to comply with (a) all federal, state and local licensing, registration, certification, training, environmental, and health and safety requirements governing the performance of the Work; and (b) all applicable laws, codes, ordinances, rules, regulations and requirements of federal, state, local or other authorities (collectively, "Government(al) Agencies") having jurisdiction over the Work.

Contractor understands that if Contractor is the successful bidder, the foregoing representations, warranties and covenants are a material inducement in District's retention of Contractor to perform the Work.

<u>LOCATION OF WORK</u>	<u>CONTACT PERSON</u>	<u>CONTACT PHONE</u>
<u>SEE ATTACHED</u>	_____	_____
_____	_____	_____
_____	_____	_____

Respectfully submitted,



(Signature)



REFERENCES

California Water Service Company

1720 N. 1st Street
San Jose, CA 95112

Mr. Mike Fogel (408) 367-8339
Mr. Luis Zamudio (408) 367-8390

Districts Served – Chico, Dixon, Oroville, Marysville, Salinas, San Jose, San Mateo, Stockton & Willows

Projects: 2008 to Present - Supplied and Installed Deep Well Turbine Pumps, Short Coupled Booster Pumps, Split Case Centrifugal Pumps. Repaired and Rebuilt multiple Vertical Turbine Pumps and Centrifugal Pumps. Completed eight Water Well Destructions.

City of Yuba City

701 Northgate Drive
Yuba City CA 95991

Mr. John Westhouse (530) 822-4637

Projects: 2009 to Present – Water Treatment Plant - Supplied and Installed 300 HP Vertical Turbine Pump. Rebuilt Three 250 HP Vertical Turbine Pumps.

City of Palo Alto

3201 E Bayshore Rd.
Palo Alto, CA 94303

Mr. John Hospitalier (650) 496-5935

Projects: 2012 – Rebuilt Two Vertical Propeller Storm Water Pumps

Linda County Water District

1280 Scales Ave
Marysville, CA 95901

Mr. John Harvey (530) 743-2756

Projects: 2008 to Present – Rebuilt Fairbanks Vertical Turbine Effluent Pumps, Flygt Submersible Sewage Pumps, and Smith Loveless Dry Pit Sewage Pumps.



Water Plant #1 Effluent Pump Replacements (3 total)

CIP NO. 20-05-1

ADDENDUM No.1

To: All prospective bidders

This addendum forms a part of the Contract Documents and modifies the original bid document.

Bidders shall acknowledge receipt of this Addendum in the space below and include this page with the proposal. Failure to do so may subject the bidder to disqualification.

The time of day, date, and place of receiving bids **Has Changed to Monday January 6, 11:00am. Rancho Murieta Community Services District, 15160 Jackson Road, P. O. Box 1050, Rancho Murieta, California 95683. psiebensohn@rmcsd.com**

Approved;

BY

DATE:

1/2/20

General Manager

Rancho Murieta Community Services District

I acknowledge receipt of this Addendum No. 1, consisting of two pages including this one.

Signed:

Date:

1/6/2020

Contractor:

COMMERCIAL PUMP & MECHANICAL, INC.

ADDENDUM No.1

Item 1: *Under SP-4 Scope of Work, it is revised to allow:*

Discharge head assembly may be cast iron.

This removes the previously specified requirement of a fabricated steel discharge head assembly.

Item 2:

This is a clarification:

New Pump includes all fixtures minus the motor. This includes intake, bowls, columns, head assembly to allow for complete new replacements for continued pumping functionality.

MEMORANDUM

Date: January 10, 2020
To: Board of Directors
From: Paul Siebensohn, Director of Field Operations
Subject: Consider Approval of Chemical Feed Pump Skid purchase, CIP 18-07-2

RECOMMENDED ACTION

Approve bid cost for two (2) Chemical feed skids from Hopkins Technical Products for up to \$41,068.41. Funding to come from Sewer Capital Improvement Reserves, CIP 18-07-2.

BACKGROUND

As part of the chlorine gas to sodium hypochlorite (bleach) conversion at the Wastewater Reclamation Plant, new chemical feed systems are required. The new systems will be able to be flow paced via SCADA controls, have a built-in redundant pump, wye strainer, pressure gauge, flow monitors, backpressure and pulsation dampening systems, draw-down calibration column, control wiring, all built in to a portable chemical resistant skid, along with a spare parts kit. One is for pre-chlorine feed and the other is for post-filtration chlorine feed. The approval amount includes 15% on the quoted amount to cover estimated tax and freight which have yet to be received.

Sewer Capitol Reserve balance is currently at \$3,034,729.

Quotes:

Vendor	Quoted cost
Precision Integrated Systems	\$35,935.22 + tax & freight
Hopkins Technical Products	\$35,711.66 + tax & freight
TMG	\$35,935.22 + tax & freight



Customer:

Paul Siebensohn
Rancho Murieta CSD
15160 Jackson Road
Rancho Murieta, CA 95683
9163543700
psiebensohn@ranchomurieta.csd.com

Submitted by:

Sales Greg Cozzi

Project Name:

PFC- M2 Skids

We are pleased to offer you the following quotation for your favorable consideration.

PLEASE SEND ALL PURCHASE ORDERS TO: greg@htpinc.com OR PHONE: 209-920-3276 AND ASK FOR GREG. PLEASE INCLUDE THIS QUOTATION AND YOUR CURRENT CONTACT/SHIPPING INFORMATION ALONG WITH YOUR PURCHASE ORDER.

- * All electrical and 4-20 mA connections must be correct before connecting any piece of equipment or non-warranty damage may result
- * Any modification to factory pre-engineered skids will result in voiding any equipment warranty.
- * Field Start-Up and Training are Not included in this quotation unless otherwise stated herein.
- * O&M's and Submittals are Not included in this quotation unless otherwise stated herein.
- * HTP Labor and Travel Time is \$120.00 per hour

Sincerely,
Greg Cozzi
Hopkins Technical Products
2155-A Elkins Way
Brentwood, CA 94513
Main Office 925 240-2160
fax: 925 240-2166
Field Office: 209 920-3276
Field Fax: 209 772-0124
Cell: 925 351-7452
email: greg@htpinc.com
www.htpinc.com

Terms:

Net 30 Days, Quote valid for 30 days
Delivery of equipment: 8-10 weeks ARO plus approval of drawings
State and Local Taxes: See Quotation
Freight: See Quotation



Pricing & Product Details:

#	Material #	Description	Qty	Ext. Net
1		Section 1 waste Water -240 gpd feed rate of 12.5% Sodium Hypochlorite PVC Piping		\$17,895.20
1.1	S1CBH10044PVTS070UD81040EN	<p>Sigma/ 1 Control version b</p> <p>The Sigma/ 1 motor-driven diaphragm metering pump features a high strength inner housing for the mechanically loaded parts and an additional plastic housing to protect it from corrosion. The pump capacity is adjusted via the stroke length (4 mm), in 0.5% increments, with a self-locking rotary dial.</p> <p>Capacity: * 14.0GPH; 53L/H * 145PSI; 10BAR</p> <p>Selected Options: * Liquid End Materials: PVDF with PTFE seal * Seal: Standard diaphragm / PTFE seal * Diaphragm type: Safety diaph w/ visual indicat * Liquid End Options: without valve springs * Hydraulic Connection: PVDF clamping nut & insert * Labeling: Standard with ProMinent logo * Voltage Supply: 100 - 240 V * Cable and Plug: North American plug, 115 V * Relay: 4-20mA out+fault/pacing relay * Control Variants: Option 0 + analog control * Overpressure Shut-off: without pressure shut-off * Operating Unit (HMI): HMI + 2m cable * Access code: Without access code * Language: english</p>	2	
1.2	1001300	Universal control cable, 5-pin round plug; 5-wire 6 ft. (2 m) (replaces 707718)	2	
1.3	1035967	<p>Spare Parts Kit: FM 65 PVT (Sigma/1)</p> <p>Includes: diaphragm, suction valve, discharge valve, balls and seals. Except for SST models which do not include the suction and discharge valve bodies.</p>	2	
1.4	7749369	<p>MS2A-A050_FLOOR_PVC/VITON_PD-FM</p> <p>1/2" PVC/Viton® Primary Backup System Primary/Backup arrangement PP/PE skid for motor driven pumps (48.75"W x 30"D x 60"H) 1/2" PVC/Viton socket weld pipe and fittings Wye strainer 500ml PVC calibration column Pressure gauge with isolator Two pressure relief valves Two 164ml PVC/Viton pulsation dampener Two PVDF/Viton flow monitors Back pressure valve Plumbing and components rated at 150 PSI regardless of pump pressure.</p>	1	
1.5	7745880	TERMINAL BOX KIT, 2 PUMP, NON-GFI RECEPT	1	

2	Section 2 Water - 75 gpd feed rate Of 12.5% Sodium Hypochlorite PVC Piping		\$17,816.46
2.1	S1CBH12017PVTS070UD81041EN	<p>Sigma/ 1 Control version b</p> <p>The Sigma/ 1 motor-driven diaphragm metering pump features a high strength inner housing for the mechanically loaded parts and an additional plastic housing to protect it from corrosion. The pump capacity is adjusted via the stroke length (4 mm), in 0.5% increments, with a self-locking rotary dial.</p> <p>Capacity:</p> <ul style="list-style-type: none"> * 5.3GPH; 20L/H * 145PSI; 10BAR <p>Selected Options:</p> <ul style="list-style-type: none"> * Liquid End Materials: PVDF with PTFE seal * Seal: Standard diaphragm / PTFE seal * Diaphragm type: Safety diaph w/ visual indicat * Liquid End Options: without valve springs * Hydraulic Connection: PVDF clamping nut & insert * Labeling: Standard with ProMinent logo * Voltage Supply: 100 - 240 V * Cable and Plug: North American plug, 115 V * Relay: 4-20mA out+fault/pacing relay * Control Variants: Option 0 + analog control * Overpressure Shut-off: without pressure shut-off * Operating Unit (HMI): HMI + 2m cable * Access code: Access code * Language: english 	2
2.2	1001300	Universal control cable, 5-pin round plug; 5-wire 6 ft. (2 m) (replaces 707718)	2
2.3	1035964	<p>Spare Parts Kit: FM 50 PVT (Sigma/1)</p> <p>Includes: diaphragm, suction valve, discharge valve, balls and seals.</p> <p>Except for SST models which do not include the suction and discharge valve bodies.</p>	2
2.4	7749369	<p>MS2A-A050_FLOOR_PVC/VITON_PD-FM</p> <p>1/2" PVC/Viton® Primary Backup System Primary/Backup arrangement PP/PE skid for motor driven pumps (48.75"W x 30"D x 60"H) 1/2" PVC/Viton socket weld pipe and fittings Wye strainer 500ml PVC calibration column Pressure gauge with isolator Two pressure relief valves Two 164ml PVC/Viton pulsation dampener Two PVDF/Viton flow monitors Back pressure valve Plumbing and components rated at 150 PSI regardless of pump pressure.</p>	1
2.5	7745880	TERMINAL BOX KIT, 2 PUMP, NON-GFI RECEIPT	1



Quote Summary:

#	Section	Ext. Net
1	Section 1 Waste Water -240 gpd feed rate of 12.5% Sodium Hypochlorite PVC Piping	\$17,895.20
2	Section 2 Water - 75 gpd feed rate Of 12.5% Sodium Hypochlorite PVC Piping	\$17,816.46

Grand Total Net:	\$35,711.66

Estimated Shipping and Sales Tax:

- Estimated shipping to 95683 **\$2,050.00**
- Sales tax of 7.75% **\$2,767.65**
- Grand Total:** **\$40,529.31**



Quote ID: CM191227-41893

Quote Date: 12/27/2019

Customer:

Paul Siebensohn
Ranch Murieta CSD
15160 Jackson Road
Rancho Murieta, CA 95683
9163543700
psiebensohn@ranchomurietacsd.com

Submitted by:

Carrie McCarthy

Project Name:

PFC-M2 Skids

Please Note:

Pricing does not include on-site for start-up assistance.

Lead time: 8-10 weeks ARO.

Freight and applicable taxes to be prepaid and added.

Quote is valid for 90 days.

Regards,

Mike McCarthy
Precision Integrated Systems
602 418 6387



Quote ID: CM191227-41893

Quote Date: 12/27/2019

Pricing & Product Details: with complete product descriptions and full pricing for each item

#	Material #	Description	Qty	Ext. Net
1		Section 1 waste Water -240 gpd feed rate of 12.5% Sodium Hypochlorite PVC Piping		\$18,006.98
1.1	S1CBH10044PVTS070UD81040EN	<p>Sigma/1 Control version b</p> <p>The Sigma/ 1 motor-driven diaphragm metering pump features a high strength inner housing for the mechanically loaded parts and an additional plastic housing to protect it from corrosion. The pump capacity is adjusted via the stroke length (4 mm), in 0.5% increments, with a self-locking rotary dial.</p> <p>Capacity: * 14.0GPH; 53L/H * 145PSI; 10BAR</p> <p>Selected Options: * Liquid End Materials: PVDF with PTFE seal * Seal: Standard diaphragm / PTFE seal * Diaphragm type: Safety diaph w/ visual indicat * Liquid End Options: without valve springs * Hydraulic Connection: PVDF clamping nut & insert * Labeling: Standard with ProMinent logo * Voltage Supply: 100 - 240 V * Cable and Plug: North American plug, 115 V * Relay: 4-20mA out+fault/pacing relay * Control Variants: Option 0 + analog control * Overpressure Shut-off: without pressure shut-off * Operating Unit (HMI): HMI + 2m cable * Access code: Without access code * Language: english</p>	2	
1.2	1001300	Universal control cable, 5-pin round plug; 5-wire 6 ft. (2 m) (replaces 707718)	2	
1.3	1035967	<p>Spare Parts Kit: FM 65 PVT (Sigma/1)</p> <p>Includes: diaphragm, suction valve, discharge valve, balls and seals. Except for SST models which do not include the suction and discharge valve bodies.</p>	2	
1.4	7749369	<p>MS2A-A050_FLOOR_PVC/VITON_PD-FM</p> <p>1/2" PVC/Viton® Primary Backup System Primary/Backup arrangement PP/PE skid for motor driven pumps (48.75"W x 30"D x 60"H) 1/2" PVC/Viton socket weld pipe and fittings Wye strainer 500ml PVC calibration column Pressure gauge with isolator Two pressure relief valves Two 164ml PVC/Viton pulsation dampener Two PVDF/Viton flow monitors Back pressure valve Plumbing and components rated at 150 PSI regardless of pump pressure.</p>	1	
1.5	7745880	TERMINAL BOX KIT, 2 PUMP, NON-GFI RECEP	1	



Quote ID: CM191227-41893

Quote Date: 12/27/2019

2	Section 2 Water - 75 gpd feed rate Of 12.5% Sodium Hypochlorite PVC Piping		\$17,928.24
2.1	S1CBH12017PVTS070UD81041EN	<p>Sigma/ 1 Control Version b</p> <p>The Sigma/ 1 motor-driven diaphragm metering pump features a high strength inner housing for the mechanically loaded parts and an additional plastic housing to protect it from corrosion. The pump capacity is adjusted via the stroke length (4 mm), in 0.5% increments, with a self-locking rotary dial.</p> <p>Capacity: * 5.3GPH; 20L/H * 145PSI; 10BAR</p> <p>Selected Options: * Liquid End Materials: PVDF with PTFE seal * Seal: Standard diaphragm / PTFE seal * Diaphragm type: Safety diaph w/ visual indicat * Liquid End Options: without valve springs * Hydraulic Connection: PVDF clamping nut & insert * Labeling: Standard with ProMinent logo * Voltage Supply: 100 - 240 V * Cable and Plug: North American plug, 115 V * Relay: 4-20mA out+fault/pacing relay * Control Variants: Option 0 + analog control * Overpressure Shut-off: without pressure shut-off * Operating Unit (HMI): HMI + 2m cable * Access code: Access code * Language: english</p>	2
2.2	1001300	Universal control cable, 5-pin round plug; 5-wire 6 ft. (2 m) (replaces 707718)	2
2.3	1035964	Spare Parts Kit: FM 50 PVT (Sigma/1)	2
		Includes: diaphragm, suction valve, discharge valve, balls and seals. Except for SST models which do not include the suction and discharge valve bodies.	
2.4	7749369	<p>MS2A-A050_FLOOR_PVC/VITON_PD-FM</p> <p>1/2" PVC/Viton® Primary Backup System Primary/Backup arrangement PP/PE skid for motor driven pumps (48.75"W x 30"D x 60"H) 1/2" PVC/Viton socket weld pipe and fittings Wye strainer 500ml PVC calibration column Pressure gauge with isolator Two pressure relief valves Two 164ml PVC/Viton pulsation dampener Two PVDF/Viton flow monitors Back pressure valve Plumbing and components rated at 150 PSI regardless of pump pressure.</p>	1
2.5	7745880	TERMINAL BOX KIT, 2 PUMP, NON-GFI RECEP	1



Quote ID: CM191227-41893

Quote Date: 12/27/2019

Quote Summary: with section totals and quote total

#	Section	Ext. Net
1	Section 1 waste Water -240 gpd feed rate of 12.5% Sodium Hypochlorite PVC Piping	\$18,006.98
2	Section 2 Water - 75 gpd feed rate Of 12.5% Sodium Hypochlorite PVC Piping	\$17,928.24

Grand Total Net:	\$35,935.22
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Quote ID: BD191230-58528

Quote Date: 12/30/2019

Customer:

Paul Siebensohn
Rancho Murieta CSD

15160 Jackson Road
Rancho Murieta, CA 95683
9163543700
psiebensohn@ranchomurieta.csd.com

Submitted by:

Becky Doolin

Project Name:

PFC-M2 Skids

TMG is pleased to offer you the following quotation.

Please send all purchase orders to becky@tmgservices.net or call 253.779.4160.

*All electrical and 4-20 mA connections must be correct before connecting any piece of equipment or non-warranty damage may result

*Any modification to factory pre-engineered skids will result in voiding any equipment warranty

*Field Start-Up and Training are NOT included in this quotation unless otherwise stated herein

*O&M's and Submittals are NOT included in this quotation unless stated herein

*TMG Labor and Travel Time is \$135.00 per hour.

Sincerely,
Becky Doolin
TMG Services



Quote ID: BD191230-58528

Quote Date: 12/30/2019

Pricing & Product Details: with complete product descriptions and full pricing for each item

#	Material #	Description	Qty	List	Ext. List	Disc(%)	Net	Ext. Net
1	Section 1				\$18,006.98			\$18,006.98
1.1	S1CBH10044PVTS070UD81040EN	<p>Sigma/ 1 Control version b The Sigma/ 1 motor-driven diaphragm metering pump features a high strength inner housing for the mechanically loaded parts and an additional plastic housing to protect it from corrosion. The pump capacity is adjusted via the stroke length (4 mm), in 0.5% increments, with a self-locking rotary dial.</p> <p>Capacity: * 14.0GPH; 53L/H * 145PSI; 10BAR</p> <p>Selected Options: * Liquid End Materials: PVDF with PTFE seal * Seal: Standard diaphragm / PTFE seal * Diaphragm type: Safety diaphragm / visual indicator * Liquid End Options: without valve springs * Hydraulic Connection: PVDF clamping nut & insert * Labeling: Standard with ProMinent logo * Voltage Supply: 100 - 240 V * Cable and Plug: North American plug, 115 V * Relay: 4-20mA out+fault/pacing relay * Control Variants: Option 0 + analog control * Overpressure Shut-off: without pressure shut-off * Operating Unit (HMI): HMI + 2m cable * Access code: Without access code * Language: english</p>	2	\$3,766.12	\$7,532.24	0%	\$3,766.12	\$7,532.24
1.2	1001300	<p>Universal control cable, 5-pin round plug; 5-wire 6 ft. (2 m) (replaces 707718)</p>	2	\$39.03	\$78.06	0%	\$39.03	\$78.06
1.3	1035967	<p>Spare Parts Kit: FM 65 PVT (Sigma/1)</p> <p>Includes: diaphragm, suction valve, discharge valve, balls and seals.</p>	2	\$495.16	\$990.32	0%	\$495.16	\$990.32



Quote ID: BD191230-58528

Quote Date: 12/30/2019

1.4	7749369	<p>Except for SST models which do not include the suction and discharge valve bodies.</p> <p>MS2A-A050_FLOOR_PVC/VITON_PDFM</p>	1	\$8,496.56	\$8,496.56	0%	\$8,496.56	\$8,496.56
1.5	7745880	<p>1/2" PVC/Viton® Primary Backup System Primary/Backup arrangement PP/PE skid for motor driven pumps (48.75"W x 30"D x 60"H) 1/2" PVC/Viton socket weld pipe and fittings Wye strainer 500ml PVC calibration column Pressure gauge with isolator Two pressure relief valves Two 164ml PVC/Viton pulsation dampener Two PVDF/Viton flow monitors Back pressure valve Plumbing and components rated at 150 PSI regardless of pump pressure.</p> <p>TERMINAL BOX KIT, 2 PUMP, NON-GFI RECEIPT</p>	1	\$909.80	\$909.80	0%	\$909.80	\$909.80
2	Section 2				\$17,928.24			\$17,928.24
2.1	S1CBH12017PVTS070UD81041EN	<p>Sigma/ 1 Control version b The Sigma/ 1 motor-driven diaphragm metering pump features a high strength inner housing for the mechanically loaded parts and an additional plastic housing to protect it from corrosion. The pump capacity is adjusted via the stroke length (4 mm), in 0.5% increments, with a self-locking rotary dial.</p> <p>Capacity: * 5.3GPH; 20L/H * 145PSI; 10BAR</p> <p>Selected Options: * Liquid End Materials: PVDF with PTFE seal * Seal: Standard diaphragm / PTFE seal * Diaphragm type: Safety diaphragm w/ visual indicator * Liquid End Options: without valve springs * Hydraulic Connection: PVDF</p>	2	\$3,734.64	\$7,469.28	0%	\$3,734.64	\$7,469.28



		clamping nut & insert * Labeling: Standard with ProMinent logo * Voltage Supply: 100 - 240 V * Cable and Plug: North American plug, 115 V * Relay: 4-20mA out+fault/pacing relay * Control Variants: Option 0 + analog control * Overpressure Shut-off: without pressure shut-off * Operating Unit (HMI): HMI + 2m cable * Access code: Access code * Language: english						
2.2	1001300	Universal control cable, 5-pin round plug; 5-wire 6 ft. (2 m) (replaces 707718)	2	\$39.03	\$78.06	0%	\$39.03	\$78.06
2.3	1035964	Spare Parts Kit: FM 50 PVT (Sigma/1)	2	\$487.27	\$974.54	0%	\$487.27	\$974.54
		Includes: diaphragm, suction valve, discharge valve, balls and seals. Except for SST models which do not include the suction and discharge valve bodies.						
2.4	7749369	MS2A-A050_FLOOR_PVC/VITON_PD-FM	1	\$8,496.56	\$8,496.56	0%	\$8,496.56	\$8,496.56
		1/2" PVC/Viton® Primary Backup System Primary/Backup arrangement PP/PE skid for motor driven pumps (48.75"W x 30"D x 60"H) 1/2" PVC/Viton socket weld pipe and fittings Wye strainer 500ml PVC calibration column Pressure gauge with isolator Two pressure relief valves Two 164ml PVC/Viton pulsation dampener Two PVDF/Viton flow monitors Back pressure valve Plumbing and components rated at 150 PSI regardless of pump pressure.						
2.5	7745880	TERMINAL BOX KIT, 2 PUMP, NON-GFI RECEPT	1	\$909.80	\$909.80	0%	\$909.80	\$909.80

MEMORANDUM

Date: January 10, 2020
To: Board of Directors
From: Paul Siebensohn, Director of Field Operations
Subject: Consider Approval of Chemical Tank Purchase, CIP 18-07-2

RECOMMENDED ACTION

Approve bid cost for two (2) Chemical Tanks from Burlingame Engineers for up to \$43,606.53 plus a 15% contingency, a total of \$50,147.50. Funding to come from Sewer Capital Improvement Reserves, CIP 18-07-2.

BACKGROUND

As part of the chlorine gas to sodium hypochlorite (bleach) conversion at the Wastewater Reclamation Plant, new chemical storage tanks are required. The new tanks would be placed in the "tank farm" area of the wastewater reclamation plant and have secondary containment there. The quoted tanks are insulated and fittings and tank are designated for sodium hypochlorite use. Quotes and information are attached.

Quotes:

Vendor	Quoted cost
Burlingame Engineers Inc.	\$19,655x2 + 7.75% tax & \$1,250 freight = \$43,606.52
Hopkins Technical Products	\$16,821.50x2 + 7.75% tax & \$8,256 freight = \$44,506.33

Sewer Capital Reserve balance is currently at \$3,034,729.

Please submit order to:
 Burlingame Engineers, Inc.
 1225 David Avenue
 Concord, CA 94518
 925-943-5200



Quote

Date
12/23/2019

Attention: Paul S.
Bill to: Rancho Murieta CSD Paul Siebensohn

Ship To 15160 Jackson Rd Rancho Murieta, CA 95683

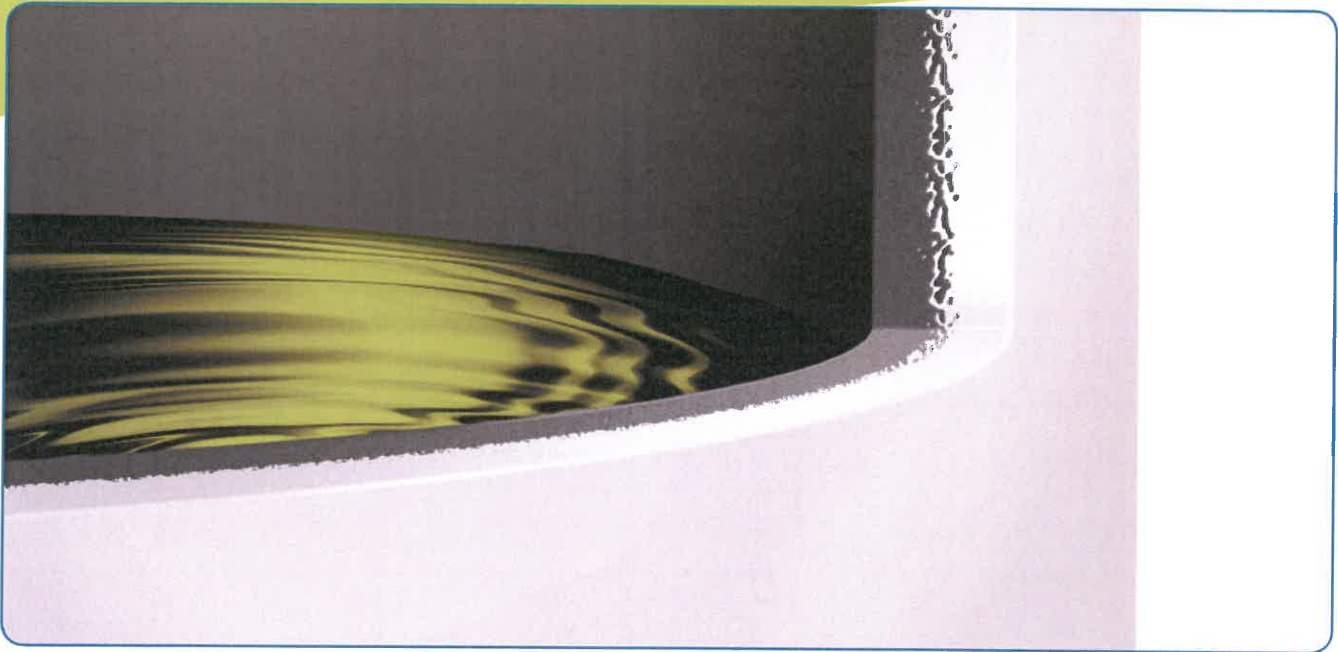
Quote #	Quoted By	Std Delivery ARO	Terms	FOB Point
122319RYN	RYN	7 weeks	NET 30	French Camp
Part Number	Qty	Description	Net Each	Total
Poly Tank As...	1	Crosslinked Polyethylene Tank Assy for Sodium Hypochlorite 5100 Gallons Vert; 1.90 Spg; Color-Natural OR-1000 Oxidation Resistant Resin 10"-2" OD X 10'-7" height Including fittings below: 24" Safe-Surge Lid One (1) 2" PVC/Viton GF Bulkhead Fitting for Fill One (1) 2" PVC/ Viton GF Bulkhead Fitting for Overflow One (1) 2" PVC/Titanium/Viton GF BOSS fitting for Discharge One (1) 2" PVC/Titanium/Viton GF BOSS Fitting for Drain One (1) 6" U-Vent 2" Thick Polyurethane Insulation Galvanized SS Seismic Restraint System	19,655.00	19,655.00T
Freight	1	Shipping / Freight Charge PPA	1,250.00	1,250.00

Subtotal	\$20,905.00
Sales Tax (7.75%)	\$1,523.26
Total	\$22,428.26

Above quoted prices do not include freight or taxes.
 Lead time does not include shipping time from FOB point.

OR-1000™

An inner-surface technology for four times the antioxidant power.



Poly Processing's exclusive OR-1000™ system was specifically designed to address the aggressive oxidation effects of sodium hypochlorite, sulfuric acid and hydrochloric acid by adding an additional chemical barrier between XLPE and the chemical. OR-1000's engineered inner surface is made of medium-density polyethylene, specifically formulated to resist oxidation. Its outer surface is made of XLPE for superior strength. The 2 surfaces are molecularly bound together during the rotomolding process, creating a truly seamless bond between the XLPE and the inner surface.

The advantages of OR-1000™:

- The result gives you 4 times the antioxidant strength of any polyethylene on the market today!
- All wetted surfaces are covered by OR-1000™, eliminating the opportunity for a chemical attack on the structural portion of the tank.
- OR-1000™ can be used on any of our tanks, including SAFE-Tank® and IMFO® tank systems.

CALIFORNIA
8055 S. Ash St.
French Camp, CA 95231
Tel: 877.325.3142

LOUISIANA
P.O. Box 4150
2201 Old Sterlington Rd.
Monroe, LA 71203
Tel: 866.590.6845
sales@polyprocessing.com

VIRGINIA
161 McGhee Rd.
Winchester, VA 22603
Tel: 877.633.6416

ABOUT XLPE

High-density crosslinked polyethylene, or XLPE, is a thermoset resin that is specifically designed for critical applications like chemical storage. During the XLPE manufacturing process, a catalyst (peroxide) is built into the resin, which creates a free radical. The free radical generates the crosslinking of the polymer chain, so the tank essentially becomes one giant molecule. The result is a resin that is specifically designed for critical chemical applications.

XLPE versus Linear Polyethylene

- XLPE has 20 times the environmental stress crack resistance of HDPE.
- It has 10 times the molecular weight of HDPE.
- It has 5 times the impact and tensile strength of HDPE.

XLPE versus Fiberglass-Reinforced Plastic (FRP)

- XLPE offers seamless construction for greater strength.
- With FRP, chemicals can wick into the fiber, compromising tank life.
- XLPE can have a lower cost of ownership, due to the low amount of required maintenance compared to FRP.
- FRP often requires special handling to avoid cracking.



XLPE versus Carbon and Stainless Steel

- XLPE has seamless one-piece construction, which eliminates the potential for chemical attack points and bad welds.
- Unlike carbon and stainless steel, XLPE has very broad chemical resistance capabilities without the need for high-cost coatings.
- XLPE does not require ongoing maintenance and inspection.
- XLPE is a cost-effective solution to high-priced alloys.



Customer:

Director of Field Operations
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Submitted by:

Chris LaCour

Project Name:

Hypochlorite Tank

We are pleased to offer you the following quotation for your consideration.

ASSMAN USA HYPOCHLORITE TANK (SINGLE WALL INSULATED & HEATED) 5,200 GALLONS.

- ICT5200X19 VRT TK 1.9SG XLPE 5200GAL
- 105" DIA. X 160" HGT 16" LEVER LOCKING MANWAY COVER
- 2" PVC BULKHEAD FTG/VITON
- 2" PVC FILL LINE/TT-VITON/VITON
- 4" PVC SCH 40 U-VENT ASSY/VITON
- 2" DOUBLE WALL TITANIUM DOUBLE MALE FTG/VITON
- 2" PVC FLANGE ADAPTER
- 2" PVC TU-BALL VALVE / VITON
- 2" (3 CONV.) TEFLON EXPANSION JOINT/ GALV. LIMIT BOLTS
- 4PC BOLTS SET / 5/8" X 11 STAINLESS STEEL
- 50 DEG DELTA T HTR PKG; ICT5200
- 2" INSULATION PACKAGE FOR; ICT5200
- FREIGHT ESTIMATE

GRAND TOTAL FOR ABOVE...\$16,821.50

FREIGHT ESTIMATE...\$8,256.00

Terms:

Net 30 Days.

Quote valid for 30 days.

Lead Times: 6-8 Weeks ARAD

State and Local Taxes Not Included.

Freight: FOB Garrett IN, Freight estimate included.

If you have any questions, or if we can be of further service, please do not hesitate to contact us at (925) 240-2160. Please submit all purchase orders directly to christian@htpinc.com.

Sincerely,

Chris LaCour
Sales Representative
Hopkins Technical Products
916.413.5267