



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

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

AGENDA

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

REGULAR BOARD MEETING

August 18, 2021

Open Session 5:00 p.m.

District Administration Building – Board Room
15160 Jackson Road
Rancho Murieta, CA 95683

BOARD MEMBERS

Tim Maybee	President
Randy Jenco	Vice President
Linda Butler	Director
John Merchant	Director
Martin Pohll	Director

STAFF

Tom Hennig	General Manager
Paula O’Keefe	Director of Administration District
Richard Shanahan	General Counsel
Amelia Wilder	District Secretary
Kelly Benitez	Security Supervisor
Ron Greenfield	Acting Director of Operations

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

August 18, 2021

REGULAR BOARD MEETING

Call to Order

Open Session 5:00 p.m.

Note that this meeting will be held in-person at the address set forth above, and not via videoconference. In order to comply with the state's COVID-related Guidance for the Use of Face Coverings, all attendees must wear a mask unless fully vaccinated and the attendee self-attests that he or she is vaccinated prior to entry.

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 5:00

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

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 this agenda item will be approved as one motion if they are not excluded from the motion adopting the consent calendar.

A. Approval of Board Meeting and Committee Meeting Minutes

1. July 21, 2021 Regular Board Meeting Minutes
2. August 3, 2021 Security Committee Meeting Minutes
3. August 5, 2021 Personnel Committee Meeting Minutes
4. August 5, 2021 Improvements Committee Meeting Minutes
5. August 5, 2021 Finance Committee Meeting Minutes

6. August 5, 2021 Communications and Technology Committee Meeting

B. Approval of Bills Paid Listing June and July, 2021

4. STAFF REPORTS (Receive and File)

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

5. REVIEW DISTRICT MEETING DATES/TIMES FOR SEPTEMBER 2021

- A. Communications – September 2, 2021 at 8:30 a.m.
- B. Security – September 2, 2021 at 10:00 a.m.
- C. Personnel – September 7, 2021 at 7:30 a.m.
- D. Improvements – September 7, 2021 at 8:00 a.m.
- E. Finance – September 7, 2021 at 10:00 a.m.
- F. Regular Board Meeting – September 15, 2021- Open Session at 5:00 p.m.

6. CORRESPONDENCE

7. 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 agendized. Members of the public wishing to address a specific agendized item are encouraged to offer their public comment during consideration of that item. With certain exceptions, the Board may not discuss or take action on items that are not on the agenda. If you wish to address the Board at this time or at the time of an agendized item, as a courtesy, please state your name and address. Speakers presenting individual opinions shall have 3 minutes to speak. Speakers presenting opinions of groups or organizations shall have 5 minutes per group.

8. CONSIDER APPROVAL OF BID FROM MUNIQUIP FOR \$79,450 PLUS A 15% CONTINGENCY FOR AN AMOUNT NOT TO EXCEED \$91,367.50 FOR RIO OSO PUMP REPLACEMENT – CIP #22-03-01 (Discussion/Action) (Motion) **(Roll Call Vote)**

9. CONSIDER APPROVAL OF BID FROM US JETTING FOR \$69,682.36 PLUS A 15% CONTINGENCY FOR AN AMOUNT NOT TO EXCEED \$76,650.60 FOR SEWER JETTER REPLACEMENT – CIP #22-05-02 (Discussion/Action) (Motion) **(Roll Call Vote)**

10.DISCUSS RESIDENCES EAST AND WEST (Discussion/Action) (Motion) **(Roll Call Vote)**

11.CONSIDER ADOPTION OF POLICY P2021-07 AUTOMATED EXTERNAL DEFIBRILLATORS POLICY (Discussion/Action) (Motion) **(Roll Call Vote)**

12. CONSIDER AMENDMENTS TO POLICY P 2021-02 BODY WORN CAMERA POLICY
(Discussion/Action) (Motion) **(Roll Call Vote)**

13. UPDATE SECURITY OPINION POLL ACTIVITY (Discussion/Action)

14. 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.

15. 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 24 hours prior to a special 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.

In compliance with federal and state laws concerning disabilities, if you are an individual with a disability and you need a disability-related modification or accommodation to participate in this meeting or need assistance to participate in this meeting, please contact the District Office at 916-354-3700 or awilder@rmcsd.com. Requests must be made as soon as possible.

Note: This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of this posting is August 13, 2021. 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

July 16, 2021

Call to Order Open Session 5:00 p.m.

1. CALL TO ORDER/ROLL CALL

President Maybee called the Regular Board Meeting of the Board of Directors of Rancho Murieta Community Services District to order at 5:00 p.m. in the District meeting room, 15160 Jackson Road, Rancho Murieta. Director's present were Tim Maybee, Randy Jenco, Linda Butler, and Martin Pohll. Director Merchant was absent. Also present were Tom Hennig, General Manager; Paula O'Keefe, Director of Administration; Ron Greenfield, Acting Director of Operations; Tina Talamantes, Interim Security Supervisor; Richard Shanahan, District General Counsel; and Amelia Wilder, District Secretary.

2. CONSIDER ADOPTION OF AGENDA

Motion/Maybee to adopt the Agenda. Second/Jenco. Roll Call Vote: Ayes: Maybee, Jenco, Butler, Pohll. Noes: None. Absent: Merchant. Abstain: None.

3. CONSENT CALENDAR

Motion/Maybee to approve Consent Calendar. Tom Hennig, General Manager noted that the Consent Calendar at the June 16, 2021 meeting had not been approved, so the items had been added to this month's Consent Calendar. Second/Butler. Roll Call Vote: Ayes: Maybee, Jenco, Butler, Pohll. Noes: None. Absent: Merchant. Abstain: None.

4. STAFF REPORTS

Under Agenda Item 4A, Mr. Hennig gave a summary of activities during the previous month, including an update on the current COVID-19 situation noting that Sacramento County's June 1 Health Order expired. The District is now open for business. Board meetings will be held live with social distancing in place and the requirement for all in-person attendees to confirm they have been vaccinated or to wear masks at Board meetings.

He continued with an update on the fire hydrant incident, stating that Residents who replaced their water filters as a result of the incident could request a reimbursement. The form is on the website. These requests will be added to the Districts insurance claim.

He continued with an update on the Security Opinion Poll Town Hall meeting held on June 22, noting that three options were discussed with the approximately 75 attendees. The poll is an important step in the process, because the cost to amend Measure J will be approximately \$180,000, and it is vital we know if voters would approve this measure.

He continued with an update on Laguna Joaquin, stating that the Midge Flies are back, and dredging is probably going to happen if we are going to get rid of them.

Director Maybee instructed Staff to sign Directors Pohll and Butler up for the upcoming CSDA Leadership Summit.

Under Agenda Item 7B, Mr. Hennig informed the Board that there would not be a Finance Report.

Under Agenda Item 7C, Mr. Hennig asked if there were any questions on the Security Report. There were none.

Under Agenda Item 6D, Ron Greenfield, Acting Director of Operations, gave a summary of the utility update noting the West DAF pumps will start the following day. Utility Staff is done sending water from Clementia to the Golf Course and will be able to deliver recycled water.

5. REVIEW DISTRICT MEETING DATES/TIMES FOR AUGUST 2021

The Board approved the schedule below for August:

August 3

Security at 10:00

August 5

Personnel at 7:00 a.m.

Improvements at 8:00 a.m.

Finance at 10:00 a.m.

Communications at 11:30 a.m.

Regular Board Meeting – August 18, 2021- Open Session at 5:00 p.m.

6. CORRESPONDENCE

None.

7. COMMENTS FROM THE PUBLIC

None.

8. DISCUSS FIRE HYDRANT – BOIL WATER NOTICE INCIDENT

Mr. Hennig recapped the events that led to the District issuing a Boil Water Notice, when a car struck a fire hydrant, causing a main water break and loss of pressure on June 24. The District issued a \$1,000 reward on July 8 for information leading to the identification of the person at fault. On July 9, we got a tip, and with the help of the CHP, the responsible party was located and gave a confession. CHP issued a citation.

A discussion followed which resulted in the following points:

- The hydrants have shut off valves, which are designed to automatically shut off the water supply so this kind of incident cannot happen, but this hydrant was struck in such a manner that the valve was broken.
- Director Butler hopes we can put together some approaches to protect the area.
- Director Maybee asked that the process of determining where a leak is coming from become more efficient.

9. DISCUSS SB 129 (STATE BUDGET ACT) - \$1.3 MILLION STATE ALLOCATION FOR CAPITAL IMPROVEMENT PROJECTS

Mr. Hennig told the Board that Assemblyman Ken Cooley called in late April and asked for the District to submit a request for funding for projects. \$1,273,700 was approved and we will put towards the following three projects:

- Water Treatment Plant Chlorine Gas to Bleach Conversion, in the amount of \$352,940
- Granlees Diversion Intake Site Restrictions, in the amount of \$170,760
- Tertiary Reclamation Plan-Permanent Chlorine Contact Chamber, in the amount of \$750,000

We are waiting on the details of receiving the funds.

10. REVIEW STATUS OF RESIDENCES EAST DEVELOPMENT PROJECT AND RELATED QUESTIONS FROM MRK DEVELOPMENT/BOB KEIL

Mr. Hennig reviewed the events that led to tonight's agenda item, noting that the Developer does not want to add the infrastructure necessary to deliver recycled water to the development because they claim there is not enough recycled water. Mr. Hennig asked the Board to Approve the request from Bob Kiel and John Sullivan to consider their proposed plans for recycled water, water delivery, sewer system and drainage design in relation to the existing approved plans for the Residences East and West subdivisions. Each of the subdivisions was approved by the County for 99 single family home sites for a total of 198 new homes. There was a lengthy discussion, which concluded with the Boards request that the Developer provide some statistics substantiating their claim that there will not be enough recycled water available. A meeting with Domenichelli & Associates will be scheduled to review the report.

11. CONSIDER REGIONAL WATER AUTHORITY (RWA) REQUEST FOR VOLUNTARY 15% WATER REDUCTION

Mr. Hennig informed the Committee that the prior week the RWA held a meeting to discuss Governor Newsom's request for Californians to voluntarily reduce water use by 15%. The RWA echoed this request and asked its members to reduce their water consumption by 15% as well. **Motion/Maybee asking Staff to work with RMA and the Country Club, so we have a single press release asking Residents to voluntarily reduce water consumption by 15%. Second/Butler. Ayes: Maybee, Jenco, Butler, Pohll. Noes: None. Absent: Merchant. Abstain: None.** Director Jenco noted that a 15% reduction in water use would equal a 15% reduction in water revenues to the District.

12. REVIEW SECURITY DEPARTMENT'S ANNUAL REPORT

This item was tabled until the new Security Supervisor is hired.

13. DIRECTOR COMMENTS/SUGGESTIONS

Director Jenco asked Richard Shanahan, District Legal Counsel if it was typical for a Board to be caught up in Developer minutia. Mr. Shanahan replied that it depended on size of the Board, but typically no.

Director Maybee stated that there should be a process, so Developer discussions happen at the Committee level.

Mr. Hennig thanked Staff for working on the 4th of July holiday.

14. ADJOURNMENT

Motion/Maybee to adjourn at 7:01 p.m. Second/Jenco. Ayes: Maybee, Jenco, Butler, , Pohll. Noes: None. Absent: Merchant. Abstain: None.

Respectfully submitted,

Amelia Wilder
District Secretary

MEMORANDUM

Date: August 6, 2021
To: Board of Directors
From: Security Committee Staff
Subject: August 3, 2021 Special Security Committee Meeting Minutes

1. CALL TO ORDER

Director Maybee called the meeting to order at 10:00 a.m. via ZOOM video conference. Present was Director Maybee. Present from District staff were, Tom Hennig, General Manager; Paula O'Keefe, Director of Administration; Ron Greenfield, Acting Director of Field Operations; Tina Talamantes, Interim Security Supervisor; and Amelia Wilder, District Secretary.

2. COMMENTS FROM THE PUBLIC

None.

3. MONTHLY UPDATES

Tina Talamantes, Interim Security Chief, began with the Operations Updates, noting we are continuing to train Staff from ABA Protection, Inc., who will serve as contract security for the District for the next three years.

She then reviewed the Incident's of note, stating that someone allegedly jumped from a hot air balloon into the Calero Reservoir. A letter will be issued to the hot air balloon company asking them to stop landing in the Community.

4. UPDATE ON SECURITY SUPERVISOR RECRUITMENT

Ms. Talamantes informed the Committee that we have made an offer to a Security Supervisor, and he is undergoing a background check. We are hoping for him to start soon.

5. SECURITY SERVICE OPINION SURVEY UPDATE

Mr. Hennig informed the Committee that we have received 36 volunteers for the working groups who will craft the questions to be asked during the survey. These meetings will be scheduled soon.

6. REVIEW AUTOMATED EXTERNAL DEFIBRILLATORS (AED) POLICY P2021-07

Ms. Talamantes reviewed the new Policy for the AED's.

Director Maybee asked that we address letting someone use the machines who is not Staff. He recommended moving this Policy to the Board for approval. ***This item will be on the August 18, 2021 Board Meeting Agenda.***

7. CURRENT DISPOSITION OF FIRE HYDRANT HIT AND RUN

Mr. Hennig stated that we are waiting for the CHP Report. We have turned the claim over to GSRMA, our insurance agency, and will add all the costs incurred by the District to the claim.

He added that the old valve leading to the hydrant is leaking slowly, because it is so old it can not be completely closed. We are waiting for the parts to replace the valve.

Director Maybee hopes that we will have more than two bollards at the site.

8. DIRECTOR & STAFF COMMENTS

Director Maybee thanked staff for the fantastic job they did with the fire hydrant incident and asked that there be an action report.

6. ADJOURNMENT

The meeting adjourned at 10:36 a.m.

DRAFT

MEMORANDUM

Date: August 6, 2021
To: Board of Directors
From: Personnel Committee Staff
Subject: August 5, 2021 Special Personnel Committee Meeting Minutes

1. CALL TO ORDER

Director Jenco called the special meeting to order at 7:000 a.m via ZOOM video conference. Present were Directors Jenco and Maybee. Present from District staff were, Tom Hennig, General Manager; Paula O'Keefe, Director of Administration; Ron Greenfield, Acting Director of Operations; Tina Talamantes, Interim Security Supervisor; and Amelia Wilder, District Secretary.

2. COMMENTS FROM THE PUBLIC

None.

3. DISCUSS 2020 SALARY SURVEY

- a. DISCUSS GATE AND PATROL OFFICER RECLASSIFICATIONS
- b. DISCUSS UNREPRESENTED EMPLOYEE SALARY

Tom Hennig, General Manager, discussed the Salary Survey that had been completed in July of 2020. He noted several positions at the District that should be considered for an increase, reminding the Committee that the Represented Employees were to receive a 3.5% raise annually over the next three years per the recent MOU, as well as an annual 5% step increase if the employee is eligible. The Unrepresented Employees have not received a salary adjustment since 2018. The Committee asked for a summary of the Salary Survey and specific recommendations to be presented at the September Personnel Committee meeting.

Mr. Hennig continued with a discussion on the reclassification of the Gate and Patrol Officer positions, suggesting that they each be split into two categories, Gate Officer I & II and Patrol Officer I & II. Staff will return with a cost analysis of all the changes and specific recommendations to the September Committee meeting.

4. DISCUSS CURRENT FIELD OPERATIONS ORGANIZATIONAL STUDY

Tom Hennig informed the Committee that when Paul Siebensohn vacated his position of Director of Field Operations in the spring, he had a study done to see what an organization of our size looks like, what positions they have, and how they are organized. The study was performed by Municipal Resource Group (MRG) and they recommended that we add the positions of second Chief Plant Operator and an entry level mechanic.

Director Maybee thought this project should run parallel to the Salary Survey and that Staff should remain aware of the necessity of these positions as we approach Urban Water District status. He added that he was in favor of offering educational opportunities to Staff.

5. REVIEW POTENTIAL UPDATES TO THE PERSONNEL MANUAL

Mr. Hennig discussed the Personnel Manual, stating that it has not been updated since 2018, and there are some revisions Staff are considering, such as corrections to the probationary period, adjustment to leave balances and minor refinement of language. He would like to bring these changes to the September or October Committee meeting.

Director Maybee was open to reviewing the changes, mentioning that all Staff would need to be trained on the updates.

6. DIRECTOR AND STAFF COMMENTS

Director Jenco thought that the idea of tying the new positions to the Urban water threshold was interesting, and he would like to get an updated Salary Survey.

Director Maybee agreed and stated that moving forward with this is one of reasons we hired a Director of Administration.

Tom Hennig stated we have tendered an offer to a Director of Operations who has tentatively accepted. We are hopeful that he will start at the end of August or in early September.

7. Adjournment

The meeting was adjourned at 7:30 a.m.

DRAFT

MEMORANDUM

Date: August 6, 2021
To: Board of Directors
From: Improvements Committee Staff
Subject: August 5, 2021, Special Improvements Committee Meeting Minutes

1. CALL TO ORDER

Director Jenco called the meeting to order at 8:00 a.m. via ZOOM video conference. Present were Director Jenco and Director Pohll. Present from District staff were Tom Hennig, General Manager; Paula O'Keefe, Director of Administration; Ron Greenfield, Acting Director of Operations; Tina Talamantes, Interim Security Supervisor; and Amelia Wilder, District Secretary.

2. PUBLIC COMMENT

None.

3. MONTHLY UPDATES

Ron Greenfield, Acting Director of Operations, gave a brief overview of the project updates. He began with an update on the Sodium Hypochlorite Conversion, stating that an inspection had been done by Domenichelli & Associates and they found some items that need to be corrected before the conversion can be finalized and the system can be used. He continued discussing the East and West Dissolved Air Floatation (DAF) tanks, noting that the East DAF is up and running and while the West DAF is running, we are waiting for a second pump to complete this project. Tom Hennig, General Manager, continued by answering questions related to the Development Update, which included:

Riverview

A demand letter was issued to resolve the outstanding fee issue related to the 670 FSA.

Rancho Murieta North – Development Project

John Sullivan, Developer, informed the Committee that as soon as they receive the sewer and drainage plans the Environmental Study will be done.

4. DISCUSS ACTIVITIES RELATED TO EAST AND WEST DISSOLVED AIR FLOATATION (DAF) SYSTEM

This was discussed in the in #3.

5. DISCUSS DIRECTOR OF OPERATIONS RECRUITMENT

Mr. Hennig announced that we have tendered an offer to a Director of Operations candidate, who has tentatively accepted. He continued with an update on an Organization Study performed by Municipal Resource Group which recommended the District add a second Chief Plant Operator and an entry level mechanic.

6. RIO OSO PUMP REPLACEMENT – CIP #22-03-01

Mr. Greenfield informed the Committee that we wanted to replace the pumps with ones like the ones that are currently installed. We only received one bid from MuniQuip, LLC. After this project is done, we will replace the VFDs that keep the pressure of the tank constant. Committee members recommended approving the bid from MuniQuip for \$79,450 plus a 15% contingency in the amount of \$11,917.50 for a project total of \$91,367.50.

Funding was approved in the FY 2021-22 Budget (CIP# 22-03-1) in the amount of \$100,000 - Water Fund Capital Reserves. ***This item will be on the August 18, 2021 Board Meeting Agenda.***

7. SEWER JETTER REPLACEMENT

Mr. Greenfield explained to the Committee the need to replace the outdated Jetter we own, noting that we can only use it 80 hours a year due to air quality standards. We are required to do jetting annually and the old unit is not practical. We received three bids, and while the one from Amazing Machinery was lower, it was not for the correct equipment. Committee members recommended approving the bid from US Jetting in an amount not to exceed \$69,682.36, with a 10% contingency in the amount of \$6,968.24, for a total project cost of \$76,650.60 for CIP Project #22-05-02 for Purchase of New Sewer Jetting Machine. Funds will come from the Sewer Replacement Reserves. ***This item will be on the August 18, 2021 Board Meeting Agenda.***

8. UPDATE ON HOLE 14 CULVERT REPLACEMENT RFP

Mr. Greenfield updated the Committee on the progress of the work to be done at Hole 14, stating an RFP had been released and bids are due August 23, with a request for work to be completed the week of October 25-31, because the Golf Course will be closed that week for maintenance. The District already purchased about 80% of the pipe that will be needed to complete this project. The ditches that are running into and out of the culvert will be cleaned during the work.

Mr. Sullivan asked if would be possible to have the headwalls come out on the Golf Course property line, as a convenience for golfers, and Mr. Hennig said he would investigate it and Mr. Sullivan stated he would work to get the property line clearly marked.

9. DISCUSS RESIDENCES EAST AND WEST DEVELOPMENT

Mr. Hennig began by informing the Committee that Mr. Sullivan, one of the Developers of the project, had submitted a report which answered the question of whether there would be enough recycled water to send to the Development.

Mr. Sullivan continued with a detailed explanation of the report he had prepared, according to which there will not be adequate recycled water to send to the Development, thereby negating the necessity for the Developers to build the infrastructure necessary to deliver the unavailable recycled water.

Committee members asked that Domenichelli & Associates review the report and verify its accuracy. It was the recommendation of the Committee that the request from the owners of Murieta Club Properties to waive the recycled water requirements for the Residences East and West of Murieta Hills be approved, and that this item, along with a verification from Domenichelli & Associated be moved to the Board. ***This item will be on the August 18, 2021 Board Meeting Agenda.***

10. DISCUSS REQUEST TO SELL WATER FROM CLEMENTIA TO THE WEST RANCH

Mr. Hennig stated that he received a request from Mr. Sullivan to sell water from Clementia to West Ranch. Given the direction from the Water Board to discontinue giving water to ranchers, he decided to bring this request to the Committee. He noted that the District has enough water in the Reservoirs to last for two and a half years.

They would be paying the raw water rate if this request is approved. The amount of water they would use would be approximately 1/19 of the water in Clementia. Mr. Hennig will talk with the Regional Water Authority and District Legal Counsel to see if this arrangement is appropriate. ***This item will be on the August 18, 2021, Board Meeting Agenda. – Note: This request was approved at a Special Board meeting on August 4, 2021.***

11. DIRECTOR AND STAFF COMMENTS/SUGGESTIONS

Director Pohll asked that the September meeting include updates on Laguna Joaquin, the potential chlorine shortage and the status of flow alerts which inform Staff of low flows in our water treatment facilities.

12. ADJOURNMENT

Director Jenco adjourned the meeting at 9:53 a.m.

DRAFT

MEMORANDUM

Date: August 6, 2021
To: Board of Directors
From: Finance Committee Staff
Subject: August 5, 2021 Special Finance Committee Meeting Minutes

1. CALL TO ORDER

Director Merchant called the meeting to order at 10:00 a.m. via ZOOM video conference. Present were Director Merchant and Director Pohll. Present from District staff were Tom Hennig, General Manager; Paula O'Keefe, Director of Administration; Ron Greenfield, Acting Director of Operations; Tina Talamantes, Interim Security Supervisor; and Amelia Wilder, District Secretary.

2. COMMENTS FROM THE PUBLIC

None.

3. FINANCE MONTHLY UPDATES

Paula O'Keefe, Director of Administration, reported that Staff have been reviewing the numbers in the Finance reports, and have completed the majority of FY 2020-21 bank reconciliations. She said they should be close to closing FY 2020-21. She has a second interview for an Accounting Manager candidate scheduled with Tom Hennig, General Manager. Lars Roundy has resigned, and the position of Office Technician has been filled by Gate Officer Shelby Gonzalez. Maimie Chyinski, Accounting Technician has accepted another position, and we are working to fill this position. A new temporary employee, Trevor Powell, will fill in during the interim.

4. PRESENTATION FOR ERP RFP VENDOR SELECTION

Mr. Hennig led the Committee on a presentation of the Enterprise Resource Planning (ERP) System that the District has selected. There was only one bid on the RFP, which came from Tyler Technologies. He went into detail about the new software system which will replace the accounting, purchasing and payroll software systems the District is currently using, and the implementation process. The estimated timeline to complete the project is 12 months. The startup cost will be approximately \$100,000 and there will be an additional \$550,000 for 10 year subscription costs.

5. DISCUSS PROCUREMENT POLICY

Ms. O'Keefe stated that the current Policy needs to be updated to align with best practices and align with the new ERP. Staff will bring a redlined version to the September Finance Committee meeting.

6. DISCUSS CREDIT CARD POLICY

Ms. O'Keefe stated that the current Policy needs to be updated to further define signature authority limits and delegated spending authority. Staff will bring a redlined version to the September Finance Committee meeting.

7. DISCUSSION ON COLLECTION FOR FINAL BILLS

Ms. O'Keefe discussed the total amount due on final bills, which are the bills that have not been paid when the homeowners sell. Occasionally, these bills get skipped in the process of transferring title to the new owner, particularly when the home was foreclosed on. The amount of these bills is currently approximately \$14,000, and Staff are recommending that we use the services of CB Merchant, a collection agency, to recoup some of

these outstanding payments. General Manager, Hennig believes that the roughly \$80,000 that is past due from current customers will resolve itself once Governor Newsom allows water districts in the state to shut off water for nonpayment. Mr. Hennig will consult with District Legal Counsel to ensure our authority to hire a collection agency.

8. DIRECTOR AND STAFF COMMENTS/SUGGESTIONS

Director Merchant stated that he is happy we are going to use a new finance system.

Director Pohll asked when we would look at moving excess funds into the reserve accounts and Mr. Hennig said he would like to have the new Director of Operations look at this first.

9. ADJOURNMENT

The meeting was adjourned at 11:14 a.m.

DRAFT

MEMORANDUM

Date: August 6, 2021
To: Board of Directors
From: Communication & Technology Committee Staff
Subject: August 5, 2021, Special Communication & Technology Committee Meeting Minutes

1. CALL TO ORDER

Director Merchant called the meeting to order at 11:30 a.m via ZOOM video conference. Present were Director Butler and Director Merchant. Present from District staff were Tom Hennig, General Manager; Paula O'Keefe, Director of Administration; Ron Greenfield, Acting Director of Field Operations; Tina Talamantes, Interim Security Supervisor; and Amelia Wilder, District Secretary.

2. COMMENTS FROM THE PUBLIC

None.

3. MONTHLY WEBSITE AND SOCIAL MEDIA UPDATE

Amelia Wilder, District Secretary, gave an update of the statistics related to the number of visits per page to Facebook and RMCS.com.

4. UPDATE ON VOLUNTARY 15% WATER REDUCTION COMMUNICATIONS

Tom Hennig, General Manager, the Committee on the request from Governor Newsom asking everyone to voluntarily reduce water use by 15%. He worked with RMA and the Country Club who both agreed to reduce their water usage. A press release was issued and has been posted on our website and Facebook page.

Director Butler expressed her concern for the Coastal Redwoods, noting they need water. Amelia Wilder, District Secretary will add something to the website and Facebook informing the Community that trees were not as resilient as lawns and other landscaping.

5. UPDATE ON RESERVOIR INFORMATION AND EDUCATION COMMITTEE (RIEC)

Director Butler informed the Committee that the REIC Committee will be meeting again once a new Director of Operations starts. She reminded the Committee that Chesbro and Calero are not for recreation. Director Merchant stated that he is concerned about the use of electric bikes.

6. DIRECTOR AND STAFF COMMENTS

None.

7. Adjournment

The meeting was adjourned at 11:50 a.m.

MEMORANDUM

Date: August 13, 2021
 To: Board of Directors
 From: Paula O'Keefe, Director of Administration
 Subject: Bills Paid Listing

Enclosed is the Bills Paid Listing Report for July 2021. 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 are major expense items for July:

Vendor	Purpose	Amount	Funding
California Waste Recovery Systems	Solid Waste Monthly Contract	\$55,171.69	400--Garb--\$55,17.69
Adroit Government, Inc.	ERP Consulting	\$10,000.00	100--Admin--\$10,000.00
Bartkiewicz, Kronick & Shanahan	Legal	\$11,345.88	100--Admin--\$6,234.63 200--Water--\$4,563.75 500--SEC-- \$547.50
Caltronics Business Systems	Warehouse copier contact	\$11,024.80	100--Admin--\$11,024.80
Suez Treatment Solutions Inc	Insight Monitoring charges	\$11,273.00	200--Water--\$11,273.00
Accountemps	Contract Staffing -Admin	\$11,520.00	100--Admin--\$11,520.00
Archoustics West	Sound Masking for Admin bdg	\$11,370.71	100--Admin--\$11,370.71
CalPERS	Payroll	\$289,558.00	100-Admin--\$75,626.50 200-Water--\$17,196.40 250-Sewer--\$45,182.34 260-Drain- -\$20,537.42 500-SEC-- \$77,015.34
Telstar Instruments	Maintenance and Repairs	\$27,140.95	200-Water--\$6,903.00 250-Sewer--\$20,237.95

REVIEWED BY: , District Treasurer

Date	Vendor	Amount	Purpose
7/8/2021	ABS Direct	\$1,100.00	Postage for July 2021
7/8/2021	California Waste Recovery Systems	\$55,171.69	Solid Waste Monthly Contract
7/8/2021	Chrysler Capital	\$156.80	Patrol vehicle Lease payment
7/8/2021	CIT	\$475.22	Copier Lease
7/8/2021	Guardian Life Insurance	\$4,113.31	Payroll- Dental/Life
7/8/2021	Vision Service Plan (CA)	\$420.56	Payroll-Vision
7/15/2021	A&D Automatic Gate and Access	\$1,433.75	Security Gate Service
7/15/2021	ABA Protection Inc.	\$7,273.50	Security contract
7/15/2021	Adroit Government, Inc.	\$10,000.00	ERP Consulting
7/15/2021	American Family Life Assurance Co.	\$546.13	Payroll-AFLAC
7/15/2021	Applications By Design, Inc.	\$3,682.50	Security Host Server
7/15/2021	AT&T	\$781.02	Cell Phone Bill
7/15/2021	AT&T	\$5,340.21	Telephone
7/15/2021	Bartkiewicz, Kronick & Shanahan	\$11,345.88	Legal
7/15/2021	California Laboratory Services	\$5,127.00	Lab Testing
7/15/2021	Caltronics Business Systems	\$11,024.80	Warehouse copier contact
7/15/2021	Commercial Pump & Mechanical, Inc	\$285.00	Maintenance & Repairs
7/15/2021	County of Sacramento	\$3,594.78	June Service for Off-Duty Sheriff
7/15/2021	CVCWA	\$125.00	Annual Conference Registration
7/15/2021	CWEA	\$288.00	Association membership & Maint. Renewal
7/15/2021	Gallery & Barton	\$356.72	Legal Services for Water Rights
7/15/2021	Greenfield Communications	\$448.99	Internet
7/15/2021	Legal Shield	\$11.95	Payroll-Legal
7/15/2021	Operating Engineers Local Union No. 3	\$407.12	Payroll-Union Due
7/15/2021	Pac Machine Co., Inc.	\$2,224.15	Monthly Equipment Rental
7/15/2021	Pitney Bowes	\$506.70	Postage
7/15/2021	Rancho Murieta Ace Hardware	\$135.24	Repairs and Maintenance
7/15/2021	Rancho Murieta Association	\$150.00	Landscaping
7/15/2021	Rancho Murieta Association	\$412.88	SMUD - Gates
7/15/2021	Romo Landscaping	\$385.00	Landscaping
7/15/2021	Sprint	\$189.95	Monthly Air Card bill
7/15/2021	Suez Treatment Solutions Inc	\$11,273.00	Insight Monitoring charges
7/15/2021	U.S. Bank Corp. Payment System	\$8,132.86	Monthly Fuel and Other Office Supplies
7/15/2021	W.W. Grainger Inc.	\$497.18	Maintenance and Repairs Parts
7/15/2021	Walker's Office Supplies, Inc	\$1,522.61	Office Supplies
7/15/2021	WECybr, LLC	\$1,500.00	Virtual CSO
7/15/2021	Zenon Environmental Corporation	\$3,793.19	Maintenance and Repairs
7/27/2021	A Leap Ahead IT	\$707.20	IT Services
7/27/2021	ABS Direct	\$1,653.66	July 2021 Statement Run
7/27/2021	Accountemps	\$11,520.00	Contract Staffing -Admin
7/27/2021	Accounting & Association Software Group	\$1,526.25	Accounting Software Consulting
7/27/2021	American Family Life Assurance Co.	\$546.13	Payroll-AFLAC
7/27/2021	Aqua-Metric Sales Company	\$2,600.00	Annual Support FlexM2 Coverage
7/27/2021	Aramark Uniform & Career Apparel, LLC	\$413.08	Uniform
7/27/2021	Archoustics West	\$11,370.71	Sound Masking for Admin bldg
7/27/2021	Borges & Mahoney	\$4,218.66	Chemicals & Repairs/Maintenance
7/27/2021	California Public Employees' Retirement Sy	\$289,558.00	Annual OPEB Payment
7/27/2021	Chemtrade Chemicals US LLC	\$3,631.47	Chemicals
7/27/2021	Concentra DBA Occupational Health Centers	\$187.00	Recruitment
7/27/2021	Corelogic Solutions, LLC	\$218.55	CFD 2014-01 Admin Cost for June
7/27/2021	Dave Bunfill Blacktop Service	\$8,700.00	Repairs and Maintenance
7/27/2021	Duloglo Enterprises Inc DBA Action Cleanin	\$1,445.00	June Janitorial Services
7/27/2021	GM Crane Services, Inc	\$475.00	Quarterly Overhead Crane Inspection
7/27/2021	Hastie's Capitol Sand and Gravel Co.	\$612.08	Maintenance & Repairs
7/27/2021	Hip Entertainment LLC	\$375.00	Sound for town Hall Meeting

7/27/2021	Hopkins Technical Products, Inc	\$6,811.69	Repairs and Maintenance
7/27/2021	Lee's Automotive Repair Inc	\$77.85	Vehicle Maintenance
7/27/2021	Legal Shield	\$11.95	Payroll Legal
7/27/2021	Neil Harper	\$87.26	Rebate
7/27/2021	Operating Engineers Local Union No. 3	\$407.12	Payroll- Union
7/27/2021	Prodigy Electric & Controls Inc.	\$4,100.00	Replace conduit & Add wires for pump
7/27/2021	R&S Overhead Doors and Gates of Sacramento	\$527.30	Repairs and Maintenance
7/27/2021	Telstar Instruments	\$27,140.95	Maintenance and Repairs
7/27/2021	W.W. Grainger Inc.	\$58.54	Maintenance and Repairs
7/27/2021	Walker's Office Supplies, Inc	\$601.96	Office Supplies
7/27/2021	waterTALENT LLC	\$2,000.00	Temp Staffing

REVIEWED BY:  District Treasurer

**RANCHO MURIETA COMMUNITY SERVICES DISTRICT
INVESTMENT REPORT**

<i>CASH BALANCE AS OF JULY 31, 2021</i>	
<i>INSTITUTION</i>	<i>BALANCE</i>

CSD FUNDS

EL DORADO SAVINGS BANK

SAVINGS	\$	1,729,462
CHECKING	\$	638,854
PAYROLL	\$	68,480
<i>BANNER BANK EFT PAYMENTS ACCOUNT</i>	\$	483,607
<i>LOCAL AGENCY INVESTMENT FUND (LAIF)</i>	\$	8,314,494
<i>CALIFORNIA ASSET MGMT PROGRAM (CAMP)</i>	\$	640,345

TOTAL \$ 11,875,242

CSD RESERVE OBLIGATIONS

CURRENT RESERVE BALANCE

RESTRICTED	\$	7,491,207
UNRESTRICTED	\$	3,469,809

TOTAL \$ 10,961,016

CSD OPERATING CAPITAL

*TOTAL AVAILABLE CASH** **\$ 2,920,403**

MELLO ROOS BOND FUNDS

COMMUNITY FACILITIES DISTRICT NO. 2014-1 (CFD)

<i>BANK OF AMERICA</i>	\$	122,658
<i>WILMINGTON TRUST</i>		
BOND SPECIAL TAX FUND	\$	405,374
BOND REDEMPTION ACCOUNT	\$	-
BOND ACQ & CONSTRUCTION	\$	17,552
BOND RESERVE FUND	\$	391,615
BOND SURPLUS	\$	16,801
BOND ADMIN EXPENSE	\$	22,007
BOND PRINCIPAL	\$	-
BOND INTEREST	\$	-
	\$	976,007

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

PREPARED BY: Manoj Pal

REVIEWED BY:  District Treasurer

4A General Manager's Report - Pending

MEMORANDUM

Date: August 13, 2021
To: Board of Directors
From: Paula O'Keefe, Director of Administration
Subject: Administration / Financial Update

On August 5, 2021, the Finance Committee met and discussed the following items:

- Status presentation regarding the Tyler Technologies proposal for the District's new ERP
- Discussion regarding updating District Code, Chapter 4
- Discussion regarding updating the District Credit Card policy

The following is the summary of the August 2021 monthly Board Financial Report. The following are highlights from various internal financial reports. Please feel free to call me before the Board meeting regarding any questions you may have relating to these reports.

Monthly Budget to Actuals

Staff have identified several areas not included in the prior monthly budget to actuals and have included these entries as of June 30, 2021, in preparation to close out FY 2020-21. While there are still a few outstanding entries, the areas of impact are not within budgetary numbers. Staff are continuing to research and review all balance sheet accounts and reserve balances to ensure the numbers carried forward are accurate.

Procurement and Contracts

Staff will be bringing forward two contracts for approval for CIP# 22-05-2 in the amount of \$76,650.60 and CIP# 22-03-1 in the amount of \$91,367.50.

Capital Improvement Projects Updates

Staff have identified all capital improvement projects in progress for the current fiscal year and will have a year-to-date project cost analysis for the September Finance Committee meeting. This information will include total cost of projects, project completions for approval and acceptance and updated reserve information to assist the Board in providing direction for future Capital Improvement Plans.

Reserve Fund Purchases authorized by the General Manager

No authorized purchases by the General Manager in the month of July.

Reserve Funds Balance Sheet

Several entries are still outstanding for FY 2020-21 in relation to the reserve amounts, however staff are presenting the current totals as of June 30, 2021, and July 31, 2021. It is important to note that the final reserve totals are dependent upon year end close and are not finalized for FY 2020-21 at this time.

An extensive analysis of the District's reserves, Capital Improvement Projects and reserve usage and the reserve policy is being finalized to determine the total amount of available reserves and the appropriate management and usage of funds. Pending discussion at the September Finance Committee, staff will bring forward information to the September Board meeting discuss findings and provide recommendations to the Board for

retained revenues, reserve policy changes and Capital Improvement Projects allocations and funding obligations.

FY 2020-21 - Draft Year End Reserve

TB run ending 06/30/21

<i>Reserve Descriptions</i>	<i>Account #</i>	<i>FY 2020-21 Beginning Balance July 1, 2020</i>	<i>YTD Total Debit</i>	<i>YTD Total Credit</i>	<i>Year to Date Ending Balance June 30, 2021</i>
Capital Improvement Reserve Fees - Admin	100-2510	0	0	0	0
Unreserved Fund Balance	100-2800	0	0		0
	<i>Subtotal</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
Water Capital Replacement	200-2505	1,796,308	66,211	260,772	1,990,869
Capital Improvement Reserves Fees - Admin Alloc	200-2505-99	39,990	0	0	39,990
Capital Improvement Reserves Fees - Water	200-2510	(134,808)	103	19,420	(115,491)
Capital Improvement Reserves Fees - Admin Alloc	200-2510-99	210,003	0	0	210,003
Water Supply Augmentation	200-2511	1,886,846	6,318	128,421	2,008,948
WTP Construction Fund Reserve	200-2513	(786,776)	167,230	159,458	(794,549)
Unreserved Fund Balance	200-2800	1,668,738	515,882	187,665	1,340,521
	<i>Subtotal</i>	<i>4,680,301</i>	<i>755,744</i>	<i>755,735</i>	<i>4,680,292</i>
Sewer Capital Improvement Connection	250-2500	4,324	22	39	4,342
Sewer Capital Replacement	250-2505	3,152,811	387,941	374,781	3,139,652
Capital Replacement Reserve Admin	250-2505-99	29,236	0	0	29,236
Capital Improvement Reserves Fees - Sewer	250-2510	59,252	881	14,875	73,246
Capital Improvement Reserves Fees - Admin Alloc	250-2510-99	159,077	0	0	159,077
Unreserved Fund Balance	250-2800	1,449,454	386,237	385,385	1,448,601
	<i>Subtotal</i>	<i>4,854,154</i>	<i>775,080</i>	<i>775,080</i>	<i>4,854,154</i>
Drainage Capital Replacement	260-2505	78,469	82	147	78,534
Capital Improvement Reserves Fees - Admin Alloc	260-2505-99	3,866	0	0	3,866
Capital Improvement Reserves Fees - Drainage	260-2510	340,310	1,793	5,617	344,134
Capital Improvement Reserves Fees - Admin Alloc	260-2510-99	35,262	0	0	35,262
Unreserved Fund Balance	260-2800	102,142	5,317	1,429	98,254
	<i>Subtotal</i>	<i>560,049</i>	<i>7,193</i>	<i>7,192</i>	<i>560,049</i>
Capital Improvement Reserves Fees - Admin Alloc	400-2505-99	6,418	0	0	6,418
Unreserved Fund Balance	400-2800	244,476	0	0	244,476
	<i>Subtotal</i>	<i>250,894</i>	<i>0</i>	<i>0</i>	<i>250,894</i>
Capital Replacement Reserve Security	500-2505	85,647	27,989	810	58,468
Capital Improvement Reserves Fees - Admin Alloc	500-2505-99	7,701	0	0	7,701
Capital Improvement Reserve Fees - Security	500-2510	(56,999)	217	15,824	(41,393)
Capital Improvement Reserves Fees - Admin Alloc	500-2510-99	135,466	0	0	135,466
Security Impact Fee Reserves	500-2513	38,025	5,772	6,235	38,488
Unreserved Fund Balance	500-2800	328,440	22,829	33,940	339,551
	<i>Subtotal</i>	<i>538,280</i>	<i>56,808</i>	<i>56,808</i>	<i>538,280</i>
Total Reserves		10,883,678	1,594,825	1,594,816	10,883,668

FY 2021-22 - Draft Reserve Beginning Balances

TB run ending 07/31/21

<i>Reserve Descriptions</i>	<i>Account #</i>	<i>FY 2021-22 Beginning Balance July 1, 2021</i>	<i>YTD Total Debit</i>	<i>YTD Total Credit</i>	<i>Year to Date Ending Balance July 31, 2021</i>
Capital Improvement Reserve Fees - Admin	100-2510	0	0	0	0
Unreserved Fund Balance	100-2800	0	0		0
	<i>Subtotal</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
Water Capital Replacement	200-2505	1,990,869	0	0	1,990,869
Capital Improvement Reserves Fees - Admin Alloc	200-2505-99	39,990	0	0	39,990
Capital Improvement Reserves Fees - Water	200-2510	(115,491)	0	0	(115,491)
Capital Improvement Reserves Fees - Admin Alloc	200-2510-99	210,003	0	0	210,003
Water Supply Augmentation	200-2511	2,008,948	0	0	2,008,948
WTP Construction Fund Reserve	200-2513	(794,549)	0	0	(794,549)
Unreserved Fund Balance	200-2800	1,340,521	0	0	1,340,521
	<i>Subtotal</i>	<i>4,680,292</i>	<i>0</i>	<i>0</i>	<i>4,680,292</i>
Sewer Capital Improvement Connection	250-2500	4,342	0	0	4,342
Sewer Capital Replacement	250-2505	3,139,652	0	0	3,139,652
Capital Replacement Reserve Admin	250-2505-99	29,236	0	0	29,236
Capital Improvement Reserves Fees - Sewer	250-2510	73,246	0	0	73,246
Capital Improvement Reserves Fees - Admin Alloc	250-2510-99	159,077	0	0	159,077
Unreserved Fund Balance	250-2800	1,448,601	0	0	1,448,601
	<i>Subtotal</i>	<i>4,854,154</i>	<i>0</i>	<i>0</i>	<i>4,854,154</i>
Drainage Capital Replacement	260-2505	78,534	0	0	78,534
Capital Improvement Reserves Fees - Admin Alloc	260-2505-99	3,866	0	0	3,866
Capital Improvement Reserves Fees - Drainage	260-2510	344,134	0	0	344,134
Capital Improvement Reserves Fees - Admin Alloc	260-2510-99	35,262	0	0	35,262
Unreserved Fund Balance	260-2800	98,254	0	0	98,254
	<i>Subtotal</i>	<i>560,049</i>	<i>0</i>	<i>0</i>	<i>560,049</i>
Capital Improvement Reserves Fees - Admin Alloc	400-2505-99	6,418	0	0	6,418
Unreserved Fund Balance	400-2800	244,476	0	0	244,476
	<i>Subtotal</i>	<i>250,894</i>	<i>0</i>	<i>0</i>	<i>250,894</i>
Capital Replacement Reserve Security	500-2505	58,468	0	0	58,468
Capital Improvement Reserves Fees - Admin Alloc	500-2505-99	7,701	0	0	7,701
Capital Improvement Reserve Fees - Security	500-2510	(41,393)	0	0	(41,393)
Capital Improvement Reserves Fees - Admin Alloc	500-2510-99	135,466	0	0	135,466
Security Impact Fee Reserves	500-2513	38,488	0	0	38,488
Unreserved Fund Balance	500-2800	339,551	0	0	339,551
	<i>Subtotal</i>	<i>538,280</i>	<i>0</i>	<i>0</i>	<i>538,280</i>
Total Reserves		10,883,668	0	0	10,883,668

Interfund Borrowing

The following are the updated totals for the repayment of the interfund borrowing as of July 31, 2021. Also included are the final totals for FY 2020-21.

<i>Inter-fund Borrowing</i>	<i>Fiscal Yr Beg Balance 7/1/2020</i>	<i>YTD Interest</i>	<i>YTD Repayment</i>	<i>Period End Balance 30-Jun-21</i>
WTP Construction Loan from Sewer	714,876	4,880	140,911	585,700
WTP Construction Loan from WSA	238,298	1,157	46,970	195,239
Total Inter-fund Borrowing	953,174	6,037	187,882	780,939

<i>Inter-fund Borrowing</i>	<i>Fiscal Yr Beg Balance 7/1/2021</i>	<i>YTD Interest</i>	<i>YTD Repayment</i>	<i>Period End Balance 31-Jul-21</i>
WTP Construction Loan from Sewer	585,700	106	11,736	574,092
WTP Construction Loan from WSA	195,239	35	3,912	191,327
Total Inter-fund Borrowing	780,939	141	15,647	765,420

Utility Billing

Issue Resolution

Over the last few months, the Finance team encountered several technology related issues. A handful of residents have reported issues with credit card payments and staff are continuing to resolve these issues. PaymentUS has been working with District staff to remedy the issues and have resolved outstanding help tickets.

The District is currently working with several residents to resolve outstanding payments to bring these accounts current and in good standing. There are many residents who are not current with their bills and the District reminds all residents with past-due accounts that the District offers a payment plan to assist with bringing their accounts current. We encourage residents to work with the District to prevent additional late fee assessments.

Aging Report

As a reminder, the Board of Directors voted to begin charging late fees on all accounts that are delinquent as of the January 25, 2021, billing cycle and interest on the balance of past due accounts at the December 16, 2021, Board Meeting. There are a total of 130 accounts that are at least two months behind on payments. The total amount due to the District for outstanding balances is \$107,882.92.

Security Service Survey

At this time, there are no financial updates to the Security Service survey in relation to cost to the District.

4B1 Budget to Actuals - Pending

MEMORANDUM

Date: August 13, 2020
To: Board of Directors
From: Tina Talamantes, Interim Security Supervisor
Subject: Security Update Report for the Month of July

OPERATIONS UPDATES

The Department is currently working on the following projects:

- ABA Protection Inc training: CSD staff are currently training at the Gates and in Patrol.
- Recruitment for the Security Supervisor: New Security Supervisor introduction.
- Summer Events Planning/Extra staffing: SSD is on hire-back on Fridays until further notice (eve hours); responds to District calls and provides patrol services
- Patrol non-covered shifts: 29.5 hours total due to contract security being trained by CSD staff.
- North Gate: PO has been requested for Olaf to install PoE extenders for the cameras/internet; A&D Gates to repair Lago gate – complete. Outside lane gate – sensor replaced.
- South Gate Update: A&D Gates to install a new gate arm – complete.
- Fire Hydrant Hit and Run: CHP conducted investigation and suspect identified/cited.

Rancho Murieta Association activity:

We continue to work with the RMA Leadership on a regular basis. Our focus is to improve our level of service and have positive contacts with residents. If there are incidents where there is a safety concern, we notify residents to call the Sacramento Sheriff's Department. The following list is the current focus of our meetings:

- July 4th event: The Annual July 4th event went smoothly with no major issues overall.
- General non-arch rules enforcement: Violations are down for evening parking due to lack of shift coverage during the early morning hours, usually 0300-0600 hours.
- Stop Sign enforcement – enforcement missions conducted each week; other violations issued during regular patrol
- Speed enforcement –enforcement missions conducted each week during the daytime hours only; other violations issued during regular patrol
- Cameras at Lakes: RMA approved camera installations at the Lakes. RMA Maintenance to install poles for camera setup. Watchdog Security will install the cameras, and is awaiting power/internet to the Lake areas. Project in progress.

Murieta Village activity:

- Regular patrol activity

Rancho Murieta Commercial Owners Association activity:

- Regular patrol activity

SACRAMENTO COUNTY SHERIFF OFF DUTY HIREBACK REPORT

JULY 2021

Dates Worked:	July 2, 4, 9, 16, 23
Hours/Shift:	6 hour shifts (1800-0000 hours) July 4 th Special Event: 3 Deputies assigned (working 7 and 8 hour shifts)
Deputies Assigned:	Deputy Halk
Total Hours:	54
Total Cost/Billed:	not billed yet
Calls for Service:	3
Traffic Stops:	0
Arrests:	0

Summary: Deputy Halk conducted checks throughout the District continuously throughout each shift, focusing on the Lake areas. Calls for service included a vehicle (golf cart) accident, medical call, and a suspicious vehicle.

Rancho Murieta Association
Violation Item Summary Report -- 2021
(This report includes RMA & CSD issued violations)

Violation Item Summary Report	Jan		Feb		March		April		May		June		July	
	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA
Motor vehicle violations:														
Motorcycle														
No drivers license			1		2		1						1	
Speeding	5	38	1	17	12	39	20	15	7	12	8	12	2	5
Speeding - twice speed limit														
Stop signs				3	1	4	1	3		1	4		2	
Bus stop signs														
Use of streets	1													
Parking:														
Driveway parking	4		1	31	17		16		9	1	1	17	3	9
Guest parking			3	8		2				1		3	1	1
Overnight street parking	13		4	2	14	2	10		11		5	6	2	5
Unauthorized Vehicle (24 hr pass)		2		1	4	2	3	1	3		2	2	1	
Accumulation/dumping of debris		1				1		1		1				
Advertising signs														
Barbeques, open fires, bonfires					2			1						
Carrying passengers/overloaded cart													1	
Clothes lines														
Commercial vehicle lettering									1		1	1		1
Construction overnight parking														
Park hours / curfew	8				5		2		1		9		5	
Decorative lights						1								
Discharge of firearm														
Dog park investigations														
Dwelling exterior alterations														
Failure to identify														
Fences, screens & enclosures														
Guest w/o resident in comm areas					3		1				2			
Home business activities														
Noxious activities					1		1			1	2		1	
Open garage doors														
Pets - off leash / teathered / noise		1		1			2			2		2		
Property maintenance		3		1		11		19		11		12		18
Sign rules														
Skating in common area														
Sports equip/trampoline/basketball							1							
Storage of building materials				1				1				1		
Stored vehicles												1	2	3
Trash containers								1						
Use of common areas & facilities				2	1									
Vandalism														
Vehicle repair or maintenance														
Village/Villas violations														
Working days & hours	2													
Total Violations	33	45	10	67	62	62	58	42	32	30	34	57	21	42
Citations written by RMCS		33		10		62		58		32		34		21
Citations written by RMA		45		67		62		42		30		57		42
Total Violations		78		77		124		100		62		91		63

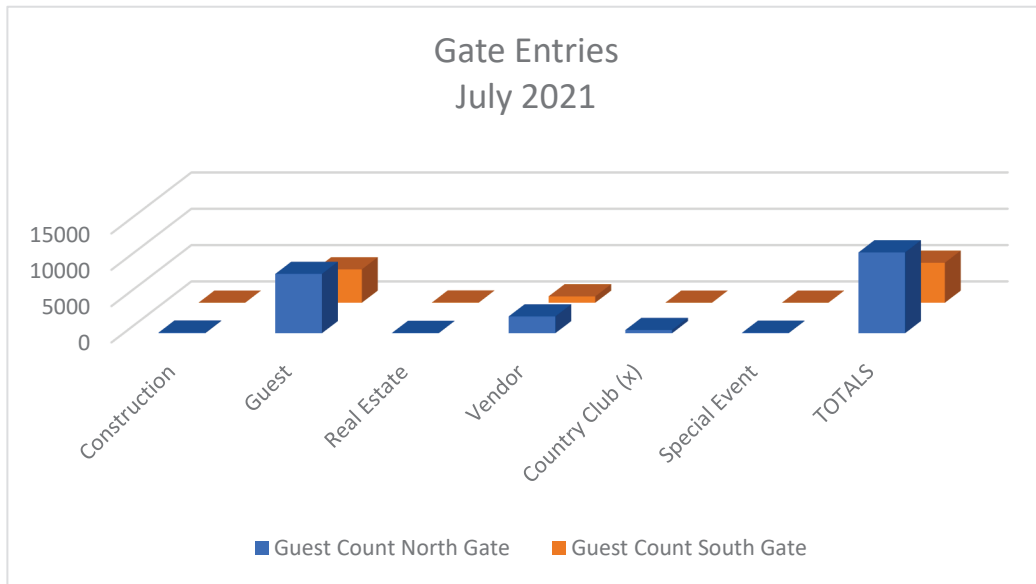
Violation Item Summary Report	August		September		October		November		December		Totals	
	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA
Motor vehicle violations:												
Motorcycle											0	0
No drivers license											5	0
Speeding											55	138
Speeding - twice speed limit											0	0
Stop signs											8	11
Bus stop signs											0	0
Use of streets											1	0
Parking:												
Driveway parking											51	58
Guest parking											4	15
Overnight street parking											59	15
Unauthorized Vehicle (24 hr pass)											13	8
Accumulation/dumping of debris											0	4
Advertising signs											0	0
Barbeques, open fires, bonfires											2	1
Carrying passengers/overloaded car											1	0
Clothes lines											0	0
Commercial vehicle lettering											2	2
Construction overnight parking											0	0
Park hours / curfew											30	0
Decorative lights											0	1
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											6	0
Home business activities											0	0
Noxious activities											5	1
Open garage doors											0	0
Pets - off leash / teathered / noise											2	6
Property maintenance											0	75
Sign rules											0	0
Skating in common area											0	0
Sports equip/trampoline/basketball											1	0
Storage of building materials											0	3
Stored vehicles											2	4
Trash containers											0	1
Use of common areas & facilities											1	2
Vandalism											0	0
Vehicle repair or maintenance											0	0
Village/Villas violations											0	0
Working days & hours											2	0
Total Violations	0	0	0	0	0	0	0	0	0	0	250	345
Citations written by RMCS		0		0		0		0		0		250
Citations written by RMA		0		0		0		0		0		345
Total Violations		0		0		0		0		0	0	595

Gate Entries by Type

July 1-31, 2021

Pass Type	Guest Count North Gate	Guest Count South Gate	Count by Pass Type
Construction	92	3	95
Guest	8169	4590	12759
Real Estate	40	29	69
Vendor	2316	876	3192
Country Club (x)	447	2	449
Special Event	64	3	67
TOTALS	11128	5503	16631

Prior Month Totals: 10496 5693 16189

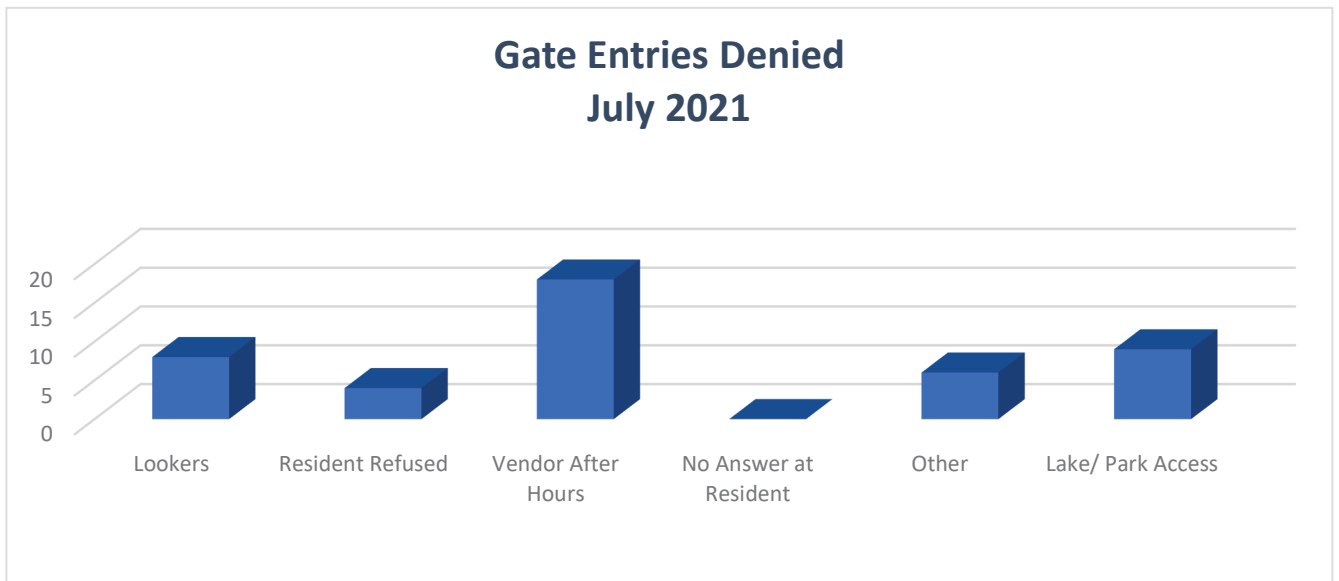


Gate Entries Denied

July 1-31, 2021

	Lookers	Resident Refused	Vendor After Hours	No Answer at Resident	Other	Lake/ Park Access	TOTAL
All Gates	8	4	18	0	6	9	45

Prior Month Totals: 8 5 16 5 4 14 52





Rancho Murieta CSD Security

15160 Jackson Rd
Rancho Murieta, CA 95662

Cases - Breakdown by Type

ABANDONED DISABLED VEH	4
ALARM	20
ANIMAL COMPLAINT	11
ASSAULT	1
ASSIST OTHER AGENCY	8
CITATION	17
DISTURBANCE	7
ESCORT	7
EXTRA PATROL	17
FOLLOW UP	6
INTOXICATED PERSON	5
IRRIGATION DAMAGE	1
JUVENILE DELIQUENCY	3
LOST/FOUND PROPERTY	6
MEDICAL AID	19
MISCELLANEOUS	23
OPEN DOOR	6
PARKING	24
REFUSED ENTRY	45
RESIDENT COMPLAINT	37
RMA RULE VIOLATION	36
SPEEDING COMPLAINT	3
STOLEN/LOST PROPERTY	2
STOP SIGN VIOLATION	1

SUSPICIOUS ACTIVITY	8
SUSPICIOUS PERSON	9
SUSPICIOUS VEHICLE	11
TRAFFIC ENFORCEMENT	6
TRASH-PICK UP	1
TRESPASSING	13
VANDALISM	7
VEHICLE ACCIDENT	16
WATER LEAK	11
WELFARE CHECK	4
Total	395



INCIDENTS OF NOTE JULY 1-31, 2021

July 4, 2021: DUI Arrest – De La Cruz and Bridgehouse Rd

At 2245 hours, a golf cart accident with injuries was reported to Security. Patrol responded and located the driver of the golf cart and a toddler child. The driver of the golf cart collided with a parked vehicle, causing minor damage. Minor injuries were reported. CHP responded and conducted a DUI investigation. The female driver was arrested for suspicion of DUI.

July 8, 2021: Trespassing – 7161 Murieta Parkway

At 2056 hours, a local rancher approached the North Gate and was acting erratically. He was identified as the same subject who has previously been given a Trespass admonishment. The Gate Officer detected an odor of alcoholic beverage emitting from his person. CHP was called and upon arrival, the subject fled from CHP and returned back to his ranch. He was not arrested at that time. The subject was arrested on July 13, 2021 for outstanding warrants.

July 14, 2021: UPDATE Hit & Run / Fire hydrant collision

The District Water Department received an alarm at the WTP for low tank levels. Water Department personnel discovered that a fire hydrant on the utility access road had been struck and water was being drained from the WTP. A Ford Fusion was identified as the possible responsible vehicle involved in the collision, as determined by the vehicle debris/evidence left at the scene.

On July 8, 2021, we issued another Informational Bulletin with a posted reward of \$1000 for information leading to the identification of the responsible party. An anonymous caller advised of a subject who admitted to friends that he was responsible for the accident. On July 14, 2021, CHP responded for the investigation and the suspect was contacted. He admitted to the accident and the vehicle was inspected/confirmed. The driver was cited by CHP. The information was provided to GSRMA for damage recovery.

July 19, 2021: Hit & Run / CSD Vehicle – 7123 Murieta Drive (The Plaza)

Patrol responded to a suspicious persons call at the Plaza, behind GoFore Pizza. When Patrol approached the subjects, they fled in their vehicles and one of the vehicles collided with the CSD patrol vehicle. The subjects fled the scene. The subjects were identified through Body Worn Camera footage. It appears the subjects may also be responsible for vandalisms in the area. CHP responded for the investigation.

July 31, 2021: Hot Air Balloon Landing – Calero Reservoir

Residents reported a hot air balloon landing at Calero Reservoir, and the occupants possibly jumping in the water. Patrol responded and found no evidence of the occupants being wet or the hot air balloon being wet. Occupants advised of private property.

Patrol Coverage:

Patrol experienced no coverage for several days during the month of July due to lack of coverage from the prior contract security company. We are currently training the new security company personnel; ABA Protection Inc. Coverage was unavailable from 0300 to 0700 hours on several occasions.

2021 YTD TOTAL: 144 hours

MEMORANDUM

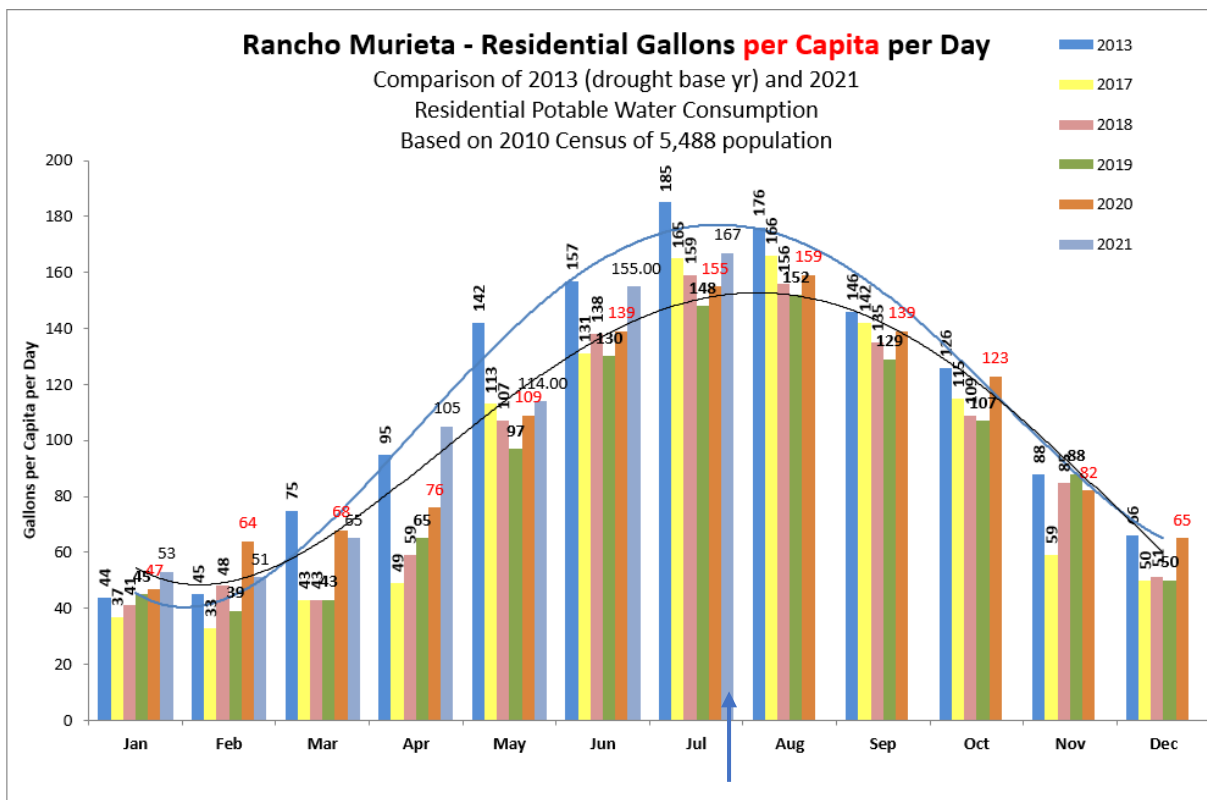
Date: August 11, 2021
To: Board of Directors
From: Ron Greenfield, Acting Director of Operations
Subject: Field Operations Monthly Update

Improvements Committee summary

At the July 6, 2021, Improvements Committee meeting, we reviewed:
Sodium Hypochlorite Conversion project and the status is now put on hold.
West Dissolved Air Floatation (DAF) one new pump installed DAF is up and running.
Update on Hole 14 Culvert Replacement north course RFP
Rio Oso Pump Replacement – CIP #22-03-01
Sewer Jetter Replacement - CIP #22-05-02
Riverview project
The Residences at Murieta Hills – East and West
All Committee meeting information can be viewed at:
<https://www.ranchomurieta.com/2021-committee-meetings>

WATER TREATMENT

- Plant #1 in July 2021 produced an average of 784,935 gallons per day (GPD).
- Plant #2 in July 2021 produced average of 1.66 million gallons per day (MGD).
- In July plants produced 76.001 million gallons (MG), or 233.23 acre-feet (AF) of potable water in July.
- The production value per connection was 896 gallons per connection per day for July
- The water used was 76,001,000 gallons. This equates to 167 gallons of water used per capita per day vs 185 in 2013, a 9.73% decrease in use in the base comparison year of 2013 as shown in the updated graph below.



Below is the water use data provided from Administration, with last month's data outlined in red.

		Last FY	Last FY	Last FY	Last FY	Last FY	Last FY	Last FY	Last FY	Last FY	Last FY	Last FY	Last FY Same Period	
		2021	2021	2021	2021	2021	2021	2021	2020	2020	2020	2020	2020	
		July	June	May	Apr	Mar	Feb	Jan	Dec	Nov	Oct	Sep	Aug	Jul
12 month rolling % increase	2.9%	2,623	2,623	2,616	2,623	2,616	2,615	2,615	2,612	2,607	2,669	2,660	2,662	2,659
Residences	2.9%	2,623	2,623	2,616	2,623	2,616	2,615	2,615	2,612	2,607	2,669	2,660	2,662	2,659
Weighted Average														July
Cubic Feet	1,803	2,356	2,069	1,928	2,069	727	687	711	970	1,650	2,016	2,518	2,802	2,565
Gallons Per Day	457	587	516	573	516	181	171	177	242	411	503	628	699	648
Same Period Last FY	648													

		Last FY	Last FY	Last FY	Last FY	Last FY	Last FY	Last FY	Last FY	Last FY	Last FY	Last FY	Last FY Same Period	
		2021	2021	2021	2021	2021	2021	2021	2020	2020	2020	2020	2020	
		July	June	May	Apr	Mar	Feb	Jan	Dec	Nov	Oct	Sep	Aug	Jul
YTD Totals	1,251,541	162,257	78,750	61,508	78,750	68,900	62,896	40,624	38,314	81,890	98,366	128,118	147,140	159,116
Commercial	508,261	71,001	54,100	28,660	54,100	742	1,219	1,239	6,662	21,818	38,398	55,279	80,900	75,722
Parks	1,331,346	537,549	31,801	133,548	31,801	0	0	0	1,648	12,349	17,699	24,602	68,651	231,249
Raw Water	41,755	4,781	3,682	6,537	3,682	2,426	1,532	1,336	854	1,917	2,683	3,008	3,686	4,095
CSD	3,132,903	775,588	168,333	230,253	168,333	72,068	65,647	43,199	47,478	117,974	157,146	211,007	300,377	470,182
Totals														

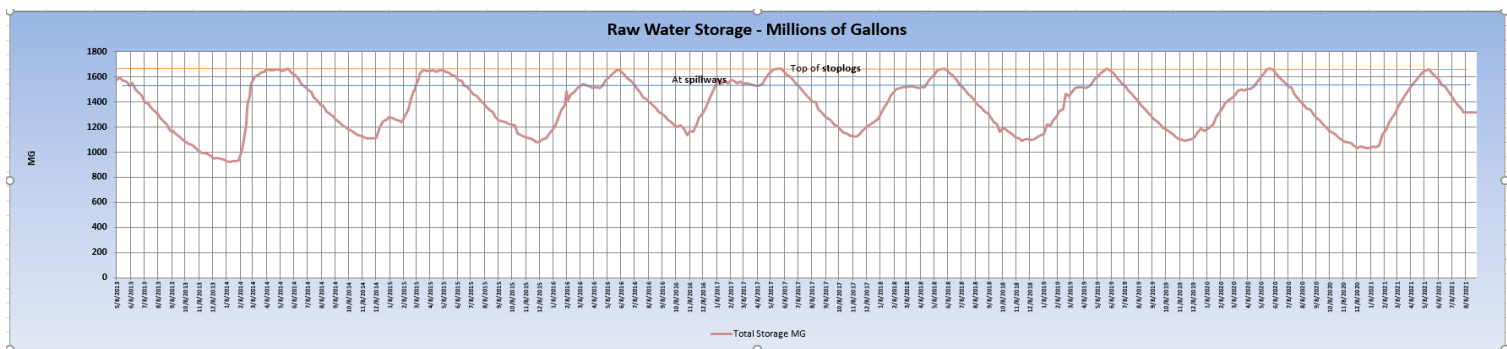
WATER SOURCE OF SUPPLY

- On August 4, 2021, all raw water storage for Calero, Chesbro, and Clementia Reservoirs volume measured 1317.37 million gallons (4043.13 acre-feet [AF]).
- Total volume of Calero and Chesbro is, 1044.26 MG (3204.94 AF).
- Total usable volume of all three reservoirs accounting for dead storage in the reservoirs is 1153.444 MG (3540.03 AF).
- For the month of July, no rain was received, evaporation measured at 10.83 inches. (For our area evaporation rate is measured from the U.S. Bureau of Reclamation at Folsom Lake.)

Our current reservoir levels are as shown here:

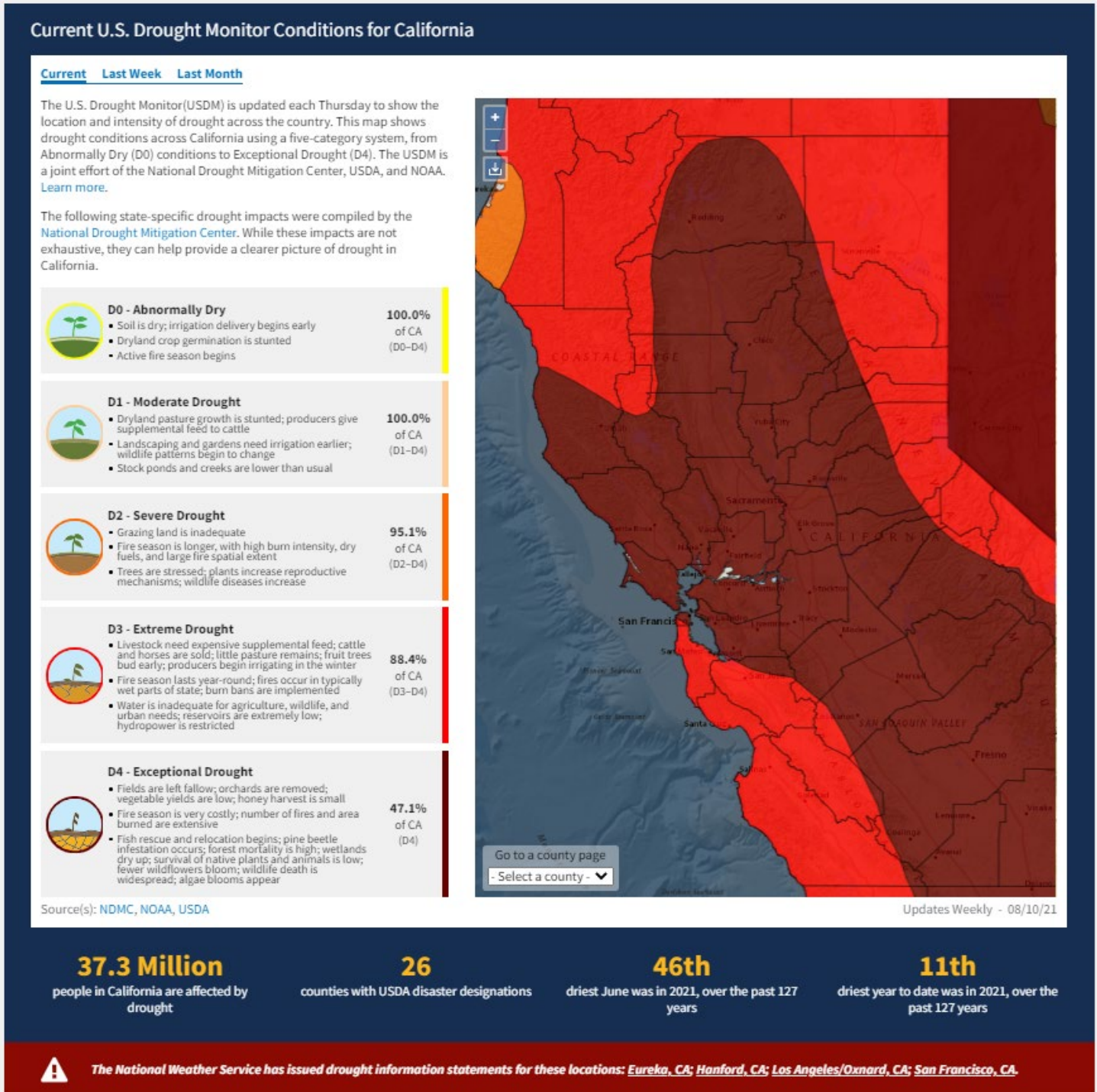
	WTP Flow Rate Setting MGD	Granlee Production MGD	Calero Elevation	Calero Ac-ft	Calero MG	Chesbro Elevation	Chesbro Ac-ft	Chesbro MG	Clementia Elevation	Clementia Ac-ft	Clementia MG	Spillway Raw Water % Full	Splashboards Raw Water % Full	Total Storage MG	Total Storage Ac. Ft.	Total Usable Volume MG	Total Usable Volume AF	Calero & Chesbro total MG	Calero & Chesbro ac-ft	Cal - Ches. Total Usable Volume MG	Cal - Ches. Total Usable Volume AF	% full top of logs	% full to spillways
Full Volume at Spillway 8/4/2021	2.9	0.0	278.00	2622.50	854.487	260.70	1130.70	368.415	185.00	907.10	295.559	4660.3	1664.0	1518.461	4660.30	1153.444436	3540.03	1044.262	3204.94	994.899	2751.94	79.1668	86.6175

A graph of the raw water storage volumes is shown below. Pump to storage this season is completed.



WATER FORECAST:

Below are updated images of the current drought condition and outlook. Sacramento region is continuing to be noted as being in a Severe Drought stage. It may be a requirement to implement a higher drought stage beyond our current declaration of Normal. Here is the weblink to our Water Shortage Contingency Plan: <https://www.ranchomurieta.com/water-conservation> Staff has been directed to tag water wasters with our Water Conservation Notice tags.



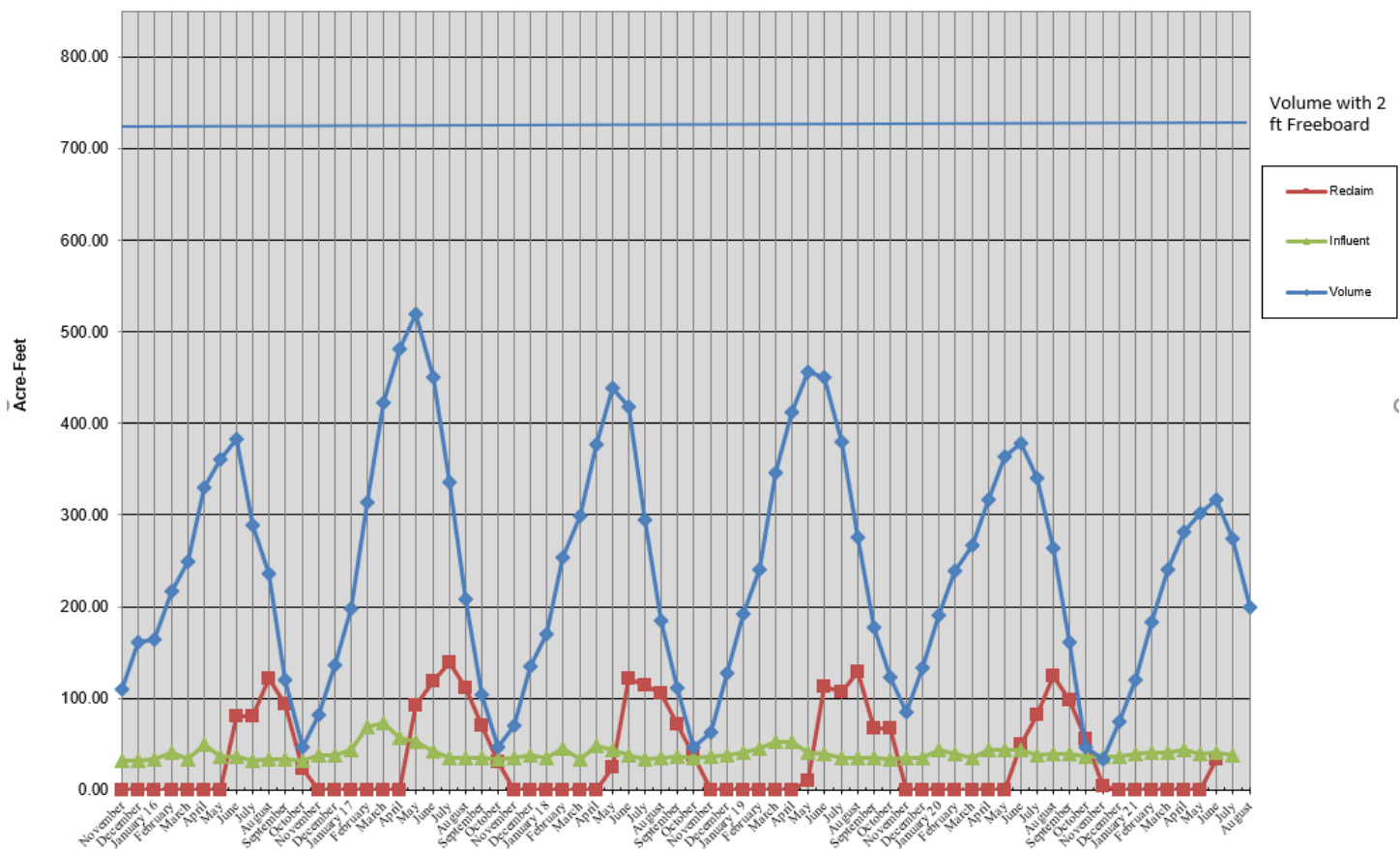
The drought outlook as of 8/12/2021 remains unchanged for our area.

WASTEWATER COLLECTION, TREATMENT, AND RECLAMATION

- For July 2021, the influent wastewater flow averaged 422,452 gallons a day, for a total of 13,096,000 MG (40.19AF). This is approximately 159 GPD per sewer connection.
- On August 4, 2021, secondary wastewater storage measured 65.1557 MG (199.16 AF), of which 60.29 MG (185.049 AF) is usable for reclamation due to dead storage.
- On July recycle water to Golf Course was 33,439,000 gallons (106.62 AF) We are now keeping the golf course supplied with all the water they need but we will need to make changes due to the lack of water in storage.

Below is a graph of the recent secondary wastewater storage volumes as of July 7, 2021.

Volume of Secondary Wastewater in Reservoirs 2016-2021



SEWER COLLECTION

- Utility staff had one call for a sewer issue by residents in the month of July. Homeowner had a blockage in their sewer lateral and was informed it would be their responsibility to have it repaired.
- No issues occurred in the District's sewer collection system in month of July.

DRAINAGE

- There were no issues of concern in the drainage system for the month of July.
- Staff have been doing weed abatement in drainage ditches and Topspin drainage basin with 40 hours spent in weed abatement for the month of July.
- We now have two temps hired to concentrate on weed abatement in the drainage system.

- Scheduled for replacement this year is drainage culverts at hole 14 in the north course under a CIP. There is an RFP posted on our web site now.



Cleaning Debris from Laguna Joaquin spill way



Using new tractor for weed abatement in basin



Chesbro protection ditch before cleaning

WATER METERING AND UTILITY STAFF WORK

- There were 2 new water meters added to the distribution system in the month of July.
- There were seven (7) Underground Service Alert markings requested and completed.
- We had twenty-two (22) utility star service orders from the administration department.
- In July utility staff repaired nine (9) water service line leaks. All nine leaks were in poly service lines due to age, poor backfill and or installation.

This is an example of poor backfill, with a rock right under the water leak.



Troy (intern) getting to a water leak



Mario finishing up a water leak

- There were fifteen (15) homeowner calls for various water-related complaints in July. Most of the complaints were for high water usage and homeowners with leaks in their private water systems that they would need to repair.

General Update

Sloughhouse Resource Conservation District (SRCD) – GSP development

No Update.

Sodium Hypochlorite Conversion Project

Outstanding work to be done includes TESCO wiring all the new control and monitoring telemetry into the Wastewater control PLC #2 and integrating these telemetry items into the existing Rockwell SCADA system.

- TESCO was here on 7/21/2021 to complete their work on the telemetry system. They were here for two days and when they removed the old Chessel this a display screen that shows graphs and history of chlorine levels, water flows and water levels in different areas of the tertiary system after moving this information to the Supervisory Control and Data Acquisition (SCADA) system there were several problems most of which were taken care of, but they will still need to do some adjustments to it when they are here to install the WIN 911 system
- We received a report from Daryl with Domenichelli (district engineer) regarding his review of the Sodium hypochlorite delivery system for the tertiary system and an outline of his findings. The plan was to start using sodium hypochlorite and getting rid of the gas chlorine. This is now on hold until there are some modifications to the new system for the sodium hypochlorite.

WWTP, East & West Dissolved Air Floatation (DAF) Operations

East DAF has been up and running. The West DAF was put online and up and running on 7/22/2021.

We are still waiting for the second pump for the west DAF. The ship date has been changed once again to September 1, 2021. With the one new pump working now we should be fine as far as operations go for the west DAF. Pump parts have been hard to get due to the COVID virus.

DEVELOPMENT PROJECTS

The Retreats East & North

The project reports that K-Hovnanian is still in the due-diligence period. They with Domenichelli & Associates to sign off on plans. We anticipate the developer will begin grading within 60-days.

Rancho Murieta North – Development Project

The project provided deposit funds to allow continued review of the project's water and sewer plans. Drainage plans have already been through a first review with comments and plan mark-ups provided back to the project.

MG - Murieta Marketplace

No update.

MG – Legacy Villas & Suites (lot 7)

The sewer system and drainage system have been installed and contractors are working on the water system now. There have been several conflicts with other utility lines that were addressed before they were allowed to proceed. As of July 28, 2021, all conflicts have been resolved. Underground work for water, sewer and drainage should be completed by mid-August. All underground work is now completed, and grading is under way.



The Murieta Gardens I & II – Infrastructure

No update.

MG - Murieta Marketplace

No update. The drainage basin, which is a part of this project, remains active as a stormwater best management practice for the development site keeping it active.

MG – Lot 9 (Taco Bell)

We have received the Developer Project Application and the requested deposit. The developer is working with Domenichelli & Associated on plan reviews. We anticipate the next steps to take place before the September Board meeting.

MG -Lot 10 (PDF Office)

No update.

MG – Lot 11 (Circle K Convenience/Carwash/Subway)

Project is now underway. A fire hydrant meter was checked out for dust control and compaction on Tuesday July 27, 2021. Dirt work has started for grading and compaction before utilities are started.

Other Development Projects:

Riverview

A pre-construction meeting was held on site on July 20, 2021, a start date of August 9, 2021, for the mass-grading is what was planned at time of meeting. This date is slightly delayed while the grading project and supply of water go through the final approval stages. The developer plans to utilize two fire hydrant meters and two temporary storage ponds for the dust control water supply. These plans are in the final stages of approvals.

Murieta Business Park

No update.

The Residences of Murieta Hills East & West

Mr. Keil submitted a developer application packet and deposit to allow for preliminary planning to begin. This step has allowed the developers to formally request the District to consider modifications to the current requirements for the two developments. Bob Keil and John Sullivan met with the Improvements Committee on August 5, 2021. At that meeting they presented a Water Balance report for the Committee to consider as justification for waving the requirement to build a recycled water system into the development improvement plans. The Committee directed Tom Hennig, and Joe Domenichelli, our District Engineer, to meet with John Sullivan to evaluate the Water Balance report. Tom Hennig met with John Sullivan and Joe Domenichelli on Wednesday, August 11, 2021. During the meeting Mr. Sullivan presented his report in detail and the numbers and estimates are now under review. We anticipate a preliminary response from Domenichelli within the next few weeks.

Rancho Murieta Community Services District

September 2021

Board/Committee Meeting Schedule

September 2, 2021

Communications/Technology	11:30 a.m.
Security	10:00 a.m.

September 7, 2021

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

September 15, 2021

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



MEMORANDUM

Date: August 10, 2021

To: Board of Directors

From: Ron Greenfield, Acting Director of Field Operations

Subject: Approval for MuniQuip, LLC for CIP# 22-03-1 - Replacement of the Two Rio Oso Split Case Pumps and Motor

ACTION AND/OR RECOMMENDATION:

Approval of proposal from Muni Quip, LLC in an amount not to exceed \$79,450 plus a 15% contingency in the amount of \$11,917.50 for a project total of \$91,367.50. Funding was approved in the FY 2021-22 Budget (CIP# 22-03-1) in the amount of \$100,000 - Water Fund Capital Reserves.

DISCUSSION:

Rio Oso tank site pumps are used to keep water pressure in the pressure zone of the distribution system in Rancho Murieta North from upper Guadalupe to Camino Del Lago including the Playa Del Rey area and from Puerto to Murieta Pkwy (Units #3 & #4).

The current pumps installed at the Rio Oso tank site are obsolete and have been running on borrowed time for the last five years. Pump #1 was rebuilt in 2016 and, at that time, parts were not available. Parts were pulled from two old pumps plus our pump to make one pump. After pump #1 was put back in service it has been the lead pump for the last five years and has been running 24 hours a day, seven days a week. Because of the lack of parts pump #2 is only being used on a limited capacity, it leaks, and it is in less than fair condition and would only be used in an emergency if pump #1 failed. Both pumps have been in service 15 plus years.

In an effort to secure three bids for the project, the District sent out requests to multiple vendors for replacement of these two pumps and motors. The following are the vendors responses:

- 1) Muni Quip LLC for \$79,450 that is being recommended to move forward with.
- 2) Commercial Pump & Mechanical, Inc replied "Thank you for the opportunity to quote the new pumps at Rio Oso Pump Station. Due to some variables Commercial Pump and Mechanical will not be submitting a bid for this project. Again, thank you for the opportunity and please keep us on you bid list for future projects."
- 3) We received a verbal denial to quote from Kirby Pump.

The quote from Muni Quip, LLC is the lowest bid that includes the purchase of pumps, motors, and installation.

This is the first step in a two-step process. Step two will be the replacement of the Variable Frequency Drives (VFD) at the Rio Oso tank site. This project was approved via CIP# 20-04-1 and will be ordered

after pumps are ordered because of the 12 to 18-week lead time to get pumps as per quote. The VFD project was estimated to cost \$60,000 in the FY 2020-21 CIP budget. We plan to request quotes for this project in the next few weeks. Once the VFD and Rio Oso Pump replacements are completed, the District's water delivery system is anticipated to meet the requirements for the Residences East and West development potable water demands.

FISCAL IMPACT:

CIP 22-03-1, Rio Oso Pump Replacement was approved in the FY 2021-22 CIP in the amount of \$100,000. Staff expect the total project cost, to include a 15% contingency, at \$91,367.50. There is available funding in the Water Capital Improvement reserves. At the August 5, 2021 Improvements Committee meeting, member approved the proposal with Muni Quip and recommended staff bring forward the purchase to the August 18, 2021 Board meeting.





DATE: June 25th 2021

QUOTE MQ-100352 install REV2

TO: Travis

Director of Field Operations

Rancho Murieta CSD

ph.(916)354-3700

RIO OSO Split Case Project.

We are pleased to offer the following items for your consideration:

ITEM #1 3500GPM @ 115TDH

PACO 8012 5/6 KP Split Case Pump
125HP 460V 3P ODP Motor
Tungeston SS seals, Woods Coupling Copper Tubing
Steel Fabricated base.

NOTES:

Including rubber expansion joints and all hardware to install 2 PACO Split case pumps.

- Installation is included. Installation is to be done 1 pump and motor at a time to ensure working properly and so the other pump can continue to run to provide water to the residences.
- Purchase all items needed to be able to connect new pumps to existing piping.
- Make sure pumps are level and aligned properly.
- All Items listed above QTY (2) PACO SPLIT CASE Pumps...\$74,800.00
- Sales Tax \$4650.00
- TOTAL PRICE with sales tax \$79,450.00

Lead time 12 to 18 weeks.

Not included are anchor bolts, tanks, access hatches, transformers, control panels, appurtenances, field wiring, tools, field alignment, installation, field painting, analysis, calculations, power supplied, PLC's, junction boxes, supports, restraints or any item not individually included and named in the above scope of supply.

Sales tax is not included in above pricing.

Freight FOB Factory

Quotation is valid for 90 days.



MUNIQUIP, LLC

Your Source For Water & Wastewater Equipment



This proposal is subject to the attached MuniQuip Terms & Conditions and/or the Terms and Conditions of the individual companies MuniQuip has quoted.

Best Regards,

MuniQuip, LLC

Don Reppond

Senior Sales Engineer

donr@muniquipllc.com

707-685-3757

TERMS AND CONDITIONS

1. Acceptance of this Order is final only upon written approval by MuniQuip, L.L.C. ("MQ").
2. The total sale price, as set forth on the first page hereof, including all tax, is payable by Purchaser as follows: One-Hundred percent (100%) within 30 days of notice of availability for shipment by the manufacturer. Any amount not paid when due shall bear interest at the rate of 18% *per annum*. Purchaser agrees to pay reasonable attorney's fees and all collection costs incurred by MQ if payment is not timely received. All payments by Purchaser shall be made without offset or deduction.
3. All prices are FOB source shipping point. MQ is not responsible for any loss during transit. Breakage or shortage claims arising from shipments shall be made by the Purchaser directly against the carrier. Purchaser will accept shipment within five (5) days of notice of availability from MQ.
4. Purchaser understands and acknowledges that the Equipment is not manufactured by MQ, and that MQ offers no representations or warranties of any kind or nature with respect to the Equipment. **SPECIFICALLY, MQ DOES NOT OFFER ANY EXPRESS OR IMPLIED WARRANTY OF DESCRIPTION, TITLE, OR CONDITION OF LIEN OR SECURITY INTERESTS, MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE.** The only warranties with respect to the Equipment shall be those offered by the manufacturer, if any. The sole obligation of MQ shall be to assist Purchaser in connection with the presentation of any warranty claim to the Manufacturer. If applicable, MQ will assign all manufacturers' warranties to Purchaser or end user. Purchaser shall be responsible for all costs and labor for installation and start-up assistance of the Equipment.
5. MQ shall not be responsible for any loss, claim or damages resulting from any force majeure, including but not limited to strikes, accidents, unavailability of labor or materials, acts of God, weather conditions, inability of carrier to deliver, legislative, administrative, or executive law, order or requisition of any governmental entity, or any event not under the direct control of MQ. Any delay in delivery from the Manufacturer caused by a force majeure or action or inaction of the Manufacturer or carrier shall not be the responsibility of MQ.
6. In no event shall MQ be responsible for any liquidated, consequential or special damages arising from breach of this Agreement, any delay of delivery or any other cause.

2024 Opportunity Drive # 130, Roseville, CA 95678, (916) 787-5641 office, (916) 787-5642 fax

www.muniquipllc.com



7. Purchaser shall pay any sales, excise, or other government charge payable by MQ to federal, state or local authorities. Any such taxes now or hereafter imposed upon sales or shipments will be added to the purchase price. Purchaser agrees to reimburse MQ for any such tax or to provide MQ acceptable tax exemption certificates.
8. Purchaser may not cancel this Order without the prior written consent of MQ, and in any event Purchaser shall be responsible for all costs, charges and fees caused by such cancellation, including labor expended, material procured, and reasonable overhead expenses applicable thereto.
9. Any failure of MQ to insist upon the performance of any term or condition of this Agreement or any prior quotations, agreements, orders, and acceptances or orders related thereto shall not be deemed to be a waiver of such term, condition, or any other right in the future.
10. The provisions hereof shall apply to all addendums or changes hereto although not specifically set forth therein, all of these terms and conditions being considered to be additional terms and conditions to any such addendum or change.
11. Purchaser agrees to inspect the Equipment immediately upon delivery. Any claim for shortages must be made to MQ within ten (10) days after shipment or shall be deemed waived. Any other claim by Purchaser, other than warranty claims against the manufacturer, shall be made within thirty (30) days after receipt of shipment, and if not made, shall be waived.
12. Purchaser agrees to provide and maintain adequate insurance against loss of or damage to the Equipment until the purchase price to MQ has been fully paid. Any loss or damage to the Equipment after transfer of possession shall not relieve the Purchaser from obligations under this Agreement.
13. This Agreement represents the final and complete understanding of the parties with respect to all terms and conditions of the sale of Equipment as contemplated hereby, and there are no other representations, promises or agreements, whether written or oral, made in connection herewith. Purchaser specifically understands and acknowledges that no agent, employee or representative of MQ has the authority to or has made any other representation, promise or agreement except as specifically set forth in this Agreement. No amendment to this Agreement shall be effective unless it is in writing and executed by both parties.
14. This Agreement shall be construed under the laws of the State of California, and any action arising hereunder shall be commenced in that state.

MEMORANDUM

Date: August 10, 2021

To: Board of Directors

From: Ron Greenfield, Acting Director of Operations

Subject: Discuss Approval CIP Project #22-05-2 for Purchase of New Sewer Jetting Machine

ACTION AND/OR RECOMMENDATION:

Approve US Jetting proposal in an amount not to exceed \$69,682.36, with a 10% contingency in the amount of \$6,968.24, for a total project cost of \$76,650.60 for CIP Project #22-05-02 for Purchase of New Sewer Jetting Machine.

DISCUSSION:

The current jetter was Manufactured September 2002 by U.S. Jetting. In the past few years several problems with the jetter that have not been able to be repaired correctly because parts are no longer available and leaves the jetter unreliable.

- 1) Engine is a Tier 1 and has limited hours it can run in a year.
- 2) Engine is only allowed to run 80 hours per year limiting maintenance on sewer collection system.
- 3) Wiring harness to the engine no longer available
- 4) Circuit board for control panel no longer available
- 5) Battery is being drained because of wiring issues
- 6) Glow plugs no longer work because of wiring issues
- 7) Injectors starting to leak

This piece of equipment needs to be ready to go at any time in the event of a sewer issue whether it be just a sewer plug or a sewer overflow. On multiple occasions the past few years Utilities crew has needed to go out for an emergency sewer issue to arrive on the job and not have it start. They have since started to start it before leaving the yard this takes away from the 80 hours it can run in a year. As an observation of this piece of equipment has come to the end of useful life to the district for reliability.



We have recently sent out a request to multiple vendors for its replacement of like equipment. Quotes received:

- 1) US Jetting \$69,682.36 - Meets all specifications as required.
- 2) Hot Jet USA \$74,420.00 This was not to our specifications.
 - a) Engine was over 49 HP, required to be registered with ARB (Air Resources Board)
- 3) Amazing Machinery \$19,198.00, This was not to our specifications.
 - a) Water tanks too small
 - b) Not built for industrial use
 - c) Hose reel not able to extend and pivot.
 - d) Would not hold quote to new fiscal year.

Because of the track record of the current jetter from US Jetting the district has operated for the last 19 years and it meets all the requested specifications I would recommend the purchase of the US Jetting jetter model, USJ 4018-600 TRAILER MOUNTED HIGH PRESSURE JETTING UNIT and request it to be approved.



These are pictures of what it would look like

FISCAL IMPACT:

CIP# 22-05-2 was approved with the FY 2021-22 budget with a total project amount of \$80,000 from Sewer Replacement Reserve. It is anticipated that this project will come in under the total budget appropriation. At the August 5, 2021 Improvements Committee, the members approved the bid from US Jetting in the amount of \$69,682.36, with a 10% contingency for a total project cost of \$76,650.60 and recommended staff bring forward for Board approval on August 18, 2021.



Quote

3811 Old Tasso Rd NE

Date	Quote #
2/16/21	121259-R

Name / Address
Rancho Murieta CSD 15160 Jackson Rd Rancho Murieta, CA 95683

Ship To
Rancho Murieta CSD 15160 Jackson Rd Rancho Murieta, CA 95683 916-870-5368

Rep	RFQ #
RDM	

Item	Description	Qty	Cost	Total
	<p>**Please note that if the customer does not have a dock to unload trailer off on, the trailer will be delivered to their closest Estes Terminal (See Below)**</p> <p>**Please allow 4-6 weeks for delivery**</p>			
	<p>Product will be delivered to Estes Express Termianl - 212 Sacramento 4200 West Capitol Avenue West Sacramento, CA 95691</p>			
Misc	<p>AM960-09 Vanguard 40HP Engine General Pump 1/2" x 300' Jetting Hose 3500psi @ 11gpm</p> <p>Comes Complete With:</p> <p>V-Twin OHV Engine with Electric Start Low Oil Automatic Shutdown Battery & Battery Box Poly Chain Drive</p>	1	15,995.00	15,995.00T

Total

Phone #	Fax #	E-mail	Web Site
800-504-7435	800-504-7436	order@amazingmachinery.com	www.amazingmachinery.com



Quote

3811 Old Tasso Rd NE

Date	Quote #
2/16/21	121259-R

Name / Address
Rancho Murieta CSD 15160 Jackson Rd Rancho Murieta, CA 95683

Ship To
Rancho Murieta CSD 15160 Jackson Rd Rancho Murieta, CA 95683 916-870-5368

Rep	RFQ #
RDM	

Item	Description	Qty	Cost	Total
	Ceramic Plunger Pump 6.5 Gallon Gasoline Fuel Tank 200 Gallon Water Tank With Plumbing Electric Hose Reel with Hose Guide Aqua Pulse Feature & Adjustable Pressure Foot Pedal Valve Water Flow Operation 3 Piece Sewer Nozzle Kit For Cleaning up to 12" Sewer Lines Tongue Mounted Tool Box 2 Rear-stack Mounted Hose Reels: • 200ft High Pressure Hose Reel • 100ft - 3/4" Garden Hose Reel 50ft Wash-down Hose Wash-down Gun, Wand, & Tips Customer must supply a Garden Hose TRAILER SPECIFICATIONS 5 x 8 Single Axle Trailer Rugged, Specially Designed Trailer Safer, V-Braced Tongue Easy Ride, 3500lb Leaf Spring Axle			

			Total	
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Phone #	Fax #	E-mail	Web Site
800-504-7435	800-504-7436	order@amazingmachinery.com	www.amazingmachinery.com



Quote

3811 Old Tasso Rd NE

Date	Quote #
2/16/21	121259-R

Name / Address
Rancho Murieta CSD 15160 Jackson Rd Rancho Murieta, CA 95683

Ship To
Rancho Murieta CSD 15160 Jackson Rd Rancho Murieta, CA 95683 916-870-5368

Rep	RFQ #
RDM	

Item	Description	Qty	Cost	Total
Shipping Cha...	Steel Diamond-Plate Floor 2" Ball Required On Tow Vehicle DOT LED Lighting with Flat 4-pin Connector 15" - 6 ply Tires, Painted Steel Wheels Low-Rise Rails For Easy Operation Overall Measurements 149L x 79"W x 59"H Shipping Weight 1500LBS	1	3,203.00	3,203.00
	Freight / Shipping Charges		0.00%	0.00
	Out-of-state sale, exempt from sales tax			

Total			\$19,198.00
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Phone #	Fax #	E-mail	Web Site
800-504-7435	800-504-7436	order@amazingmachinery.com	www.amazingmachinery.com

Page 2 of 2				
QTY	Model/Item	Description	List Price	Contractor Price
1	Power Wash System	1/2x100' Power Wash Hose 6000-PSI rated with quick connect fittings. Installed onto a manual hose reel made by Hosetract, included the 5000-PSI Super Swivel with grease fitting. Also includes a full set of spray nozzles (Red, Green, Yellow, White) one (1) Turbo Nozzle and the gun/lance combo		INCLUDED
1	Soap & Antifreeze Systems	12-gallon soap & Antifreeze Tank, System Blow Out, System Recycle. High Pressure Soap Injection system.		INCLUDED
1	Anti-Freeze System	18-gallon antifreeze tank with full recycle system with blow down capability.		INCLUDED
4	Toolboxes	(1) Tongue Mounted, (2) Side Mounted Custom Lockable Steel Toolboxes, (1) Craftsman Toolbox		INCLUDED
1	Safety Package	Safety and Operations Video – OSHA Compliant, Safety Sign-off Sheets, Safety Vests, Safety Cones, Strobe Light, LED Trailer Lights		INCLUDED
1	Manual Package	(1) Parts Book, (1) Service Manual, (1) Operator's Book		FREE
QTY	Model/Item	** Options/Upgrades/Extras**	Wholesale Price	Add in Price if Wanted
1	<u>Diesel Engine Upgrade to Kubota</u>	56 HP Kubota Turbo Diesel Liquid Cooled Low Noise Muffler, EPA Tier 4 final Rated, Rear Manual Throttle Control, Pulsation System, Air Purge Pinch Roller, Feature Low Engine Oil / High Temperature Automatic Shutdown System	\$9,890.00	\$4,945.00
1	Trailer / Water Tank Upgrade	2-300gallon doorway-style water tanks (600-gallons total water). Includes larger 5'x16' 14K trailer upgrade, custom water tank holding cage, fast fill hook ups.	\$3,980.00	\$3,980.00
1	Directional Light Bar	Left/Right directional light bar on rear of trailer.	\$2,480.00	To Be Determined Not Included
1	1/2 Floor Cleaner	1/2 High Flow Floor Cleaning Jetter Nozzle rated at 20-GP,	\$3,980.00	To Be Determined Not Included

Please review carefully and note any corrections or optional items to be included. If purchasing the Equipment out-right, we require 50% deposit, with balance before shipment. If a municipality or government division is purchasing, we require a purchase order before production. If financing the equipment, we will work with you directly with the financing company.

Authorized Signature _____

Date _____

Subtotal:	\$76,920.00
Preferred Customer Discount:	<\$2,500.00>
New Subtotal:	\$74,420.00
Tax if Any Done in Your State:	0.00
Shipping:	FREE
Total:	\$74,420.00





850 McFarland Rd, Alpharetta, GA 30004

P: 770-740-9917 F: 770-740-0297

WWW.USJETTING.COM

March 17, 2021

Company:	Rancho Murieta Community Services District ACCT21852	
Address, City, State, Zip:	Rancho Murieta, CA 95683	
Contact, Phone, Email:	Travis 916-870-5368 or Ron 916-870-6613	
US Jetting Contact:	Adrian Cortez 714-299-7864	OPP #

USJ 4018-600 TRAILER MOUNTED HIGH PRESSURE JETTING UNIT

<u>Engine/Pump:</u>	<u>Hose Reel & Hose:</u>	<u>Accessories:</u>
Hatz 49 HP Diesel Engine Tier IV	Standard Pivot Hose Reel	10' Leader Hose
USJ 18 GPM @ 4000 PSI	1/2" x 500' Sewer Hose	1/2" RPD 3R/1F Nozzle
Triplex Plunger Run Dry Pump	Manual Hose Guide	1/2" RPD 6R Nozzle
Tier 4 Basic Control Panel	Hydraulic Driven Hose Reel	9" Drain Jet Extension
Auto Shutdown (for High Engine Temp/Low Oil Pressure)	<u>Trailer:</u>	3" Tiger Tail
Water Recirculation & Anti-Freeze Sys	Twin 6000 lbs. Torsion Bar Axle	Nozzle Rack
Pulsation System	D.O.T. Approved LED Lighting	Digital Operator/Owners Manual
Shrouded Engine	Two (2) 72" Aluminum Tool Box	1 Pair Safety Gloves; 3000 PSI Straight
	Aluminum Rims	7500 PSI Flat or Rotary
<u>Water Tank:</u>		
Two (2) 300 Gallon Black Water Tanks		

BASE UNIT AS OUTLINED ABOVE	1	\$55,162.00
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FOR ALL OPTIONS NOT LISTED PLEASE CONTACT YOUR SALES REPRESENTATIVE

<u>TRAILER OPTIONS:</u>	<u>LIST PRICE</u>	<u>QTY</u>	<u>TOTAL</u>
BRAKES: HYDRAULIC OR ELECTRIC <i>**MUST CHOOSE ONE**</i>		HYDRAULIC	
HITCH: 2 5/16" BALL OR PINTLE <i>**MUST CHOOSE ONE**</i>		2 5/16" BALL	
SPARE TIRE AND RIM WITH MOUNTING BRACKET ON FRAME	\$490	0	\$0.00
SIX (6) 18" D.O.T. SAFETY CONES & HOLDER	\$195	0	\$0.00

<u>ENGINE / PUMP OPTIONS:</u>	<u>LIST PRICE</u>	<u>QTY</u>	<u>TOTAL</u>
JMS ELITE WIRELESS REMOTE CONTROL SYSTEM	\$4,115	1	\$4,115.00
UPGRADE TO HATZ 74 HP DIESEL ENGINE TIER IV (RECOMMENDED FOR ALTITUDES ABOVE 5000 FT)	\$4,377	0	\$0.00

<u>HOSE REEL / HOSE OPTIONS:</u>	<u>LIST PRICE</u>	<u>QTY</u>	<u>TOTAL</u>
1/2" x 500' Hose: US JETTING OR PARKER <i>**MUST CHOOSE ONE**</i>		PARKER GREEN	
UPGRADE TO 1/2" X 600' USJ HOSE	\$275	0	\$0.00
UPGRADE TO LARGE CAPACITY HOSE REEL	\$795	0	\$0.00
POWER PULLOUT OPTION FOR USJ HOSE REEL	\$1,556	1	\$1,556.00

DUAL HOSE REEL (SECOND REEL WITH 1/2" X 500' CAPACITY) INCLUDES 1/2" X 500' USJ HOSE, TWO ADDITIONAL NOZZLES AND NOZZLE RACK	\$4,995	0	\$0.00
FOOTAGE COUNTER MANUAL OPTION (J-428-E-ASSY)	\$630	1	\$630.00

TANK & FILL OPTIONS:

UPGRADE TO TWO (2) 375 GALLON WATER TANKS	\$605	0	\$0.00
2 1/2" x 25' FILL HOSE FOR FILL SYSTEM (2J-284-2 1/2)	\$161	0	\$0.00
FILL HOSE STORAGE RACK (2J-284-HOLDER-2.5)	\$195	0	\$0.00

TOOL STORAGE OPTIONS:

REAR BASKET (J-019-004)	\$563	0	\$0.00
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LIGHTING OPTIONS:

LED FLOOD LIGHT - RECHARGEABLE (J-155-111)	\$220	0	\$0.00
LED ARROW BOARD (J-423-ASSY)	\$1,310	0	\$0.00

PAINT OPTIONS:

SPECIAL PAINT COLOR (EXCEPT METALLIC PAINT)	\$2,495	0	\$0.00
SPECIAL PAINT COLOR - FRAME ONLY	\$895	0	\$0.00

MANUAL & TRAINING OPTIONS:

ADDITIONAL PAPER OPERATOR'S MANUAL STANDARD	\$60	0	\$0.00
ONSITE FACTORY TRAINING (ADDITIONAL DAY)	\$295	0	\$0.00

NOZZLE & ACCESSORY OPTIONS:

ADDITIONAL SAFETY GLOVES (PER PAIR) (2J-10-GLOVE)	\$100	0	\$0.00
1/2" FLEXIBLE SUPER SPIN WARTHOG NOZZLE (2J-349-40)	\$1,261	0	\$0.00
1/4" x 100' MINI JET KIT (HOSE & NOZZLE ONLY) (2J-173-ASSY)	\$195	0	\$0.00
1/4" X 100' MINI JET REEL W/ HOSE & NOZZLE (2J-150-01-ASSY)	\$795	0	\$0.00
3/16" x 75' MICRO MINI JET KIT (HOSE & NOZZLE ONLY) (2J-175)	\$195	0	\$0.00
3/16" X 75' MICRO JET REEL W/ HOSE & NOZZLE (2J-150-01-MICRO-ASSY)	\$795	0	\$0.00
LOCKING BASE ASSY FOR MINI / MICRO REEL (2J-150-02-ASSY)	\$230	0	\$0.00
INLET GARDEN HOSE REEL W/ 5/8" X 100' GARDEN HOSE (2J-328-ASSY)	\$595	0	\$0.00
WASHDOWN SYSTEM W/ GUN & 25' OF HOSE (2J-283-ASSY & 2J-161-25)	\$360	0	\$0.00
	\$0	0	\$0.00
	\$0	0	\$0.00
	\$0	0	\$0.00
	\$0	0	\$0.00
	\$0	0	\$0.00

SPECIAL INSTRUCTIONS:

THIS QUOTE WILL BE GOOD TILL Aug-21

PRICE OF SELECTED OPTIONS:	\$6,301.00
NET PRICE OF UNIT WITH OPTIONS:	\$61,463.00
SALES TAX: 8.50%	\$5,224.36
ALL UNITS SHIP FROM GA - ESTIMATED FREIGHT:	\$2,995.00
ESTIMATED TOTAL:	\$69,682.36

Total Due: \$69,682.36

Deposit: _____ **Date Rec'v:** _____

Balance Due: \$69,682.36

Estimated Shipping Date After ARO - 8 - 12 Weeks

Acceptance of Quotation & Order Placement

SIGNATURE _____ **DATE** _____

2.5% Processing fee for any unit purchases made in full via credit card.

Terms & Conditions

US Jetting reserves the right to modify or rescind this quotation if is not accepted within 45 days from the above date. Freight, if not included in this document is the responsibility of the purchaser, FOB Alpharetta, GA. US Jetting is responsible for collecting sales tax for certain states. Duties, fees, State, Local, & Federal taxes, If any are the sole responsibility of the purchaser if overlooked & not collected by US Jetting. Deposits subject to return if leasing and financing arrangements cannot be obtained after all good faith efforts have been made within 30 days. Deposits will be returned upon receipt of written requests without cause within 10 days from the date of acceptance of this agreement. US Jetting employees will not act as an agent in arranging leasing or financing products. All products are subject to a 20% restocking fee plus all freight charges once US Jetting products have been shipped. Manufacturer's Statement of Origin (required for obtaining a title) will not be provided until payment in full has been received and cleared financial institutions. All US Jetting goods are subject to the terms and conditions of the US Jetting warranty. Warranty issues pertaining to trucks, enclosed trailers and truck bodies manufactured by others are to be resolved directly by the customer & specific manufacturer. After 10 days, deposits on enclosed or truck mounted units or skid units will not be returned.

10. Discuss Residences East & West - Pending

MEMORANDUM

Date: August 10, 2021
To: Board of Directors
From: Tina Talamantes, Interim Security Supervisor
Subject: Consider Adoption of District Policy P2021-07, Automated External Defibrillator (AED) Policy

RECOMMENDED ACTION

Adopt District Policy P2021-07, Automated External Defibrillator (AED)

BACKGROUND

An Automated External Defibrillator (AED) is used to treat victims who experience sudden cardiac arrest (SCA). It is only to be applied to victims who are unconscious, not breathing normally and show no signs of circulation such as normal breathing, coughing or movement. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and deliver a shock.

The purpose of this policy is to identify the AED Program Coordinator, identifying the locations of the AEDs within the District, documentation requirements for the maintenance of the AEDs, employee training/certification requirements, AED procedures for victims needing assistance, and post-event documentation.

The overall responsibility for the administration of this policy rests with the General Manager.

SUMMARY

Prior to AEDs being installed and deployed within the District, a policy must be in place to ensure personnel are properly trained and certified in the use of the AEDs, and procedures are in place to document the maintenance and deployment of the AEDs.

This item was heard by the Security Committee August 3, 2021, and they recommended it be moved to the Board for approval.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Category:	Security	Policy # P2021-07
Title:	Automated External Defibrillators (AED)	

PURPOSE

The purpose of this policy is to identify the AED Program Coordinator, identifying the locations of the AEDs within the District, documentation requirements for the maintenance of the AEDs, employee training/certification requirements, AED procedures for victims needing assistance, and post event documentation.

The overall responsibility for the administration of this policy rests with the General Manager.

POLICY STATEMENT

An AED is used to treat victims who experience sudden cardiac arrest. It is only to be applied to victims who are unconscious, not breathing normally and show no signs of circulation such as normal breathing, coughing or movement. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and deliver a shock.

Sudden Cardiac Arrest (SCA), a condition that occurs when the electrical impulses of the human heart malfunction causing a disturbance in the heart's electrical rhythm called ventricular fibrillation (VF). This erratic and ineffective electrical heart rhythm causes complete cessation of the heart's normal function of pumping blood, resulting in sudden death. The most effective treatment of this condition is the administration of an electrical current to the heart by a defibrillator delivered within a short time of the onset of VF.

AEDs are safe and effective. AEDs will not shock someone who does not need to be shocked, as the AED automatically senses a heart rhythm.

Only authorized and trained personnel can administer the AED on a victim who has experienced SCA. Personnel must have a valid CPR and AED certification from an authorized trainer.

AEDs must be maintained in accordance with manufacturer specifications. A Post Event Summary must be filed within 24 hours after an event occurs, regardless of whether or not defibrillator shocks were delivered to the victim.

Periodic reviews of records shall be conducted by the General Manager.

AED PROGRAM COORDINATOR

The on-site coordinator for the AEDs is the Security Supervisor or a designee of the General Manager. The responsibilities of the AED Coordinator include:

1. Identifying potential users and ensuring training certifications are attained and kept on file with the District
2. Maintaining and replacing all AED equipment and supplies according to manufacturer specifications
3. Maintaining the AED Monthly Checklist and the AED Maintenance Checklist
4. Ensuring the AED is registered with the local EMS agency and information is updated, as needed
5. Coordinating equipment locations
6. Coordinating training for use of the AED
7. Facilitating post-event documentation
8. Removing an AED from service after use and following the manufacturer's specifications for maintenance prior to returning the AED to service.

The General Manager or his/her designee shall conduct periodic reviews of the AED checklist and Post-Event Summary Forms.

AED LOCATIONS

One AED shall be available in the main District office. Only CPR/AED trained personnel are authorized to deploy the AED.

One AED shall be always available with the on-duty Patrol Officer. Only CPR/AED trained officers are authorized to deploy the AED.

AED PROCEDURES/RESPONSE ACTION PLAN

If a situation occurs where the AED is required, the following response will be adhered to when deploying the AED:

1. Call 9-1-1 and advise the dispatcher of the incident, location, and phone number.
2. Only personnel trained in CPR will assess the victim and administer CPR, until the AED arrives.
3. Have someone retrieve and deliver the AED, if not immediately accessible.
4. Apply the AED electrode pads, per the instructions shown on the AED diagrams.
5. Follow the voice and/or visual prompts from the AED. If a person is in a heart rhythm that needs to be shocked, the AED will automatically shock the heart. This electrical therapy can restore a normal heart rhythm if it is used quickly enough. The AED will not shock someone who does not need to be shocked.
6. Restart chest compressions until the AED advises to stop to re-analyze the patient or the patient shows signs of improvement.
7. Transfer CPR/AED responsibilities to EMS when they arrive on scene.

8. Provide EMS responders with other important information of the incident including the victim's name (if known), time the victim was found, initial and current condition of the victim, number of shocks delivered, and any other information needed.
9. Post-event report to be completed within 24 hours.
10. Notify the AED Program Coordinator of AED deployment.

POST EVENT DOCUMENTATION

Following the deployment or use of the AED, an AED Event Summary Form shall be completed and filed with the AED Program Coordinator within 24 hours of the event. Documentation shall be required whether or not defibrillator shocks are delivered to the victim.

The AED Program Coordinator will contact the manufacturer and download event data. It shall be kept on file with the AED Event Summary Form.

The AED Program Coordinator shall keep all Post Event Summaries for a minimum of five years.

The AED Event Summary Form shall then be sent to the General Manager for final review.

MAINTENANCE AND TESTING OF AEDS

The AED Program Coordinator shall perform maintenance and testing of the AEDs in accordance with the manufacturer's specifications. A written record shall be maintained in order to demonstrate that all required maintenance has been completed. As a minimum, the AEDs will be inspected monthly. The AED Monthly Checklist and the AED Maintenance Checklist shall be utilized for documentation. (See attached checklists)

AED batteries typically have a life span of approximately two to five years. The manufacturer's specifications will be followed to maintain the batteries.

The AED disposable pads have a shelf life of approximately 18 months. AED pads cannot be reused, so at least one set of spare pads must be available at all times where the unit is stored. Pads must be replaced by the expiration date printed on the packages, whether or not they have been used.

When the AED is deployed, it shall be removed from service. The AED Program Coordinator is responsible for maintenance prior to returning the AED to service.

TRAINING PLAN FOR USE OF AEDS

Deployment and use of the AED must be by CPR/AED trained/certified personnel only. While AB 2041 allows AEDs to be applied to victims by individuals who have not been trained in CPR and AED, the law requires organizations with AEDs to have authorized individuals deploy the devices.

In order to be eligible to use an AED, authorized individuals shall meet the following requirements:

1. Possess a valid CPR/AED card as provided by an approved training facility.
2. Maintain certification every other year.
3. Provide proof of certification to the AED Program Coordinator.

Employees' CPR/AED training records/certifications shall be maintained by the AED Program Coordinator. A copy of CPR/AED certifications shall also be filed in the employee's personnel file.

The AED Program Coordinator shall maintain a list of employees who possess valid CPR/AED certifications.

Approved by Rancho Murieta Community Services District's Board of Directors



Rancho Murieta Community Services District

AED MAINTENANCE CHECKLIST

This checklist must be used to document inspections and maintenance. Refer to the unit's user's manual for specific requirements. Check this unit monthly.

MONTH/YEAR:	Site
Area Coordinator:	Name:

AED BRAND & MODEL:	SERIAL # OF AED:
Specific Location of Unit:	Battery Expiration Date :
Electrode Expiration Date:	

Date of Check	Performed all checks in accordance with Owner's manual	Signature of Area Coordinator Performing Daily	Comments (Optional)
1			
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31			

Submitted by: _____ Date: _____



Rancho Murieta Community Services District

AED MONTHLY CHECKLIST

As a minimum all units must be inspected monthly for the items below. Be sure to check your user's manual for any additional requirements.

DATE: Area Coordinator:	Site Name: Site: Phone:
-----------------------------------	----------------------------------

AED BRAND & MODEL: Specific Location of Unit: Electrode Expiration Date:	SERIAL # OF AED: Portable: Wall Mounted: Expiration Date:
---	---

Check the Following:	Describe Findings:	Comments and/or Corrective Actions Taken
Status Indicator		
Condition of Unit and Accessories (clean, no cracks or damage to case, accessories present and in good condition)		
Pads are in good condition and not expired		
Two sets of adult pads are available		
For locations that serve children age 8 and under or 55 pounds and under, one set of pediatric pads is available		
Batteries have charge and are not expired		
Inspected by:	Signature:	



Rancho Murieta Community Services District

AED EVENT SUMMARY FORM

Instructions: This form is to be completed every time the AED is applied to a patient. Upon completion, please submit to the RMCSO Security Supervisor.

Incident Date: _____ Location: _____

AED Operator: _____ AED Assistant: _____

9-1-1 Called?: Yes ___ No ___ By Whom: _____

Were shocks given?: Yes ___ No ___ Total number of shocks: _____

Est. time of patient collapse to CPR: _____ Est. time from CPR to AED: _____

Cardiac Arrest Witnessed? Yes ___ No ___ By Whom?: _____

CPR started?: Yes ___ No ___ By Whom?: _____

Did patient regain pulse?: Yes ___ No ___ Did patient begin breathing?: Yes ___ No ___

Did patient regain consciousness?: Yes ___ No ___

Hospital transported to: _____

Transporting Agency/Company: _____

Patient Name: _____

Address: _____

Gender: Male _____ Female _____

Telephone: _____

Date of Birth: _____

Other Information:

Report prepared by: _____ Date: _____

MEMORANDUM

Date: August 16, 2021
To: Board of Directors
From: Tina Talamantes, Interim Security Chief
Subject: Consider Adoption of Revised District Policy P2021-02, Body Worn Camera Policy Revision

RECOMMENDED ACTION

Adopt revisions for District Policy P2021-02, Body Worn Camera Policy.

BACKGROUND

Body-worn cameras provide accountability and transparency to the public and will provide a recording of an incident that may supplement an employee's report, conduct, investigation, and enforcement activity.

To provide the Rancho Murieta Community Services District's (District) Security Patrol Officers (Patrol Officers) and Security Department with the necessary procedures, policies, and responsibilities for the use of the body-worn camera systems as well as the management, storage, and retrieval of audio/video material recorded by body-worn cameras. Recorded data serves a dual purpose to the District by protecting both Patrol Officers and citizens. The current policy was adopted at the February 17, 2021, Board meeting. Since that approval, the following changes have necessitated modifications:

- The Security Chief position was retitled Security Supervisor
- Further clarifications of the Officer Responsibilities became necessary

SUMMARY

These revisions are administrative in nature and did not merit a review by the Security Committee. Board approval of these changes is needed for formal adoption.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Category:	Security	Policy # P2021-02
Title:	Body-Worn Cameras	

PURPOSE

Body-worn cameras provide accountability and transparency to the public and will provide a recording of an incident that may supplement an employee's report, conduct, investigation and enforcement activity.

To provide the Rancho Murieta Community Services District's (District) Security Patrol Officers (Patrol Officers) and Security Department with the necessary procedures, policies, and responsibilities for the use of the body-worn camera systems as well as the management, storage, and retrieval of audio/video material recorded by body-worn cameras. Recorded data serves a dual purpose to the District by protecting both Patrol Officers and citizens.

POLICY STATEMENT

The use of body-worn camera systems provides persuasive documentary evidence and helps defend against civil litigation and allegations of officer misconduct. Patrol Officers assigned the use of body-worn camera and video systems will adhere to the operational objectives, policies, responsibilities, and procedures outlined in this policy to maximize the effectiveness and utility for the body-worn camera system and the integrity of evidence and related video documentation. District employees who violate this policy will be subject to disciplinary action, up to and including termination.

Only trained personnel are authorized to operate approved body-worn camera devices. Personnel will only use the body-worn cameras issued and approved by the District. The wearing of any other body-worn camera is not authorized.

Body-worn cameras operate in a constant recording mode. When an incident occurs or citizen contact is made, the Patrol Officer is required to "activate" a recording. Activation of a recording initiates the recording of an individual event. This event will later upload to the District's secure body-cam server for review preservation. Patrol Officers are required to attach the body-camera to their uniform at the beginning of each shift. The body-cam shall be turned on at all times during the shift. At the end of each shift, the Patrol Officer is required to return the body-cam to the docking station. Upon return to the docking station, activation events are automatically uploaded to the secure server.

OBJECTIVES

The District's Security Department has adopted the use of body-worn camera systems to accomplish the following objectives:

1. To enhance Patrol Officer safety and accountability.
2. To accurately capture statements and events during the course of an incident.
3. To enhance the Patrol Officer's ability to document and review statements and actions for both internal reporting requirements and investigations.

4. To provide an impartial measurement for self-critique, evaluation, performance, and professionalism.
5. To capture visual and audio evidence/information for use in current and future investigations and proceedings and to protect against false accusations.

DISTRICT RESPONSIBILITIES

1. The District shall provide one personal body-worn camera for each Patrol Officer. Patrol Officers will use only District-owned and issued body-worn camera systems.
2. The District will provide Patrol Officers and Sergeants with training on the use of body-worn cameras and video systems. Only trained personnel shall operate approved body-worn camera devices.
3. The District will approve media viewing and duplication devices.

ADMINISTRATIVE RESPONSIBILITIES

The Security ~~Chief Supervisor~~ or equivalent District employee (as designated by the General Manager) has oversight responsibilities to include the following:

1. Operation and user administration of the system.
2. System evaluation.
3. Training and recordkeeping.
4. Policy and procedure review and evaluation.
5. Coordination with Information Technology staff regarding system-related issues.

OFFICER RESPONSIBILITIES

1. Patrol Officers will wear the body-worn camera when on patrol. The camera shall be worn and used in the manner specified in training and per this policy. The camera shall be powered on at all times during the Patrol Officer shift.

Unless it is unsafe or impractical to do so, or mechanical issues impede the use of the camera, Patrol Officers shall activate a recording prior to making contact in any of the following incidents: (a) on-duty encounter or contact with any citizen or member of the public in a professional capacity such as field interviews or citizen flag down of an officer (this would not include casual encounters such as breaks or a casual non-enforcement conversation with a citizen); (b) when responding to a dispatched call; (c) when investigating any incident, claim, violation or wrongdoing; (d) when responding to a traffic

collision; or (e) for any activity where video and/or audio recording could be needed for safety and documentation purposes.

2. A recording shall not be activated (a) in private places such as a restroom, locker room, or dressing room, and (b) when an individual is partially or completely unclothed.

A Patrol Officer may choose not to activate a recording when interviewing witnesses and members of the community who wish to anonymously report or discuss criminal activity or other wrongdoing in their neighborhood, or when having a casual non-enforcement conversation with a member of the public. Officers shall wear the device affixed in an appropriate forward facing manner, and properly secured as recommended by the manufacturer to provide the best field of view.

3. If a Patrol Officer is in doubt about whether to activate camera recording, the officer should record the incident. Patrol Officers should consider using the body-worn camera as a means of documenting all citizen contact, except as otherwise provided above.
4. When a recording is activated to document an incident, it will not be deactivated until the incident or encounter has been concluded, the officer has left the scene, or a supervisor has authorized (on camera) that a recording may cease unless:
 - a. The incident or event is of such duration that the recording may be deactivated to conserve recording times;
 - b. The Patrol Officer does not reasonably believe that deactivation will result in the loss of critical information; and
 - c. The intention to stop recording shall be noted by the Patrol Officer verbally on camera before deactivation.
5. If a Patrol Officer fails to activate a recording when he or she should have, fails to record the entire incident, or interrupts the recording, the officer shall document why a recording was not made, was interrupted, or was terminated. Submitting a report and explanation will not necessarily avoid discipline or corrective action, if it appears that the officer violated this policy.
6. When necessary to help ensure the accuracy and consistency of accounts for written reports, Patrol Officers may contact the Patrol Sergeant or the Security Chief Supervisor or equivalent District employee (as designated by the General Manager) and request a review of the recording.
7. Patrol Officers will not erase, alter, reuse, modify, edit, duplicate, share, distribute, or tamper with any body-worn camera system, recording or storage device without prior written authorization from the Security SupervisorChief.
8. Patrol Officers will notify the Patrol Sergeant or Security SupervisorChief, or equivalent District employee (as designated by the General Manager) when the body-worn camera system has captured a felony, DUI, or any event requested as evidence by a peace officer.

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9. Patrol Officers shall operate the body-worn cameras and video systems in accordance with the manufacturer's guidelines, departmental policy, and training.
10. Patrol Officers shall inspect the body-worn camera and video system at the beginning of each shift to ensure that the equipment is functioning according to the manufacturer's guidelines. The equipment is the responsibility of individual officers and will be used with reasonable care to ensure proper functionality.
11. Patrol Officers shall immediately report any malfunction, damage or theft of the body-worn camera system to the Patrol Sergeant, Security Supervisor~~Chief~~, or equivalent District employee (as designated by the General Manager) so that a repair or replacement unit may be provided.
12. To reduce the risk of damage, original recordings shall not be viewed in any equipment other than the equipment authorized by the Security Chief-Supervisor or equivalent District employee (as designated by the General Manager).
13. Body-worn cameras and systems will be stored in the area designated by the Security Chief-Supervisor or equivalent District employee (as designated by the General Manager) and shall not be left inside an unattended patrol vehicle or personal vehicle.
14. Each Patrol Officer is responsible for his/her District assigned body-worn camera system. There shall be no borrowing of equipment between Patrol Officers.
15. Body-worn cameras shall be used only in conjunction with patrol-related duties, and they shall not be used to record communications with other CSD personnel (except with the permission of the Patrol Sergeant, or Security Chief-Supervisor or equivalent District employee (as designated by the General Manager)) or when on break or otherwise engaged in personal activities.
16. Personnel will not make copies or use other recording devices to capture images on the display screen for personal use or distribution.
17. Streaming of body-worn camera footage to personal cellular phones or social media is not authorized. Personnel are explicitly prohibited from accessing recorded data for personal use or publication onto public and social media internet websites. Any violations of this prohibition will be grounds for sanctions, including disciplinary action.

SERGEANT RESPONSIBILITIES

1. When an incident arises that requires the immediate retrieval of the recording, the Patrol Sergeant, or Security Supervisor~~Chief~~, or equivalent District employee (as designated by the General Manager) shall remove the memory card, when applicable, or body-worn camera from service. The Security Chief-Supervisor or equivalent District employee (as designated by the General Manager) shall transfer the recording to the District's secure body-cam server.
 - a. Upon downloading, the Security Supervisor~~Chief~~, or equivalent District employee (as designated by the General Manager) shall flag the entry as

evidence to ensure that it will not be inadvertently deleted after the one-year retention period (per Government Code, Section 53160) for non-evidence or investigation related recordings.

2. The Patrol Sergeant of Security ~~Chief Supervisor~~ or equivalent District employee (as designated by the General Manager) shall conduct periodic reviews to:
 - a. Ensure the equipment is being used in accordance with policy and procedures.
 - b. Monitor and document the use, and failure to use, the body-worn camera to ensure Patrol Officers are receiving needed training and counseling regarding the device.
 - c. Report and correct any Patrol Officer discrepancies in the use of the body-worn camera system.
 - d. Make recommendations for revision to the policy, procedures, officer training, or equipment needed.
 - e. Inspect for equipment damage, loss or misuse and to report and investigate the cause.
 - f. Assess Patrol Officer performance.
3. Minor Patrol Officer misconduct or infraction (non-criminal) discovered during a routine review of recorded material generally should be viewed as training and counseling opportunities and not as a cause for disciplinary action. However, should the behavior or action be serious or recur or become habitual after being previously addressed, the appropriate disciplinary or corrective action shall be implemented if warranted.

REVIEW OF DATA/VIDEO

1. Data captured by the body-worn camera is an official District record and shall be treated in the same manner as reports and evidence. All access to the system will be logged and subject to a compliance audit at any time. Access to the system is permitted on the right to know and need to know basis. Only employees authorized under this policy may review video according to the provisions of this policy.
2. An employee may review body-worn camera files as it relates to:
 - a. Their involvement in an incident for the purpose of completing a report.
 - b. Prior to courtroom testimony.
 - c. For potential training purposes.
 - d. A supervisor necessitating clarification regarding a concern from a citizen.
 - e. A supervisor, who is investigating a particular incident or accusation of misconduct, may review videos based on a supervisory need.

3. In no event shall any recording be used or shown for the purpose of ridicule or embarrassing any employee or member of the community.

MEDIA DUPLICATION

1. All cameras, equipment, recorded media, recorded images, and audio/video recordings are the property of the District. Accessing, copying, distributing, using or releasing video or audio files outside of the District or for non-Security Department purposes is strictly prohibited without specific written authorization from the Security ~~Chief~~ Supervisor or General Manager. The exception is the release of recorded video/audio to law enforcement agencies with authorization from the Security ~~Supervisor~~ Chief, or equivalent District employee (as designated by the General Manager) or General Manager.
2. Requests to review or copy video/audio recordings made under the Public Records Act shall be made through the Security ~~Supervisor~~ Chief, or equivalent District employee (as designated by the General Manager) or General Manager. Each request will be evaluated and responded to on a case-by-case basis. If a recording is to be released, only the incident or incidents specifically requested shall be duplicated. The District reserves the right to decline a request for the following records: investigatory or security files compiled by the District for law enforcement or licensing purposes; any record where, on the facts of the particular case, the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record; records concerning confidential crime victim, sexual assault or child abuse images or recordings; and, any other record exempt from disclosure under the Public Records Act.
3. To prevent damage to or the alteration of the original recorded media, it shall not be moved or copied to, viewed in, or otherwise inserted into any non-District approved computer or other devices.
4. When possible and practical, a copy of the original recorded media stored in evidence shall be used for viewing by investigators, staff, training personnel, etc., to preserve the original media in pristine condition.
5. At the conclusion of court proceedings, investigations, other adjudicated hearings or as otherwise authorized, all copies shall be submitted back to the Security ~~Supervisor~~ Chief, or equivalent District employee (as designated by the General Manager) or General Manager for retention.
6. A Patrol Officer may review video footage of an incident in which he or she was involved before making a statement or being interviewed or examined about the incident.

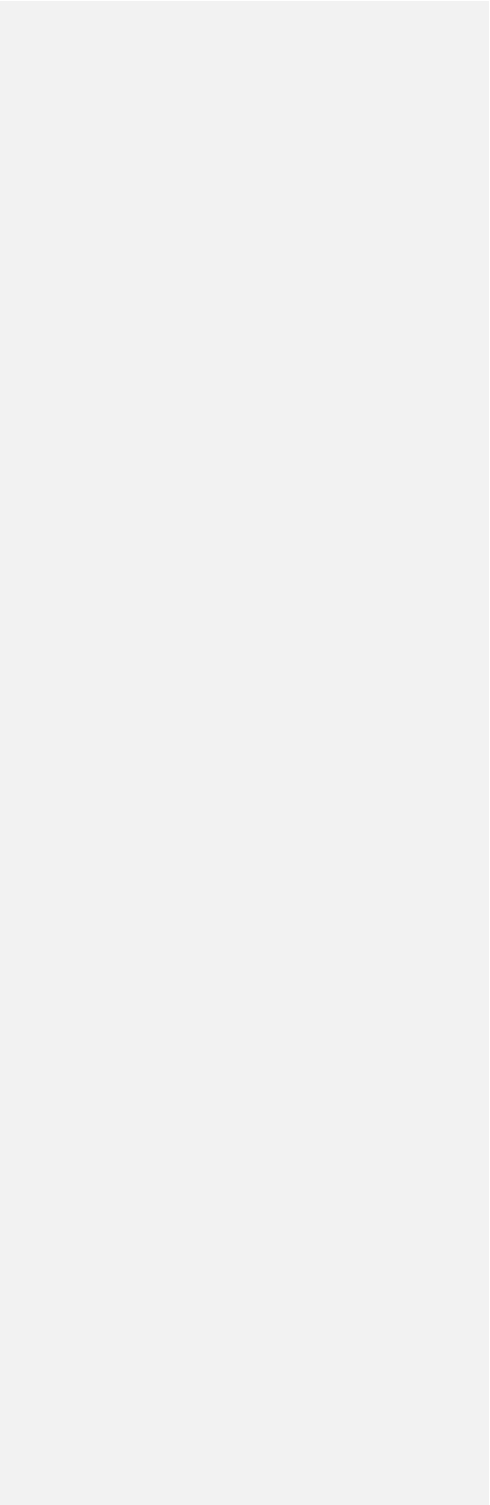
MEDIA STORAGE, RETENTION AND DESTRUCTION

1. Recorded data from the body-worn camera systems shall be retained in the Security ~~Supervisor~~ Chief's office for a minimum of one year (as required by Government Code section 53160).

2. After one year, if the data is not needed for evidence, training, a pending disciplinary matter, pending criminal case, civil lawsuit, claim or other proceeding, other investigative or law enforcement purpose or pending citizen complaint, the General Manager is authorized to destroy and erase the data within the computer system in a manner consistent with current District Policy.
3. Recorded data from body-worn camera systems shall not be destroyed or erased without the General Manager's approval.

Approved Rancho Murieta Community Services District Board of Directors	Adopted 02XX/47xx/2 021
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RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Category:	Security	Policy # P2021-02
Title:	Body-Worn Cameras	

PURPOSE

Body-worn cameras provide accountability and transparency to the public and will provide a recording of an incident that may supplement an employee's report, conduct, investigation and enforcement activity.

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 - a. Upon downloading, the Security Supervisor, or equivalent District employee (as designated by the General Manager) shall flag the entry as evidence to ensure that it will not be inadvertently deleted after the one-year retention period (per

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3. In no event shall any recording be used or shown for the purpose of ridicule or embarrassing any employee or member of the community.

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2. Requests to review or copy video/audio recordings made under the Public Records Act shall be made through the Security Supervisor, or equivalent District employee (as designated by the General Manager) or General Manager. Each request will be evaluated and responded to on a case-by-case basis. If a recording is to be released, only the incident or incidents specifically requested shall be duplicated. The District reserves the right to decline a request for the following records: investigatory or security files compiled by the District for law enforcement or licensing purposes; any record where, on the facts of the particular case, the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record; records concerning confidential crime victim, sexual assault or child abuse images or recordings; and, any other record exempt from disclosure under the Public Records Act.
3. To prevent damage to or the alteration of the original recorded media, it shall not be moved or copied to, viewed in, or otherwise inserted into any non-District approved computer or other devices.
4. When possible and practical, a copy of the original recorded media stored in evidence shall be used for viewing by investigators, staff, training personnel, etc., to preserve the original media in pristine condition.
5. At the conclusion of court proceedings, investigations, other adjudicated hearings or as otherwise authorized, all copies shall be submitted back to the Security Supervisor, or equivalent District employee (as designated by the General Manager) or General Manager for retention.
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MEDIA STORAGE, RETENTION AND DESTRUCTION

1. Recorded data from the body-worn camera systems shall be retained in the Security Supervisor's office for a minimum of one year (as required by Government Code section 53160).

2. After one year, if the data is not needed for evidence, training, a pending disciplinary matter, pending criminal case, civil lawsuit, claim or other proceeding, other investigative or law enforcement purpose or pending citizen complaint, the General Manager is authorized to destroy and erase the data within the computer system in a manner consistent with current District Policy.
3. Recorded data from body-worn camera systems shall not be destroyed or erased without the General Manager's approval.

Approved Rancho Murieta Community Services District Board of Directors

Adopted XX/xx/2021

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