



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

January 15, 2020

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

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

President Clark called the Regular Board Meeting of the Board of Directors of Rancho Murieta Community Services District to order at 5:00 p.m. in the District meeting room, 15160 Jackson Road, Rancho Murieta. Directors present were Les Clark, Randy Jenco, Linda Butler, Tim Maybee and John Merchant. Also, present were Mark Martin, General Manager; Cindy Chao, Controller; Paul Siebensohn, Director of Field Operations; Jeff Werblun, Security Chief; Richard Shanahan, District General Counsel; and Amelia Wilder, District Secretary.

**2. CONSIDER ADOPTION OF AGENDA**

**Motion/Merchant to adopt the agenda Second/Butler. Ayes: Clark, Jenco, Merchant, Butler, Maybee. Noes: None. Absent: None. Abstain: None.**

**3. CONSENT CALENDAR**

**Motion/Clark to adopt the consent calendar. Second/Maybee. Roll Call Vote: Ayes: Clark, Jenco, Merchant, Butler, Maybee. Noes: None. Absent: None. Abstain: None.**

**4. STAFF REPORTS**

Under Agenda Item 4a, Mark Martin, General Manager, gave a brief summary of activities during the previous month, including the introduction of Amelia Wilder, who has been chosen to fill the role of District Secretary. Updates from the monthly meeting with Rancho Murieta Association (RMA) acting General Manager Danise Hetland included FastPass marketing, and golf-cart rules. This led the Board to a discussion about trespassing on Rancho Murieta Country Club (RMCC) property. Director Maybee revisited topic of last years' flooding on the South Course. This topic will be addressed during the February Improvements Committee Meeting. Mr. Martin then updated the Board on the progress of the Wooden Pedestrian Bridge Parcel conveyance. The meetings with Murieta Village Association (MVA) and Sacramento Central Groundwater Authority (SCGA) were cancelled by those organizations.

Under Agenda Item 4b, Cindy Chao, Controller, updated the Board on the status of the District's finances in Tom Hennig's absence. Les Clark confirmed that once Murieta Gardens and the Retreats are transferred to recycled water use, the reporting of water use will be automatically switched from potable water usage to recycled water usage.

Under Agenda Item 4c, Chief Werblun gave a brief overview of the Security operations updates and incidents of note, including the department looking into upgrading the District's video retention capabilities, and the proposed placement of a video camera at the intersection of Murieta Dr. and Poncho Conde Circle. He went on to recount the events and outstanding conduct of one of his officers while assisting an intoxicated individual. There was a discussion about the time it takes SSD to answer our calls. Director Les Clark discussed the reports issued by RMA and CSD. Chief Werblun is coordinating a Joint Security Meeting. There was a discussion about

dismissed citations. The Chief updated the Board on the implementation of ABDI Computer Dispatch and Patrol software, and that it is providing enhanced Security services and reducing Staff administration time.

Under Agenda Item 4d, Paul Siebensohn, Director of Field Operations, gave a brief summary of the utilities update including a discussion around stormwater drainage and the work of Utilities Staff cleaning drains and preparing for upcoming storms. Mr. Siebensohn led a discussion on the Rancho Murieta North Development Project. A Draft of the Recycled Water and Untreated Water Fee Study should be available for District staff comment January 22.

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

No Update.

#### **6. EMPLOYEE ANNOUNCEMENTS, PROMOTIONS, COMMENDATIONS, AND KUDOS**

Mark Martin announced Amelia Wilder will be appointed as District Secretary.

#### **7. REVIEW January 2020 BOARD/COMMITTEE MEETING DATES/TIMES**

Director Clark will not be available to attend the Security Meeting on February 6, 2020.

#### **8. CORRESPONDENCE**

None

#### **9. COMMENTS FROM THE PUBLIC**

Bob Keil addressed the Board as the new owner of the 86 acres known as Residence East. He continued with comments about the lot line adjustment of 2004 and the Security and Drainage fees, and asked specific questions of Richard Shanahan, District Counsel. He also talked about the future development of the land and the 670 FSA. Mark Martin mentioned to Mr. Keil that his concerns will be discussed in February's Improvements Committee Meeting.

#### **10. CONSIDER APPROVAL OF DISTRICT APPOINTMENTS**

Mark Martin gave a brief introduction of Amelia Wilder and her new position as the District Secretary. **Motion/Jenco to appoint Amelia Wilder as District Secretary. Second/Merchant. Roll Call Vote: Ayes: Clark, Jenco, Merchant, Butler, Maybee. Noes: None. Absent: None. Abstain: None.**

#### **11. APPROVE REVISED ACCOUNTING SUPERVISOR JOB SPECIFICATION**

Mark Martin discussed the revised Accounting Supervisor job specification. Director Jenco mentioned that this specification was reviewed and approved by the Personnel Committee. **Motion/Jenco to approve revised Accounting Supervisor Job Specification. Second/Merchant. Roll Call Vote: Ayes: Clark, Jenco, Merchant, Butler, Maybee. Noes: None. Absent: None. Abstain: None.**

#### **12. PROPOSED MID-YEAR ADJUSTMENTS**

General Manager Martin explained the need for a budget adjustment. This will not be an addition to the approved budget, merely moving between items on the previously approved budget. Director Maybee reported from the Finance Committee that they had asked for this review and adjustment, and the Committee approves.

**Motion/Clark** to approve mid-year budget adjustments for General Manager's authority to move budgeted funds between line items **Second/Butler**. **Roll Call Vote: Ayes: Clark, Jenco, Butler, Merchant, Maybee. Noes: None. Absent: None. Abstain: None.**

### **13. REVIEW CFD 2014-01 OUTSTANDING DELINQUENCIES UPDATE**

Mr. Martin updated the Board on Delinquencies of the 2014-01 parcels. There was a discussion as to where those delinquencies are held, and the possible ramifications to the District, it's credit rating and the amount of time Staff dedicates to accounting for these delinquencies.

### **14. DISCUSS GROUNDWATER SUSTAINABILITY AGENCY(GSA) PROPOSED BOUNDARY ADJUSTMENT SCGA/SRCD**

General Manager Martin gave a detailed report on the background and current situation concerning the proposed adjustment to water districts, and the possible impact to Rancho Murieta. Sloughhouse Resource Conservation District has proposed a change to the boundaries of the Groundwater Sustainability Agency (GSA) which would shift Rancho Murieta into their District, and negatively impact RMCSA. He will continue to watch the situation closely, and strongly recommends that the District remain part of the Sacramento Central Groundwater Authority (SCGA).

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

Mr. Siebensohn informed the Board of the current condition of these pumps and the cost effectiveness of replacing them vs repairing them. Director Clark noted this should have been designated a Capital Replacement Plan (CRP) item, and not a Capital Improvement Plan (CIP) item, and Director Maybee confirmed with Mr. Siebensohn these pumps have reached their maximum life expectancy. **Motion/Clark** to Approve bid cost for three (3) Water Plant #1 effluent replacements to Kirby Pump and Mechanical in an amount of \$45,150 + a 15% contingency, for a total not to exceed of \$51,922.50. Funding to come from Water Capital Replacement Reserves, CIP 20-5-1. **Second/Jenco**. **Roll Call Vote: Ayes: Clark, Jenco, Butler, Merchant, Maybee. Noes: None. Absent: None. Abstain: None.**

### **16. APPROVE CHEMICAL FEED PUMP SKIDS, CIP 18-07-2**

Field Operations Director Siebensohn explained the purpose of the skids as they relate to the chlorine gas to sodium hypochlorite (bleach) conversion at the Wastewater Reclamation Plant. **Motion/Jenco** to Approve bid cost for two (2) Chemical feed skids from Hopkins Technical Products for up to \$41,068.41. Funding to come from Sewer Capital Improvement Reserves, CIP 18-07-2. **Second/Clark**. **Roll Call Vote: Ayes: Clark, Jenco, Butler, Merchant, Maybee. Noes: None. Absent: None. Abstain: None.**

### **17. APPROVE CHEMICAL TANK PURCHASE, CIP 18-07-2**

Mr. Siebensohn continued with a description of the chemical tanks necessary for the chlorine gas to sodium hypochlorite (bleach) conversion at the Wastewater Reclamation Plant. Director Clark noted that this was approved by the Improvements Committee. This is a substitute process for the originally envisioned CIP, and is coming in well below what was budgeted for the original project. **Motion/Jenco** to Approve bid cost for two (2) Chemical Tanks from Burlingame Engineers for up to \$43,606.53 plus a 15% contingency, a total of \$50,147.50. Funding to come from Sewer Capital Improvement Reserves, CIP 18-07-2. **Second/Clark**. **Roll Call Vote: Ayes: Clark, Jenco, Butler, Merchant, Maybee. Noes: None. Absent: None. Abstain: None.**

## 18. DIRECTOR COMMENTS/SUGGESTIONS

District Secretary, Amelia Wilder, informed the Board that the Annual Form 700 Notices will be delivered via email in the next few weeks, requesting the Statement of Economic Interest from Staff and Board. These are due to the county by April 1, 2020.

Director Clark discussed the upcoming Board Goals Workshop, and suggested an update of the 2011 Strategic Plan in 2021.

## 19. ADJOURNMENT

**Motion/Merchant to adjourn at 7:25 p.m. Second/Jenco. Ayes: Clark, Jenco, Butler, Merchant, Maybee.**

**Noes: None. Absent: None. Abstain: None.**

Respectfully submitted,

Amelia Wilder  
District Secretary