



## RANCHO MURIETA COMMUNITY SERVICES DISTRICT

15160 Jackson Road, Rancho Murieta, CA 95683

Office - 916-354-3700 Fax – 916-354-2082

### COMMUNICATION & TECHNOLOGY COMMITTEE

*(Directors John Merchant and Linda Butler)*

Regular Meeting

December 3, 2020 at 8:30 a.m.

**This meeting will be held via ZOOM** video conference only pursuant to Gov. Newsom Executive Order N-29-20. You can join the conference by (1) logging on to <https://us02web.zoom.us/j/86717332212>, entering Meeting ID no. 867 1733 2212, and using the audio on your computer, or (2) dialing into 1-669-900-9128 and entering the meeting code 867 1733 2212. Those wishing to join with audio only can simply call the telephone number above and enter the code. Participants wishing to join the call anonymously have the option of dialing \*67 from their phone. Please refer to your telephone service provider for specific instructions. ***PLEASE NOTE – MOBILE DEVICE USERS MAY NEED TO INSTALL AN APP PRIOR TO USE AND MAC AND PC DESKTOP AND LAPTOP USES WILL REQUIRE YOU TO RUN A ZOOM INSTALLER APPLICATION – PLEASE FOLLOW DIRECTIONS AS PROVIDED BY ZOOM. IT IS RECOMMENDED YOU ATTEMPT TO LOGIN AT LEAST 5 MINUTES BEFORE THE START OF THE MEETING.***

#### AGENDA

1. Call to Order
2. Comments from the Public
3. Monthly Website and Social Media Update
4. Discuss Communication about Laguna Joaquin
5. Review Latest Pipeline
6. Discuss Keeping Track of Current Issues Report
7. Discuss Options for Nextdoor Account
8. Directors & Staff Comments/Suggestions
9. Adjournment

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In compliance with the Americans with Disabilities Act and Executive Order No. N-29-20, 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 teleconference meeting, please contact the District Office at 916-354-3700 or [awilder@rmcsd.com](mailto:awilder@rmcsd.com). Requests must be made as soon as possible.

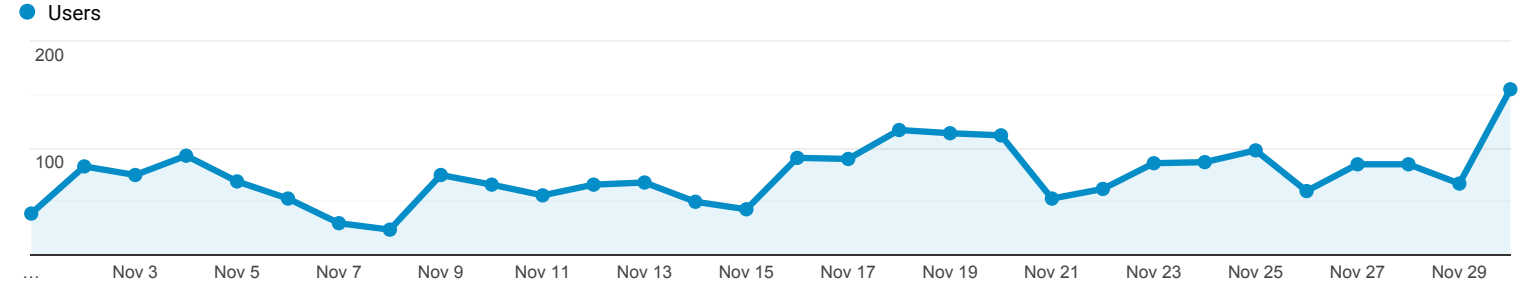
Note: This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of this posting is November 25, 2020. Posting locations are: 1) District Office; 2) Post Office; 3) Rancho Murieta Association; 4) Murieta Village Association.

RMCS D Website Stats

Nov 1, 2020 - Nov 30, 2020

All Users  
100.00% Users

RMCS D Website Visitors



Region	Users	New Users	Hits	Sessions	Number of Sessions per User	Pageviews	Pages / Session	Avg. Session Duration
	<b>1,857</b> % of Total: 100.00% (1,857)	<b>1,675</b> % of Total: 100.00% (1,675)	<b>5,880</b> % of Total: 100.00% (5,880)	<b>2,663</b> % of Total: 100.00% (2,663)	<b>1.43</b> % of Total: 100.00% (1.43)	<b>5,854</b> % of Total: 100.00% (5,854)	<b>2.20</b> Avg for View: 2.20 (0.00%)	<b>00:02:10</b> Avg for View: 00:02:10 (0.00%)
1. California	<b>1,328</b> (71.36%)	<b>1,154</b> (68.90%)	<b>5,115</b> (86.99%)	<b>2,098</b> (78.78%)	<b>1.58</b> (110.40%)	<b>5,094</b> (87.02%)	<b>2.43</b>	<b>00:02:35</b>
2. Illinois	<b>97</b> (5.21%)	<b>97</b> (5.79%)	<b>103</b> (1.75%)	<b>98</b> (3.68%)	<b>1.01</b> (70.60%)	<b>102</b> (1.74%)	<b>1.04</b>	<b>00:00:01</b>
3. (not set)	<b>72</b> (3.87%)	<b>70</b> (4.18%)	<b>85</b> (1.45%)	<b>76</b> (2.85%)	<b>1.06</b> (73.77%)	<b>85</b> (1.45%)	<b>1.12</b>	<b>00:00:02</b>
4. Texas	<b>53</b> (2.85%)	<b>53</b> (3.16%)	<b>67</b> (1.14%)	<b>53</b> (1.99%)	<b>1.00</b> (69.88%)	<b>67</b> (1.14%)	<b>1.26</b>	<b>00:00:12</b>
5. Virginia	<b>49</b> (2.63%)	<b>49</b> (2.93%)	<b>52</b> (0.88%)	<b>51</b> (1.92%)	<b>1.04</b> (72.74%)	<b>52</b> (0.89%)	<b>1.02</b>	<b>00:00:03</b>
6. Ohio	<b>43</b> (2.31%)	<b>43</b> (2.57%)	<b>43</b> (0.73%)	<b>43</b> (1.61%)	<b>1.00</b> (69.88%)	<b>43</b> (0.73%)	<b>1.00</b>	<b>00:00:00</b>
7. Washington	<b>21</b> (1.13%)	<b>21</b> (1.25%)	<b>32</b> (0.54%)	<b>22</b> (0.83%)	<b>1.05</b> (73.21%)	<b>31</b> (0.53%)	<b>1.41</b>	<b>00:00:11</b>
8. Oregon	<b>20</b> (1.07%)	<b>19</b> (1.13%)	<b>26</b> (0.44%)	<b>20</b> (0.75%)	<b>1.00</b> (69.88%)	<b>26</b> (0.44%)	<b>1.30</b>	<b>00:00:08</b>
9. Wyoming	<b>16</b> (0.86%)	<b>16</b> (0.96%)	<b>18</b> (0.31%)	<b>16</b> (0.60%)	<b>1.00</b> (69.88%)	<b>18</b> (0.31%)	<b>1.12</b>	<b>&lt;00:00:01</b>
10. Nevada	<b>14</b> (0.75%)	<b>13</b> (0.78%)	<b>25</b> (0.43%)	<b>15</b> (0.56%)	<b>1.07</b> (74.88%)	<b>25</b> (0.43%)	<b>1.67</b>	<b>00:01:16</b>

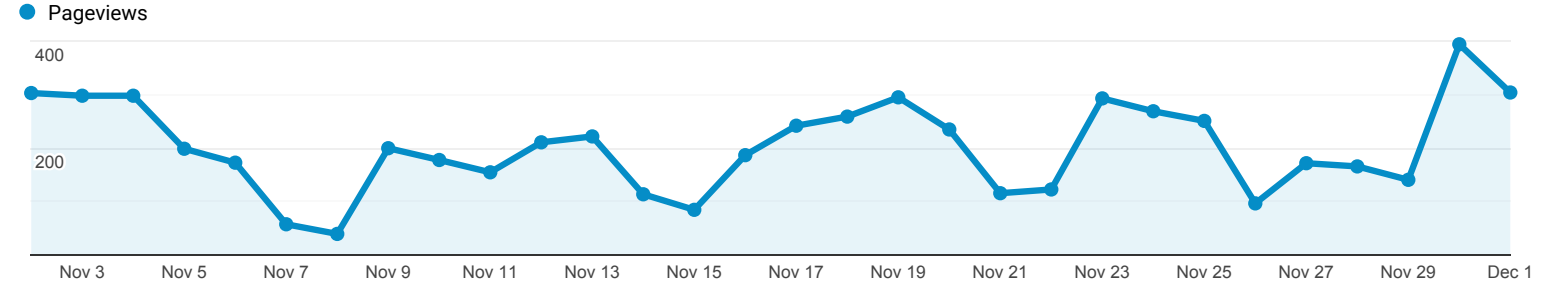
Rows 1 - 10 of 71

Pages

**All Users**  
100.00% Pageviews

Nov 2, 2020 - Dec 1, 2020

Explorer



Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
	<b>6,078</b> % of Total: 100.00% (6,078)	<b>4,803</b> % of Total: 100.00% (4,803)	<b>00:01:48</b> Avg for View: 00:01:48 (0.00%)	<b>2,761</b> % of Total: 100.00% (2,761)	<b>57.30%</b> Avg for View: 57.30% (0.00%)	<b>45.43%</b> Avg for View: 45.43% (0.00%)	<b>\$0.00</b> % of Total: 0.00% (\$0.00)
1. /	<b>1,551</b> (25.52%)	<b>1,183</b> (24.63%)	00:01:18	<b>1,095</b> (39.66%)	33.70%	33.72%	\$0.00 (0.00%)
2. /employment-opportunities	<b>964</b> (15.86%)	<b>784</b> (16.32%)	00:01:58	<b>701</b> (25.39%)	77.75%	72.20%	\$0.00 (0.00%)
3. /how-to-pay-my-bill	<b>252</b> (4.15%)	<b>195</b> (4.06%)	00:02:32	<b>65</b> (2.35%)	61.54%	59.13%	\$0.00 (0.00%)
4. /2020-committee-meetings	<b>229</b> (3.77%)	<b>173</b> (3.60%)	00:03:59	<b>34</b> (1.23%)	79.41%	49.78%	\$0.00 (0.00%)
5. /2020-board-meetings	<b>160</b> (2.63%)	<b>136</b> (2.83%)	00:03:39	<b>23</b> (0.83%)	86.96%	52.50%	\$0.00 (0.00%)
6. /development-projects	<b>145</b> (2.39%)	<b>88</b> (1.83%)	00:01:50	<b>51</b> (1.85%)	43.14%	31.03%	\$0.00 (0.00%)
7. /district-office-and-phone-numbers	<b>139</b> (2.29%)	<b>108</b> (2.25%)	00:02:07	<b>26</b> (0.94%)	65.38%	48.92%	\$0.00 (0.00%)
8. /salary-schedules	<b>105</b> (1.73%)	<b>86</b> (1.79%)	00:04:23	<b>13</b> (0.47%)	76.92%	54.29%	\$0.00 (0.00%)
9. /riverview-update	<b>94</b> (1.55%)	<b>63</b> (1.31%)	00:02:02	<b>14</b> (0.51%)	64.29%	34.04%	\$0.00 (0.00%)
10. /board-of-directors	<b>89</b> (1.46%)	<b>70</b> (1.46%)	00:00:40	<b>21</b> (0.76%)	57.14%	38.20%	\$0.00 (0.00%)

Rows 1 - 10 of 280

Page Summary Last 28 days #

Export Data 

Results from Nov 3, 2020 - Nov 30, 2020

Note: Does not include today's data. Insights activity is reported in the Pacific time zone. Ads activity is reported in the time zone of your ad account.

■ Organic ■ Paid

**Actions on Page** ⓘ

November 3 - November 30

1

Total Actions on Page ▼83%



**Page Views** ⓘ

November 3 - November 30

68

Total Page Views ▲8%



**Page Previews** ⓘ

November 3 - November 30



We have insufficient data to show for the selected time period.

**Page Likes** ⓘ

November 3 - November 30

1

Page Likes ▼50%



**Post Reach** ⓘ

November 3 - November 30

232

People Reached ▼6%



**Story Reach** ⓘ

November 3 - November 30

**Get Story Insights**

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**Recommendations** ⓘ

November 3 - November 30



We have insufficient data to show for the selected time period.

**Post Engagement** ⓘ

November 3 - November 30

19

Post Engagement ▼34%



**Videos** ⓘ

November 3 - November 30



We have insufficient data to show for the selected time period.

**Page Followers** ⓘ

November 3 - November 30

2

Page Followers ▲0%



# MEMORANDUM

Date: December 2, 2020  
To: Communications & Technology Committee  
From: Tom Hennig, General Manager  
Subject: Review Recent Changes to Pipeline

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## DISCUSSION

Based on requests from the Communications Committee, District staff have made several significant changes to the monthly Pipeline newsletter. These changes are the result of numerous meetings with Director Butler and District Secretary, Amelia Wilder. While this is an ever-evolving process, I want to point out a few of the changes at this meeting.

The most noticed changes include:

- Created a template to follow to keep the information consistent for each page each month
- Designated the second page for the GM Corner and a focus on District activities & meetings
- Designated the third page for relevant information related to Development and Water related information
- The last page is reserved for a Community Forum and various other issues of the day

I want to thank Director Butler for taking the time to meet with us and I want to thank Amelia for taking on this responsibility. Their work is keeping the Pipeline relevant and informative.



**A Monthly Newsletter**

**December 2020**

**Serving the Community**

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

**District Meeting Schedule For December 2020**

**December 1, 2020**  
Personnel @ 7:30 a.m.

Improvements  
@ 8:00 a.m.

Finance  
@ 10:00 a.m.

**December 3, 2020**  
Communication &  
Technology @ 8:30 a.m.

Security @ 10:00 a.m.

**December 16, 2020**  
**District Board Meeting @ 5:00 p.m.**

**The public is invited to attend.**

*All meeting dates and times are subject to change. Be sure to check our website, [www.rmcsd.com](http://www.rmcsd.com) for any changes*

**BE SURE TO LIKE US ON FACEBOOK!**

**LAGUNA JOAQUIN**

Laguna Joaquin is owned by the RMA, but the Rancho Murieta Community Services District (District) has an Easement for operation and maintenance. Laguna Joaquin serves several purposes for the community of Rancho Murieta behind the gates. For the District it is a drainage detention basin serving North side developments. The District is responsible for the quality of the stormwater as the water exits in the basin. In addition to functioning as a detention basin, Laguna Joaquin serves as temporary storage for the Cosumnes Irrigation Association (CIA), as a source of irrigation water for the common ground landscaping for the RMA, and it provides for an aesthetic amenity to the community and for recreational fishing.

Over the past 50+ years, Laguna Joaquin has accumulated silt and other drainage runoff from two primary drainage inlets as well as irrigation runoff from the surrounding landscaping. During this time, complaints from the residents over odor, midge flies and the quality of the water from the Townhomes surrounding Laguna Joaquin, and the residents that utilized the pathways for recreation have increased every year. Following a petition received by the District with over 100 signatures, we have:

- Met with Sac/Yolo Vector control to discuss options to fix the problems
- Increased the frequency of applying a biocide designed to kill midge flies
- Installed insect attraction devices to track insect types and hatching patterns
- Ordered custom boxes to attract bats, which eat the insects
- Evaluated options for utilizing recycled water for landscape irrigation
- Contacted numerous environmental professionals to discuss options
- Issued an RFP to solicit bids from Environmental Engineering firms for solutions

The overall responsibility for Laguna Joaquin is shared by the District and the RMA. The District has responsibility for the water quality, as part of our drainage latent powers. The RMA is responsible for the grounds in and around the basin, which includes the silt at the bottom. The primary beneficiaries of the aesthetic value of the basin are the residents of the Townhomes and those who frequent the basin for recreations such as fishing and walking.

Because the midge flies mature in the silt, then float to the top to hatch, the RMA is ultimately responsible for their habitat. Over the past several years, a decision was made by the District to mitigate the issues related to the midge flies by applying a biocide named Vectobac 12 AS. The application of the biocide is being paid for with discretionary funds allocated to the Drainage budget. Since this practice has become futile, the District has determined that it is no longer reasonable to apply the biocide. There are no plans to budget for the application in future years.

In reaction to the concerns of the community, the District released a Request for Proposals (RFP) to solicit professionals to provide an evaluation of the entire ecosystem related to the detention basin. With an estimated cost of \$50,000 - \$100,000. It is important to recognize that the consulting services will not fix the problem. Their report will identify solutions, which will need to be discussed at a later date. Paying for any of the recommended options will also be discussed at a later date. Discussions between the General Managers of the District and the RMA have resulted in a preliminary plan to share the costs for the services evenly between the District, RMA, and the Townhome Association. Funds to cover the Districts share for the environmental consulting services will come from the Drainage reserve account. The Board of Directors of RMCS D authorized Tom Hennig, General Manager, to commit \$30,000 as our part of the funds necessary to execute the Evaluation.



**FATS, OILS & GREASE**

**NO FOG, NO CLOG - KEEP OUR SEWERS CLEAR**

## GENERAL MANAGER'S CORNER

November is here, and it's time to replenish the reservoirs. The primary source of Rancho Murieta's domestic water supply is the Cosumnes River. Rancho Murieta has appropriative water rights, which allow the Water Department to pump water from the river to our reservoirs between November and May. Water is stored in three reservoirs within the District: Clementia, Chesbro, and Calero. These have a total usable capacity of approximately 4,174 acre-feet. Water is withdrawn from the lakes and processed for all domestic and industrial uses. The treated water is distributed throughout the District into a pipe network arranged and sized for fire protection. There are two storage tanks that provide water to the system which is adequate to supply homes and businesses. The system also supplies water to fire hydrants located throughout the District. If you are interested in learning more about our unique water system, paste this link into your browser and enjoy. <https://www.ranchomurietacsd.com/water-system-overview>



### Employee Spotlight – Gate Officer, Rick Dias:

RICK DIAS – started as a Gate Officer with RMA in 1992, in 1994 when CSD took over Security operations, Rick became a district employee! As a Gate Officer, he is responsible for giving access to the Community to your guests and vendors, logging this activity, receiving calls for Patrol services and dispatching Patrol Officers on these calls (when he is at the South Gate), and issuing new bar codes. His very long career, twenty-eight years and counting, has been rewarding, and he has witnessed many changes in our Community. His favorite memory was meeting his wife at the South Gate during his training. Rick has watched the population double and was able to see the South grow from a few houses to the thriving neighborhood it is today. A former resident of Rancho Murieta, he lived here for 17 years, now in his spare time, he loves to BBQ and work around his farm located just east of Rancho Murieta.

## November 2020 BOARD MEETING HIGHLIGHTS

- Tabled the Surveillance Camera Policy until a future date
- Adopted Policy P2020-0 Disconnection of Residential Water Service for Nonpayment
- Approved Payment to LH Schneider Construction for CIA Ditch Repair
- Nominated Director Butler to LAFCo Special District Advisory Committee. LAFCo will select candidates early 2021
- Assigned Director Pohll to the Finance Committee and removed Director Maybee from that Committee
- Authorized GM to commit \$30,000 toward the cost of having a study to remedy Laguna Joaquin done

## NOVEMBER 2020 COMMITTEE MEETING HIGHLIGHTS

### Communications & Technology

- The Committee discussed Communication about Laguna Joaquin
- The Pipeline and its layout was discussed
- Director Butler suggested creating a spreadsheet to keep track of District issues

### Security Committee

- Discussed using RMA citation spreadsheet instead of previous spreadsheet
- Approved moving the Surveillance Camera Policy P2020-01 to the Board for approval
- Discussed Security Service Opinion Poll
- Tom Hennig is working on scheduling a Joint Security Committee Meeting

### Improvements Committee

- The District is preparing an RFP for Engineering Services
- The proposal due date for Consulting Services for Laguna Joaquin RFP was extended until 11/17/2020

### Finance Committee

- Reviewed the detailed Water, Sewer and Drainage budget
- Authorized the GM to begin renegotiations of 1988 CIA Ditch Agreement
- Approved moving the Water Meter Shutoff Notification Policy P2020-03 to the Board for approval
- The Potential Reorganization of 1984 Agreement related to the CIA Ditch was discussed
- Discussed Security Service Opinion Poll, Reserve Study and Engineering Services RFP's
- The proposal due date for Consulting Services for Laguna Joaquin RFP was extended until 11/17/2020

## Board of Directors

Tim Maybee  
President  
tmaybe@rmcsd.com

Randy Jenco  
Vice President  
rjenco@rmcsd.com

Linda Butler  
Director  
lbutler@rmcsd.com

John Merchant  
Director  
jmerchant@rmcsd.com

Martin Pohll  
Director  
mpohll@rmcsd.com





## A Monthly Newsletter

**December 2020**

**Serving the Community**

### BUSINESS HOURS

Monday - Friday  
8:00 a.m. to 12:00 noon  
& 1:00 p.m. to 5:00 p.m.  
Closed for Lunch -  
12:00 p.m. to 1:00 p.m.

### DISTRICT STAFF

**Tom Hennig**  
General Manager  
[thennig@rmcsd.com](mailto:thennig@rmcsd.com)

**Amelia Wilder**  
District Secretary  
[awilder@rmcsd.com](mailto:awilder@rmcsd.com)

**Cindy Chao, CPA**  
Controller  
[cchao@rmcsd.com](mailto:cchao@rmcsd.com)

**Tonya Perez**  
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**Jeff Werblun**  
Security Chief  
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**Rick Tompkins**  
Patrol Sergeant  
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**Paul Siebensohn**  
Director of Field Operations  
[psiebensohn@rmcsd.com](mailto:psiebensohn@rmcsd.com)

**Travis Bohannon**  
Chief Plant Operator  
[tbohannon@rmcsd.com](mailto:tbohannon@rmcsd.com)

**Ron Greenfield**  
Utilities Supervisor  
[rgreenfield@rmcsd.com](mailto:rgreenfield@rmcsd.com)

### DEVELOPMENT UPDATE

MG I&II—The project is nearly complete. Coastland is reviewing items before acceptance.  
MG—Lot 4, El Dorado Savings Bank - This project has been signed off as substantially complete.  
MG—Lot 5, Starbucks - This project has been signed off as substantially complete.  
Lot 10— PDF Office—Project Plan Review is done, waiting for fees to be paid to the District.  
MG – Lot 11 (Circle K Gas Station/carwash) - Has provided plan comment revisions.  
MG Legacy Villa’s & Suites project – The plans have been finalized by the project’s engineer and signed by Coastland Engineering. No word yet has been given as to a start date.  
Murieta Marketplace—The Bel Air is open, but the drainage basin is active as a stormwater basin.  
Riverview— Coastland and Sacramento County are reviewing the plans. The Development is planning to grade the entire site. They have set up a construction trailer.  
Rancho Murieta Airport - Has added two storage Buildings and requested plan review.  
Retreats East and North - Has extended their tentative maps.  
Rancho Murieta North—The project reports they are continuing work on a traffic study, greenhouse gas study, and schedule and notice of preparation.  
FAA Business Park—This project is nearly complete.

*Detailed Updates can be found on our website:*  
<https://www.ranchomurietacsd.com/development-projects>

### DEER CREEK/SCOTT ROAD CROSSING STREAM GAUGE

Here is the link to check the stream level of Deer Creek and Scott Road due to rains and possible flooding.

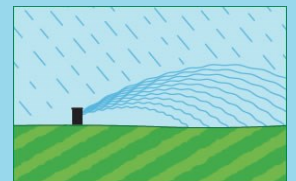
[http://www.sacflood.org/sensor.php?site\\_id=1133&device\\_id=7&view\\_id=1](http://www.sacflood.org/sensor.php?site_id=1133&device_id=7&view_id=1)

### CHRISTMAS TREE PICK-UP SCHEDULE

Please have your trees placed curbside by 5:00 a.m. on regular service day between December 26, 2020 and January 8, 2021. If you have any questions, please contact California Waste Recovery Systems at 916-354-4154.



**REMINDER: During the rainy season, turn off your sprinklers and irrigation system or install a rain sensor to automatically shut off your irrigation system and eliminate unnecessary watering.**



### EXPECTING GUESTS BEHIND THE GATES THIS HOLIDAY?

**Be sure to call in your guests!** It is important that you notify the District Security Gate Officers if you expect service personnel or guests at your home in order to avoid delays and traffic congestion. North Gate: 916-354-3742. South Gate: 916-354-3743. You can register guests yourself at [www.gateaccess.net](http://www.gateaccess.net). Using [www.gateaccess.net](http://www.gateaccess.net) you can then send your guests the electronic Fastpass that will get your guests through the gate even faster. The Fastpass is only available at the North Gate.

## COMMUNITY FORUM

### CARTS, CARTS, CARTS and MORE CARTS

We live in a community with two golf courses, so it isn't surprising that carts and neighborhood electric vehicles (NEV) play a large part in our day to day lives. Recently, we have been experiencing an increase in the amount of miss-use and abuse of our community rules and State regulations as they pertain to these vehicles. So for the sake of information and clarification let's review definitions of these vehicles and the laws and rules that apply.

**These rules and regulations are intended and apply for travel across HWY 16 and are required to meet applicable federal and state requirements to operate on a state or public roadway.**

**Golf Carts** – While Golf Carts have a specific definition and use they often fall under the heading of **Neighborhood Electric Vehicles**. NEV's are also called, Low Speed Vehicles.

Golf Carts-must be used as a golf cart, with a designated place for golf bags, driven by a licensed driver and cannot have more than two seats, with one person per seat. Seatbelts are not required. Daylight hours require a stop lamp, one rear reflector, horn, head lamp, and tail lamp. These are typically the cart that is used by golf clubs for rentals and use at the golf club.

A Golf Cart that has more than two seats is defined as a Motor Vehicle and must meet the same requirements as an NEV- be driven by a licensed driver, have and use seat belts, one person per seat, have headlights, taillights, turn signals, stop lamps, reflectors, mirror, parking break, and windshield.

All other electric (or gas) vehicles in the community not designated for golf must comply with State of CA laws, must be driven by a licensed driver, and must be equipped as above.

**Rules and Regulations** –the following information is a combination of CA State law and rules of the community.

Please note:

1. Most NEV'S are also LOW speed vehicles. They are intended to be driven no more than 25 mph.

**It is important to follow posted speed limit signs.**

2. Rancho Murieta has a multi-use paved path that goes between North and South Murieta across the Wooden Bridge. **Posted Speed is 10 MPH.** This is the expected and safe speed for that part of the community. This is also a shared path with pedestrians, bicyclists, walkers and strollers. (And yet there is more speeding on this path by drivers than ever should be.) Also, we are about to see changes in this area due to development. Be prepared to drive Carts and other NEV vehicles at the 10mph speed limit. **Slow down** for the safety of everyone using this path and because it is the rule!!!

Please be mindful of these rules:

1. **Underage driving**- you must be 16 and licensed, or 15 & ½ with a CA permit and with a licensed CA driver. **This is CA law.**

2. **Drinking while driving**– CA Law applies to all drivers, including underage and of age drivers.

Questions? Contact your HOA!



**The District Administration Office will be closed  
December 24 at 2:00 & December 25, 2020 for Christmas Day  
and December 31 at 2:00 & January 1, 2021 for New Year's Day**

### **CAL WASTE UPDATE**

#### **Extra Green Waste Pick-Up**

Remember Cal-Waste will pick up EXTRA GREEN WASTE in **November, December, January and February!** Place green waste in a plastic bag next to your regular gray container on your green waste pick up day!

#### **Holiday Boxes**

Remember to break down your cardboard boxes before you put them in the recycling cart to save space!



### **HOW TO CONTACT THE DISTRICT**

Visit us on the web at [www.rmcsd.com](http://www.rmcsd.com)!

\*The District's Administration Office is located at: 15160 Jackson Road, Rancho Murieta

\*Our mailing address is: P.O. Box 1050, Rancho Murieta, CA 95683; Main Office: 916-354-3700

\*South Gate: 916-354-3743 **Contact the South Gate for after-hours water problems.**

# MEMORANDUM

Date: December 1, 2020  
To: Communications & Technology Committee  
From: Amelia Wilder, District Secretary  
Subject: RMCSO Current Issue Tracking

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## OPPORTUNITY STATEMENT

There is a need to organize information related to unexpected and unplanned issues that become relative to the operations at RMCSO. At the request from Director Butler, District staff have developed a draft worksheet to track progress on these issues. The worksheet and overall process is the subject of this memorandum.

## DISCUSSION

On any given day, there are several issues being addressed by District staff that have a short lifespan and are often addressed without any notice or visible expenditure of time and effort. These issues often start out as a simple matter, then turn into a large amount of time and sometimes unplanned expense. In response to a request from Director Butler, The District Secretary and Director Butler, have developed a method for tracking these types of initiatives. This method will be utilized to communicate these issues to this committee and the general public as part of the regular monthly meeting. We have developed a list of the issues starting in June of 2020. The issues are fluid and need special attention to resolve. Our next step is to get concurrence on the list from the General Manager. Following is a list of important information that will be contained on this spreadsheet:

- This document will allow staff and members of the Board to quickly access the status of projects and issues affecting the District.
- The list will also include the location of supporting materials, so that future staff will be able to access the historical information.
- Each Issue/Project will be assigned to committee.
- At the conclusion of each committee meeting notes / updates will be made by the Committee Director or District staff. The document will be maintained by the District Secretary and will be supplied to Board members after each series of monthly Committee meetings.

Attached is a rough draft. If there are no objections to this approach, District staff would begin filling out the report in December and will report back at the January Communication & Technology Committee Meeting.

**RMCS D CURRENT PROJECTS**

12/2/2020

	Issue	Committee	Involved Parties	Status	Short Description/Latest Update	Start Date	Completion Date
1.	Laguna Joaquin RFP	Improvements	RMCS D, RMA	In-Process	12/2/2020: The District released an RFP soliciting bids to advise the community on strategies to fix Midge Flies, Poor water quality and odor from Laguna Joaquin in October in response to a petition received by residents in July. 2 responses were received and Staff is working with stakeholders to choose a company.	7/1/2020	Summer 2021
2.	Security Opinion Survey RFQ	Finance	RMCS D	In-Process	12/2/2020: The District released an RFQ to solicit quotes to conduct a community survey to learn if residents would be willing to pay more for Security or reduce the services in early November in response the Security Budget being greater than Measure J revenues. 2 responses were received and Staff is working to choose a company.	6/1/2020	Jun-20
3.							
4.							
5.							
6.							
7.							