



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

November 20, 2019

Call to Order/Closed Session 4:00 p.m. and Open Session 5:00 p.m.
District Administration Building – Board Room
15160 Jackson Road
Rancho Murieta, CA 95683

BOARD MEMBERS

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

STAFF

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

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

November 20, 2019

REGULAR BOARD MEETING

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

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

AGENDA

ESTIMATED RUNNING TIME

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

5:00

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

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

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

3. CLOSED SESSION

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

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

4. OPEN SESSION/REPORT ACTION FROM CLOSED SESSION

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

A. Approval of Board Meeting and Committee Meeting Minutes

1. October 16, 2019 Regular Board Meeting Minutes
2. November 5, 2019 Personnel Committee Meeting Minutes

3. November 5, 2019 Improvements Committee Meeting Minutes
4. November 5, 2019 Finance Committee Meeting Minutes
5. November 7, 2019 Communications and Technology Committee Meeting Minutes
6. November 7, 2019 Security Committee Meeting Minutes

B. Approval of Bills Paid Listing

6. STAFF REPORTS (Receive and File)

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

7. CONSIDER CONFERENCE/EDUCATION OPPORTUNITIES (Discussion/Action) (**Motion**)

8. EMPLOYEE ANNOUNCEMENTS, PROMOTIONS, COMMENDATIONS, AND KUDOS

- a.** Consider Adopting Resolution R2019-10 in Honor of District Secretary Suzanne Lindenfeld (Discussion/Action) (**Motion**) (5 min.)

9. REVIEW DISTRICT MEETING DATES/TIMES FOR DECEMBER 2019

- A.** Personnel – December 3, 2019 at 7:30
- B.** Improvements – December 3, 2019 at 8:00 a.m.
- C.** Finance – December 3, 2019 at 10:00 a.m.
- D.** Communications – December 5, 2019 at 9:00 a.m.
- E.** Security – December 5, 2019 at 10:00 a.m.
- F.** Regular Board Meeting – December 18, 2019 - Open Session at 5:00 p.m.

10. CORRESPONDENCE

11. 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.

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

- A.** Mark Martin as District Secretary

13. RANCHO MURIETA ASSOCIATION FIRE COUNCIL (Discussion) (5 min.)

14. APPROVE REVISED SECURITY DEPARTMENT BODY CAMERA POLICY (Discussion/Action)
(Motion) (Roll Call Vote)

15. APPROVE GENERAL MANAGER PERFORMANCE EVALUATION POLICY AND PROCEDURES
(Discussion/Action) **(Motion) (Roll Call Vote)**

16. APPROVE REVISED DISTRICT SECRETARY JOB SPECIFICATION (Discussion/Action) **(Motion)**
(Roll Call Vote)

17. 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.

18. ADJOURNMENT (Motion)

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

Note: This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of this posting is November 15, 2019. Posting locations are: 1) District Office; 2) Rancho Murieta Post Office; 3) Rancho Murieta Association; 4) Murieta Village Association.