



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

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FINANCE COMMITTEE

Regular Meeting
February 7, 2017 at 9:00 a.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

1. **Call to Order**
2. **Comments from the Public**
3. **2017 – 2018 Budget Planning Update**
4. **Parameters for a Five Year Forecast**
5. **Discuss How Reserves are Viewed in Conjunction with a Five Year Forecast**
6. **Approve Funding for Operator in Training Position**
7. **Directors & Staff Comments/Suggestions [no action]**
8. **Adjournment**

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 February 3, 2016. Posting locations are: 1) District Office; 2) Rancho Murieta Post Office; 3) Rancho Murieta Association; 4) Murieta Village Association.

MEMORANDUM

Date: February 3, 2017
To: Finance Committee
From: Darlene J. Thiel, General Manager
Subject: 2017/2018 Budget Planning Update

Attached is the planning schedule for development of the 2017/2018 budget.

At the February Finance Committee meeting, staff will solicit input from the Committee members regarding general direction and goals for the 2017/2018 budget. The discussions planned for the February Finance Committee regarding 5 year forecasting and reserves in conjunction with a 5 year forecast will also be taken into consideration for 2017/2018 budget planning.

The budget development is a quasi “zero based” budgeting process where staff evaluates historical expenditure trends, anticipated price increases or decreases for supplies, power, etc., line items that should be added or deleted, and wages and employer costs are developed using projected salary increases and cost of benefit changes. On the revenue side, projections of new connections are included in the forecast of revenue and rate development. The initial draft is typically developed based on anticipated needs and is not constrained by rate increase caps. When the first draft is completed, revisions are made based on goals and guidance from the Board of Directors to reach an acceptable budget for the upcoming year. The “worst case” budget is presented to the Board of Directors at the March Board meeting for approval. This “worst case” budget sets the maximum increase in rates and is the basis for the required Proposition 218 Notice to property owners of proposed rate increases (this notice must be mailed at least 45 days before the meeting where the final budget is first presented to the Board of Directors; usually around April 1st). Between March and May, budget adjustments can be made as necessary but the resulting rates cannot be higher than those included in the Proposition 218 notice (the final rates can be lower).

2017-2018 Budget Timeline

January 11, 2017	Budget Kick-off Meeting (Department managers/MAC meeting)
January 30, 2017	Budget Meeting (revisions/updates provided to DT)
February 6, 2017	Budget Meeting - staff (Review revenue projections, rate impact & cost reductions)
February 7, 2017	Finance Committee (receive input and general guidance from Committee on goals for budget planning)
February 21, 2017	Budget Meeting - staff (Revisions/updates provided to DT)
March 6, 2017	Budget Meeting - staff (Review & update as needed)
March 7, 2017	Finance Committee – review budget draft, receive comments and recommendations to carry forward to March board meeting
March 15, 2017	Board Meeting (Present “Worse Case Scenario” Draft Budget, request approval to mail rate notice, and schedule budget hearings for May and June board meetings)
March 20, 2017	Budget Meeting - staff (Review and incorporate Board comments, if any; provide updates to DT)
April 3, 2017	Mail rate increase notice (cannot be mailed any later than 4/3/17) (Based on “Worse Case Scenario” 2 nd Draft Budget)
April 10, 2017	Budget Meeting – staff (Draft CIP documents due) (Review & update as needed)
April 24, 2017	Budget Meeting - staff (Input for “final” draft as needed)
May 17, 2017	Board Meeting (Budget presentation of final draft and first reading)
June 21, 2017	Board Meeting (Budget second reading and approval)

MEMORANDUM

Date: February 3, 2017
To: Personnel Committee
From: Paul Siebensohn, Director of Field Operations
Subject: Approve the Addition of an Operator in Training Position to the 2016/2017 Budget

RECOMMENDED ACTION

Approve the addition of an Operator in Training position to the 2016/2017 budget.

BACKGROUND

I am requesting the addition and funding of an Operator in Training (OIT) position in the 2016/2017 budget due to the anticipated increasing needs of the District's Operations staff. It is anticipated that the Wastewater Reclamation Facility will have an early start this year. Also, ongoing needs for the new Water Treatment Plant and sewer collection system are placing additional demands on existing staff. The filling of the OIT position will ease some demands on existing staff and put the District in a better position to cover staff shortages that occur throughout the year due to illness, FMLA leave, vacations, and other lost time situations. It is difficult for the District to quickly train staff on the operations of the new Water Treatment Plant and the Wastewater Reclamation Facility. The position would be funded out of the Water, Sewer, and Drainage Budgets.

As of December 2016, the Water and Sewer funds reflect Net Income of \$317,041 (of which \$208,104 is over the expected Net Income per the year to date budget). Therefore, this additional position will not create an adverse impact to the Water, Sewer, and Drainage Budgets this fiscal year. I believe cost savings in other areas in the upcoming budget planning for 2017/2018 can be identified to offset the addition of this position.

Board approval is needed as this position is not funded in the Position Listing of the 2016/2017 budget. This is the entry and training level in the Plant Operator class series. Incumbents work in a training status under supervision of a qualified, certified and experienced operator until certifications are achieved. This position will have the opportunity to help out field operations staff while obtaining the necessary experience to achieve certifications while working for the District. Once certification is obtained, the OIT could work independently as needed and have the potential to fill a vacant Operator position, if available.

Attached is the job description. The OIT wage schedule is already established in the Memorandum of Understanding with the Operating Engineers Local 3. The 2017 wage schedule for the OIT is \$40,460 (step 1) to \$50,576 (step 6) (\$19.452 to 24.315 / hr. respectively).

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

OPERATOR IN TRAINING (OIT)

DEPARTMENT: WATER/WASTEWATER

FLSA OVERTIME STATUS: NON-EXEMPT
BARGAINING UNIT: OPERATING ENGINEERS LOCAL 3

APPROVED BY BOARD OF DIRECTORS – 12/16/09

SUMMARY: To assist with the control, operation, and maintenance of District water and wastewater treatment and various pumping facilities, machinery, equipment, structures, and grounds, and to perform other related duties as required.

SUPERVISION: Receives direct supervision from the Chief Plant Operator.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assists with controlling the operation of water and wastewater treatment and pumping facilities to achieve proper processing of wastewater and disposal of sludge and effluent within mandated operating requirements; assists with the monitoring of treatment processes and enters data in appropriate logs;
- assists with starting and controlling plant processes, chemical systems, and power generators in a safe and orderly manner; keeps machinery, equipment, structures, piping, work areas, grounds, and landscaped areas in a clean and orderly condition;
- assists others as needed, maintenance of grounds, machinery and equipment maintenance, repair, and overhaul;
- assists with the transport and storage of hazardous chemicals and gases; utilize self contained breathing apparatus as required; inspects pumping stations, control equipment, facilities, and grounds for needed maintenance and repairs and unusual operating conditions;
- assists in the operation, repair, and maintenance of related storm and drainage systems, lifting and pump stations and collection systems;
- learns how to perform operating procedures; learns sample collection and laboratory testing and analytical procedures; work in or around hazardous electrical

panels and equipment;

- learns and trains in proper operating and safety procedures for normal operations, chlorine leaks and other emergencies.

DISTINGUISHING CHARACTERISTICS:

This is the entry and training level in the Plant Operator class series. Incumbents work in a training status under supervision of a qualified, certified and experienced operator until necessary certifications are achieved.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

The ability to learn and apply the practices, procedures, techniques, regulations, and laws pertaining to water and wastewater treatment plant and pumping facilities operations and maintenance, and the ability to learn to operate and perform routine maintenance on treatment plant equipment and related facilities. Learn to read and interpret a variety of meters, gages, recording charts, and mechanical and piping diagrams. Have the ability to perform a variety of skilled and semiskilled maintenance and repair work. Understand and carry out oral and written instructions. Maintain and update records and logs in paper and electronic format using computer software such as word processing, spreadsheets, computerized maintenance management software, etc. Work unusual shifts, weekends, evenings, overtime, and holidays when required. Establish and maintain cooperative working relationships.

EDUCATION AND/OR EXPERIENCE:

Must be eighteen (18) years of age prior to appointment because of the hazards of the job, as defined by the Fair Labor Standards Act.

Minimum Education: High School diploma and/or equivalent.

No experience is necessary to obtain this position, however any combination of training and experience, which would likely provide the required knowledge and ability, is qualifying. A typical way to obtain this knowledge and ability would be:

One year of experience as a Utility Worker with the District; *or*

One year of general work experience in the operation and maintenance of machinery and equipment, preferably including water treatment, wastewater treatment, water distribution, or wastewater collection systems equipment and facilities.

CERTIFICATES, LICENSES, REGISTRATIONS:

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

Possession and maintenance of a CA Grade 1 Water Treatment Operator's Certificate by the California Department of Public Health, is required within 18 months of hire date.

Immediately upon hire, the OIT must file an OIT application with the State Water Resources Control Board (SWRCB) Office of Operator Certification for a Grade 1 OIT certificate, signed by the District's Chief Plant Operator.

Possession and maintenance of a CA Grade I Wastewater Treatment Certificate by the State Water Resources Control Board within 24 months of entering this position is required.

Promotion to Plant Operator I is at the discretion of the District, position availability, and is not automatic upon obtaining required certifications.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stoop, kneel, crouch, or crawl. The employee frequently is required to stand, walk, sit, and climb or balance. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell.

The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision to interpret a variety of colors on graphical and computer displays, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

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

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions. The employee occasionally works near moving mechanical parts; in high, precarious places, and in outside weather conditions and is occasionally exposed to toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The noise level in the work environment is usually loud.

COMMENTS:

Employees appointed to positions in this class are required to be neatly groomed as needed to wear respiratory protection or other safety equipment. Ability to wear and use SCBA units as regulated by Cal/OSHA.