



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

March 17, 2021

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

This meeting will be held remotely in accordance with Governor Newsom Executive Order N-29-20.
See instructions on page two.

BOARD MEMBERS

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

STAFF

Tom Hennig	General Manager
Richard Shanahan	District General Counsel
Amelia Wilder	District Secretary
Tina Talamantes	Interim Security Chief
Paul Siebensohn	Director of Field Operations
Cindy Chao	Controller

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

March 17, 2021

REGULAR BOARD MEETING

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

This meeting will be held via ZOOM video conference only pursuant to Governor Newsom Executive Order N-29-20. You can join the conference by (1) logging on to <https://us02web.zoom.us/j/85171479043>, entering Meeting ID no. 851 7147 9043, and using the audio on your computer, or (2) dialing into 1-669-900-9128 and entering the meeting code 851 7147 9043. 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 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

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. CLOSED SESSION

A. Conference with legal counsel for existing litigation (Government Code section 54956.9(d)(1)) - *Bradberry v. District.*

B. Under Government Code section 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 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. *February 17, 2021 Regular Board Meeting Minutes*
2. *March 2, 2021 Personnel Committee Meeting Minutes*
3. *March 2, 2021 Improvements Committee Meeting Minutes*
4. *March 3, 2021 Special Finance Committee Meeting Minutes*
5. *March 4, 2021 Communications and Technology Committee Meeting Minutes*
6. *March 4, 2021 Security Committee Meeting Minutes*
7. *March 5, 2021 Special Improvements 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. REVIEW DISTRICT MEETING DATES/TIMES FOR MARCH/APRIL 2021

- A. Special Board Meeting – Budget - March 30, 2021 at 10:00 a.m.
- B. Communications – April 1, 2021 at 8:30 a.m.
- C. Security – April 1, 2021 at 10:00 a.m.
- D. Personnel – April 6, 2021 at 7:30 a.m.
- E. Improvements – April 6, 2021 at 8:00 a.m.
- F. Finance – April 6, 2021 at 10:00 a.m.
- G. Regular Board Meeting – April 21, 2021- Open Session at 5:00 p.m.

8. CORRESPONDENCE

9. 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.

10. CONSIDER APPROVAL OF SECURITY SUPERVISOR JOB SPECIFICATION
(Discussion/Action) (Motion) (Roll Call Vote)

11. CONSIDER APPROVAL OF CALPERS RETIRED ANNUITANT SPECIALIST POSITION

(Discussion/Action) (Motion) **(Roll Call Vote)**

12. CONSIDER APPROVAL OF CONTRACT WITH TELSTAR INSTRUMENTS FOR ON-CALL ELECTRICAL SERVICES *(Discussion/Action)* (Motion) **(Roll Call Vote)**

13. CONSIDER APPROVAL OF CONTRACT WITH DOMENICHELLI & ASSOCIATES FOR ON-CALL ENGINEERING AND CONSTRUCTION INSPECTION SERVICES *(Discussion/Action)* (Motion) **(Roll Call Vote)**

14. REVIEW DISTRICT GOALS FOR 2021 *(Discussion/Action)*

15. REVIEW ACTIONS PROPOSED FOR ADDRESSING LAGUNA JOAQUIN MANAGEMENT OPTIONS *(Discussion/Action)* (Motion) **(Roll Call Vote)**

16. REVIEW PROPOSED CONVEYANCE OF WOODEN PEDESTRIAN BRIDGE OVER THE COSUMNES RIVER *(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 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 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. 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 March 12, 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**

February 17, 2021

Call to Order Closed Session 4:00 p.m./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 4:00 p.m. via ZOOM conference per Governor Newsom's Executive Order N-29-20. Director's present were Tim Maybee, Randy Jenco, Linda Butler, John Merchant, and Martin Pohll. Also present was Tom Hennig, General Manager; Paul Siebensohn, Director of Field Operations; Tina Talamantes, Interim Security Chief, Cindy Chao, Controller; Andrew Ramos (filling in for Richard Shanahan), District General Counsel; and Amelia Wilder, District Secretary.

2. CONSIDER ADOPTION OF AGENDA

Motion/Maybee to adopt the agenda with item #13, "Consider Approval to Support Addition to the Rancho Murieta Association Parks Committee" to be removed from the agenda. Second/Jenco. Roll Call Vote: Ayes: Maybee, Jenco, Merchant, Butler, Pohll. Noes: None. Absent: None. Abstain: None.

3. BOARD ADJOURNED TO CLOSED SESSION AT 4:03 P.M. TO DISCUSS THE FOLLOWING ITEMS:

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

B. *Conference with legal counsel for existing litigation (Government Code section 54956.9(d)(1)) - Bradberry v. District.*

4. Board reconvened to OPEN SESSION at 5:00 p.m. and REPORTED the following:

Nothing to report.

5. CONSENT CALENDAR

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

6. STAFF REPORTS

Under Agenda Item 7A, Tom Hennig, General Manager, gave a summary of activities during the previous month, including an update on the current COVID-19 situation noting that District Staff has had no recent outbreaks. He received a letter from Kevin Hubred, RMA General Manager, concerning Laguna Joaquin, which he will respond to.

He and Paul Siebensohn, Director of Field Operations, met with Sacramento County Office of Planning and Environmental Review to discuss the general process for how development projects are managed, with a focus on Riverview. Director Merchant commented that he could not find a road maintenance agreement in the Conditions of Approval for Riverview. Mr. Hennig will discuss this with Mr. Hubred, as the roads belong to RMA.

Mr. Hennig updated the Board on other District activities, noting that we are hoping to have Association Reserves Inc., to complete the Reserve Study in time for the Budget preparation.

He continued with a staffing update, stating staff recently received public records requests which had added to the overtaxed Staff's workload. Andrew Ramos, District's Legal Counsel, clarified that under state law, the 10-day requirement for the California Public Records Act requires the District to acknowledge and respond

initially to a request, but it does not require the District to produce documents within 10 days. In many cases that would be impossible. Director Maybee asked that Mr. Hennig keep this item in his GM report as an update. We continue to recruit for Accounting Supervisor, Director of Administration, and Patrol Officers.

He commended David Labrado for his quick thinking assisting a resident who was displaced due to a fire.

Under Agenda Item 7B, Cindy Chao, Controller, updated the Board on the status of the District's finances. She noted that the District has zero lock offs, one new pay agreement, and zero connections during February 2021. She also reported that we have 509 residents receiving their bills electronically, and 2,413 customers receiving paper statements via United States Postal Services.

Under Agenda Item 7C, Interim Security Chief Tina Talamantes updated the Board on the Security Report, noting that we are continuing to use PDF Security services, and actively recruiting permanent employees, with one Patrol Officer in background. The VIPs truck is almost ready to be used by Security Staff, and we are continuing the upgrade of the Body Cameras system with I.T.

She met with the Sacramento County Sheriff's Department to discuss CSD Security issuing citations in the Commercial areas. There were 13 calls as a result of the storms January 26-27, and she authorized overtime to ensure adequate coverage.

Under Agenda Item 5D, Paul Siebensohn, Director of Field Operations, gave a brief summary of the utilities update noting that water plant #1 is offline to allow staff to perform winter maintenance. He informed the Board that the District is continuing to fill the Reservoirs. Staff also coordinated with SMUD and ran a power demand test of the three large 500 hp pumps to see what the increase to our utility bill would be if we need to use these larger pumps.

He continued with a drought outlook, noting that as long as we continue to receive rain and the river flow is above 70 cubic feet per second we may continue to pump.

Below are the current Development Updates that were discussed:

The Retreats East and North

This project reports it is continuing to be re-designed by the developer for potential buyers which we heard are KHOV. Nothing has been provided to the District for review.

Rancho Murieta North – Development Project

The project reports that they are targeting the completion of their traffic mitigation study by the end of February and a greenhouse gas study is intended to be complete by the end of March, and then they will submit their Notice of Preparation. A notice of preparation (NOP) is a brief notice sent by the lead agency to notify the responsible agencies that the lead agency plans to prepare an Environmental Impact Review, commonly referred to as EIR.

MG - Murieta Marketplace

No update. The project is still utilizing the drainage detention basin as a stormwater control basin for its remaining commercial development lots and therefore this project is not closed out.

MG – Legacy Villas & Suites (lot 7)

No update. The Improvement plans are completed and signed. No start date yet.

MG -Lot 10 (PDF Office)

Plans have been submitted to Coastland Engineering for signatures.

MG – Lot 9 (Taco Bell)

No update. The developer reports this project has been approved by CPAC and design review updates have been submitted to Sacramento County. The lot owner intends to sell the lot to another party. At that point when the project proceeds, we will direct the new owner to submit a project application packet and deposit for review of this project. The project is seeking final county zoning approval at a 2/17/21 meeting.

MG – Lot 11 (Circle K Gas Station/carwash)

Plan comments have been finalized and have been provided back to Coastland Engineering for final signature.

Murieta Business Park

No update. The project continues to complete their buildings.

The Residences of Murieta Hills East

No information has been provided to the District since Tom Hennig has answered a series of questions for Bob Keil and requested that for any further District work to occur, he would need to submit a developer deposit and application to the District.

Project description:

This project is listed as in the pre-application stage as on Hold with Sacramento County Planning. Their last letter back to the project was on 1/16/21, requesting more detailed information on the lots and a Cultural Resources Study and Tree Exhibit and Arborist Report, and noting it is subject to CEQA.

This was originally a planned development for 99 residential lots but is being revised by the owner. From the Sacramento County Planning departments website, it shows that a revised map has been submitted for this parcel.

Riverview

Coastland provided comments back for the Rough Grading plan re-submittal from January 25. Comments are related to clarifying drainage calculations and future easements, plan comments, and request for SWPPP & WDID information when it becomes available. The Phase 1A package that was resubmitted on January 7, 2021 is under review by Coastland. No information for sewer flow calculations related to the downstream manhole that will receive sewage flows from the project has been received yet.

The Development page on the District's website has been updated and can be found at: <https://www.ranchomurieta.com/development-projects>.

7. REVIEW DISTRICT MEETING DATES/TIMES FOR MARCH 2021

The Finance Committee Meeting has been moved to Wednesday, March 3, 2021 at 10:00 a.m.

8. CORRESPONDENCE

None.

9. COMMENTS FROM THE PUBLIC

None.

10. RECEIVE LEGISLATIVE UPDATES FROM CALIFORNIA SPECIAL DISTRICT ASSOCIATION

Dane Wadle, Senior Public Affairs Field Coordinator at California Special District Association (CSDA), gave the Board a presentation detailing the purpose of the organization and focusing on the current legislations that they are working to promote.

11. CONSIDER ADOPTION OF POLICY P2021-02 BODY WORN CAMERA POLICY

Tom Hennig reviewed the changes to the policy, stating that the policy has been brought up to date. A few changes had been made to the policy by Richard Shanahan, District Legal Counsel after it was approved by the Security Committee on February 4, 2021. Mr. Hennig asked that the Board approve the Policy with Mr. Shanahan's changes, as they were not substantive.

Resident Richard Gehrs asked how we could see those changes. Mr. Hennig said that the redline version will be in the minutes of the next Board Meeting. **Motion/Maybee to adopt Policy P2021-02 Body Worn Camera Policy.**

Second/Pohll. Roll Call Vote: Ayes: Maybee, Jenco, Merchant, Butler, Pohll. Noes: None. Absent: None. Abstain: None.

12. CONSIDER APPROVAL OF CONTRACT WITH TRUE NORTH, INC. FOR SECURITY OPINION POLL SERVICES

Tom Hennig informed the Board that we had received four responses to the RFP released by the District to conduct a Security Opinion Poll. The bids were reviewed by Mr. Hennig, Ms. Talamantes, and representatives from RMA and the Commercial District. True North, Inc. received the highest score. The next steps will be to schedule a stakeholder's meeting to determine what questions will be asked in the poll. If the pollsters determine that a referendum presented to the voters to increase Security fees will likely pass by a 66.6% vote, the District will consider proceeding with a referendum with a potential cost of \$150,000 - \$200,000. We will report this to the Finance Committee, and post progress on our website. **Motion/ Maybee to approve the contract with True North, Inc. for Security Opinion Poll. Second/Merchant. Roll Call Vote: Ayes: Maybee, Jenco, Merchant, Butler, Pohll. Noes: None. Absent: None. Abstain: None.**

13. CONSIDER APPROVAL TO SUPPORT ADDITION TO RANCHO MURIETA ASSOCIATION PARKS COMMITTEE

This item was pulled from the agenda.

14. DIRECTOR COMMENTS/SUGGESTIONS

President Maybee stated that we are at a point where we can be proactive, with the leadership in place that we need.

15. ADJOURNMENT

Motion/Maybee to adjourn at 6:55 p.m. Second/Butler. Ayes: Maybee, Jenco, Butler, Merchant, Pohll. Noes: None. Absent: None. Abstain: None.

Respectfully submitted,

Amelia Wilder
District Secretary

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Category:	Security	Policy # P2020-02
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 ~~should~~ 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 ~~a~~ 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 ~~place~~ 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.
43. The District will approve media viewing and duplication devices.

ADMINISTRATIVE RESPONSIBILITIES

The Security Chief 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 ~~as such~~.
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 the camera~~ prior to making contact in any of the following incidents: (a) ~~enforcement on duty~~ encounter or contact with any citizen or member of the public ~~when there is a reasonable suspicion that the person is or was involved in criminal activity, a violation of law, or other misconduct~~; (b) when responding to a dispatched call; (c) when investigating any incident, claim, violation or wrongdoing; (d) when responding to a traffic collision; ~~and (e) when contact with a~~

~~person becomes adversarial after the initial contact (not covered by the above categories) is made; or (fe)~~ for any activity where video and/or audio recording could be needed for safety and documentation purposes.

2. ~~The camera-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 ~~the camera-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 ~~the camera-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 ~~the body-worn camera system-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 body-worn camera system~~ 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 ~~the camera-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 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 Chief.

8. Patrol Officers will notify the Patrol Sergeant, or Security Chief, 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.
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 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 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 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 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 ~~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 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 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 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 or equivalent District employee (as designated by the General Manager) ~~or Sergeant~~ 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 eOfficers 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.
- ~~2.3.~~ 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.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 3 + Alignment: Left + Aligned at: 0.28" + Indent at: 0.73"

- 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 or General Manager. The exception is the release of recorded video/audio to law enforcement agencies with authorization from the Security 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 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 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.

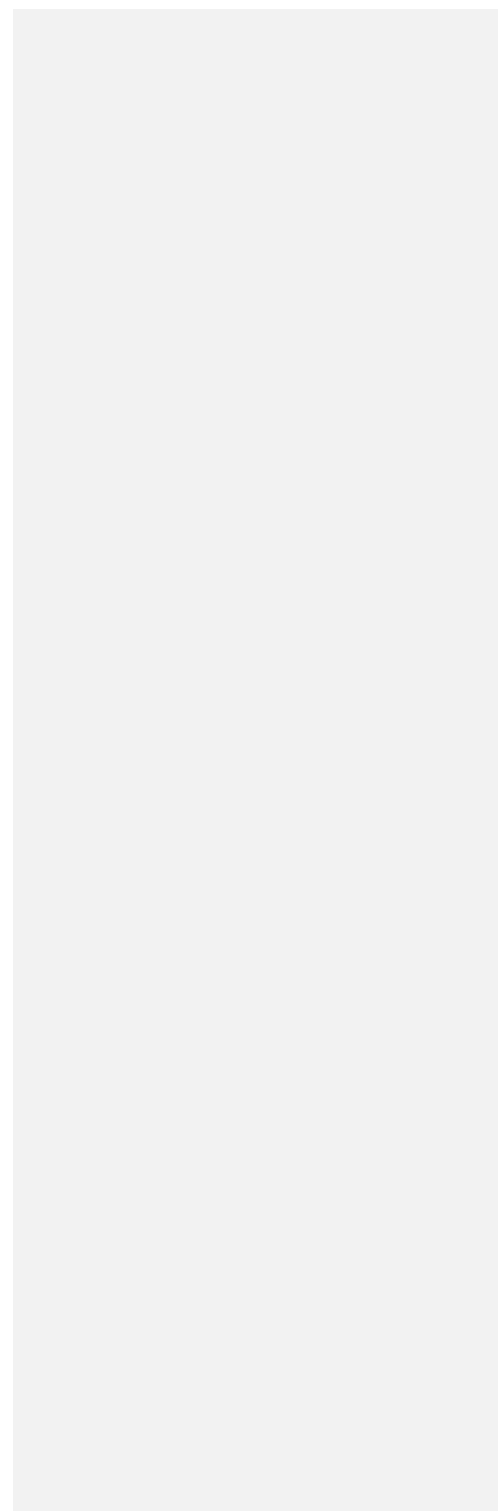
MEDIA STORAGE, RETENTION AND DESTRUCTION

1. Recorded data from the body-worn camera systems shall be retained in the Security 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
XX/XX/XXXX**

DRAFT



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Category:	Security	Policy # P2020-02
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 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; (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 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 Chief.
8. Patrol Officers will notify the Patrol Sergeant or Security Chief, 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.
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 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 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 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 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 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 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 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 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 or General Manager. The exception is the release of recorded video/audio to law enforcement agencies with authorization from the Security 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 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 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 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 XX/XX/XXXX
---	-------------------------------

DRAFT

MEMORANDUM

Date: March 3, 2021
To: Board of Directors
From: Personnel Committee Staff
Subject: March 2, 2021 Personnel Committee Meeting Minutes

1. CALL TO ORDER

Director Jenco called the meeting to order at 7:30 a.m via ZOOM video conference pursuant to Governor Newsom's Executive Order N-29-20. Present were Directors Jenco and Maybee. Present from District staff were Tom Hennig, General Manager; Paul Siebensohn, Director of Field Operations; Tina Talamantes, Interim Security Chief; Cindy Chao, Controller; Michelle Ammond, Interim Accounting Supervisor, and Amelia Wilder, District Secretary.

2. COMMENTS FROM THE PUBLIC

None.

3. REVIEW SECURITY CHIEF JOB SPECIFICATION-PROPOSED CHANGES

Tom Hennig, General Manager, briefly discussed the proposed changes to the Security Chief Job Specification. The most notable changes being that the name of the position was changed from Security Chief to Security Supervisor, the position will now require a bachelor's degree as the minimum education, five years of supervisory experience as a Law Enforcement Sergeant or above. The position also requires scheduled patrol duty. Director's Maybee and Jenco agreed to move this job specification to the Board for approval. ***This item will be on the March 17, 2021 Board Meeting Agenda.***

4. PROPOSED CALPERS RETIRED ANNUITANT PROJECT SPECIALIST POSITION

Tom Hennig, General Manager, discussed the process for hiring a retired annuitant. After hiring Interim Security Chief, Tina Talamantes, as a retired annuitant, CalPERS contacted the District and went over the rules that must be followed. The purposed job description will allow the District to hire CalPERS retired annuitants who may work up to 960 hours per year, and will work in Administration, Operations or Security, within the regulations defined by CalPERS. The specific special project assignments will vary depending on District need at the time of hiring. Staff worked in conjunction with CalPERS to ensure the job specifications adhere to the CalPERS standard. Director's Maybee and Jenco agreed to move this job specification to the Board for approval. ***This item will be on the March 17, 2021 Board Meeting Agenda.***

5. DIRECTOR AND STAFF COMMENTS

None.

6. Adjournment

The meeting was adjourned at 8:00 a.m.

MEMORANDUM

Date: March 3, 2021
To: Board of Directors
From: Improvements Committee Staff
Subject: March 2, 2021 Improvements Committee Meeting Minutes

1. CALL TO ORDER

Director Jenco called the meeting to order at 8:00 a.m. via ZOOM video conference pursuant to Governor Newsom's Executive Order N-29-20. Present were Director Jenco and Director Pohll. Present from District staff were Tom Hennig, General Manager; Paul Siebensohn, Director of Field Operations; Cindy Chao, Controller; Tina Talamantes, Interim Security Chief, Michelle Ammond, Interim Accounting Supervisor, and Amelia Wilder, District Secretary.

2. PUBLIC COMMENT

None.

3. MONTHLY UPDATES

Paul Siebensohn, Director of Field Operations, gave a brief overview of the project updates. He began by discussing a proposed Water Regulation for new indoor water use legislation, which would reduce the indoor standard from 55 gallons per person per day to 48 gallons per person per day in 2023. Regional Water Authority is researching the proposed legislation with the intent of contesting it. Mr. Siebensohn also reported that the Sloughhouse Resource Conservation District is working on finalizing and adopting its Groundwater Sustainability Plan. There may be minor assessments that will need to be paid. The District's consultant, Stratus Environmental, conducted the Fats Oils & Grease (FOG) inspections for Sanitary Sewer System compliance and IDDE inspections for Stormwater MS4 compliance for the District per our contract with them. They discovered several issues of concern that we will need to look in to further with various commercial properties. He has been working on updating the District's assets for the upcoming Reserve Study.

He continued with the Development Update which included:

Murieta Gardens (MG)

This project started out being submitted and approved as one project. Since the original approval, the developer has split the project multiple times into multiple projects. The active ones are listed below. Mr. Siebensohn will be working with administrative staff to tally up the EDUs for the MG project to ensure they are within the approved assignments.

MG – Legacy Villas & Suites (lot 7)

No update. Start pending weather.

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)

Last update: The developer reports this project has been approved by CPAC and design review updates have been submitted to Sacramento County. The lot owner intends to sell the lot to another party. At that point when the project proceeds, we will direct the new owner to submit a project application packet and deposit for review of this project.

MG -Lot 10 (PDF Office)

The Civil plans are now approved with signatures pending the project engineer submitting mylars to Coastland Engineering.

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

The project anticipates beginning on April 1, weather dependent.

Other Development Projects:

Riverview

Riverview has three phased plan packages that are currently being processed, including Water, Sewer and Storm Drain studies. Below is a status of all three packages that are being processed. Coastland understands that Phase 2 submittal is being prepared, but it has not been submitted for review.

- Phase 1A: Coastland/CSD returned comment letter and redlines to Developer on February 3, 2021.
- Phase 1B: Coastland/CSD returned comment letter and redlines to Developer on December 21, 2020.
- Grading: Coastland/CSD returned comment letter and redlines to Developer on February 23, 2021.

We are planning to work with the County to monitor and manage the Conditions of Approval that have a direct correlation to our District responsibilities.

Murieta Business Park

No update.

The Retreats East and North

The project has submitted improvement plans on February 19 requesting that they be re-approved and signed off by Coastland Engineering, along with Sac Metro Fire Department and Sacramento County. Coastland responded that the previous review has expired, signature date of 6/9/17, and needs to be reviewed. We are in the process of requesting deposit funding to continue work on this project.

Rancho Murieta North – Development Project

No update. Last update: No new information has been submitted to the District, however the project reports that they intend to complete their traffic mitigation study by the end of this month and a greenhouse gas study in January and then submit their Notice of Preparation in January. A notice of preparation (NOP) is a brief notice sent by the lead agency to notify the responsible agencies that the lead agency plans to prepare an Environmental Impact Review, commonly referred to as EIR.

Planned Projects:

The Murieta Hills Estates (formerly -The Residences of Murieta Hills East)

Last update: No information has been provided to the District since Tom Hennig has answered a series of questions for Bob Keil and requested that for any further District work to occur he would need to submit a developer deposit and application to the District.

This project is listed as in the pre-application stage as on Hold with Sacramento County Planning. Their last letter back to the project was on 1/16/21, requesting more detailed information on the lots and a Cultural Resources Study and Tree Exhibit and Arborist Report, and noting it is subject to CEQA.

4. DISCUSS RANCHO MURIETA ASSOCIATION'S ARCHITECTURAL REVIEW COMMITTEE PLAN REVIEW BY DISTRICT STAFF

Mr. Siebensohn gave a brief overview on the District's current practice when a resident submits for an improvement outside of their property line, typically on a circle lot. RMA sends the request to us and we research any possible infrastructure concerns that might be affected by the improvement. This can take a good deal of staff time and currently CSD does not have a fee structure in place to charge for these services. He is planning to add these services to a fee schedule in the future.

5. DISCUSS LAGUNA JOAQUIN RELATED ACTIVITY

Mr. Hennig informed the Committee that he had received a letter from Kevin Hubred, RMA General Manager, stating that he believes the silt in Laguna Joaquin is the District's responsibly. Mr. Hennig is drafting a letter in response and will have the District's legal counsel review it prior to sending.

6. DISCUSS RIVERVIEW COAS AND MMRP

Mr. Siebensohn reviewed the meeting that he and Mr. Hennig had with the Sacramento County Planning Department. Our District has a small part of the Conditions of Approval's (COA) to respond to, which are ensuring water, sewer and drainage services, and we will coordinate with various County departments and local stakeholders to ensure that all the conditions are met.

7. REVIEW ON-CALL ELECTRICAL SERVICES RFP RESULTS

Mr. Siebensohn informed the Committee that four responses had been received and scored. Telstar Instruments scored highest of the four firms, and Mr. Siebensohn recommended approval of the three-year contract for an estimated cost of \$130,000 per year. The Committee recommended moving the contract to the Board for approval. ***This item will be on the March 17, 2021 Board Meeting Agenda.***

8. DIRECTOR AND STAFF COMMENTS/SUGGESTIONS

Mr. Hennig stated that at the same time we released the RFP for On-Call Electrical Services we also released an RFP for Engineering and Construction Inspection Services. The bids had not been scored yet and he suggested having a Special Improvements Committee meeting prior to the Board meeting to review the results of the bids. Staff will work with Directors to schedule a meeting.

9. ADJOURNMENT

Director Jenco adjourned the meeting at 9:02 a.m.

MEMORANDUM

Date: March 3, 2021
To: Board of Directors
From: Finance Committee Staff
Subject: March 3, 2021 Special Finance Committee Meeting Minutes

1. CALL TO ORDER

Director Pohll called the meeting to order at 10:00 a.m. via ZOOM video conference pursuant to Governor Newsom's Executive Order N-29-20. Present was Director Martin Pohll. Present from District staff were Tom Hennig, General Manager; Paul Siebensohn, Director of Field Operations; Cindy Chao, Controller; Tina Talamantes, Interim Security Chief; Michelle Ammond, Interim Accounting Supervisor; and Amelia Wilder, District Secretary. Absent was Director John Merchant.

2. COMMENTS FROM THE PUBLIC

Amelia Wilder, District Secretary, announced that Director Merchant will not be attending today's Finance Committee Meeting.

3. DISCUSS MARCH BUDGET ACTIVITIES

Tom Hennig, General Manager, informed the Committee that the Budget is moving along, but staff workload has been an issue. The schedule is as follows:

March 30, 2021 - Special Board Meeting - Review Proposed Budget and authorize mailing of the Prop 218 notice
May 19, 2021 – Regular Board Meeting – Review Proposed Budget (Introduce Resolution to adopt the Budget);
Public Hearing – Review Proposed Rate Increase (Introduce Ordinance to adopt the to adopt Rate Increase)
June 16, 2021 – Regular Board Meeting - Review Proposed Budget (Approve Resolution to adopt the Budget);
Public Hearing – Review Proposed Rate Increase (Approve Ordinance to adopt the to adopt Rate Increase)

4. DISCUSS RESERVE STUDY UPDATE

Mr. Hennig updated the Committee on the progress with the Reserve Study. He has provided the documents requested by Association Reserves Inc., the company who created the most recent Reserve Study in 2015. The plan is to complete the study prior to finalizing the FY 2021-22 Budget.

Director Pohll said he would like to have a Reserve Study done every year.

5. DISCUSS SECURITY SERVICE OPINION SURVEY UPDATE

Mr. Hennig stated he is having a call this afternoon with True North, Inc., the company that was awarded the contract to conduct the survey. He said that they are hoping to have live meetings with small working groups starting in a few weeks, depending on State COVID-19 restrictions at the time.

6. DIRECTOR AND STAFF COMMENTS/SUGGESTIONS

None.

7. ADJOURNMENT

The meeting was adjourned at 10:11 a.m.

MEMORANDUM

Date: March 4, 2021
To: Board of Directors
From: Communication & Technology Committee Staff
Subject: March 4, 2021 Communication & Technology Committee Meeting Minutes

1. CALL TO ORDER

Director Butler called the meeting to order at 8:30 a.m via ZOOM video conference pursuant to Governor Newsom's Executive Order N-29-20. Present was Director Butler. Present from District staff were Tom Hennig, General Manager; Paul Siebensohn, Director of Field Operations; Tina Talamantes, Interim Security Chief; Cindy Chao, Controller; Michelle Ammond, Interim Accounting 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 RMCSD.com.

4. DISCUSS RESERVOIR INFORMATION AND EDUCATION AD HOC COMMITTEE

Director Butler discussed the last meeting the Ad Hoc Committee held on January 25, 2021, stating they are making progress on the document to educate the Community about the use of the Reservoirs, the history of the Reservoirs and water code. The mission of the Committee is:

- Gather and review information relating to the health and quality of our Reservoir system.
- Educate our residents, to re-evaluate and reinforce the existing rules and restrictions and to determine any additional actions necessary to protect and improve the quality of our water.
-

Tom Hennig, General Manager, added that he spoke at a Kiwanis Meeting last week about water in Rancho Murieta, and he was amazed how many long-term residents didn't know the story of the water in Rancho Murieta.

5. REVIEW VANDALISM INCIDENT AT CALERO RESERVOIR

(There was a disconnection to the Internet Service at the District Office, and there was a pause in the meeting.) Tom Hennig discussed the incident that had taken place February 20, 2021 concerning a porta potty that was drug into Calero Reservoir. The porta potty was removed by District Water staff. The District is working with RMA by installing cameras at Calero, which will include a license plate reader. We discussed the possibility for fines to be issued if someone is caught vandalizing the property. Tina Talamantes, Interim Security Chief, issued an Informational Bulletin about the incident. No responses have been received. Ms. Talamantes informed the Committee that:

Per California Health and Safety Code 116750 (a):

“Any person who tampers with a public water system is guilty of a felony and shall be punished by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for three, four, or five years, subject to a fine not to exceed thirty thousand dollars (\$30,000), or both.”

We take this very seriously and will prosecute violators.

Director Butler added that she would like to see the gates locked from dusk until dawn. Mr. Hennig commented that he will discuss this in his meeting with Kevin Hubred, General Manager at RMA.

6. DIRECTOR AND STAFF COMMENTS

None.

7. Adjournment

The meeting was adjourned at 8:53 a.m.

DRAFT

MEMORANDUM

Date: March 5, 2021
To: Board of Directors
From: Security Committee Staff
Subject: March 4, 2021 Security Committee Meeting Minutes

1. CALL TO ORDER

Director Maybee called the meeting to order at 10:00 a.m. via ZOOM video conference pursuant to Governor Newsom's Executive Order N-29-20. Present was Director Maybee. Present from District staff were, Tom Hennig, General Manager; Paul Siebensohn, Director of Field Operations; Tina Talamantes, Interim Security Chief; Cindy Chao, Controller; Michelle Ammond, Interim Accounting 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 that we will continue to use PDF until new Officers can be hired, and we have hired one new Patrol Officer who will start on March 16, 2021. We continue to recruit for Patrol and Gate Officers. The Ford Ranger pickup is in the shop getting some necessary equipment installed. The new body cameras are working, and she can view video.

Director Maybee pointed out that we wanted to use the Body Worn Camera video as a training tool. Ms. Talamantes will work on putting training in place. She continued with an update on the Security Departments efforts to issue citations in the Commercial Area. She has met with the Sacramento County Sheriff and will be implementing this shortly. Director Maybee asked that the Community be notified when the addition of citation in the Commercial Area will take place. When asked what his thoughts on enforcement in the Commercial Area, Director Maybee responded that we now have the leadership in place to offer the consistency that the program will need. Next, she informed the Committee and members of the audience that in response to a request to view the redlined version containing Richard Shanahan, District's Legal Counsel's, changes to the Body Worn Camera Policy, it will be posted with the February 17, 2021 Board Meeting Minutes in the March 17, 2021 Packet.

Ms. Talamantes discussed the Informational Bulletins that she issued in February, the first concerning the vandalism that had taken place at Calero and Chesbro Reservoirs. The District is working with RMA to have two cameras and a license plate reader installed at Calero. Ms. Talamantes informed the Committee that:

Per California Health and Safety Code 116750 (a):

"Any person who tampers with a public water system is guilty of a felony and shall be punished by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for three, four, or five years, subject to a fine not to exceed thirty thousand dollars (\$30,000), or both."

We take this very seriously and will prosecute violators. Director Maybee asked that staff track time associated with vandalism remediating so that the cost of that time can be added to fines from citations.

The second Bulletin was about a hit and run. The driver fled the scene, and Security is on the look-out for the vehicle fitting the description.

She continued with the Incidents of Note, the full incidents log for February and the monthly spreadsheets.

4. DISCUSS SECURITY OPINION SURVEY SCHEDULE

Mr. Hennig updated the Committee on the progress on the Security Opinion Poll, stating that he and Director Martin Pohll met with Timothy McLarney, President of True North, Inc., to discuss the schedule for the Opinion Survey. There will be four to five working groups comprised of members of the Community. Instead of having groups which represent the same section of the Community, it was decided that the groups would have a variety of representatives. For example, instead of one of the groups being made up of Commercial Community Members, each group will have representatives from all of the sections of the Community.

5. OVERVIEW OF PLANS TO ISSUE COUNTY CITATIONS

This topic was covered in item #3.

6. DIRECTOR & STAFF COMMENTS

President Maybee appreciated Ms. Talamantes and her efforts at the District.

6. ADJOURNMENT

The meeting adjourned at 10:41 a.m.

MEMORANDUM

Date: March 8, 2021
To: Board of Directors
From: Improvements Committee Staff
Subject: March 5, 2021 Special Improvements Committee Meeting Minutes

1. CALL TO ORDER

Director Jenco called the meeting to order at 2:00 p.m. via ZOOM video conference pursuant to Governor Newsom's Executive Order N-29-20. Present were Director Jenco and Director Pohll. Present from District staff were Tom Hennig, General Manager; Paul Siebensohn, Director of Field Operations; Cindy Chao, Controller; Tina Talamantes, Interim Security Chief, Michelle Ammond, Interim Accounting Supervisor, and Amelia Wilder, District Secretary.

2. PUBLIC COMMENT

None.

3. CONSIDER APPROVAL FOR ON-CALL PROFESSIONAL SERVICES FOR DISTRICT ENGINEER AND CONSTRUCTION INSPECTION SERVICES RFP RESULTS

Mr. Siebensohn informed the Committee that four responses had been received and scored. Dominichelli & Associates scored highest, and Mr. Siebensohn recommended approval of the three-year Agreement with this firm.

Director Pohll led a discussion about the practicality of having Coastland Engineering finish any items that they are currently working on, and have near completion, particularly the transfer of the Wooden Bridge to RMA. Director Jenco asked if the potential issues with billing for travel time had been resolved. Tom Hennig, General Manager, let him know that we have added a limit that can be charged for travel time.

The Committee recommended moving the contract to the Board for approval. ***This item will be on the March 17, 2021 Board Meeting Agenda.***

4. DIRECTOR AND STAFF COMMENTS/SUGGESTIONS

Mr. Hennig stated there would be repairs to the CIA Ditch the weekend of March 6, 2021, to repair a pipe at an estimated cost of \$4,000. He approved this expense after speaking with Directors Maybee and Pohll. John Sullivan, Developer, discussed the work that was scheduled to be done, and stated that L.H. Schneider Construction will be performing the work.

5. ADJOURNMENT

Director Jenco adjourned the meeting at 2:23 p.m.

MEMORANDUM

Date: March 10, 2021
To: Board of Directors
From: Cindy Chao, Controller
Subject: Bills Paid Listing

Enclosed is the Bills Paid Listing Report for February 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 major expense items for February:

Vendor	Purpose	Amount	Funding
California Waste Recovery Systems	Solid Waste Monthly Contract	\$ 54,453.24	Operating Expense
California Public Employees' Retirement System	Payroll-Medical	\$ 45,895.05	Operating Expense
S. M. U. D.	Utilities	\$ 21,061.71	Operating Expense
Prodigy Electric & Controls Inc.	Relocate Crest Flow Meter	\$ 14,938.38	Operating Expense
California Public Employees' Retirement System	Payroll-PERS Retirement	\$ 11,074.31	Operating Expense
California Public Employees' Retirement System	Payroll-PERS Retirement	\$ 10,781.42	Operating Expense
Accountemps	Contract Staffing - Admin	\$ 10,302.00	Operating Expense
Association Reserves-San Francisco, LLC	Reserve Study Deposit	\$ 9,950.00	Operating Expense
Tesco Controls, Inc.	Annual Installment Calibrations	\$ 8,000.00	Operating Expense
Hunt & Sons, Inc	Diesel Fuel for Backup Generators and Equipment	\$ 7,025.52	Operating Expense

PREPARED BY: *Cindy Chao, Controller*

REVIEWED BY:  , District Treasurer

Rancho Murieta Community Services District
Bills Paid Listing for February 2021

Check	Date	Vendor	Amount	Purpose
Check	2/5/2021	ABS Direct	1,100.00	Postage for Feb 2021 Statement
Check	2/5/2021	American Family Life Assurance Co.	626.44	Payroll-AFLAC
Check	2/5/2021	California Waste Recovery Systems	54,453.24	Solid Waste Monthly Contract
Check	2/5/2021	Chrysler Capital	156.80	Patrol Vehicle Lease Payment
Check	2/5/2021	CIT	475.22	Copier Lease
Check	2/5/2021	Guardian Life Insurance	928.60	Payroll-Dental/Life
Check	2/5/2021	Legal Shield	11.95	Payroll-Legal
Check	2/5/2021	Operating Engineers Local Union No. 3	319.88	Payroll-Union Due
Check	2/5/2021	Porter Scott	6,645.00	Legal
Check	2/5/2021	Vision Service Plan (CA)	435.58	Payroll-Vision
EFT	2/9/2021	California Public Employees' Retirement System	11,074.31	Payroll-PERS Retirement
EFT	2/9/2021	California Public Employees' Retirement System	45,895.05	Payroll-Medical
EFT	2/10/2021	Nationwide Retirement Solution	2,040.00	Payroll-Def Comp
Check	2/19/2021	A Leap Ahead IT	5,426.00	IT Services
Check	2/19/2021	A&D Automatic Gate and Access	2,092.50	N.Gate Lago entry/exit repairs
Check	2/19/2021	Accountemps	10,302.00	Contract Staffing - Admin
Check	2/19/2021	Action Cleaning Systems Inc	1,445.00	Janitorial Services
Check	2/19/2021	American Family Life Assurance Co.	640.72	Payroll-AFLAC
Check	2/19/2021	Applications By Design, Inc.	1,085.00	Security Host Server
Check	2/19/2021	Aramark Uniform & Career Apparel, LLC	368.35	Uniform
Check	2/19/2021	Association Reserves-San Francisco, LLC	9,950.00	Reserve Study Deposit
Check	2/19/2021	AT&T	5,997.27	Telephone
Check	2/19/2021	AT&T	1,174.37	Cell Phone Bill
Check	2/19/2021	Bartkiewicz, Kronick & Shanahan	6,072.00	Legal
Check	2/19/2021	Batteries Plus Bulbs	267.03	Repairs & Maintenance
Check	2/19/2021	Borges & Mahoney	1,453.67	Repairs & Maintenance Supplies
Check	2/19/2021	Brower Mechanical, Inc	759.00	Repairs & Maintenance
Check	2/19/2021	California Laboratory Services	1,889.00	Lab Testing
Check	2/19/2021	Caltronics Business Systems	328.89	Copier - Warehouse
Check	2/19/2021	Carter, Amy	100.00	Rebate
Check	2/19/2021	Coastland Civil Engineering	3,530.00	Engineering Services
Check	2/19/2021	Concentra DBA Occupational Health Centers of CA, A Medical Corp	203.50	Recruitment
Check	2/19/2021	Core & Main	3,563.84	Repairs & Maintenance Supplies
Check	2/19/2021	Delta Wireless	406.37	Repair Microphone.Radio at S.Gate
Check	2/19/2021	Domino Solar LTD	6,095.44	Solar WWTP January 2021
Check	2/19/2021	Environmental Permitting Specialists	6,794.00	Risk Management Plan Audit
Check	2/19/2021	Galls/Quartermaster	62.48	Uniform
Check	2/19/2021	Gempler's, Inc.	1,081.25	Chemicals
Check	2/19/2021	Greenfield Communications	448.99	Internet
Check	2/19/2021	Hastie's Capitol Sand and Gravel Co.	598.24	Road Base
Check	2/19/2021	Home Depot	505.79	Repairs & Maintenance Supplies
Check	2/19/2021	Hunt & Sons, Inc	7,025.52	Diesel Fuel for Backup Generators and Equipment
Check	2/19/2021	Kirby's Pump & Mechanical	1,500.00	Emergency @ Main Lift North
Check	2/19/2021	Legal Shield	11.95	Payroll-Legal
Check	2/19/2021	Les Schwab Tires	188.73	Vehicle Maint Truck #221
Check	2/19/2021	Operating Engineers Local Union No. 3	319.88	Payroll-Union Due
Check	2/19/2021	PDF Tactical	5,080.18	Contract Staffing - Security
Check	2/19/2021	Prodigy Electric & Controls Inc.	14,938.38	Relocate Crest Flow Meter

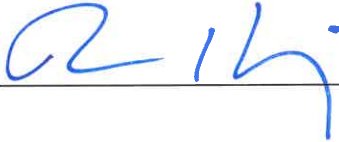
Rancho Murieta Community Services District
Bills Paid Listing for February 2021

Check	Date	Vendor	Amount	Purpose
Check	2/19/2021	Public Agency Retirement Services	519.34	Trust Admin Fees - Dec 2020
Check	2/19/2021	Rancho Murieta Association	150.00	Landscaping
Check	2/19/2021	Rancho Murieta Association	722.76	SMUD @ N.Gate 12/11/20-1/12/21
Check	2/19/2021	Richardson & Company, LLP	1,200.00	Report for State Controller's Office
Check	2/19/2021	Sierra Office Supplies	45.26	Business Cards
Check	2/19/2021	Sprint	189.95	Monthly Air Card Bill
Check	2/19/2021	State of California	177.00	Pre-employment Screening
Check	2/19/2021	Streamline	300.00	Website Hosting
Check	2/19/2021	USA Blue Book	436.20	Repairs & Maintenance Supplies
Check	2/19/2021	Ueware, Inc.	1,035.00	Jan 2021 Utility Billing Services
Check	2/19/2021	Walker's Office Supplies, Inc	1,487.35	Covid-19 Supplies
Check	2/19/2021	WECybr, LLC	1,500.00	Virtual CSO
EFT	2/24/2021	California Public Employees' Retirement System	10,781.42	Payroll-PERS Retirement
EFT	2/24/2021	Nationwide Retirement Solution	2,040.00	Payroll-Def Comp
EFT	2/25/2021	California Public Employees' Retirement System	207.49	Payroll-PERS Retirement
Check	2/28/2021	A Leap Ahead IT	867.12	Security Awareness Training
Check	2/28/2021	Accounting & Association Software Group	82.50	Accounting Software Consulting
Check	2/28/2021	Aqua-Metric Sales Company	4,247.51	Water Meters/Boxes
Check	2/28/2021	Aramark Uniform & Career Apparel, LLC	246.18	Uniform
Check	2/28/2021	Arnolds For Awards	21.89	Nameplate
Check	2/28/2021	Clark Pest Control	723.66	Pest Control
Check	2/28/2021	Delta Wireless	1,173.05	Install Antenna @ South Gate
Check	2/28/2021	Domenichelli and Associates, Inc	595.00	Dam Inundation Study & Emergency Plan
Check	2/28/2021	Galls/Quartermaster	50.19	Uniform
Check	2/28/2021	Lee's Automotive Repair Inc	208.55	Vehicle Maint
Check	2/28/2021	PDF Tactical	4,667.34	Contract Staffing -Security
Check	2/28/2021	Prodigy Electric & Controls Inc.	6,167.90	Repairs & Maintenance Supplies
Check	2/28/2021	Rancho Murieta Ace Hardware	73.79	Repairs & Maintenance Supplies
Check	2/28/2021	Rancho Murieta Automotive Repair	6,122.14	Vehicle Maint Truck #818
Check	2/28/2021	River City Rentals	223.04	Repairs & Maintenance
Check	2/28/2021	Romo Landscaping	385.00	Landscaping - February 2021
Check	2/28/2021	S. M. U. D.	21,061.71	Utilities
Check	2/28/2021	Sacramento Bee	940.00	Recruitment
Check	2/28/2021	Sierra Office Supplies	45.26	Business Cards
Check	2/28/2021	Tesco Controls, Inc.	8,000.00	Annual WWRP/WTP Field Instrument Functional Performance Verification Service
Check	2/28/2021	U.S. Bank Corp. Payment System	3,793.14	Monthly Fuel and Other Office Supplies
Check	2/28/2021	Univar Solutions USA Inc	2,716.95	Chemicals
Check	2/28/2021	USA Blue Book	4,072.86	Repairs & Maintenance Supplies
Check	2/28/2021	Ueware, Inc.	540.00	Dec 2020 Utility Billing Services
Check	2/28/2021	Walker's Office Supplies, Inc	782.70	Office Supplies
		Total	314,466.66	

**Rancho Murieta Community Services District
Bills Paid Listing for February 2021**

Check	Date	Vendor	Amount	Purpose
		CFD 2014-1 Bank of America Checking		
Check	2/19/2021	Corelogic Solutions, LLC	212.18	CFD 2014-1 Adm Cost Jan 2021
		Total	212.18	
		El Dorado Payroll		
		Bi Weekly Payroll in February 2021	114,320.77	Payroll
		Total	114,320.77	

PREPARED BY: Cindy Chao, Controller

REVIEWED BY:  District Treasurer

**RANCHO MURIETA COMMUNITY SERVICES DISTRICT
INVESTMENT REPORT**

<i>CASH BALANCE AS OF FEBRUARY 28, 2021</i>	
INSTITUTION	BALANCE

CSD FUNDS

EL DORADO SAVINGS BANK	
SAVINGS	\$ 769,880
CHECKING	\$ 466,845
PAYROLL	\$ 142,498
BANNER BANK	
EFT	\$ 309,314
LOCAL AGENCY INVESTMENT FUND (LAIF)	
UNRESTRICTED	\$ 124,426
RESTRICTED RESERVES	\$ 8,174,219
CALIFORNIA ASSET MGMT (CAMP)	
OPERATION ACCOUNT	\$ 640,214
US BANK	
PARS GASB75 TRUST	\$ 2,491,769 *
	\$ 12,349,286

BOND FUNDS

COMMUNITY FACILITIES DISTRICT NO. 2014-1 (CFD)

BANK OF AMERICA	
CHECKING	\$ 129,598
WILMINGTON TRUST	
BOND SPECIAL TAX FUND	\$ 186,548
BOND REDEMPTION ACCOUNT	\$ -
BOND ACQ & CONSTRUCTION	\$ 17,307
BOND RESERVE FUND	\$ 391,812
BOND SURPLUS	\$ 16,799
BOND ADMIN EXPENSE	\$ 22,004
BOND INTEREST	\$ 125,343
	\$ 889,410
	\$ 13,238,696

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

* BALANCE IS FOR JANUARY 31, 2020

PREPARED BY: *Cindy Chao, Controller*

REVIEWED BY: *CLH*, District Treasurer

6A General Manager's Report - Pending

MEMORANDUM

Date: March 12, 2021
To: Board of Directors
From: Cindy Chao, Controller
Subject: Administration / Financial Update

For your review is the summary of the February 2021 monthly Board Financial Report. 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. The new auditors, Richardson and Company Inc., concluded their fieldwork last week and will produce the audited financial statement and report the audit findings to the board in May. Because it is the first year of engagement with RMCSO, the auditors took extra time to go through the District policies and procedures to gain a better understanding of the District's control environment. The auditors also took a close look at the District's accounting practices with fixed assets. They pointed out compliance issues and provided recommendations. This focused work will help with our understanding of the reserve levels and long-term strategic planning.

Lock-Offs – During the month of February 2021 there was zero (0) lock-offs.

Pay Agreements – We have three (3) pay agreements set up.

Connection Fees – There was zero (0) connections in February 2021.

Aging Report – As of March 11, 2021, the District has 70 delinquent metered accounts with a current outstanding balance of \$52,277. The District has 7 delinquent Raw Water/Commercial accounts with a current outstanding balance of \$34,652.

Metered Accounts:

- Four (4) properties last made a payment before June 2019 (total past due \$9,398)
- Two (2) properties last made a payment in February 2020. (total past due \$4,368)
- Three (3) properties last made a payment in March 2020. (total past due \$6,059)
- Two (2) properties last made a payment in April 2020. (total past due \$2,150)
- Two (2) properties last made a payment in June 2020. (total past due \$3,297)
- Two (2) properties last made a payment in July 2020. (total past due \$2,347)
- Four (4) properties last made a payment in August 2020. (total past due \$3,605)
- Eight (8) properties last made a payment in September 2020. (total past due \$6,335)
- Three (3) properties last made a payment in October 2020. (total past due \$2,247)
- Six (6) properties last made a payment in November 2020. (total past due \$3,109)
- Fifteen (15) properties last made a payment in December 2020. (total past due \$3,645)
- Nine (9) properties last made a payment in January 2021. (total past due \$2,937)

- Eight (8) properties last made a payment in February 2021. (total past due \$1,915)
- Two (2) properties last made a payment in March 2021. (total past due \$865)

Since the February 2021 bills were sent out twenty-two (22) properties have brought their delinquent bills current.

Raw Water/Commercial accounts

- One (1) property last made a payment in November 2019. (total past due \$14,886)
- Four (4) properties last made a payment in January 2021. (total past due \$18,618)
- Two (2) properties last made a payment in March 2021. (total past due \$1,148)

Since the February 2021 bills were sent out three (3) properties have brought their delinquent bills current.

E-Bills/Paper Statements: There are 516 e-bills and approximately 2,805 paper statements in February 2021

Summary of Reserve Accounts as of February 28, 2021 – The ending balance of the District’s reserve accounts is \$6,821,555 as of February 28, 2021, and it is an increase of \$37,378 compared with last month. Staff continues to validate all reserve contributions and expects there will be additional adjustments as we continue to identify past practices for allocation of monthly interest and sales revenue.

Reserve Fund Balances

Reserve Descriptions	Fiscal Yr Beg Balance 7/1/2020	Increases	Decreases	Period End Balance 2/28/2021
Water Capital Replacement (200-2505)	1,790,096	193,344	63,388	1,920,053
Sewer Capital Replacement (250-2505)	3,109,804	291,860	247,262	3,154,402
Drainage Capital Replacement (260-2505)	12,409	147	82	12,474
Security Capital Replacement (500-2505)	84,523	810	27,989	57,344
Admin Capital Replacement (xxx-2505-99)	87,210	0	0	87,210
Sewer Capital Improvement Connection (250-2500)	4,308	39	22	4,326
Capital Improvement (xxx-2510)	745,286	55,735	2,995	798,027
Water Supply Augmentation (200-2511)	1,436,292	109,801	6,318	1,539,775
WTP Construction Fund Reserve (200-2513)	-782,858	128,149	135,635	-790,345
Security Impact Fee Reserves (500-2513)	37,827	6,235	5,772	38,289
Total Reserves	6,524,898	786,120	489,463	6,821,555

Inter-fund Borrowing Balances

Inter-fund Borrowing	Fiscal Yr Beg Balance 7/1/2020	YTD Interest	YTD Repayment	Period End Balance 2/28/2021
WTP Construction Loan from Sewer	714,876	2,830	93,969	620,907
WTP Construction Loan from WSA	238,298	943	31,323	206,975
Security N. Gate Loan from Drainage Fund	0	0	0	0
Total Inter-fund Borrowing	953,174	3,773	125,292	827,881

Budget to Actual Comparison Details (year-to-date through February 28, 2021)

Revenues

Water Charges, year-to-date, are **above** budget \$30,873 or 1.42%

Sewer Charges, year-to-date, are **below** budget \$6,977 or **(0.52%)**

Drainage Charges, year-to-date, are **below** budget \$1,678 or **(0.93%)**

Solid Waste Charges, year-to-date, are **above** budget \$9,763 or 1.33%

Security Charges, year-to-date, are **below** budget \$49,384 or **(3.88%)**

Expenses

The District's overall expenditures for FY 2020-21 are \$588,703 below budget through February 2021.

Reserve Fund Purchases authorized by the General Manager

- There were no GM authorized reserve fund purchase in February 2021

6B Budget to Actual Report - Pending

MEMORANDUM

Date: March 11, 2021
To: Board of Directors
From: Tina Talamantes, Interim Security Chief
Subject: Security Update Report for the Month of February

OPERATIONS UPDATES

The Department is currently working on the following projects:

- Additional PDF Staff to support Security Gate & Patrol until vacancies are filled
- Continuing Recruitment for Gate and Patrol Officers: interviewing applicants; waiting for background checks to clear
- Outfitting the Ford Ranger for use in Patrol – at shop for installation; reviewing options for a replacement vehicle for Jeep
- Completion of the upgrade to the District’s Patrol Body Camera program/Patrol Eyes – the server and software are installed
- Reinstating program for issuing County citations for parking, handicap and fire zone violations: Met with SSD for updates on county citations and fees schedule; awaiting final approval
- Final Policy Reviews: Body Worn Cameras (BWC)
- Implementation of Informational Bulletins (see attached)

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 while attempting to live within the budget as much as possible. We have stressed with our Gate and Patrol Officers the need to follow their training and to stay safe. If there are incidents where there is a safety concern, they notify Security Dispatch to call the Sacramento Sheriff’s Department. The following list is the current focus of our meetings.

- General calls for service
- General non-architectural enforcement
- Stop Sign enforcement – enforcement missions conducted each week; other citations issued during regular patrol
- Speed enforcement –enforcement missions conducted each week during the daytime hours only; other citations issued during regular patrol
- Lake Calero cameras: Watchdog Security will be providing installation/services for this project. RMA is overseeing this project.

Murieta Village activity:

- Village entry cameras: Currently in installation process by Watchdog Security. Paul Siebensohn, Director of Field Operations, is overseeing the project.
- Regular patrol activity

Rancho Murieta Commercial Owners Association activity:

- Installing two surveillance cameras on Murieta Drive: Currently in installation process by Watchdog Security to run electrical to the poles. Mr. Siebensohn is overseeing the project.

INCIDENTS OF NOTE February 1-28, 2020

February 13, 2021: Hit and Run Accident

North Gate: At 9:04 p.m., two residents were walking south from the North gate on the sidewalk. A white vehicle with a sunroof was driving south from the North gate exit, left the roadway, and struck one of the pedestrians. The vehicle/driver fled the scene. CHP responded for the report. Video of the incident did not provide a clear photo of the vehicle for make/model/type. The LPR cameras did not capture a license plate, as the vehicle was out of range (third lane). An Informational Bulletin was released.

February 18, 2021: Vandalisms

Stonehouse Park: Obscene pictures were drawn into fresh concrete. Investigation pending identification of possible suspect. Damage estimated cost: \$4000.

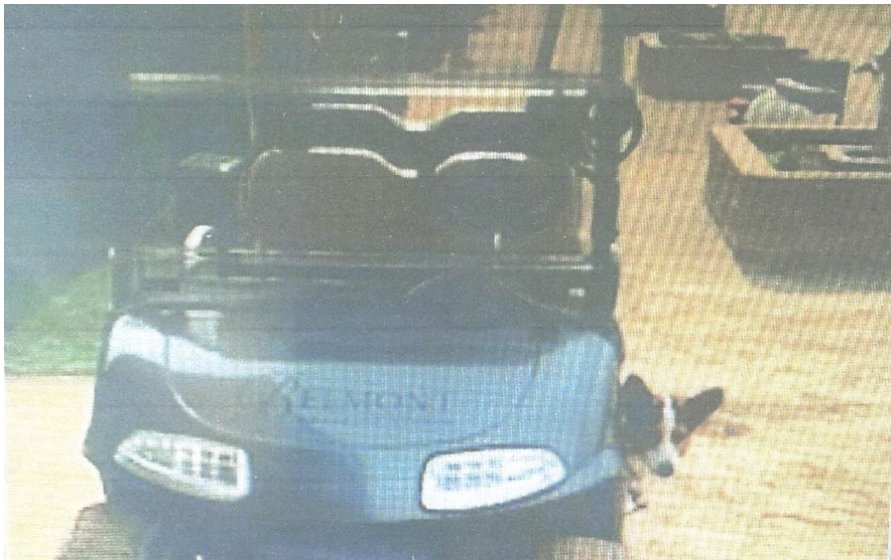
7100 block Murieta Parkway: RMA Radar Trailer was vandalized. It appears an alcoholic beverage container was thrown at the trailer, and the broken glass was used to scratch the lens of the radar portal window.

February 19, 2021: Auto Burglary

Murieta Inn and Spa – Patrol located a vehicle with a broken window and items misplaced in the vehicle. The business was attempting to locate the owner of the vehicle to refer them to SSD for a report.

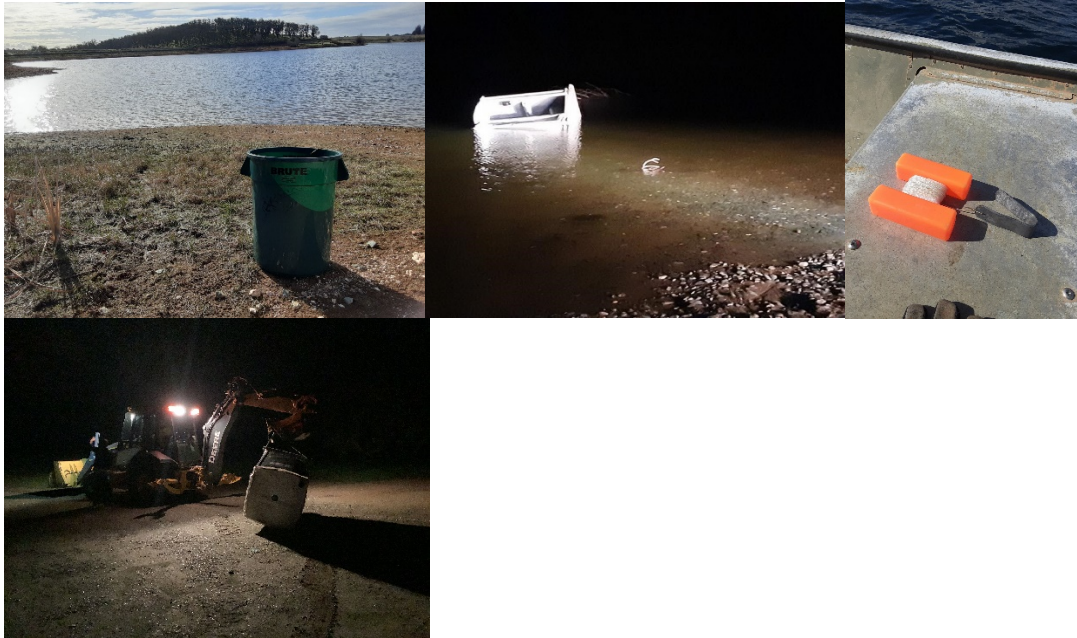
February 20, 2021: Golf Cart theft

Murieta Inn and Spa: A grey golf cart with a black top was stolen from the front of the hotel. The victim was visiting from out of the area. The front of the golf cart has “Belmont Training” inscribed. SSD responded for the report. Investigation continuing.



February 19-20, 2021: Calero Reservoir and Chesbro Reservoir vandalism:

On February 19, 2021 at 11:02 p.m., Patrol found a portable toilet in Calero Reservoir. Water Department personnel responded and removed the toilet. A garbage can was also located in the Reservoir. Patrol also found an orange rope device in Chesbro Reservoir. All items were removed from the Reservoirs. The toilet had been serviced earlier in the day, so minimal waste would have been leaked. Informational Bulletin was released regarding the incident. The total cost of staff time related to this incident was \$863.



February 25, 2021: Paraglider Trespassing

On February 25, 2021 at 11:55 a.m. a paraglider was reported in an empty field, north of OE3, as a trespasser on private property. The North gate officer observed the paraglider land in the lawn area next to the RMA building. SSD responded and the subject was given a written trespass warning.



Patrol Coverage:

All shifts were covered during the month of February 2021.



Rancho Murieta CSD

Community Services District



RANCHO MURIETA SECURITY DEPARTMENT

INFORMATIONAL BULLETIN

February 22, 2021

From February 18 through February 20, 2021, we have experienced a rash of vandalisms throughout the District. Vandals have caused thousands of dollars in damage to equipment, hardscapes and to various areas throughout the community.

We have also experienced vandals throwing items into Lake Calero and Lake Chesbro, our drinking water sources.

Per RMCS District Water Code, Chapter 14, Section 3.17, subsection 4 – Wastes Prohibited into Lakes/Reservoirs: *“...Any waste such as, but not limited to: rubbish, ashes, shavings, metals, glass, lawn clippings, leaves, plastics, woods, garbage, pet waste, sewage, etc.”*

Per California Health and Safety Code 116750 (a):

“Any person who tampers with a public water system is guilty of a felony and shall be punished by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for three, four, or five years, subject to a fine not to exceed thirty thousand dollars (\$30,000), or both.”

Any person who violates these codes is subject to fines, prosecution, and other legal remedies.

We are requesting anyone who may have information on these criminal activities to contact the RMCS Security Department at (916) 354-3710 (including anonymously).



Rancho Murieta CSD

Community Services District



RANCHO MURIETA SECURITY DEPARTMENT

INFORMATIONAL BULLETIN

February 25, 2021

On February 13, 2021, a resident/pedestrian was walking along Murieta North Parkway, from the North exit gate. A white vehicle with a sunroof was traveling south from the North exit gate and struck the pedestrian. The vehicle/driver continued without stopping, and fled the scene. There may be damage to the passenger side tires or door(s) to the vehicle.

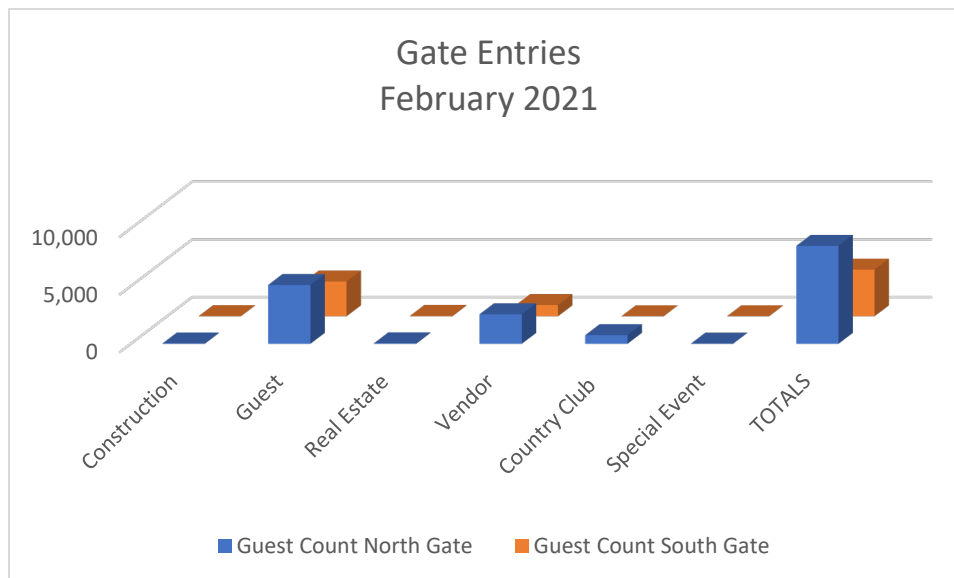


We are requesting anyone who may have information on this Hit and Run investigation or this vehicle to contact the RMCS D Security Department at (916) 354-3710 (including anonymously).

Gate Entries by Type

February 1 - 28, 2021

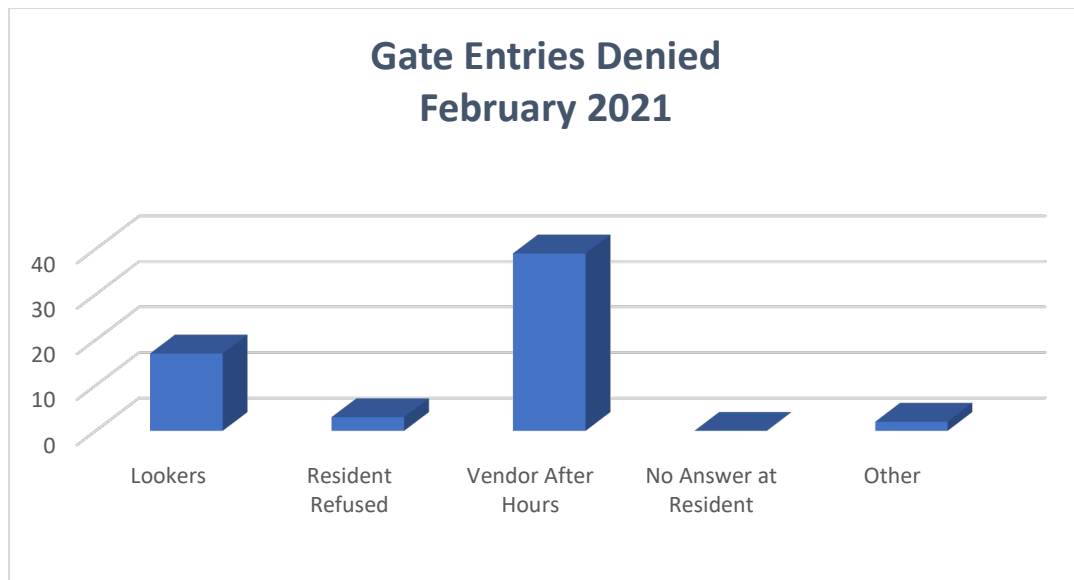
Pass Type	Guest Count North Gate	Guest Count South Gate	Count by Pass Type
Construction	28	12	40
Guest	5,100	3,017	8,117
Real Estate	39	38	77
Vendor	2,560	975	3,535
Country Club	748	2	750
Special Event	10	0	10
TOTALS	8,485	4,044	12,529



Gate Entries Denied

February 1-28, 2021

	Lookers	Resident Refused	Vendor After Hours	No Answer at Resident	Other	TOTAL
All Gates	17	3	39	0	2	61





Rancho Murieta CSD Security

15160 Jackson Rd
Rancho Murieta, CA 95662

Cases - Breakdown by Type

ABANDONED DISABLED VEH	8
ALARM	8
ANIMAL COMPLAINT	12
ASSIST OTHER AGENCY	13
BURGLARY	4
CITATION	19
DISTURBANCE	5
ESCORT	1
EXTRA PATROL	1
FIRE	1
FOLLOW UP	8
GUN SHOTS	1
INTOXICATED PERSON	7
JUVENILE DELIQUENCY	2
LOST/FOUND PROPERTY	5
MEDICAL AID	7
MISCELLANEOUS	12
MISSING PERSON	1
OPEN DOOR	9
PARKING	1
PATROL DETAIL	1
REFUSED ENTRY	61
RESIDENT COMPLAINT	18
RMA RULE VIOLATION	8

SAFETY ADVISAL	1
SPEEDING COMPLAINT	3
STOLEN/MISSING VEHICLE	1
STOP SIGN VIOLATION	2
SUSPICIOUS ACTIVITY	6
SUSPICIOUS PERSON	6
SUSPICIOUS VEHICLE	7
TRAFFIC ENFORCEMENT	8
TRASH-PICK UP	1
TRESPASSING	13
VANDALISM	10
VEHICLE ACCIDENT	9
WATER LEAK	6
WELFARE CHECK	6
Total	292

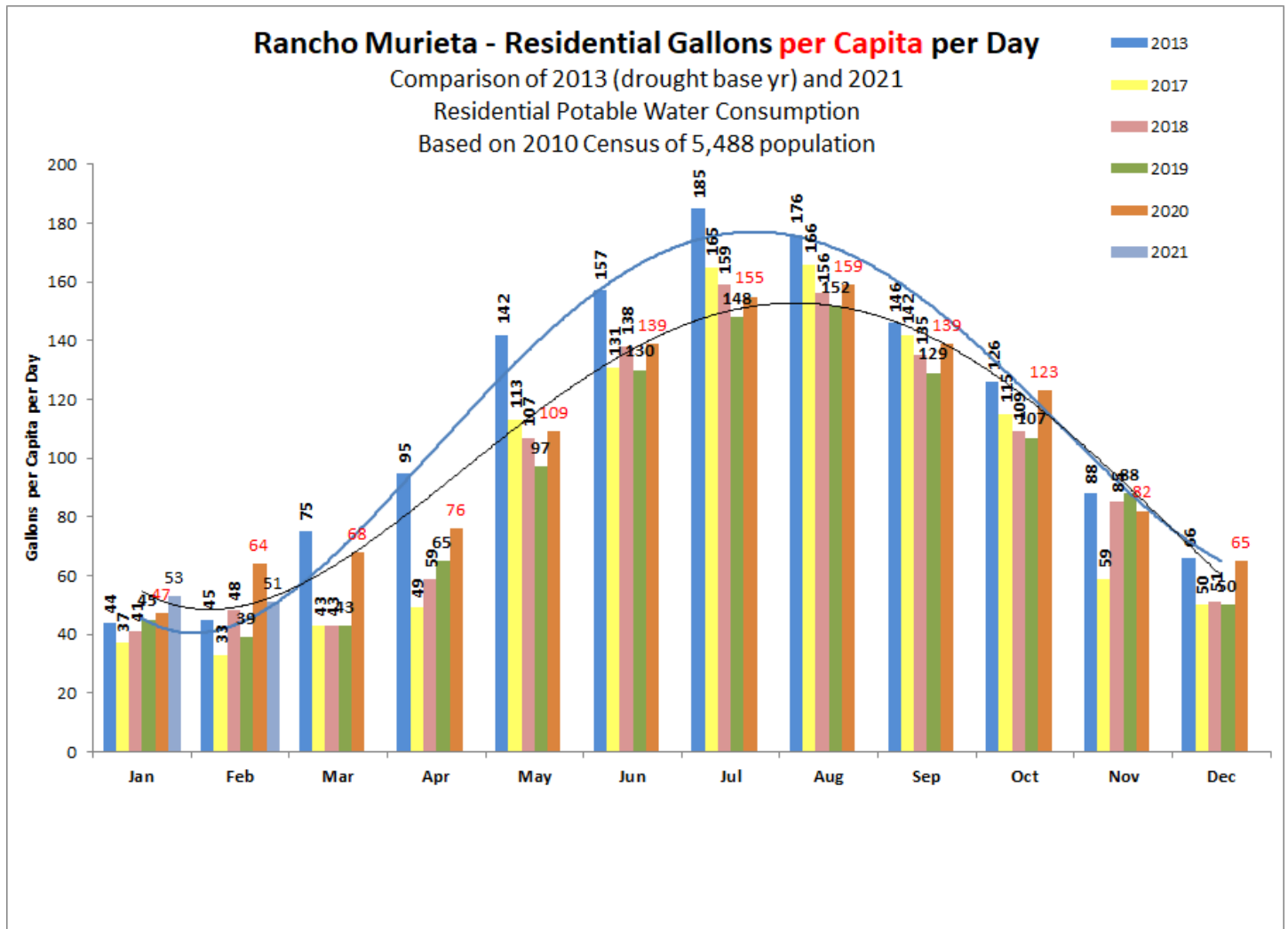


MEMORANDUM

Date: March 10, 2021
To: Board of Directors
From: Paul Siebensohn, Director of Field Operations
Subject: Field Operations Monthly Update

WATER TREATMENT

Plant #2 is in sole operation to meet daily demands producing a current average of 1.25 million gallons per day (MGD). Plant #1 continues to be off for winter maintenance, with the membrane fiber repairs nearly completed in all membrane trains. The water plant produced 21.14 million gallons (MG), or 64.88 acre-feet (AF) of potable water in February. The production value per connection was 277 gallons per connection per day for February. The water used was 18,083,902 gallons, 55.5 AF. This equates to 51 gallons of water used per capita per day vs 45 in 2013, a 13 percent increase 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	Last FY Same Period
12 month rolling % increase		2020	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020
		Feb	Jan	Dec	Nov	Oct	Sep	Aug	Jul	Jun	May	Apr	Mar	Feb
Residences	Weighted Average	2,615	2,615	2,612	2,607	2,669	2,660	2,662	2,659	2,657	2,647	2,643	2,632	2,620
Cubic Feet	1,740	687	711	970	1,650	2,016	2,518	2,802	2,565	2,502	1,668	1,054	1,042	901
Gallons Per Day	435	171	177	242	411	503	628	699	648	624	386	263	260	225
Same Period Last FY	435													

		Last FY	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
YTD Totals		2020	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020
		Feb	Jan	Dec	Nov	Oct	Sep	Aug	Jul	Jun	May	Apr	Mar	Feb
Commercial	1,029,352	62,896	40,624	38,314	81,890	98,366	128,118	147,140	159,116	123,662	61,508	31,889	55,829	59,900
Parks	396,038	1,219	1,239	6,662	21,818	38,398	55,279	80,900	75,722	72,521	28,660	1,821	11,799	7,600
Raw Water	813,799	0	0	1,648	12,349	17,699	24,602	68,651	231,249	272,250	133,548	2,102	49,701	10,949
CSD	34,632	1,532	1,336	854	1,917	2,683	3,008	3,686	4,095	5,218	6,537	2,274	1,492	2,228
Totals	2,273,821	65,647	43,199	47,478	117,974	157,146	211,007	300,377	470,182	473,651	230,253	38,086	118,821	80,675

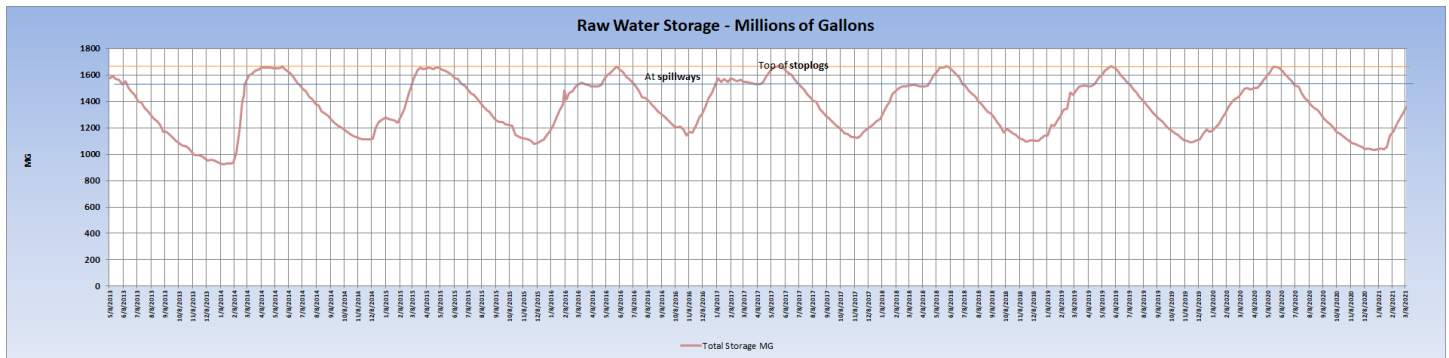
WATER SOURCE OF SUPPLY

On February 3, 2021, all raw water storage for Calero, Chesbro, and Clementia Reservoirs volume measured 1,308.15 million gallons (4,014.85 acre-feet [AF]), low for this time of year. Total usable volume accounting for dead storage in the reservoirs is 1,144.3 MG (3,511.8 AF). In February only 1.74 inches of rain was received, and evaporation measured at 2.17 inches. Based on our current pumping rate from the river to storage

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 total Ac-ft	Cal.-Ches.Total Usable Volume MG	Cal.-Ches.Total Usable Volume AF	% full top of stop logs	% full to spillways
Full Volume at Spillway			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	1144.229992	3511.75	1008.52	3095.25	959.159	2642.25	78.6131	86.0116
3/3/2021	1.2	6.1	273.75	2170.35	707.16	255.88	924.9	301.36	185.18	919.6	299.63	116.6	78.6	1308.15	4014.85								

A graph of the raw water storage volumes is shown below. We have managed to pump 322.16 MG (988.75 AF) to storage so far this season.



I submitted a letter of request to seek a variance to our Certificates of Approval to install stoplogs in the Calero, Clementia, and Chesbro reservoir spillways earlier than April 15 to the Department of Water Resources – Division of Safety of Dams (DSOD). This was to allow us to capture some rainfall runoff. They responded with a letter allowing it this year only. Clementia reservoir's level is already collecting water on the stop logs.

Staff was called out by security the evening of February 19th to deal with a port-a-potty that was pushed in to the Calero reservoir. They promptly returned it back to its original RMA location and informed RMA staff. Staff also checked with RMA to see when the last time it was cleaned, which they responded was earlier that day.



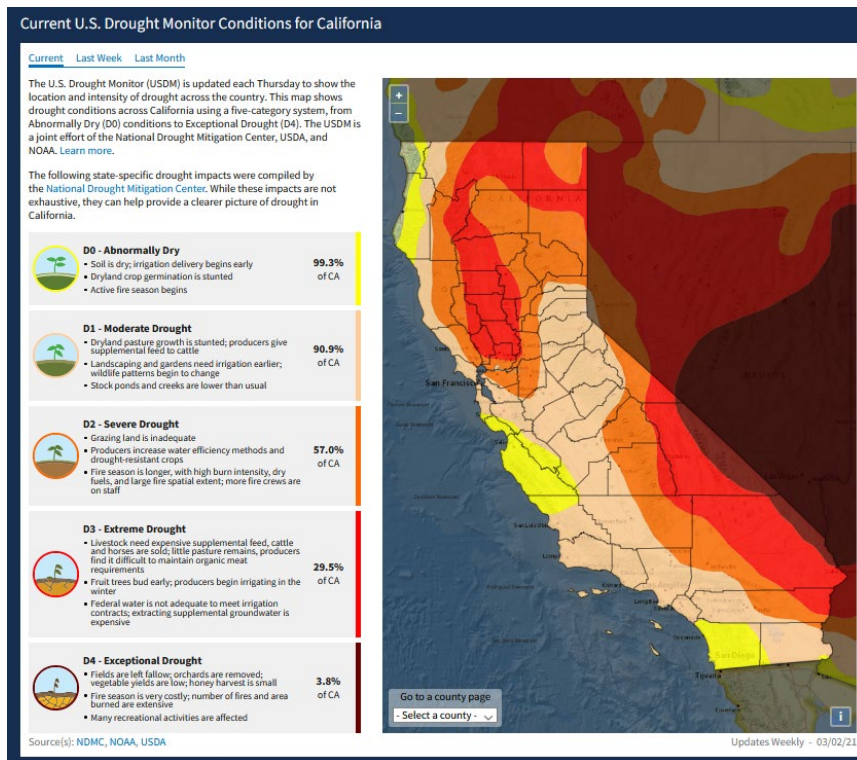
District staff removing port-a-potty from Calero reservoir

This issue was discussed at the Security, Improvements and Communications Committees, with a task of following up on updating District Code and outlining specific fining citations for items such as this. We will review options for including this type of fine in a proposed fee schedule as part of the FY 2021-22 proposed budget.

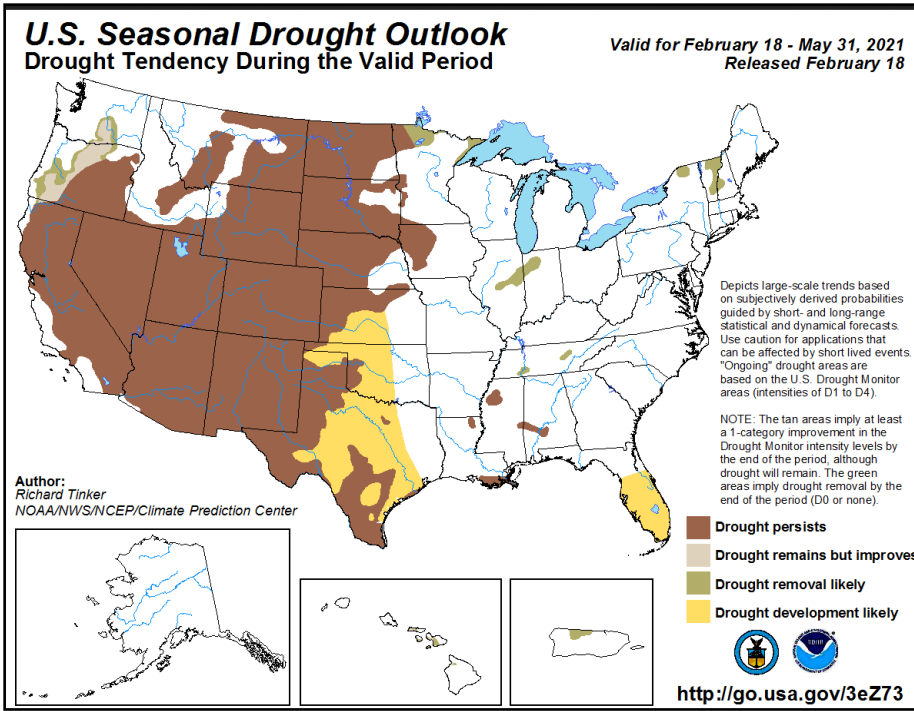
WATER FORECAST:

Below are updated images of the current drought condition and outlook. We continue keeping an eye out on the forecasts with potential lingering drought concerns. If needed, I will suggest a stage of our Drought Contingency plan to the Board to be adopted. Here is the weblink to our Water Shortage Contingency Plan:

<https://www.ranchomurieta.com/water-conservation>



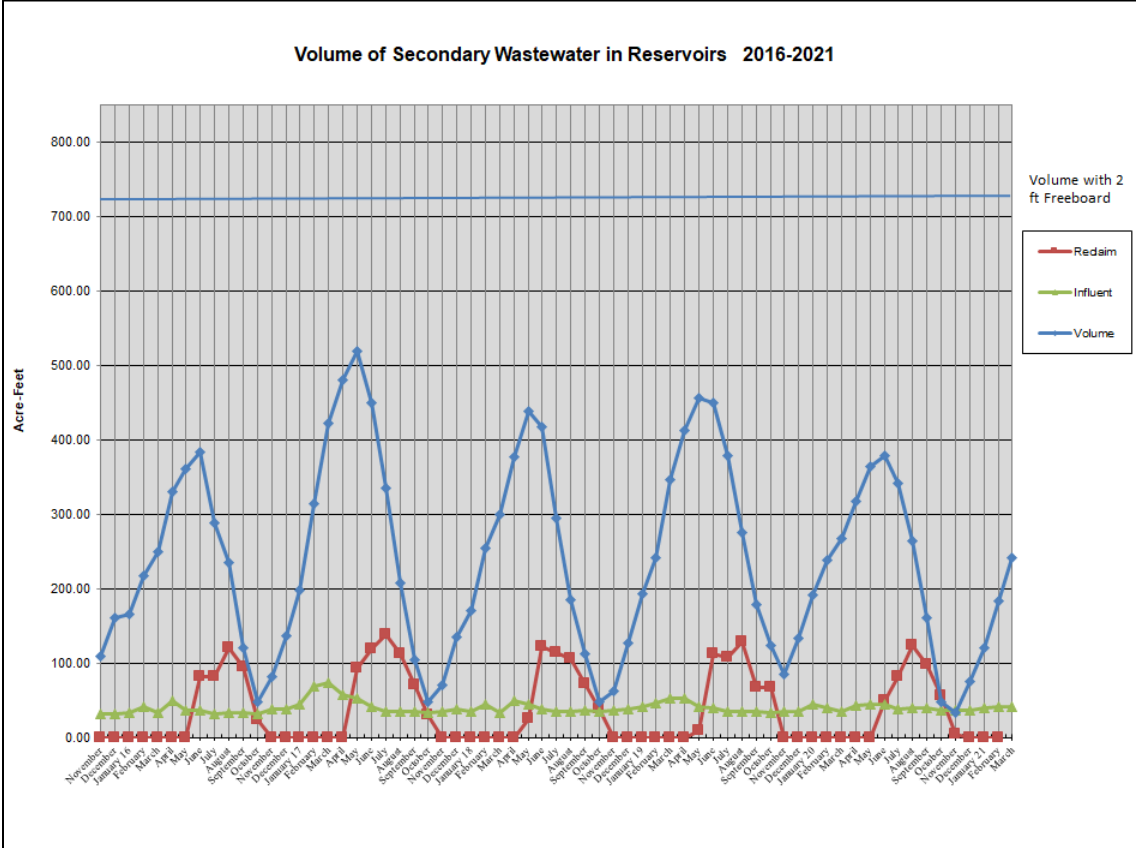
The drought outlook remains unchanged for our area.



WASTEWATER COLLECTION, TREATMENT, AND RECLAMATION

For February the influent wastewater flow averaged 474,000 gallons a day, for a total of 13.272 MG, (40.7 AF). This is approximately 179 GPD per sewer connection. On March 10, 2020, secondary wastewater storage measured 78.51 MG (241 AF), of which 73.65 MG (226 AF) is usable for reclamation due to dead storage. The reclamation facility remains off for the season. I contacted RMCC staff to discuss the upcoming reclamation season supply noting that it will be similar to last season.

Below is a graph of the recent secondary wastewater storage volumes as of March 10, 2020.



SEWER COLLECTION

Utilities staff dealt with two issues in the sewer collection system this past February. One was due to excessive wipes collecting in a sewer line. The other issue was from a homeowner's line that had roots cut out of their line by their contractor which got into the District's sewer line. Staff used the CCTV to show where their issue was and explained it was their responsibility to rectify.

CIA Ditch

Utility staff spent a significant amount of time cleaning out fallen trees, branches, blackberry bushes, bamboo, and sloughed in dirt out of the CIA ditch from the Granlees diversion to the Murieta Gardens site at the request of the Anderson Ranch to get the ditch operable for their irrigation season.



The Ranch workers also worked to replace a failed corrugated metal culvert in the CIA ditch on the Murieta Gardens side of Highway 16, shown below.



Tom Hennig, John Sullivan, and I met to discuss the raw water rate update that was proposed to the Board last spring. Mr. Sullivan noted that the proposed rate does not adequately address the costs associated with the use of the CIA ditch in transferring water from the Cosumnes River at the Granlees diversion to Laguna Joaquin, or a rate for possible regulatory storage of river water in Clementia for release back down the CIA ditch for downstream ranches. We are continuing to discuss this and will review supporting information that Mr. Sullivan is working on once he provides it.

DRAINAGE

With the little rainfall and previous work done in drainage, there were no issues of concern in the drainage system in February.

Laguna Joaquin

After a site meeting with a consultant from Waterworks Industries to determine how much silt is present in Laguna Joaquin, we opened the drain valve of Laguna Joaquin on Monday March 8, 2021 continuing to work towards remediating the problem of midge fly larvae in Laguna Joaquin. The District made this decision in conjunction with the RMA, Tom Hennig and John Sullivan. The reasoning is based from a non-invasive method presented to us by senior Sac-Yolo Vector Control District staff, which is to expose the areas in which the midge fly larvae live to potential frost that may kill them off. This week has cold weather forecasted and therefore presented itself as an opportunity to do this. Also, there is no current irrigation demand by the RMA or downstream ranch from Laguna Joaquin. As a follow up to the site meeting with Waterworks, I sent them the engineering plans for the Laguna Joaquin basin which they need as a basis to determine an estimate for a bathymetric survey.





Inlet area near RMA's irrigation station as level in Laguna Joaquin is lowered to expose midge fly larvae habitat

WATER METERING AND UTILITY STAFF WORK

In February three (3) ¾ -inch meters and one two-inch (2") meter was rebuilt as part of water metering maintenance. Two new meters were installed in the Murieta Gardens. Also completed were three (3) Underground Service Alert markings and eighteen (18) utility star service orders for the administration department.

For the second month in a row Utilities staff repaired four (4) water service line leaks. They also had eleven (11) homeowner calls for various water related complaints this last month as people began irrigating.

Other Information

Water Regulations

The State is proposing **New Indoor Legislation: AB 1434** that (if approved) would reduce the indoor standard from 55 gallons to 48 gallons in 2023 and 50 to 40 gallons in 2030. From the water use data shared for local area water Districts through the Regional Water Authority (RWA), no District is near being that low. Implementing and enforcing that would be very impractical and onerous on families.

Information release on this from the RWA:

Assembly Bill 1434 was introduced by Member Friedman on February 19th. This bill would further decrease the indoor standard outlined in Senate Bill 606 and Assembly Bill 1668 (aka Conservation Legislation) as it relates to each supplier's water use objective/budget. Below is a summary of the changes.

Current - SB 606/AB 1668

- *The standard for residential indoor use shall be:*
 - *55 gallons per person per day between January 1, 2023 through January 1, 2025*
 - *52.5 gallons per person per day between January 1, 2025 through January 1, 2030*
 - *50 gallons per person per day after January 1, 2030*

Proposed - AB 1434

- *The standard for residential indoor use shall be*
 - *48 gallons per person per day between January 1, 2023 through January 1, 2025*
 - *44 gallons per person per day between January 1, 2025 through January 1, 2030*
 - *40 gallons per person per day after January 1, 2030*

As you might expect, this is concerning for several reasons including:

- *lack of justification for why the SB 606/AB 1668 standards are not sufficient when they haven't even been implemented yet,*
- *the introduction of this bill prior to DWR completing its indoor water use study with pilot agencies throughout the state (that has been a year+ in the making), and*
- *the removal of the requirement (from SB 606/AB 1668) to conduct necessary studies and investigations and jointly recommend to the Legislature a standard for indoor residential water use.*

RWA is investigating the backstory and data source to justify this decrease in the indoor standard. The indoor standard is the only standard that has been set. The residential outdoor water use, dedicated irrigation accounts, and water loss standards are still in flux. RWA will be coordinating with other associations including ACWA and CalWEP on this and will keep the group updated.

Sloughhouse Resource Conservation District (SRCD) – GSP development

Continuing the effort of forming a Groundwater Sustainability Plan (GSP) to comply with the Sustainable Groundwater Management Act (SGMA) is going through discussions at the SRCD. They are looking to adopt their GSP soon. They will coordinate with me to present their GSP to our Board and public when it is ready to be presented, which includes potential fees to be adopted.

For more information on this subject you may see the web links below.

The SRCD website link:

<https://sloughousercd.org>

The SGMA website:

<https://water.ca.gov/Programs/Groundwater-Management/SGMA-Groundwater-Management>

FOG & IDDE Inspection Issues:

The District's consultant, Stratus Environmental, conducted the Fats Oils & Grease (FOG) inspections for Sanitary Sewer System compliance and IDDE inspections for Stormwater MS4 compliance for the District per our contract with them. They discovered several issues of concern that we will need to look in to further with various commercial properties.

Asset Updates / Association Reserves Reserve Review

I worked to update all of the District's assets on an Excel spreadsheet and gave it to Association Reserves to help in completing their reserve update for the District. Due to timing, a lot of items needed to be bulked together, which may be separated out in the future. Association Reserves had two staff members here for a two-day site visit on Feb.22-23. They looked at of the District's facilities and met with Tom Hennig, Director Pohl, and myself to discuss their process for updating the Reserve Study. The intent is to have our Reserve estimates available in time for review in our budgeting process.

PROJECTS

Development

Murieta Gardens projects

MG – Legacy Villas & Suites (lot 7)

No update. Start pending weather.

The Murieta Gardens I & II – Infrastructure

No update.

MG - Murieta Marketplace

No update. This project has been accepted by the District to accommodate the developer to allow the grocery store to proceed with opening, however 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)

No new update. Last update: The developer reports this project has been approved by CPAC and design review updates have been submitted to Sacramento County. The lot owner intends to sell the lot to another party. At that point when the project proceeds we will direct the new owner to submit a project application packet and deposit for review of this project.

MG -Lot 10 (PDF Office)

No new update. The Civil plans are now approved with signatures pending the project engineer submitting mylars to Coastland Engineering.

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

No new update. The project still anticipates beginning on April 1, weather dependent.

Other Development Projects:

Riverview

Riverview has three phased plan packages that are currently being processed, including Water, Sewer and storm Drain studies. Below is a status of all three packages that are being processed. Coastland understands that Phase 2 submittal is being prepared, but it has not been submitted for review.

- Phase 1A: Coastland/CSD returned comment letter and redlines to Developer on February 3.
- Phase 1B: Coastland/CSD returned comment letter and redlines to Developer on December 21, 2020.
- Grading: Coastland/CSD returned comment letter and redlines to Developer on February 23.

We are continuing to wait on a sewer modeling study from the project in relation to the downstream sewer manhole impacts from projected flows from their project. We may need to address the downstream manhole with a capital project to correct the issue there.

Murieta Business Park

No update. This project is nearly complete.

The Retreats East and North

The project submitted improvement plans on February 19, 2021 requesting that they be re-approved and signed off by Coastland Engineering, along with Sac Metro Fire Department and Sacramento County. Coastland responded that the previous review has expired, signature date of June 9, 2017, and needs to be reviewed. We are in the process of requesting deposit funding to continue work on this project. Coastland's review is pending the project being funded before proceeding.

Rancho Murieta North – Development Project

No update. Last update: No new information has been submitted to the District, however the project reports that they intend to complete their traffic mitigation study by the end of this month and a greenhouse gas study in January and then submit their Notice of Preparation in January. A notice of preparation (NOP) is a brief notice

sent by the lead agency to notify the responsible agencies that the lead agency plans to prepare an Environmental Impact Review, commonly referred to as EIR.

Future possible Projects:

The Murieta Hills Estates (formerly -The Residences of Murieta Hills East)

No update. Last update: No information has been provided to the District since Tom Hennig has answered a series of questions for Bob Keil and requested that for any further District work to occur he would need to submit a developer deposit and application to the District.

This project is listed as in the pre-application stage as on Hold with Sacramento County Planning. The County's last letter back to the project was on 1/16/21, requesting more detailed information on the lots and a Cultural Resources Study and Tree Exhibit and Arborist Report, and noting it is subject to CEQA.

Rancho Murieta Community Services District

April 2021

Board/Committee Meeting Schedule

April 1, 2021

Communications/Technology	8:30 a.m.
Security	10:00 a.m.

April 6, 2021

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

April 21, 2021

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



MEMORANDUM

Date: March 12, 2021
To: Board of Directors
From: Tom Hennig, General Manager
Subject: Revised Security Chief Job Description

RECOMMENDATION

Recommend Board of Directors review and approval of the attached revised Security Chief job description to Security Supervisor.

BACKGROUND

The Security Chief position is being updated to reflect a better position title of Security Supervisor to better reflect the current-day needs of the position as it relates to minimum required educational attainment, job specifications and current duties. These changes are recommended to require the leader of the Security Department to provide an advanced level of management skills and experience in working with community boards and associations.

DISCUSSION

Attached are redlined and a non-redlined version of the proposed revisions to the job description.

Two prior Security Chiefs were originally hired as patrol officers. According to their original job applications, one Security Chief had enough credits (100) to have earned an Associate degree. The most recent Chief had almost enough credits (50) for an Associate degree. It is not known if these Security Chiefs later attained any type of college degree during their tenure with the District. Many supervisory filling administrative roles in public agencies require a bachelor's degree and sometimes even a Master's degree. The skills learned in college can prove invaluable when communicating with the public, working with boards, analyzing situations, investigating incidents and supervising personnel.

It is important for the Security Chief to have a minimum of five (5) years' experience as a Sergeant or higher rank to be able to demonstrate their supervisory and leadership abilities. A sergeant typically deals with situations that are uncommon and challenging, thereby utilizing critical thinking skills that is required for the job. A sergeant is a leader, a motivator, and a communicator. Overall, a sergeant has the required skills that developed him/her into a leader, such as conflict resolution, community relations, resource planning, and knowledge of complex legal issues.

This job specification was reviewed by the Personnel Committee and recommended to be moved to the Board on March 2, 2021.

RECOMMENDED ACTION

Once approved by the Board, we will begin recruitment for the Security Supervisor position once the revised job description is approved by the Board.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

SECURITY CHIEFSUPERVISOR

DEPARTMENT: SECURITY

FLSA OVERTIME STATUS: EXEMPT

BARGAINING UNIT: N/A

APPROVED BY BOARD OF DIRECTORS – 03/17/2021 07:20:05

SUMMARY: ~~The role of the Security Supervisor is to oversee the security functions of the District; to ensure compliance of applicable policies and regulations while implementing security measures for the District; to plan, organize, coordinate and direct the security and crime prevention activities of the District; to evaluate, analyze and assess the performance of security personnel and to implement disciplinary measures as needed; to provide technical staff support, information and assistance to the General Manager and Board of Directors; and to perform other job-related work as required.~~ ~~To plan, organize, coordinate and direct the security and crime prevention activities of the District; to provide technical staff support, information and assistance to the General Manager and Board of Directors; and to perform other job related work as required.~~

SUPERVISION: Receives general supervision from the General Manager. Provides direct supervision over the Security Sergeant, Security Patrol Officers and Security Gate Officers.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are ~~normal for this position. These are~~ not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plans, organizes, coordinates and directs the security, public safety, and crime prevention and detection activities of the District including the enforcement of traffic and safety regulations, the enforcement of homeowner associations' rules and District ordinances, and the maintenance of records and communication facilities;
- ~~D~~evelops goals, objectives, rules, policies and procedures for the operation of the department;
- ~~C~~oordinates department activities with agencies responsible for law enforcement and public health and safety;
- ~~S~~elects, trains, assigns and has general responsibility for the evaluation and discipline of personnel;

Formatted: Indent: Left: 0"

Formatted: List Paragraph, Left, Line spacing: single, No bullets or numbering, Hyphenate, Tab stops: Not at -0.5"

<https://ranchomurietacsd.sharepoint.com/teams/Administration/AdminDocuments/Amelia and Tom Meetings/Board Meetings/2021/2021-3/March 17 Regular Meeting/Final - Ready to post/2021-03 BOD 10B Security Chief - Supervisor redline 03112021 ok.doc>

- Coordinates the development and maintenance of training programs;
- Prepare annual department budget and controls expenditures;
- Approves the requisition of materials, supplies and equipment;
- ~~attends meetings of the District Board of Directors;~~ Prepare detailed staff reports, and makes presentations to the Board of Directors and attends meetings of the District Board of Directors;
- Prepare a variety of reports related to department functions and activities; monitors trends and evaluates and recommends changes to department operations and services;
- Responds to sensitive citizen inquiries and complaints concerning department functions and complaints;
- Meets with community groups, district staff and outside agencies and organizations in developing to enhance/develop programs and implementing projects ~~to that will~~ enhance security services.
- Assists in Patrol and Gate functions as needed;
- Patrols the District and responds to calls for service, and writes reports, as needed.

Formatted: List Paragraph, Left, Line spacing: single, No bullets or numbering, Hyphenate, Tab stops: Not at -0.5"

Formatted: List Paragraph, Left, Line spacing: single, No bullets or numbering, Hyphenate, Tab stops: Not at -0.5"

Formatted: List Paragraph, Left, Line spacing: single, No bullets or numbering, Hyphenate, Tab stops: Not at -0.5"

Formatted: List Paragraph, Left, Line spacing: single, No bullets or numbering, Hyphenate, Tab stops: Not at -0.5"

QUALIFICATION MINIMUM REQUIREMENTS:

MINIMUM REQUIREMENTS:

A combination of training and experience which would demonstrate the required job knowledge and abilities, including:

Education:

High School diploma and/or equivalent.

Possession of a bachelor's degree with a major in Business, Police Science or related fields.

Experience:

A minimum of five years of supervisory and management experience in security, crime prevention, or law enforcement.

Law enforcement experience as a Sergeant and above is required.

JOB KNOWLEDGE AND ABILITIES:

https://ranchomurietacsd.sharepoint.com/teams/Administration/AdminDocuments/Amelia and Tom Meetings/Board Meetings/2021/2021-3/March 17 Regular Meeting/Final - Ready to post/2021-03 BOD 10B Security Chief - Supervisor redline 03112021 ok.doc

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:

- Ability to plan, organize, coordinate and direct the security and crime prevention functions of the District.
- Provide supervision and training to departmental staff.
- Formulate, evaluate and make recommendations on policies and procedures affecting provision of security and crime prevention services.
- Interpret, explain, apply and enforce a variety of laws, rules and regulations.
- Serve as an advisor to the District Board, General Manager and other boards and commissions on security, crime prevention and traffic related activities.
- Collect and analyze data and prepare both comprehensive and concise reports.
- Make effective oral presentations.
- Prepare and administer the departmental budget.
- Effectively represent the Security Department with individuals, community organizations and other governmental bodies concerned with security, crime prevention and law enforcement functions.
- Establish and maintain cooperative working relationships with the community and other agencies/organizations.

CERTIFICATES, LICENSES, AND REGISTRATIONS:

Must possess 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.

Successful completion of the training requirements listed in Section 832 of the California Penal Code.

Possession of a valid California Guard Card.

May possess a valid California Firearms Card.

Ability to acquire the American Red Cross Basic First Aid and Cardiopulmonary (C.P.R.) certificates during the initial year of employment.

PHYSICAL REQUIREMENTS:

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:

Must meet physical standards, to include the occasional lifting of 75 pounds and/or moving objects up to 100 pounds. While performing the duties of this job, the employee is regularly required to sit. The employee may also be required to walk, stand, reach with

hands and arms, climb or balance, stoop, kneel, crouch, and crawl.

Must possess satisfactory hearing capabilities.

Must possess visual acuity of at least 20/100 correctable to at least 20/30 in each eye, and other specific vision abilities required by this job to include close vision, distance vision, color vision, 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 frequently works in various outdoor weather conditions.

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.

Ability to plan, organize, coordinate and direct the security and crime prevention functions of the District. Provide supervision and training to departmental staff. Formulate, evaluate and make recommendations on policies and procedures affecting provision of security and crime prevention services. Interpret, explain, apply and enforce a variety of laws, rules and regulations. Serve as an advisor to the District Board, General Manager and other boards and commissions on security, crime prevention and traffic related activities. Collect and analyze data and prepare both comprehensive and concise reports. Make effective oral presentations. Prepare and administer the departmental budget. Effectively represent the Security Department with individuals, community organizations and other governmental bodies concerned with security, crime prevention and law enforcement functions. Establish and maintain cooperative working relationships.

EDUCATION AND/OR EXPERIENCE:

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:

Minimum Education: High School diploma and/or equivalent.

Five years of broad and extensive supervisory and management experience in security, crime prevention, or law enforcement; or

Possession of an Associate of Arts degree with a major in Police Science or related fields or substantial course work in law enforcement.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of the category of 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.

Successful completion of the training requirements listed in Section 832 of the California Penal Code.

Possession of a valid California Guard Card and Firearms Card.

Possession of valid American Red Cross First Aid and Cardiopulmonary Resuscitation (C.P.R.) certificates.

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 sit. The employee frequently is required to walk and talk or hear. The employee is occasionally required to stand; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift 50 and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, 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 frequently works in outside weather conditions.

The noise level in the work environment is usually quiet.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

SECURITY SUPERVISOR

DEPARTMENT: SECURITY

FLSA OVERTIME STATUS: EXEMPT

BARGAINING UNIT: N/A

APPROVED BY BOARD OF DIRECTORS – TBD

SUMMARY: The role of the Security Supervisor is to oversee the security functions of the District; to ensure compliance of applicable policies and regulations while implementing security measures for the District; to plan, organize, coordinate and direct the security and crime prevention activities of the District; to evaluate, analyze and assess the performance of security personnel and to implement disciplinary measures as needed; to provide technical staff support, information and assistance to the General Manager and Board of Directors; and to perform other job-related work as required.

SUPERVISION: Receives general supervision from the General Manager. Provides direct supervision over the Security Sergeant, Security Patrol Officers and Security Gate Officers.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plans, organizes, coordinates and directs the security, public safety, and crime prevention and detection activities of the District including the enforcement of traffic and safety regulations, the enforcement of homeowner associations' rules and District ordinances, and the maintenance of records and communication facilities;
- Develops goals, objectives, rules, policies and procedures for the operation of the department;
- Coordinates department activities with agencies responsible for law enforcement and public health and safety;
- Selects, trains, assigns and has general responsibility for the evaluation and discipline of personnel;
- Coordinates the development and maintenance of training programs;
- Prepares annual department budget and controls expenditures;
- Approves the requisition of materials, supplies and equipment;

- Prepares detailed staff reports, makes presentations to the Board of Directors and attends meetings of the District Board of Directors;
- Prepares a variety of reports related to department functions and activities; monitors trends and evaluates and recommends changes to department operations and services;
- Responds to sensitive citizen inquiries and complaints concerning department functions and complaints;
- Meets with community groups, district staff and outside agencies and organizations to enhance/develop programs and implement projects that will enhance security services.
- Assists in Patrol and Gate functions as needed;
- Patrols the District and responds to calls for service, and writes reports, as needed.

MINIMUM REQUIREMENTS:

A combination of training and experience which would demonstrate the required job knowledge and abilities, including:

Education:

High School diploma and/or equivalent.

Possession of a bachelor's degree with a major in Business, Police Science or related fields.

Experience:

A minimum of five years of supervisory and management experience in security, crime prevention, or law enforcement.

Law enforcement experience as a Sergeant and above is required.

JOB KNOWLEDGE AND ABILITIES:

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:

- Ability to plan, organize, coordinate and direct the security and crime prevention functions of the District.
- Provide supervision and training to departmental staff.

- Formulate, evaluate and make recommendations on policies and procedures affecting provision of security and crime prevention services.
- Interpret, explain, apply and enforce a variety of laws, rules and regulations.
- Serve as an advisor to the District Board, General Manager and other boards and commissions on security, crime prevention and traffic related activities.
- Collect and analyze data and prepare both comprehensive and concise reports.
- Make effective oral presentations.
- Prepare and administer the departmental budget.
- Effectively represent the Security Department with individuals, community organizations and other governmental bodies concerned with security, crime prevention and law enforcement functions.
- Establish and maintain cooperative working relationships with the community and other agencies/organizations.

CERTIFICATES, LICENSES, AND REGISTRATIONS:

Must possess 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.

Successful completion of the training requirements listed in Section 832 of the California Penal Code.

Possession of a valid California Guard Card.

May possess a valid California Firearms Card.

Ability to acquire the American Red Cross Basic First Aid and Cardiopulmonary (C.P.R.) certificates during the initial year of employment.

PHYSICAL REQUIREMENTS:

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:

Must meet physical standards, to include the occasional lifting of 75 pounds and/or moving objects up to 100 pounds. While performing the duties of this job, the employee is regularly required to sit. The employee may also be required to walk, stand, reach with hands and arms, climb or balance, stoop, kneel, crouch, and crawl.

Must possess satisfactory hearing capabilities.

Must possess visual acuity of at least 20/100 correctable to at least 20/30 in each eye, and other specific vision abilities required by this job to include close vision, distance vision, color vision, 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 frequently works in various outdoor weather conditions.

MEMORANDUM

Date: March 10, 2021
To: Board of Directors
From: Tom Hennig, General Manager
Subject: CalPERS Retired Annuitant Project Specialist

RECOMMENDATION

Recommend Board of Directors review and approval of the attached job description for the CalPERS Retired Annuitant Project Specialist.

BACKGROUND

The CalPERS Retired Annuitant Project Specialist position is being introduced to the Committee to assist the District in a variety of duties to include technical, administrative and field activities, perform research activities, coordinate events in the District, and perform other related duties as assigned. The specific assignments will vary based on the specific need of each department.

This position will be under the general supervision of the General Manager and his/her designee to include the Security Supervisor, Director of Field Operations, or the Director of Administration. The Retired Annuitant will not be allowed to work more than 960 hours in a fiscal year.

This position will be classified as a Retired Annuitant position only for retired personnel who are CalPERS retirees.

This job specification was reviewed by the Personnel Committee and recommended to be moved to the Board on March 2, 2021.

RECOMMENDED ACTION

Once approved by the Board, we will utilize this job specification when recruiting CalPERS retirees for project related work.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

CALPERS RETIRED ANNUITANT PROJECT SPECIALIST

DEPARTMENTS: ADMINISTRATION / OPERATIONS / SECURITY

FLSA OVERTIME STATUS: NON-EXEMPT

BARGAINING UNIT: N/A

APPROVED BY BOARD OF DIRECTORS – TBD

SUMMARY: The role of the CalPERS Retired Annuitant Project Specialist is to aide with technical, administrative and field activities; perform research and assist with conducting various studies and analyses; coordinate events in the District; and to perform other job-related work as required.

This position is classified as a Retired Annuitant position for CalPERS purposes, and is limited to a 960 hour work period per fiscal year.

Salary Range: \$30 - \$90 hourly based on experience and assignment.

SUPERVISION: Receives general supervision from the General Manager and his/her designee.

PRINCIPAL DUTIES AND RESPONSIBILITIES: The following duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Perform detailed and comprehensive research and analysis for special projects as assigned;
- Conduct special internal organizational audits as assigned;
- Coordinate organizational development activities;
- Prepare reports in a timely and professional manner;
- May be required to attend such training as deemed necessary to complete assigned tasks;
- May be assigned to interim director level positions;
- Reviews goals, objectives, rules, policies and procedures for the operation of the department;
- Prepares a variety of reports related to department functions and activities; monitors trends and evaluates and recommends changes to department operations and services;
- Provides technical advice and assistance to staff, including other departments;
- Consults with staff for the processing of reports, studies, and/or presentations;
- Reviews departmental reports for accuracy and makes recommendations for the efficient gathering of data and departmental statistics;
- In consultation with other departments, assists with public information requests and

- document production requests associated with department litigation;
- Researches and assembles information from a variety of sources for the completion of forms or the preparation of special reports related to departmental programs and projects;
 - Conducts special projects;
 - Meets with community groups, district staff and outside agencies and organizations to enhance/develop programs and implement projects that will enhance District services.

JOB KNOWLEDGE AND ABILITIES:

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:

- Ability to plan, organize, coordinate and direct the department activity functions of the District;
- Formulate, evaluate and make recommendations on policies and procedures affecting provision of services;
- Interpret, explain, apply and enforce a variety of laws, rules and regulations;
- Collect and analyze data and prepare both comprehensive and concise reports;
- Effectively represent the District with individuals, community organizations and other governmental bodies;
- Establish and maintain cooperative working relationships with the community and other agencies/organizations;
- Basic use of word processing and personal computers, with special emphasis on spreadsheets and/or database software applications, internet, and email;
- Common research and/or statistical practices and techniques.

SKILLS IN:

- Writing clearly, accurately, concisely, and legibly and with correct English grammatical construction and spelling.
- Utilizing standard of office equipment including a computer and telephone. Understanding and carrying out verbal and written instructions; observing, assimilating, remembering, recording, and recalling pertinent facts and details.
- Applying selected knowledge (i.e. laws, statues, court decisions, department policies, criminal investigation theories, etc.) in collecting, organizing, and analyzing diverse information in order to decide upon an appropriate and reasonable course of action. Working courteously with the public.
- Working with various groups in a tactful and effective manner. Establishing and maintaining effective working relationships with those contacted in the course of work.

MINIMUM REQUIREMENTS:

A combination of training and experience which would demonstrate the required job

knowledge and abilities, including:

Education:

High School diploma and/or equivalent.

Experience:

A minimum of five years of experience in the requesting department activities.

CERTIFICATES, LICENSES, AND REGISTRATIONS:

Must possess a valid California Driver's license, Class C, as 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.

PHYSICAL REQUIREMENTS:

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:

Must meet physical standards, to include the occasional lifting of 50 pounds and/or moving objects up to 50 pounds.

While performing the duties of this job, the employee is regularly required to sit. The employee may also be required to walk, stand, reach with hands and arms, climb or balance, stoop, kneel, crouch, and crawl.

Vision: Constant use of overall visual capabilities; frequent need for use of color perception, hand/eye coordination, reading, and/or close-up work.

Emotional/Psychological: Constant concentration, decision making and public contact, ability to exercise sound judgment especially under stressful situations and working alone.

Hearing: Must possess satisfactory hearing capabilities.

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 frequently works in various outdoor weather conditions, and various shifts and hours as needed.

This classification should not be interpreted as all inclusive. It is intended to identify the essential job functions and requirements of this job. Incumbents may be requested to

perform job-related responsibilities and tasks other than those stated in the specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent /applicant be unable to perform the function or requirement due to disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

DRAFT

MEMORANDUM

Date: March 10, 2021
 To: Board of Directors
 From: Paul Siebensohn, Director of Field Operations
 Subject: Review of On-Call Electrical services Request for Proposal Results

RECOMMENDED ACTION

Approve proposal from TELSTAR for On-Call Electrical Services at an estimated cost of \$130,000 per year for a three-year term. Funding for on-call services will come from respective funds as needed.

BACKGROUND

The District sent out a Request for Proposals (RFP) for Engineering services on January 8, 2021, to nine area industrial electrical contractors with a due date of February 19, 2021. Four bid proposals were received. Staff scored the bid proposals irrespective of cost as outlined in the RFP, as costs were requested to be sent separately to District secretary Amelia Wilder to hold until proposals were scored. TELSTAR's proposal met all the proposals requirements, and their references checked out to be excellent, scoring them on the top. Prodigy Electric, our current electrical service provider, provided the lowest cost but failed to meet the requirements for the RFP, thereby scoring much lower overall. Staff is recommending TELSTAR based on them providing an excellent proposal package, meeting all requested items, and excellent reference checks.

The scoring of the proposals is as shown below.

RFP Scoring Matrix									
Criteria	1 to 5	Respondants							
	Weighting	Prodigy		PB Electric		Brooke Electric		TELSTAR	
		Score	Total	Score	Total	Score	Total	Score	Total
Mandatory attendance meeting	5	20	100	20	100	20	100	20	100
Experience History	2	20	40	18	36	16	32	20	40
Adherence to RFP Contents & Instructions <small>pg.6 RFP</small>	4	7	28	7	28	16	64	19	76
Contractors Licensing in good standing	5	20	100	20	100	20	100	20	100
Contractors Approach to Panel project	3	5	15	9	27	18	54	19	57
Time Table and costs for completing scope	2	9	18	10	20	18	36	18	36
Quality of Personnel	3	17	51	19	57	19	57	20	60
Reference checks	4	10	40	7	28	10	40	10	40
Emergency Availability	3	20	60	16	48	19	57	18	54
Panel Bid price	5	20	100	4	20	14	70	17	85
Rate Sheet pricing	3	10	30	4	12	6	18	8	24
		Totals:	582		476	Totals:	628		672
			3		4		2		1

If approved, we will proceed with issuing the District's Service Agreement for a three-year term. Once signatures and insurance information has been obtained, we will issue a notice to proceed on the panel project, CIP 20-01-1.

The Improvements Committee reviewed this item on March 2, 2021. The Committee recommended taking this proposal to the Board for approval.

1. TITLE PAGE

Rancho Murieta Community Services District

Request for Proposal (RFP)
On-Call Electrical Services



February 19, 2021

Proposal Submitted By



4017 Vista Park Court
Sacramento, CA 95834
(916) 646-1999
bherston@telstarinc.com

2. TABLE OF CONTENTS

1. TITLE PAGE 0

2. TABLE OF CONTENTS..... 1

3. RELEVANT EXPERIENCE AND EXPERTISE 2

4. SIGNED TRANSMITTAL LETTER..... 12

5. PANEL PROPOSAL..... 15

6. COST PROPOSAL..... 17

3. RELEVANT EXPERIENCE AND EXPERTISE

Telstar Instruments (Telstar) has been in business for almost 40 years, providing design build, mechanical, civil, construction, pump repair and maintenance, general maintenance, instrumentation, calibrations, electrical installations, maintenance/repairs, and programming and controls support for hundreds of municipal water and wastewater customers. Telstar is well qualified to perform all tasks outlined under your “Scope of Work to be Performed” and presents this RFP for your review.

We are experts at performing on-call service contracts. Telstar holds similar long-term electrical contracts with the Cities of Fairfield, Vallejo, Chico, Mountain View, Visalia, Hanford, Tulare, San Jose Municipal Water, Fairfield-Suisun Sewer District, Solano Irrigation District and many others.

Telstar’s Approach to As-needed Contracts

Telstar approaches as-needed on call contracts as follows to meet the customer’s needs and schedule:

1. When the Owner assigns a Request for Task Proposal, Telstar will assign an experienced Project Manager to generate the required NTE or lump sum proposal and manage the project when awarded to Telstar. Telstar has 5 experienced project managers on staff that can handle the full range of Design-Build projects.
2. Working directly with the customer, Telstar’s Project Manager will clearly define the scope for the project. This typically requires a face-to-face meeting and quite often a job walk to fully understand the project’s scope and project duration.
3. The next step is to provide a detailed scope of work in writing which will be sent to the Owner for review and acceptance.
4. Once the scope of work has been agreed upon, Telstar will generate a detailed cost proposal and project schedule and provide this to the Owner for review and approval.
 - a. Telstar uses Microsoft Project to generate a detailed CPM schedule with defined milestones and a clear critical path.
5. After project approval, Telstar has internal Electrical, Civil and Process Engineering staff who will be assigned as necessary to generate the required drawings and descriptive engineering information. If the project includes PLC and SCADA work, a written description will be developed for each process and presented to the Owner for review and approval. After approval, P&ID drawings will be developed in accordance with the project schedule and provided to the Owner for review and approval.
6. Telstar has an inventory of engineering specifications for electrical equipment including MCCs, switchboards, transformers, PLCs, SCADA equipment and software which will be submitted for review and approval to the Owner prior to ordering equipment suitable for this project.
 - a. After the owner’s approval of engineering concepts, Telstar’s Purchasing Department will obtain quotes for the equipment to be reviewed by the Project Manager. After review, the Project Manager will direct the purchase of the necessary equipment. Typically, this equipment is purchased but not released for fabrication until receipt of approved submittals.
 - b. Equipment submittals will be reviewed, approved by Telstar, and forwarded to the Owner for review and approval. After Owner approval, equipment is released for

fabrication.

7. After engineering drawings and submittals are approved and equipment arrives, Telstar will start construction work, which will be site managed by one of Telstar's skilled Foreman. The Project Manager will work with the Foreman who will order additional field construction materials and request manpower as required from our Scheduling Department.
 - a. The Foreman will not only order materials but also request necessary tools and equipment for the project.
 - b. Telstar has a large inventory of conduit bending and wire pulling equipment used to install raceways and pull in both power and control wiring.
 - c. Trenching and earthmoving equipment will be allocated for the project per requests from the project Foreman.
 - d. The construction tasks will be detailed on the CPM schedule including at minimum the following tasks:
 - i. Layout of underground and equipment
 - ii. Trenching and excavation
 - iii. Installation of underground piping, raceways, and grounding
 - iv. Trench backfill and compaction
 - v. Mechanical equipment, MCC & control panel purchase, fabrication, and testing
 - vi. Equipment Installation including civil, mechanical, control panels, major electrical equipment, and instruments.
 - vii. Above ground piping and conduit
 - viii. Wire pulling and terminations
 - ix. Testing and commissioning
8. If PLCs and SCADA are part of the project, the Project Manager will request support from our Programming Manager to define the required hardware and software and assign Integration personnel to specify the required hardware and software. The assigned Integration Supervisor for the project will work with our Purchasing Department to purchase the necessary equipment.
 - a. The Project Integrator will schedule panel fabrication with one of our UL 508 panel shops to fabricate the necessary PLC and SCADA panels in accordance with the CPM schedule.
 - b. Custom control wiring for MCCs and switchboards will be scheduled and performed by our panel shops.
 - c. Prior to shipment to the jobsite, all MCCs and control panels will be thoroughly tested and witnessed tested if desired by the Owner.
9. During the course of the project, regular scheduled progress meetings will be organized by the Project Manager and conducted to update the Owner, noting the project progress and any significant issues.
 - a. The Project Manager will maintain and update the project CPM schedule, presenting copies to the Owner at each meeting.
10. The project will be completed utilizing a detailed testing and commissioning method which verifies all wire connections and all programming.

- a. Typically, Telstar provides training during this period and subsequent to commissioning.
11. Example of the above process:

SID (Solano Irrigation District) Surface Water Treatment Plant Electrical Modernization Design Build Project; listed as a reference project.

- a. SID generated an RFP which required among many items a list of successful completed projects of similar magnitude in the water and wastewater industry. Telstar was ultimately selected to perform the first phase of the project which essentially consisted of the Engineering required to purchase new switchgear and MCCs.
- b. Telstar followed the above listed procedure, developing a detailed priced Scope of Work and CPM schedule presenting this to the Owner within 10 days of project award.
- c. After the Owner approved the Scope of Work and Project Schedule, Engineering started and completed in 90 days, well within the Project Schedule.
- d. Telstar subsequently obtained equipment and material pricing, allowing it to generate a firm lump sum price proposal and schedule to perform the electrical and integration installation. This proposal was submitted in timely fashion matching the required schedule date.
- e. SID subsequently approved the construction phase of the project and Telstar purchased the equipment and materials. Unfortunately, the project required a major schedule change, as the Owner reversed the order of work due to some unknown mechanical problems which were not part of this Scope of Work.
- f. Telstar revised its schedule, changing the order of work to accommodate SID's change, which extended the project end date approximately 3 weeks. Construction work began in January 2016 and substantially completed in May 2016 on schedule and substantially under SID's cost estimate for this project.

Telstar Expertise

As a multifaceted construction contractor, Telstar offers expertise in many categories related to the services the District seeks under this RFP.

Control Panel and Motor Control Panel (MCC) Manufacturing:

Telstar manufactures custom control panels and motor control centers to UL-508A certified standards. Our experienced engineering and design staff will generate detailed panel layout drawings, point to point wiring diagrams, bill of materials and complete documentation for every application and process in your facility. We provide complete testing of our panels and manufactured systems go through a rigorous testing procedure including: panel power-up and protective circuit testing, wire continuity testing, I/O simulation, operator interface and PLC verification, terminal torque testing, nameplate and wire tagging verification and any other testing required to meet production, manufacturing, clinical and government standards to insure complete functionality. We provide custom dimensions and control wiring for: integration of any preferred PLC, OIT and/or HMI; both standard and customer powder coated finishes; hot-dipped galvanized steel, aluminum, or stainless-steel construction; sunshields, cooling system options; and UL 508A label as applicable.

Electrical and Predictive Maintenance: Telstar is a state licensed C-10 contractor, performing engineering, installation, infrared scanning, troubleshooting and start-up of all types of industrial and commercial

electrical systems from incoming switchgear, power distribution, system control panels, motors, valves, and associated instrumentation. We furnish and install all types and sizes of conduit, wire control panels, motor control centers, switchgear equipment and AC/DC variable motor speed controls (VFD's). We procure and install a wide variety of electrical components; wiring replacements, updating electrical drawings and all services related to electrical and instrumentation.

Instrumentation & Controls: Telstar provides ISA certified field technicians to validate, calibrate, service, repair, install, commission and start up all types and brands of PLC's, VFD's, process control instrumentation, radio telemetry, and SCADA systems. Telstar also supports chemical feed equipment used for chlorine, SO₂, stack gas analyzers, and various other chemical control systems.



Engineering: Telstar's in-house engineering and design staff produce the highest quality designs and validation/documentation to meet the demanding needs for validated electrical and control systems. These engineering and design services are performed by Telstar's licensed professional engineers, specializing in all aspects of civil, mechanical, electrical, controls, instrumentation, SCADA, radio telemetry systems, power distribution, electrical control systems, gas detection, alarm and data gathering/information management. Our engineering services include consulting, definition of system requirements, development/execution of complete system, plan and specification writing/reviewing, cost analysis, panel design, PLC hardware and software development/programming and existing system analysis.

Communication: Telstar provides expertise in SCADA communication including hardwire, fiber and wireless. We are experts in Ethernet, DeviceNet, ControlNet, DF1, Modbus, Modbus+, Modbus TCP, Profibus, RS-232, and RS485. Telstar utilizes a variety of methods for communicating between facilities including lease lines, licensed/unlicensed radios, and cellular. Telstar owns network analyzer hardware and software for troubleshooting communication problems.

Telstar performs design and installation for radio and cellular communication systems between facilities. Telstar owns and utilizes the latest equipment and software to perform radio path studies surveys to ensure proper radio path design and troubleshoot existing systems. We are experts in radio communication, which includes licensed and unlicensed systems, UHF, VHF, Spread Spectrum, and all commercially available protocols. Telstar performs onsite maintenance, calibration, troubleshooting of radio telemetry equipment including radios, antennas, cables, connectors, and lightning arrestors.

CCTV: Telstar brings peace of mind to organizations through custom video surveillance solutions. Using a wide range of security cameras, video management software, NVRs, and networking devices, our complete video surveillance systems come with everything you need to secure and manage your facility.

SCADA, HMI & PLC Systems: Telstar maintains a seasoned team of PLC and SCADA system's engineers, designers and specialists integrating the finest in non-proprietary open architecture systems with the broadest knowledge of available SCADA systems' hardware and software. Our proven skills in design, programming, operation, installation and maintenance of software, hardware include integration of radio telemetry, instrumentation, and control systems. Manufacturers commonly supported are Allen Bradley,

Westinghouse, Modicon, Siemens, GE, PLC Direct and RS View, Wonderware, Intellution, Factory Link, Ignition, and many others. Telstar is a certified Siemens System/Instrument Integrator.



Maintenance and Validation Services: Telstar offers complete maintenance services for mechanical systems, SCADA, electrical controls, instrumentation, gas detection and alarm systems, chemical feed equipment, telemetry, computer and PLC control systems. Services are provided on a contract basis tailored to meet plant maintenance and/or regulatory agency requirements. Technicians and electrical staff are available 24 hours a day, 7 days a week for emergency call outs. All services are available on site on a full-time or a part-time basis.

Mechanical Systems Installation, Troubleshooting and Repair: Telstar performs installation, troubleshooting and repair for a variety of mechanical systems, including pumps, blowers, tanks, pipes, valves, and chemical systems related to water and wastewater. Telstar’s certified pipefitters, welders, electricians, and instrument technicians install, commission, and troubleshoot water and wastewater process equipment referenced in your RFQ.

Chemical Equipment: Telstar technicians service, repair, install, start up, and calibrate all types of chemical feed systems, controls, chemical detectors, and other associated equipment such as analysis, chlorination and de-chlorination systems and TGO gas detection systems.

Safety: has taken a pro-active meaning at all levels within Telstar. Our current worker’s compensation modifier is 0.62; our OSHA Recordable Incident Rate (RIR) is 0.0 and our LTIR is 0.0. Our commitment to safety is evident by the interactive safety-training program we have that is tailored to meet the requirements of Telstar’ many diverse clients. Telstar has a full-time Safety Director on staff and contracts with Safety Compliance Management (SCM) to conduct in-house training, toolbox safety meetings and supplemental project/client-specific training.

24-hour Emergency Service with 1-hour Response Time: Telstar offers 24-hour emergency seven days a week to support all our clients with a guaranteed 1-to-2-hour response time.

Relevant Past Project Experience and References

Telstar offers the following 5 project descriptions and references demonstrating our experience with electrical on-call and installation projects for your consideration. These projects offer a range of experiences from large electrical installations to smaller installations of control panels, general electrical services and troubleshooting.

Project No. 1

Contract Title, Location, Description and Size of Project	PGE Compressor Station Security System; various sites throughout Northern California
Start and end date of Proposer’s involvement in the contract	September 2015 – June 2019
Nature of Proposer’s Responsibility	Trenching, Electrical, SS tubing, instrumentation

Names of Proposer's key personnel involved in the contract	James Akers, John McMahon, Darin Billeci, Mike Velez, Richard Martinez, Angel Camacho
Name, address, and phone number of the contract owner	PG&E, 6121 Bollinger Canyon Road, San Ramon, CA 94583
Name and address of Proposer's client if different from the contract owner;	PG&E Stockton facility, 3955 Arch Road, Stockton, CA 95215
Name and phone number of contact person at Proposer's client's office.	Bill Tiemeyer, Supervisor GC M&C, 209-642-0160; WLT5@pge.com
Contract Value	\$1.3 M

PG&E Compressor Stations are located throughout Northern and Southern California. The function of these compressor stations is to safely pressurize and distribute natural gas through several hundred miles of pipeline to homes, business, and other gas customers. A new requirement from Homeland Security requires PGE to provide security and surveillance for their facilities.

Telstar's Scope of Work

Telstar was responsible for installing a new security systems which included card readers, cameras, gate operators, fence sensors and new lighting throughout the site that is approximately 5 acres. Telstar performed all electrical, trenching, and concrete work.

Challenges on the Project

Some job sites are on a rocky desert terrain which presented challenges to install the underground conduits and site light foundations. The work had to be performed in three months during the summer when temperatures often exceeded 100 degrees.

Projects were completed on time and within budget with no safety incidents.

Project No. 2

Contract Title, Location, Description and Size of Project	On-call Services for Wastewater Treatment Plant, Fairfield, CA; 20+ multi-year annual contract, approximately \$300,000/year
Start and end date of Proposer's involvement in the contract	1988-Present
Nature of Proposer's Responsibility	Civil, mechanical, electrical, chemical feed, instrumentation
Names of Proposer's key personnel involved in the contract	John McMahon, James Akers,
Name, address, and phone number of the contract owner	Fairfield Suisun Sewer District, 1010 Chadbourne Rd, Fairfield, (707) 429-8930

Name and address of Proposer's client if different from the contract owner;	Same as above
Name and phone number of contact person at Proposer's client's office.	Doug Hollowell, I&E Supervisor, (707) 416-7260; dhollowell@fssd.com
Contract Value	Approximately \$300,000/year

For more than 25 years, Telstar has provided as-needed services to FSSD to troubleshoot pumps and motor controls, VFDs, and soft starts; and maintain, repair, and replace their booster and well pumps / motors as required. We provide services to repair/install pumps, pump motors, pump shafts, bearings, and other related repairs. Our certified technicians troubleshoot the pumps, motors, electrical wiring, and control systems. If the pump and/or motor is determined to be defective and needs repair or replacement, we pull the pump and/or motor and service/replace it as required. We have performed many electrical and instrumentation projects. We perform all their chemical feed needs and as needed programming services. We perform all calibrations for their flow, temperature, pressure and analytical equipment on a semi-annual and/or annual basis.

Project No. 3

Contract Title, Location, Description and Size of Project	Polymer System Electrical & Mechanical Maintenance
Start and end date of Proposer's involvement in the contract	December 2015 – February 2017
Nature of Proposer's Responsibility	Mechanical, electrical, instrumentation
Names of Proposer's key personnel involved in the contract	Alan Strong, John McMahon, Ken Lane, Ben Marston
Name, address, and phone number of the contract owner	Fairfield-Suisun Sewer District, 1010 Chadbourne Road, Fairfield, CA 94533
Name and address of Proposer's client if different from the contract owner;	Lystek International, 125 McGovern Dr. Unit 1, Cambridge ON. N3H4R7
Name and phone number of contact person at Proposer's client's office.	James Dunbar; (707) 419-0084; jdunbar@lystek.com
Contract Value	\$2,608,707

Lystek, a Canadian company, partnered with the Fairfield Suisun Sewer District to convert Class B biosolid material into a sale-able Class A EQ biofertilizer product. The unique, Public-Private Partnership (P3) brought a new technology to the area as well as additional uses for this valuable material by converting what is sometimes considered “waste” into fully recoverable resources with a variety of uses, including a higher quality effluent.

Telstar's Scope of Work

This was a Design/Build Project including the installation of MCCs, Switchgear and 12KV 2 MW main transformer which were provided by the Owner. Design work included generation of Conduit/Cable Tray Lay out, sizing of power conductors and control drawings. Field work included the demolition of some of the gear, installing new switchgear, MCCs, PLC panels and all interconnecting raceways and wiring. Additional field work included fabrication of a metal stud MCC room and remodel of the Control Room, Laboratory and Rest rooms. Integration work included the installation, calibration, and commissioning of all the instruments within the plant and commissioning of all VFD panels, custom control wiring for MCCs.

Challenges on the Project

Performing work during scheduled critical shutdowns requires well trained technicians with great attention to detail to ensure that deadlines are met. Telstar assigns experienced instrument technicians and electricians to perform the required work within the specified timeframe and budget. Project was completed on time and within budget with no safety incidents.

Project No. 4

Contract Title, Location, Description and Size of Project	Water Treatment Plant 2 PLC Upgrades Project, \$730,000
Start and end date of Proposer's involvement in the contract	October 2017 – April 2018
Nature of Proposer's Responsibility	Panel Construction, Construction, Electrical, Instrumentation
Names of Proposer's key personnel involved in the contract	Alan Strong, John McMahon, James Akers, Byron Martyn
Name, address, and phone number of the contract owner	Alameda County Water District, 43885 S. Grimmer Blvd, Fremont, CA 94538
Name and address of Proposer's client if different from the contract owner;	Same as above
Name and phone number of contact person at Proposer's client's office.	Rosy Chan, (510) 668-4479; rosy.chan@acwd.com
Contract Value	\$730,000

Alameda County Water District operates and maintains the Water Treatment Plant 2 (WTP2) located in Fremont, California. WTP2 consists of two treatment trains, Plant 1 (constructed in 1978) and Plant 2 (constructed in 1992), with a combined design capacity of 10 MGD. This PLC replacement project included an extensive field verification of the existing installation, testing of fiber optic communication backbone, and the fabrication and installation of 21 PLC backboards to replace the existing. From Notice to proceed to fix project end date, Telstar had less than 5 months to complete the project.

Telstar’s Scope of Work

The first task of this project was to take the Engineer’s designed contract panel drawings and perform a detail field investigation to ensure what was shown on the drawings accurately captured the existing system. During this task, Telstar coordinated closely with District staff on days we will be onsite, safety training, and a work plan on which panels we would verify each day. Because of our detailed field investigation, we were able to identify all discrepancies and incorporate them into the final PLC back panel that we fabricated and installed in the field.

The installation portion of the project was split up into two phases. Phase 1 Telstar was responsible to fabricate and install two dewatering panels during a 12hr shutdown period. The installation and testing was successful, and there was no additional downtime beyond the scheduled 12hr window. The second phase was to replace the remaining 19 panels in 10 days. Telstar had a 6-person crew onsite to accomplish this task. Telstar successfully completed the installation and testing of all 19 panels within 9 days. The District was very pleased with our overall performance on the project.

Challenges on the Project

Overall project had a very compressed schedule with high liquidated damages. Installation windows had no flexibility. The project was completed ahead of schedule, within budget and with no safety incidents.

Project No. 5

Contract Title, Location, Description and Size of Project	Bass Lake WWTP Improvement Project, \$1,724,777
Start and end date of Proposer’s involvement in the contract	2017 – currently 90% complete
Nature of Proposer’s Responsibility	Construction, civil, mechanical, electrical, instrumentation, programming
Names of Proposer’s key personnel involved in the contract	Konor Meeks, Felipe Martinez, Frank Potter, Jose Sanchez
Name, address, and phone number of the contract owner	County of Madera Service Area 2A/2B, 200 W 4th St, Madera, CA 93637
Name and address of Proposer’s client if different from the contract owner;	Clark Brothers, 1713 Tulare St, Fresno, CA 93721
Name and phone number of contact person at Proposer’s client’s office.	Joshua Kirk; (559) 675-7811; joshua.kirk@maderacounty.com
Contract Value	\$1,724,777

County of Madera operates and maintains the Bass Lake Wastewater Treatment Plant located in Bass Lake, California. It consists of Headworks Bar Screen, Two Flow Equalization Basins, Two Aeration Basins, Two Secondary Clarifiers, Scum Pump Station, Two Aerobic Digesters, Two Blowers, RAS/WAS

Pump Station, Biosolids Dewatering Screw Press, Screw Press Feed Pump Station, Effluent Pump Station, with a design capacity of 0.615 MGD. This improvements project included procurement, installation, and start-up of the new power distribution and control systems for the entire plant.

Telstar's Scope of Work

Construction – Power system equipment was procured and installed, including a 800A 480V MSB, MCC, 300KW Generator, ATS, transformers, panelboards, variable frequency drives, and FVNR starters. New control system equipment was procured including a Main PLC panel constructed at Telstar's Hanford facility, pressure instrumentation, level instrumentation, and Coriolis mass flowmeters. A new SCADA system was installed with both new hardware and software utilizing radio communications to remote control panels. Telstar programmed the entire SCADA and PLC network utilizing new Allen Bradley PLCs with RSLogix software and a SCADA system utilizing Wonderware software.

Challenges on the Project

We renovated the plant while it was in operation. We installed a new electrical service before the existing was disconnected and we had to re-feed it from the new service to pick up the existing loads. Telstar installed new SCADA controls to control the new and existing processes. The project was completed on time and within budget.

4. SIGNED TRANSMITTAL LETTER

February 19, 2021

Paul Siebensohn
Director of Field Operations
Rancho Murieta Community Services District
916.354.3700
psiebensohn@rmcsd.com

Subject: RFP for On-Call Electrical Services
Ref: Telstar SR 30-37830

Dear Paul,

The Rancho Murieta Community Services District seeks the services of a contractor to perform on-call electrical services on an on-call basis for a three-year period for their water supply collection, treatment and distribution; wastewater collection, treatment and distribution; storm drainage collection; security and solid waste collection.

Telstar has been in business for almost 40 years, providing design build, mechanical, civil, construction, pump repair and maintenance, general maintenance, instrumentation, calibrations, electrical installations, maintenance/repairs, and programming and controls support for hundreds of municipal water and wastewater customers. Telstar is well qualified to perform all tasks outlined under your Scope of Work to be Performed and presents this RFP for your review.

We are local. With our Sacramento office located just 35 miles from your plant, we can offer the District immediate, non-emergency and emergency service and support 24/7. For more than 20 years, we have performed many of the services requested in your RFQ to our water and wastewater clients including Cities of Fairfield, Vallejo, Chico, Mountain View, Vacaville, Visalia, Hanford, Tulare, San Jose Municipal Water, Fairfield-Suisun Sewer District, Sacramento Suburban Water District, Regional San, Solano Irrigation District and many others.

We offer a variety of related services not available from other firms. We are a full-service contractor providing civil, mechanical, construction, electrical, instrumentation, programming, and integration services. Telstar employs electricians, instrument technicians, engineers, programmers, panel builders, welders, laborers, pipe fitters, and civil field staff. This gives the District one single point of contact for all work activities on a task order, without the need to bring multiple firms together for a task requiring multiple disciplines. Electrical and control panels are engineered by our California registered Engineers, constructed by our UL508a panel shop, programmed by our programmers, and installed by our California certified electricians.

Telstar works diligently for our customers and one of our primary goals as a company is to provide quality, professional and timely service. Our engineers, mechanics, electricians, instrumentation

technicians, professional staff, construction crews and subcontractors are available to complete your task orders on time and within your budgetary constraints. We look forward to working on this contract with your team.

Telstar understands the work to be performed and are committed to performing the work within the time period requested by the District. Telstar has no current and foreseeable, actual or potential professional conflicts that could hinder the provision of the requested services.

Company – Headquarters Owners Names	<i>Telstar Instruments 1717 Solano Way #34 Concord, CA 94520 Ph: 925-671-2888 support@telstarinc.com Robert S. Marston, Jr, President, bmarston@telstarinc.com John Gardiner, Vice President, jgardiner@telstarinc.com</i>
Type of Organization Including license number	<i>C Corporation, California Corporation No. C1099363; 110 employed</i>
California Department of Industrial Relations Registration Number	<i>1000000899</i>
Contact Information for this contract	<i>Ben Herston, 916-204-2747; bherston@telstarinc.com</i>
Website	<i>www.telstarinc.com</i>

a. Project Team

The main point of contact for this project will be Ben Herston, information above. California Certified Journeyman electricians to be assigned to this project are James Akers, Adam Kersten, and John McMahon. Alan Strong will serve as Electrical Engineer (when needed). Ken Lane will assist the District with instrumentation calibrations and troubleshooting as required. Telstar does not have any subcontractors for this project. Resumes for our electricians and technicians are attached to the end of this proposal. Resumes include information for each individual on education, experience, and licenses.

b. Conflicts

Telstar does not have any current or foreseeable actual or potential professional conflicts that could hinder the provision of the requested services.

c. Contractor’s License

Telstar is a full-service contractor and carry California A, B, C-7 and C-10 Contractor’s license, #422364. We are CSIA certified and Telstar employs California certified electricians and ISA certified instrumentation technicians.



Our custom control panels are built to in our UL-508A, 698A, & 891 certified panel shop.



d. Quality Assurance and Control

Quality assurance and control is generally the “make or break” factor for success. Quality control impacts all aspects of the project work, including schedule and budget. Our approach to quality control includes:

- Adherence to standards and conventions
- Testing and simulation of procured equipment prior to delivery
- Review by District staff
- Comprehensive system field testing services

Telstar’s approach to quality starts with hiring, training, and retaining a well-qualified workforce with expertise in mechanical, electrical and controls design and construction. We manage workloads to ensure that supervisors have the time to oversee work quality, and mechanics, electricians, engineers, technicians, and all staff have sufficient time to complete their work.

Please contact me with any questions you may have. I can be reached at (916) 646-1999.

Sincerely,



Ben Herston
Director of Engineering/Marketing
bherston@telstarinc.com
916.204.2747

5. PANEL PROPOSAL

Telstar will replace three (3) electrical control panels, one at the Main Dam A, one at the Main Dam B, and one at the East Dam. Control floats and wiring from each panel to pumps they operate will also be replaced.

SCOPE OF SUPPLY / SERVICES

1. Telstar will meet onsite with the District as each of the control panel sites: Main Dam A, Main Dam B, and East Dam, to collect data from the existing control panels.
2. Telstar will generate control panel construction drawings for the new panel construction for review by the District. Telstar will incorporate any District comments on the drawings for panel construction.
3. After the District's approval of the panel construction drawings, components will be purchased and gathered in our Sacramento panel shop. Once all parts are received, the panels will be released for fabrication. All three of the control panels will be fabricated at the same time for efficiency purposes. The panels will include the following components.
 - a. NEMA 3R weather-proof painted steel enclosure with locking dead-front sized to replace necessary components in kind. Exterior paint will a neutral beige color polyurethane.
 - b. H-O-A control for each pump (2 total), run light for each pump, run hour meter for each pump, and 120v outlet within locking panel.
 - c. Transformer to reduce voltage control to 24V, contact relay for each pump, Eaton breaker for each pump, and pump alternating device.
 - d. Alarm light for high water level mounted to side of panel and extended above top of panel for visibility.
 - e. Power supply wire to be stranded copper 10 AWG, all other wire 12 AWG.
4. Telstar will prepare a one-page factory acceptance test (FAT) form for each panel to be used in QA/QC of the panels. Once the control panels are fabricated, Telstar will conduct a factory acceptance test (FAT) of the new control panels in our Sacramento shop. The District is welcome to witness the FAT in our Sacramento panel shop if desired.
5. Telstar will schedule the installation of the new control panels with the District staff. The new control panels will be installed at one site at a time. The order of installation will be determined by the District.
6. Telstar's Certified Journeyman electrician will install each of the control panels to replace the existing control panels. New panels will be installed so that the bottom of the enclosure is above the top of the well to prevent flooding. Broken conduit will be repaired and replaced as required. Installation for each control panel is expected to take one day onsite.
7. Telstar will replace float switches at each station (3 per station: start, stop per pump and one high alarm)
8. Telstar will replace the existing power wires from the control panels to the pumps. The pump wires are 10A, 12 AWG, 3 strand.

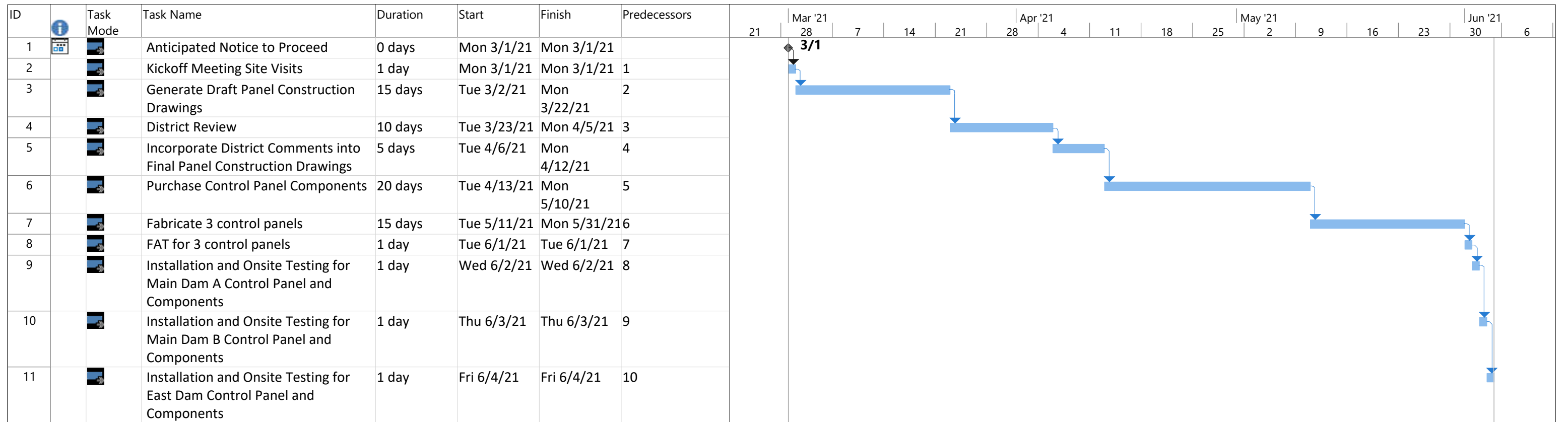
- 9. Telstar will prepare a one-page site acceptance test (SAT) form for each panel to be used for QA/QC of the panels in the field. Once each panel is installed, testing will be performed and checked off using the SAT form.

Labor Price for this Panel Proposal ScopePricing Provided Under Separate Email
Materials Price for this Panel Proposal ScopePricing Provided Under Separate Email
Lump Sum Price for this Panel Proposal ScopePricing Provided Under Separate Email
Shipping and Handling for Telstar Supplied Materials IS INCLUDED
Sales Tax IS INCLUDED

CLARIFICATIONS, EXCEPTIONS, AND EXCLUSIONS

- a. This quotation is based on the District’s terms and conditions provided under this RFP.
- b. Telstar’s quotation includes only those items listed above. Requests for additions/deletions from our scope will require a change in the quoted price.
- c. Telstar assumes no responsibility for performance, applicability, compatibility, start-up, testing, or acceptance of any equipment not furnished by Telstar under this proposal.
- d. Telstar is supplying only equipment specified and noted above.
- e. Update of the loop and interconnection diagrams is not required as no changes are being made to these systems outside of the control panel.
- f. No programming of PLC or SCADA systems is included in this proposal.
- g. Training is not required for the new control panels, so no training is included in this proposal.

Telstar provides a preliminary project schedule based on our Panel Proposal following this Proposal section.



Project: Panel Proposal Schedu
Date: Fri 2/19/21

Task		Project Summary		Manual Task		Start-only		Deadline	
Split		Inactive Task		Duration-only		Finish-only		Progress	
Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
Summary		Inactive Summary		Manual Summary		External Milestone			

6. COST PROPOSAL

Telstar provides the District with a complete and current table of hourly rates and charges under separate email. The hourly rates provided include overhead rates. The overhead rate to be charged on material expense is included in our separate email submittal. Annual rate increases are included in our separate email submittal.



ALAN STRONG

Construction Manager

Scope of Experience: 43 years, 18 with Telstar
Areas of Expertise: Electrical Engineering, Design Build & Construction Management

SUMMARY OF QUALIFICATIONS

As senior project manager, Alan Strong is responsible for major construction projects in Telstar's Northern region, including design, electrical, instrumentation, chlorination equipment installation and maintenance, and SCADA projects. Alan directly manages project elements that include design-build, electrical construction and design support services up to and including 60 kV primary service, installation and maintenance of motor control centers, installation and commissioning of VFD drives up to 3000 hp, panel design and construction, instrumentation installation and calibration, and SCADA upgrades.

Telstar has installed four complete wastewater treatment plant electrical and instrumentation upgrades in the last five years and provides post-project service to numerous fresh-water well systems and several industrial facilities. In two of the most recent projects, Alan served as project manager for a complete electrical and SCADA project for a design-build 10 MGD water treatment plant, completed in time and below budget, as well as a design-build solids waste biomanufacturing facility.

Alan's specialized areas of expertise include: switchgear, variable frequency drives, power system design and implementation, system controls, P&ID development, electrical & mechanical maintenance procedures, SCADA system installation and upgrades, pneumatic controls, data acquisition and process data base, instrumentation/electrical controls interface and design, fiber optic design and installation and chemical treatment.

RELATED PROJECT EXPERIENCE

Solano Irrigation District, Cement Hill WTP, electrical & automation improvements (Fairfield, CA)
Design-Build, 2015 – 2017 (\$2.6M)

- Design-build replacement of all existing switchgear, MCCs, PLCs, lighting panels, transformers and SCADA system including process and electrical design. Design work included generation of all P&ID, single-line and control drawings. Field work included the complete demolition of all existing electrical gear and replacement with uninterrupted operation of the plant. Integration work included the fabrication of custom control panels including VFD panels, custom control wiring for MCCs including the installation of automatic transfer switches and active harmonic filters for both plants and implementation of a new SCADA system.

Fairfield Suisun Sewer District WWTP, installation of Lystek System (Fairfield, CA)
Design-Build, 2016 – 2019 (\$3.3M)

- Installation of MCCs, switchgear and 12KV 2 MW main transformer. Design work included generation of conduit/cable tray layout, sizing of power conductors and control drawings. Field work included demolition of selected gear, installation of new switchgear, MCCs, PLC panels, and all interconnecting raceways and wiring. Additional field work included fabrication of a metal stud MCC room and remodel of the control room, laboratory and restrooms. Integration work included the installation, calibration and commissioning of all the instruments within the plant and commissioning of all VFD panels and custom control wiring for MCCs.

*Morningstar Packing, construction of electrical and controls for new process line, Williams, CA
Design-Build, 2015 – 2016 (\$2.4M)*

- Installation of MCCs and switchgear provided by the owner. Design work included generation of conduit lay out and control drawings. Field work included the demolition of selected gear, installation of new switchgear, MCCs, PLC panels and all interconnecting raceways and wiring. Integration work included the fabrication of custom control panels including VFD panels, custom control wiring for MCCs and installation and calibration of many instruments.



ADAM KERSTEN

Electrician

Scope of Experience: 16 years, 4 with Telstar
Areas of Expertise: California Certified Electrician E-160283-G

SUMMARY OF QUALIFICATIONS

Adam Kersten's experience has focused on municipal and private water, wastewater, and energy infrastructure, including water treatment design-build and arc flash mitigation projects, electrical systems cutovers, and control systems integration.

Adam has transitioned from his early career as a mechanical laborer to a state-certified electrician with multiple other certifications. Alan is skilled with all power systems and SCADA/PLC control, design, and implementation. He is also experienced in 3D LIDAR scans and implementation into as-built deliverables, working with AutoCAD. Notable employment includes Western Water (Electrical Division Superintendent and Mechanical Division); AK Custom Integrations (owner/operator) and Managed Technology Services (network technician).

RELATED EXPERIENCE

2019 Yuba City Wastewater Treatment Facility Improvements – Yuba City, CA

- Medium voltage transformer replacement, including new secondary throughout the plant, new SCADA system, new PLCs, new dewatering screw conveyer system, digester covers. Installed new gear and PLCs.

2018 Manteca Compressed Biogas Fueling Facilities Project – Manteca, CA

- Installed bio CNG facility, specialty designed boiler, underground conduit and wiring, and grounding for fences.

2017 Manteca WWTP Digester Improvements Project – Manteca, CA

- Installed underground conduit and wire for two new digesters, new electrical gear, new SCADA station, flare, food processing, FOG processing and off-gas filtering.

NOTABLE PROJECTS

- 2019 Yuba City Wastewater Treatment Facility Improvements – Yuba City, CA
- 2018 Manteca Compressed Biogas Fueling Facilities Project – Manteca, CA
- 2017 Manteca WWTP Digester Improvements Project – Manteca, CA
- 2014 Woodland WWTP Aeration Retrofit – Woodland, CA
- 2014 Lodi WWTP Emergency Digester Repair – Lodi, CA

EDUCATION AND CERTIFICATIONS

- NABCEP Photovoltaic Certified
- OSHA 30 Certified
- CSLB C10 Contractor #1062043
- California State Certified Electrician: E-160283-G



JAMES AKERS

Project Manager, Journeyman Electrical/Foreman

Scope of experience: 21 years, 6 with Telstar Instruments

Areas of expertise: Journeyman Electrical/Foreman

SUMMARY OF QUALIFICATIONS

James is a California Certified Electrician (# E120269G) with an industrial experience background primarily in food processing, refineries, wastewater and fresh water electrical/process controls. He has worked on a number of medium- and high-voltage projects as electrician, foreman and project manager. James has worked in industrial facilities documenting power distribution, electrical code conformance, wiring diagrams and single-line diagrams to create as-built documents and drawings. His broad-based responsibilities in electrical/controls project management/construction include:

- Project estimating, change order control
- Purchasing – equipment, material, and vendor Selection
- Document preparation – material submittals, shop drawings
- Project scheduling and subcontractor coordination
- Manpower loading, scheduling and quality control
- Project review – material, methods, workmanship oversight
- Project accountability – cost and budget management
- Project closeout documentation

James has notable expertise in breaking down complex projects into incrementally manageable pieces that are reassembled within budget and on time. He has a proven track record for leading site inspections and electrical wiring systems analyses to create as-built drawings and documentation.

James has completed the five-year apprenticeship program through WECA and attended seminars and training related to OSHA compliance, safety, and estimating.

RELATED PROJECT EXPERIENCE

Anheuser Busch, Packaging Modernization Project (Fairfield, CA)

- As general foreman, James led a crew of 20 journeyman electricians and laborers in the installation of four new conveyor systems for the palletizer and de-palletizer systems, motors, controls and MCCs.

New Brewhouse Heat Recovery System Installation

- With a crew of 20 journeyman electricians and laborers, this work included installation of process instrumentation, MCCs and power feeders throughout the facility.

12KV Switchgear Replacement

- James led a crew of 10 journeyman electricians and replaced the existing 12KV switchgear and distribution conductors

Solano Irrigation District Electrical Upgrade

- As project manager, James led a \$2.2M electrical upgrade project involving the installation of several motor control centers, 100 – 200 hp VFD retrofits, PLC control cabinets, and various installation and interconnections of field instrumentation.



John McMahon
Electrician Foreman

Scope of Experience: 24 years, 6 with Telstar
Areas of Expertise: Electrician

SUMMARY OF QUALIFICATIONS

John has over 24 years of successful experience in the electrical/controls and construction industries. He brings broad-based, hands on experience in all facets of industrial construction with a proven track record of breaking down complex and difficult projects into successful, manageable pieces and reassembling into a complete and profitable project while maintaining the client's best interests.

John's area of expertise is primarily heavy industrial, with experience in food processing, generator and cogeneration projects, wastewater and fresh water electrical/process controls. He has worked on a number of medium- and high-voltage projects in the position of electrician/splicer, foreman and project manager.

John is a California Certified Electrician (#118064) and has attended training related to OSHA compliance, communication, estimating, and productivity in the workplace

RELATED PROJECT EXPERIENCE

PG&E, Whiskey Slough (2013-14)

- John acted as project manager and general foreman on the Gas Storage Platform Rebuild for PG&E at the Whiskey Slough facility, which held a subcontract value to Telstar in excess of \$5.5 million. John was simultaneously working on three additional projects at other locations. John's construction crew size at various stages of the construction project averaged 48 craftsmen, four working foremen and six lead journeymen, segmented into crews of electricians, tubing fitters, and instrumentation technicians. John has also served as project manager for several PG&E liquid natural gas storage and transmission stations and equipment projects.

Anheuser Busch, Fairfield, CA – Senior Construction Manager

- Packaging Modernization Project: With a crew of 20 journeymen electricians and laborers, this work included the installation of four new conveyor systems for the palletizer and de-palletizer systems, motors, controls and MCC's.
- New Brewhouse Installation: A crew of 30 journeymen electricians and installed process instrumentation, MCCs and power feeders throughout the facility.
- 12KV Switchgear Replacement: With a crew of 10 journeymen electricians, replaced the existing 12KV Switchgear and distribution conductors.

Ball Container, Fairfield, CA – Project Manager

- The Line 3 addition for a container line included a crew of 28 journeymen electricians and laborers, who installed four new conveyor systems for the palletizer and de-palletizers, including all electrical for motors, controls, MCCs and instrumentation.

Marin Sanitation Wet Weather Improvement Project

- With a crew of 19 journeymen electricians, the project called for the construction of the Wet Weather Improvements including electrical conduits/wiring, switchgear, MCCs, SCADA system improvements.



KEN LANE

Senior Instrumentation Technician

Scope of Experience: 4 years with Telstar Instruments, 14 years with others
Areas of Expertise: Instrumentation

SUMMARY OF QUALIFICATIONS

Successful Senior Instrumentation Technician supporting repair, calibration, and installation of instruments such as flow meters, PH, CL, turbidly meter, PID, and temperature sensors. Experienced in calibration, adjustment and repair of Weir and Flume measurement instruments. Project management and lead field superintendent experience.

Key areas of focus include: UL508 Panel Builder; SCADA Programming; PLC Programming; preventative maintenance field instrument installation; field instrument debugging; RF radio field install/debug MCC panel install and start-up. Additional qualifications/experience include:

- Rosemount Pressure and Temperature Transmitters
- Barksdale, Ashcroft, Wika and US Gage Pressure Switches and Gauges
- Flow Meters: Rosemount, Siemens, Endress Hauser, Krohne, Sparling, ABB
- Hach Nitrogen Analyzers, DO meters and turbidity analyzers

CERTIFICATIONS

- HAZWOPER 40-hour
- TWIC
- API

RELATED PROJECT EXPERIENCE

City of Vacaville Wastewater Treatment Plant – On call Service Contract

- Calibrate, troubleshoot, install and commission various pressure, flow, level, analytical and temperature instrumentation including Hach sc100/200/1000 controllers; Hach pH analog and digital CL17 chlorine analyzers; Hach LDO dissolved oxygen analyzers; Hach 1720e and tu5300 turbidity analyzers

Other Water and Wastewater project experience includes:

- Installation, calibration, certification, repair, troubleshooting, maintenance, design and construction of process controls. This includes SCADA, chemical feed and analytical systems, flow monitoring and sampling stations, outage support. Industries include refineries; chemical, power and water and wastewater treatment plants; food processing; pharmaceutical; aviation and manufacturing.
- Operations, maintenance and repairs of DI/Ultra-Pure water and wastewater treatment plants for semi-conductor manufacturing facility. Conducted safety analysis and reviews. Assisted in training of new employees and cross-training of existing employees. Made recommendations and implemented modifications to enhance system operations and customer contact for any quality or environmental conditions out of specification. Maintained Inventory control and ordered instrumentation supplies. Helped develop SoP for compliance with ISO guidelines. Assisted with annual calibrations of instrumentation.

EDUCATION

- ITT Technical Institute, Buena Park, CA. Electrical engineering, 1986-87

5. PANEL PROPOSAL

Labor Price for this Panel Proposal Scope	\$13,787.00
Materials Price for this Panel Proposal Scope	\$17,478.00
Lump Sum Price for this Panel Proposal Scope	\$31,265.00
Shipping and Handling for Telstar Supplied Materials IS INCLUDED	
Sales Tax IS INCLUDED	

6. COST PROPOSAL

RATE SCHEDULE

TIME AND MATERIALS RATES FOR THIS CONTRACT, NORMAL RATES

California State Certified Journeyman Foreman Electrician (SAC-2020-2).....	\$162.00/hr
Electrician Apprentice (as required by Prevailing Wage Requirements).....	\$138.00/hr
Project Manager/Electrical Senior Engineer (California Professional Engineer)	\$205.00/hr
Instrument Controls System Technician	\$158.00/hr
Senior SCADA / PLC Programmer.....	\$172.00/hr
SCADA / PLC Programmer.....	\$158.00/hr
Programming Software, Licenses and Associated Cabling	\$13.75/hr
Vehicle Usage/Test Equipment/Tool charge	\$185.00/day
Mileage	Per Federal mileage rates
Travel Expenses.....	Per Federal per diem rates
Materials and Third-Party Services.....	cost + 15%

Notes for Cost of Services:

1. Travel is billed portal to portal at the above hourly rates.
2. Rates above are effective through June 30, 2022. Rates will be increased by the Consumer Price Index and Prevailing Wage determinations for contract years through 2023.
3. Fuel surcharge (15% of Vehicle Usage/Fuel/Test Equipment/Tool charge) will be applied when gas prices exceed \$3.00/gallon.
4. Overtime is billed at time and a half for time worked after 8 hours Monday-Friday, up to 12 hours. Saturday is billed at time and a half up for time worked up to 8 hours. Sunday and all hours after 12 in a day is billed at double time.
5. Onsite service calls carry a 4-hour minimum per person; time over 4 hours is charged as 8 hours. Minimum charge for remote support is 2 hours.
6. Telstar is available 24 hours per day, 7 days a week to provide remote and onsite services. Onsite emergency calls carry a 4-hour minimum.

12. Contract for Telstar Instruments, Inc. - Pending

MEMORANDUM

Date: March 11, 2021
 To: Board of Directors
 From: Paul Siebensohn, Director of Field Operations
 Subject: Consider Approval of Domenichelli & Associates for On-Call Engineering services & Construction Inspection Services

RECOMMENDED ACTION

Approve proposal from Domenichelli & Associates for On-Call Engineering & Construction Inspection services for a term of three years to function as District Engineer.

BACKGROUND

We have reviewed bids in accordance with the Request for Proposal (RFP), checked references, and reviewed costs, summarized in the review matrix below. Based on the scoring we are seeking approval to proceed with Domenichelli & Associates.

As the Coastland Engineering contract for engineering and inspection services is expiring, we developed a new Engineering and Construction Inspection services RFP and sent it out on January 8, 2021 with a due date of February 19, 2021. Four bid proposals were received. Staff has completed the process of reviewing the bids for conformance with the RFP, and the scoring of the proposals is shown below.

In the meantime, the District is continuing to utilize Coastland Engineering, whose contract is set to expire on April 21, 2021. Coastland did not rebid for Engineering services. I have reached out to Coastland to discuss the transfer of knowledge and projects. Coastland replied that they are experienced with starting and ending contracts and will work with the new engineer to transfer any necessary information.

Criteria	1 to 5 Weighting	Respondants (1-10)							
		SNG Associates		RFE; Waterworks, M.Neils, Ghirardelli,Stratus		D&A Civil Eng. Inc.; Frisch, Youngdahl, Alan Divers		Infrastructure Improvement Inc.	
		Score	Total	Score	Total	Score	Total	Score	Total
Adherence to RFP Contents & Instructions	5	20	100	20	100	20	100	18	90
Understanding Scope of Work	5	20	100	20	100	20	100	16	80
Understanding of objectives	2	20	50	20	50	20	50	20	50
Inspection services	4	20	80	15	60	20	80	17	68
Assigned Engineers Licensing in good standing	5	17	85	20	100	20	100	20	100
Personnel and Experience	3	20	60	13	39	18	54	14	42
Experience & Performance w.similar work	4	18	72	14	56	18	72	13	52
Reference checks	4	10	40	9	36	10	40	9	36
Availability	3	13	39	18	54	20	60	20	60
Engineering Rates	5	18	90	18	90	20	100	9	45
Construction inspection rates	3	20	60	18	54	15	45	16	48
		Totals:	776		739		801		671

If approved, we will proceed with issuing the District's Service Agreement for signatures with a three-year term.

**PROPOSAL FOR
ON-CALL PROFESSIONAL SERVICES FOR DISTRICT ENGINEER
AND
CONSTRUCTION INSPECTION SERVICES**



SUBMITTED BY:



Domenichelli and Associates, Inc.
5180 Golden Foothill Parkway, Suite 220
El Dorado Hills, CA 95762
PHONE: (916) 933-1997, FAX: (916) 933-4778
<http://www.daengineering.net>

MAIN PROPOSAL CONTACT:

Joe Domenichelli, President
PHONE: (916) 933-1997,
CELL: (916) 716-4207,
joed@daengineering.net



DOMENICHELLI AND ASSOCIATES, INC. CIVIL ENGINEERING

February 19, 2021

Mr. Paul Siebensohn
Director of Field Operations
Rancho Murieta Community Services District (RMCS D)
PO Box 1050
Rancho Murieta, CA 95683

Subject: Cover/commitment letter for Proposal for On-Call Professional Services for District Engineer and Construction Inspection Services

Dear Paul,

Domenichelli and Associates, Inc. (D&A) is pleased to submit the attached Proposal for RMCS D's On-Call District Engineer and Construction Inspection Services. As a local water resources firm, D&A has served municipalities throughout the State since 2002. Domenichelli & Associates (D&A) has worked closely with RMCS D on several projects since our inception and is familiar with the District's facilities, standards, and operations. During this time, we have continued to build our working relationship with the District, and we look forward to continuing this relationship.

Our point of contact will be myself, Joe Domenichelli, President at *JoeD@daengineering.net*. A second point of contact will be Sara Rogers, Vice President at *SaraR@daengineering.net*. Our address and phone numbers are:

Corporate Office:

5180 Golden Foothill Parkway, Suite 220
El Dorado Hills, CA 95762

Phone: (916) 933-1997

Sacramento Office:

3301 C Street #1000
Sacramento, CA 95816

Cell: (916) 716-4207 (Joe), or (916) 803-0012 (Sara)

Our team is comprised of 6 registered engineers and 2 engineers-in-training/staff engineers at D&A, electrical engineering support from Frisch Engineering and ATEEM, geotechnical engineering support from Youngdahl & Associates and Blackburn Consulting, surveying from Area West and Alan Divers PLS, and corrosion analysis and design from JDH Corrosion Consultants. Environmental compliance can be provided by EN2 Resources if needed. We have worked successfully with each of our sub-consulting firms and as small to mid-sized firms, our companies will provide focused and cost-effective services with significant principal involvement on all of our District on-call projects.

As Principle in Charge of these efforts, I will also act as the District Engineer for RMCS D. These duties will include tasks such as; making presentations to the Board; assisting in financial planning to include benefit assessment planning and rate and fee studies; attending special meetings to address future development plans in the Rancho North area; and providing general oversight and quality control for all services provided by the D&A team.

We have thoroughly reviewed the Request for Proposal and we are confident that the team we have assembled can provide services for every type of engineering service described in these documents. At D&A we pride ourselves in maintaining a group of engineers that have backgrounds in a wide variety of engineering practices. We also have the specialists to be a full service, civil, mechanical and structural



DOMENICHELLI AND ASSOCIATES, INC. CIVIL ENGINEERING

engineering firm with added expertise in permitting, rate and fee structure development, Board presentations, construction management and complete inspection services. You will see in our proposal that we have a strong understanding of the District's needs and will provide the right team of highly qualified staff to complete your projects.

D&A and our sub-consultants are committed to deliver services in a timely, cost effective manner and we have the necessary staff and resources available to perform these services over the 3-year contract period and beyond. We are excited to have this opportunity to propose as your On-Call consultant. We look forward to continued project successes with RMCSO.

If you have any questions or require additional information, please do not hesitate to contact myself or Sara Rogers.

Sincerely,

A handwritten signature in black ink, appearing to read 'Joe Domenichelli', written over a light blue horizontal line.

Joe Domenichelli, P.E. – President,
Domenichelli and Associates, Inc.



RANCHO MURIETA COMMUNITY SERVICES DISTRICT
Proposal for On-Call Professional Services for District Engineer
and Construction Inspection Services

TABLE OF CONTENTS

Table of Contents i

Section 1: Statement of Work 2

Section 2: Relevant Experience and Expertise 4

 Relevant Experience..... 6

Section 3: Project Team 9

Section 4: Quality Assurance/ Control; Conflicts..... 15

Section 5: On-Call Experience References 15

Section 6: Contract Requirements 16

Section 7: Insurance Requirements..... 16

Resumes



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Proposal for On-Call Professional Services for District Engineer and Construction Inspection Services

TECHNICAL PROPOSAL

SECTION 1: STATEMENT OF WORK

A. District Engineering, Design Services, and Technical Support

Domenichelli & Associates (D&A) is a local civil engineering firm specializing in water resources, serving the region for the past 18 years. This statement of work will describe our understanding of the District facilities, the services needed, and our approach towards providing these services. We have enjoyed working with RMCS D staff on several engaging projects in the past and we are committed to continue providing the highest level of service to the District.

District Engineering

With **Joe Domenichelli** heading up the District Engineering efforts, the D&A team will provide District Engineering services to include:

- General engineering consultation as requested for District water, wastewater, recycled water, and drainage systems.
- Assistance with benefit/assessment plans, and rate and fee structure formulation and updates.
- Assistance in preparation of capital improvement plans and infrastructure financing programs.
- Process and track permits required for District projects.
- Assure adherence to District codes, ordinances, and specification by the D&A team an any outside engineering firms representing new development interests within the community.
- Prepare for and attend Board meetings to present on specific project updates and to discuss other agenda items requiring engineering expertise.

All of the D&A staff identified in this proposal will be available to support Mr. Domenichelli in

performing the District Engineering services described above.

Project Designs

Our approach to the design process begins with the preparation of a Preliminary Design Report (PDR). This report establishes design criteria, provides basic alignments and site layouts, discusses environmental and right-of-way constraints, identifies permitting needs and special construction issues, and establishes a preliminary schedule and budget for the project. The PDR provides guidelines for the design of the project before any design documents are formulated. This helps avoid unnecessary re-design efforts and misunderstandings of the project goals and features between design team members.

D&A has a good template for the design process, and we have a strong understanding of the type of design challenges, such as utility conflicts, maintenance of existing facilities during construction, access, and traffic control that are typically encountered. We are also sensitive to the level of public awareness and involvement required for improvement projects within the District's service area. Our knowledge of the District's existing systems gives D&A the ability to efficiently complete designs.

As you will see under our Statement of Qualifications, the D&A team has the relevant experience to meet the needs of RMCS D's design and design related services for every design project type listed in the RFP. The following is a summary of the types of work we anticipate and the D&A team members with the experience to provide these design services.



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Proposal for On-Call Professional Services for District Engineer and Construction Inspection Services

List of Potential Design Services and Assigned Staff

Potential Design Service	Typical Staff Member Assigned
Treatment Plant, River Intake Upgrades	Joe Domenichelli, Sara Rogers, Daryl Heigher, Jim Cade
Pump Stations, Lift Stations and Tanks	Joe Domenichelli, Daryl Heigher, Adam Motiejunas, Matt Domenichelli, Jim Cade
Pipelines and Appurtenances	Sara Rogers, Tom Dugan, Adam Motiejunas, Juana Tellez, Bryon Deubel, Jim Cade
Storm Drains and Ponds	Brian Hammer, Bryon Deubel, Matt Domenichelli
Water Wells	Joe Domenichelli, Sara Rogers, Daryl Heigher, Juana Tellez, Jim Cade
Reservoir Improvements	Joe Domenichelli, Brian Hammer, Matt Domenichelli
Structural Design	Daryl Heigher, Jim Cade
Civil -Grading/Drainage/Paving	Joe Domenichelli, Tom Dugan, Juana Tellez, Jim Cade
Electrical Design	Frisch Engineering, A.T.E.E.M.

See Project Team Section 3 for qualifications of individual staff members

Technical Services and Support

D&A has several highly qualified engineers to provide technical engineering and support to the District. The following is a list of services provided along with in-house staff available to complete various technical services and support efforts.

- Review of submitted studies, plans and specifications for extension of District facilities and development plans from various private firms representing new development within the District, in particular the Rancho North Area. **(Joe Domenichelli, Tom Dugan, Brian Hammer, Bryon Deubel)**
- Hydraulic analyses of treatment plants, water conveyance facilities, and storm drain systems for District improvement projects. **(Brian Hammer, Adam Motiejunas, Matt Domenichelli)**
- Feasibility Studies for compliance with small non-traditional MS4, wastewater systems general permit, water treatment expansion, water and wastewater storage facilities and wastewater reclamation permitting. **(Sara Rogers, Brian Hammer, Juana Tellez)**
- Structural analyses for hydraulic structures, buildings, and miscellaneous foundations. **(Daryl Heigher)**

- Identification of permitting agencies and their requirements for District projects. **(Sara Rogers, Juana Tellez)**
- Updating District development standards, standard plans and standard specifications. **(Joe Domenichelli, Tom Dugan, Jim Cade)**
- Project Cost estimating for capital improvement projects and special consulting services **(Joe Domenichelli, Tom Dugan, Adam Motiejunas)**

These types of deliverables are often in the form of a formal report or, at the request of the District, can be a shorter technical memorandum. For development reviews the deliverables will typically be a formal letter of comments to be submitted on District letterhead. District standard plan updates will be completed in AutoCAD. D&A has the sub-consulting team members to complete necessary surveying, geotechnical studies, and electrical analyses including SCADA communications and Arc flash studies.

Bidding and Engineering Services During Construction

With D&A's extensive construction management experience we have a clear understanding of the construction challenges, time constraints, and public awareness associated with public infrastructure projects. D&A has the



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Proposal for On-Call Professional Services for District Engineer and Construction Inspection Services

necessary field and office experience during construction to effectively provide the support service required by the District. Our engineers have extensive experience in the field and working closely with construction contractors. Again, communication is the key and our approach will always include methods to improve communication through regular construction

meetings, e-mailing, proper log keeping, and every attempt to maintain a friendly working environment. We anticipate that our engineers will periodically visit construction sites on behalf of the District to ensure that the construction is meeting the requirements of the contract documents.

B. On-Call Construction Inspection Services

Whether or not D&A provides a Construction Manager (CM), our construction inspection team will be available with extensive experience to conform to any construction management process desired by the District. Our inspectors all have more than 20 years of experience constructing and inspecting water and wastewater public infrastructure projects, with three of them having previous careers as contractors. Our approach to providing on-call construction inspection services will be to gain a clear understanding of the scope of the project, as well as considering past working relationships with the selected contractor (when appropriate) in order to best utilize our inspection staff.

Typical construction inspections services include:

- Full or part time (as desired by the District) on-site review of the construction for compliance relative to the contract construction documents, any permit requirements and all safety rules and regulations.
- Attending pre-construction conferences, periodic (generally weekly) on-site construction meetings, change order review meetings and appropriate conflict resolution meetings.
- Providing daily inspection reports (except during less frequent part time inspections). The report will include:

date and time of observed construction; weather conditions; staff present; comments describing the work for the day, issues encountered, items meeting approval as complete or not meeting approval. The daily inspection report should be accompanied by construction photos to help document the inspectors notes and should be provided to the construction manager at the end of each working day.

D&A will also provide specialty inspection conducted by our engineering team (for structural and electrical) or by a specific sub-consultant for items such as painting or welding inspections.

Our inspectors clearly know when it is appropriate to stop work due to safety concerns and when not to interfere with work by directing the contractor's "means and methods" towards completing the work. In any case, if the inspector stops the work or is not comfortable in how the contractor is proceeding, our inspecting staff know to contact the District representative (CM) and the design engineer right away.

In cases where stopping work is necessary or conflicts arise between the inspector and contractor, D&A engineering staff will be available to assist immediately by phone or in person in approximately 30 minutes from our local office in El Dorado Hills.



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Proposal for On-Call Professional Services for District Engineer and Construction Inspection Services

SECTION 2: RELEVANT EXPERIENCE AND EXPERTISE

D&A has been a leader in the area of on-call engineering services throughout the region for several years. The following is a list of clients where D&A provides services similar to those required by the District.

Client	Services Provided	Project Examples
EL Dorado Irrigation District Serving the west slope of El Dorado County for water and wastewater	Water/Wastewater treatment and conveyance designs, Structural designs, water system modeling and construction inspection.	Main Ditch 42-inch, 12,000LF Pipeline, 4 water booster stations and rehabilitation of 5 sewage lift stations, tank repair designs, treatment plant structures and building improvements, Inspection services for several pipeline projects and a hydroelectric plant upgrade.
Sacramento Suburban Water District Serving a large portion of Sacramento County with water supply and distribution	Pipeline replacement and Pump Station designs and Construction Management.	Over 200,000lf of pipe replacement, including construction management and inspection services.
San Juan Water District Providing treated water to multiple local water purveyors	Pipelines, pump stations, WTP structural and mechanical improvement.	Barton Rd Intertie and pump-back station with PCWA. Hinkle WTP washdown station and backwash disposal channel improvements.
City of Folsom Providing water and sewer services for the City	Water storage tanks and pipe improvements, and drainage designs.	Water treatment plant pipe and metering installations, rehabilitation designs for two tanks in Empire Ranch, Bidwell St. Drainage Outfall.
Placer County Water Agency Providing treated water to customers within the County	Pipeline designs, treatment plant building upgrades structural designs.	Banvard 20-inch pipeline including I-80 crossing, Foothill WTP building structural modifications.
City of Roseville Providing water and wastewater services for the City	Pipeline designs.	Hillcrest Neighborhood pipeline replacement, I-80 pipeline crossing.
City of Roseville Providing water and sewer services for the City	Engineering and Drafting support.	On-going well pump to waste systems for many of the City's existing wells.
County of Sacramento Providing water and sewer services for the County	Pipeline designs and Construction Management.	5-year program for County pipeline replacement project including CM and inspection services
RD 1000 Providing Drainage and Flood Control services for Natomas and North Sacramento area.	Capital Improvement Program and Rate/ Fee Study. Levee encroachment inventory.	Cost estimates for upgrades to all ditches and outfall pump stations for prioritization of improvements. Included assessment of future O&M costs and other annual expenses to help formulate new development fees and rates for existing users.
County of Sacramento DWR Providing Drainage and Flood Control services for Sacramento County	Third Party Review	Provided specialty third party review for scour analysis for culvert crossing in Sacramento County.
Various Land Developers Large scale home development construction from master plan to turn-key homes	Review of Master Plans, Tentative Maps, and Improvement Plans for Drainage Design	Provided full drainage analysis (including LID, Storm Water Quality, Hydromodification, and Flood Control for various developments in the region. Gives D&A first-hand knowledge of what is required during the development process to meet all state regulations.



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Proposal for On-Call Professional Services for District Engineer and Construction Inspection Services

Many of the above clients and projects are quite large compared to RMCS D, however nearly all of the clients utilize D&A for fast turnaround smaller assignments, such as emergency repair design of a highway crossing (PCWA Banvard crossing), or structural modifications at water treatment plants or abandonment of sewage lift stations for EID.

We also utilize several contract inspectors for small and large projects, often as part of on-call agreements, where agencies cannot keep these inspectors as year-round employees. Our staff structural design engineer Daryl Heigher is frequently called upon to provide specialty structural inspections, most recently at several

deterioration storage tanks for EID. His inspections and recommended for rehabilitation have led to design and construction on multiple tanks. A majority of our work at D&A originates from repeat assignments from existing clients, often under our on-call contracts.

In addition to these reference projects, over the years D&A has provided engineering support and design services for several projects within the Rancho Murieta community for the District. Listed below are descriptions of some those efforts.

Project	Description of Work	Year Services Provided
WWTP Facilities Painting, Pole Barn Construction, Warehouse Expansion	Provide design plans and specifications for the treatment plan re-painting of all above ground piping and structures, design for a new pole barn for equipment storage and the expansion the warehouse and shop.	2003
Rio Oso Tank & Booster Sta	Provided design and support during construction for piping improvements, pump modifications and installation of VFDs at the Rio Oso Tank and Booster Station	2004
Water Treatment Plant Expansion Design Review	Provided detailed review of design plans and specifications and hydraulic calculations (by another firm) for upgrades to the RMCS D water treatment plant on behalf of the District.	2003
Stormwater Quality Improvement Plan	Created stormwater quality guidelines and standards for the District in accordance with the current State regulations and stormwater discharge permit.	2003
Water Storage Expansion Study	Provided a feasibility report for expanding water storage for drought mitigation. Alternatives included purchase and expansion of the private reservoir at the NW corner of Highway 16 and Stonehouse Rd	2012
Calero Reservoir Expansion Study	Provided preliminary design and costs for expanding Calero Reservoir to the south and east to gain significant storage capacity.	2016
Yellow Bridge Re-Painting	Provided specifications for the re-painting of the Yellow Bridge over the Cosumnes River including lead paint removal and containment requirements.	2009
Water Well Design	As a subconsultant to NV5, D&A provided design for two well sites including package treatment facilities and pipeline tie-in to the existing District system. On well facility was raised several feet onto a steel platform designed by D&A to keep the facility above the 100-yr flood level.	2014



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Proposal for On-Call Professional Services for District Engineer and Construction Inspection Services

RELEVANT EXPERIENCE

The following section highlights some of the **D&A's recent experience that is relevant to the type of services that may be provided under the on-call services contract.** The projects were selected to provide the District with a representation of the variety of services D&A can provide and the depth of our team's knowledge base. The projects include the following:

Lower Banvard Canal Pipeline Replacement Project – Placer County Water Agency (PCWA)

– D&A recently completed the design and permitting to replace an existing 200-ft section of 20-inch steel pipeline within a 30-inch concrete casing located under Highway 80. The pipeline has experienced multiple failures. D&A is working extensively with the Agency and Caltrans on permitting for the project which requires an exception to Caltrans standards.

Whitney Boulevard Main Replacement Project – Placer County Water Agency (PCWA)

– D&A completed design for an 18-inch ductile iron pipeline along Whitney Boulevard in Rocklin, CA. The project includes relocating the existing main from the landscaped median to the paved right-of-way. The existing pipeline was failing due to corrosion. The project included coordination with the City of Rocklin to obtain an encroachment permit. This included negotiations regarding pavement restoration requirements. The project also included corrosion protection design. D&A provided engineering services during construction with construction completed in 2017.

Pardi Way/Big Cut Road/Sacramento Street Waterline Replacement Project – City of Placerville

– Provided design and engineering services during construction on the Pardi Way/Big Cut Road/Sacramento Street Waterline Replacement Project. The project was constructed within City and Caltrans right-of-way and consisted of installing approximately 4,500 feet of 6- to 12-inch diameter PVC water mains with 16 connections to the existing system. The main replacement required re-establishing connections to 31 metered services and the relocation of 15

metered services and new in-tract piping. The project included installing 5 new water quality sampling stations, 5 air release valves, and 9 fire hydrants.

On-call Pipeline Replacement Projects – Sacramento Suburban Water District (SSWD)

– Provided design services for over 200,000 feet of 8-inch, 12-inch and 16-inch ductile iron mainline replacement as part of the District's long-term distribution main relocation program. The District is relocating mainlines from the backyards into streets in an effort to make access easier as well as replace aging and leaking systems. In addition to mainline replacements, water meters are being added to each service as part of the District's ongoing meter retrofit project. D&A also provided construction management services including full time inspection services. *D&A was recently selected for SSWD's current on-call services contract with the District to provide design of main replacement projects.*

Arden Service Area Pipeline Replacement Project – Sacramento County Water Agency (SCWA)

– D&A has been contracted with Sacramento County Water Agency (SCWA) since 2016 for a multi-year, multi-phased water main and meter installation project that will bring the Agency into compliance with SB 2572 and to ensure the system is adequately sized to meet fire flow demands. The entire Project will install over 38 miles of 6- to 16-inch ductile iron and C900 PVC pipe within residential and major arterial roads (Watt Ave., Fair Oaks Blvd, and Howe Ave.) and over 3,000 residential and commercial water meters. This project will abandon existing water mains located in backyard easements and install new water mains within the road right-of-way to allow better access.

Diamond Valley Ranch Irrigation Improvements Project – South Tahoe Public Utility District (STPUD)

– D&A has worked with STPUD since 2010 to design, permit, and construct the Diamond Valley Irrigation Improvements Project. The project included 20,000 feet of 18-inch recycled water pipeline, a hydroelectric plant,



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Proposal for On-Call Professional Services for District Engineer and Construction Inspection Services

freshwater pump station and center pivot recycled water irrigation system. In addition, D&A designed approximately 2,000 feet of 48-inch diameter pipeline to replace a portion of an irrigation supply canal that was experiencing significant seepage losses in this stretch of ditch. D&A is providing on-going support over the next three years for irrigation scheduling and annual discharge permitting reporting.

Barton Road Intertie Project – San Juan Water District/Placer County Water Agency (PCWA) – Provided design and engineering services during construction for San Juan Water District’s Barton Road Intertie Project. The project includes approximately 2,500 feet on new 12-inch pipeline along Barton Road to intertie with PCWA’s water system. The project provides SJWC and PCWA the flexibility to convey water between the two water providers during drought times. At the intertie between PCWA and SJWD, a pressure reducing/flow control station was designed and constructed. The station includes a pump-back feature which will allow water to be pumped from SJWD’s system back into PCWA’s system. A propeller meter was also provided to allow meter readings with flow in either direction.

Schnell School and Cedar Ravine PRV Station Improvements – City of Placerville – As part of the City’s Measure H funded projects, two existing below ground PRV stations are being relocated above ground. The stations have on-going maintenance issues and are located in busy street right-of-way. The project will relocate them to a safer area and bring the stations up to current standards.

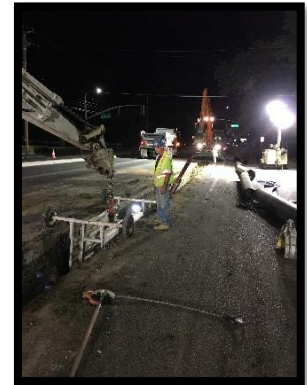
Tanner Hydroelectric Amador County Water Agency – D&A provided design for two hydroelectric projects for Amador County Water Agency. The Tanner Water Treatment Plant project includes design for inflow pipeline modifications and an in-line



hydroelectric plant. The Ione Project includes design of high pressure waterline into the station and new Pelton Wheel hydroelectric station and new outflow pipelines to an existing reservoir. Construction and commissioning of the Tanner project was completed is 2016. The Ione project is currently under design.

Fair Oaks 40 and Canyon Fall Flow Control Stations– San Juan Water District (SJWD) – Design two separate pressure reducing and flow control stations: Canyon Falls 16-inch pressure reducing and 8-inch flow control station, and Fair Oaks 40 14-inch pressure reducing and 8-inch flow control station. Each station allowed SJWD the ability to regulate and control water conveyance under low and high conditions to their retail water users.

East Ridge Water Tank & Pump Stations – The East Ridge development is a new 750 home community planned for construction in the El Dorado Hills area. In order to serve these homes, EID required the design and construction of a water tank, a transfer pump station and a booster station. The transfer pump station moves water from an existing EID storage tank to the new tank designed under this project. The booster pump station raises the pressure in a portion of the development that cannot be adequately served by the tank alone. Design tasks involved in this project were tank and pump station facility siting, site grading and drainage facilities, equipment selection, surge analysis, surge mitigation, retaining walls, and hydraulic analysis.



Granite Bay Pump Station – San Juan Water District (SJWD) – Upgrades to the Upper Granite Bay Pump Station were required due to increases in water demands and for reliability. The existing pump station was built within the confines of a concrete block fence, which the new pump station was required to fit inside of as well. The new facility



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Proposal for On-Call Professional Services for District Engineer and Construction Inspection Services

had to be designed and built around the existing pump system as it had to keep running during construction and final testing. D&A provided hydraulic system analysis, piping design, structure design, construction observation, and shop drawing review.

Tank Improvements Project – City of Folsom – D&A provided plans and specifications for renovations to the City’s East Reservoir 1 potable water tank which was constructed in the mid-1980’s and were in need of upgrading.

State Street Water Capacity and Sewer Rehabilitation Project – City of West Sacramento (CoWS) – The project is currently under design and includes preparing plans, specifications and cost estimates for the replacement of approximately 10,000-feet of water mains and reconnection to existing water meters and rehabilitation of approximately 38,000-feet of 12-inch and 8-inch gravity sewer main. D&A conducting a condition assessment on approximately 38,000-feet of gravity sewer main

and provided rehabilitation recommendation using cured-in-place pipe (CIPP) and full remove and replacement of sewer main segments.

Corporation Yard Safety Improvement Project – Citrus Heights Water District (CHWD) –

D&A provided design and construction management services for improvements to



the District’s Corporation Yard which include the following: covered vehicular wash station, two (2) open vacuum excavation dump pits, covered material storage areas (storage of AB, sand, concrete and asphalt), expanded parking, paving and security improvements, drainage improvements, water pipeline improvements including the addition of fire hydrants, replacement of existing sewer pipeline. Services include obtaining all environmental and building permits required for the project.



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Proposal for On-Call Professional Services for District Engineer and Construction Inspection Services

SECTION 3: PROJECT TEAM

Project Managers & Senior Staff

Domenichelli & Associates (D&A) is comprised of six (6) registered engineers, two (2) engineers-in-training, one (1) staff engineer, a full-time drafter, and part time office staff all of whom may have involvement in RMCS D's projects. Our project Principals are **Joe Domenichelli** who brings 40-years of experience and **Sara Rogers** with 20-years of experience in water resources planning and design. They will provide QA/QC for all projects as well as project management services, with Mr. Domenichelli providing district engineering services. They both have experience working with RMCS D and have an understanding of the District's standards and preferences. **Tom Dugan** with over 20-years of experience, **Daryl Heigher** with 25-years of experience, **Brian Hammer** with 14-years of experience, and **Adam Motiejunas** with 12-years of experience are all registered engineers with D&A who have the capability to manage and provide project design engineering for the on-call services contract. The following section provides a brief statement of qualification for each of our principal and senior staff members relative to the on-call services requested. The following information highlights worked performed by our team members.

Other D&A Engineering Staff

All of our D&A engineers-in-training and staff engineers, Juana Tellez, Bryon Deubel, and Matthew Domenichelli will work with our senior level staff on the District's projects. Our drafter, Jim Cade, has over 25-years of experience providing drafting services on projects similar to the District's projects.

The D&A team members are all proficient in the use of the latest design software, including

AutoCAD Civil 3D and water system modeling software, including H2ONet. All of our engineers have experience preparing plans and specifications, providing cost estimates, bidding support (including addendum preparation) and construction support (including plan revisions).

Construction Inspectors

Richard Ingraham is a construction manager and inspector with vast experience in pipeline projects. A former contractor, Mr. Ingraham has worked providing inspection and constructability reviews for the past 8-years and has worked with D&A on several projects during this time period. A former contractor, **Scott Ahlstrom** has provided inspection services for over 200,000 feet of pipeline installation within Sacramento County. Similar to Mr. Ingram, Scott has worked with D&A on multiple pipeline projects. **Jeremy Rogers** has been providing inspection services throughout the Sacramento Region for more than 20 years, including several assignments for D&A. He has provided inspection on a variety of projects from structural building improvements, pump stations, pipelines and treatment plant facilities. **Pete Reagan** has worked in the construction industry for nearly 40 years and has been providing inspection services on D&A projects for the past 15 years, including well projects, pump stations and many miles of pipelines. **Joe Saylor** has over 30 years of experience in the construction industry with over 15 years providing inspection for water, wastewater and recycled water distribution projects, and collection and storage and treatment facilities. Mr. Saylor has provided inspections for D&A projects for the past 5 years on several projects for El Dorado Irrigation District.



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Proposal for On-Call Professional Services for District Engineer and Construction Inspection Services

Domenichelli & Associates Key Team Profiles



Joe Domenichelli, PE

Area of Expertise

District Engineer

Years of Experience

40 Total

Registration

Professional Engineer, CA

Education

B.S. Civil Engineering, CSU Chico

Bio

As District Engineer and the main point of contact for RMCS D’s On-call services, Mr. Domenichelli’s responsibilities will include overall QA/QC, District Engineer duties as well as design assistance and review. Mr. Domenichelli has 40 years of engineering experience primarily in the area of water resources engineering. He has provided a variety of services from master planning of water systems for entire communities to the design and construction management of municipal improvements such as water pipelines, pump stations and storage tanks. His understanding of the District’s needs through similar work will allow him to provide quality assurance review and management necessary to complete design and construction management services on time and on budget.

Project Experience

- On Call District Engineer, RD1000
- Antelope Pump Station Project, Sacramento Suburban Water District (SSWD)
- City of Folsom PR Stations
- El Dorado Irrigation District Stream Gage Installations
- Main Ditch Pipeline Design
- Wholesale Water Transmission System Metering Improvements Project (SJWD)



Sara Rogers, PE, QSD

Area of Expertise

Regulatory Compliance

Years of Experience

20 Total

Registration

Professional Engineer, CA
Qualified SWPPP Developer/Practitioner, CA

Education

M.S. Civil Engineering, California Polytechnic State University, San Luis Obispo
B.S. BioResource and Agricultural Engineering, California Polytechnic State University, SLO

Bio

Sara Rogers has 20 years of experience, eighteen of which are with D&A where she serves as Vice President. She is a registered engineer with a Master of Science degree with an emphasis on water resources design. Ms. Rogers’ has extensive experience in pipeline design, hydrologic and hydraulic studies, pump station design, and hydraulic structure design (including pressure reducing stations). Her background also includes grant/loan writing, administration and reporting along with regulatory support such as discharge permitting and reporting. Ms. Rogers also has construction management experience that has resulted in low change orders on competitively bid projects. She understands the necessary components in plan and specification development to minimize change orders.

Project Experience

- QSD/QSP Services
- Sacramento Suburban Water District – On-going Main Replacement Projects
- Sacramento County Water Agency (SCWA) Arden Service Area Pipeline and Meter Installation Project Design
- State Streets Water Capacity and Sewer Rehabilitation Project, City of West Sacramento (CoWS)
- Rio Linda/Elverta Community District (RLECWD) – Well 16 Pump Station and Pipeline Project
- Water System Hydraulic Modeling



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Proposal for On-Call Professional Services for District Engineer and Construction Inspection Services

Domenichelli & Associates Key Team Profiles



Tom Dugan, PE, QSD, D1

Area of Expertise:

Construction Management

Years of Experience

20 Total

Registration:

Professional Engineer, CA
 Qualified SWPPP
 Developer/Practitioner, CA
 NASSCO CIPP Certified
 D1 Water Distribution Operator

Education

B.S. BioResource and Agricultural Engineering, California Polytechnic State University, San Luis Obispo

Bio

Tom Dugan is a California Registered Engineer with over 20 years of experience on water infrastructure design and construction management projects. Mr. Dugan has been involved with several large and small diameter water pipeline designs and has had the opportunity to serve as the construction manager on several of these projects. He holds certifications as a State certified SWPPP developer, State certified D1 Drinking Water Operator, and a certified cured-in-place pipe inspector through National Association of Sewer Service Companies (NASSCO). He is experienced in bid document and cost estimate development, value engineering, bid services, and engineering services during construction.

Project Experience

- City of West Sacramento – construction management
- Antelope Pump Station – CM services
- Pipeline Relocation Project – Carmichael Water District – construction management
- Arden Oaks, North Country Club Estates and North Highlands Phase 3 Main Replacement Project – SSWD – Construction Management
- Water Mainline and Meter Retrofit Project– City of Lodi – construction management



Daryl Heigher, PE

Area of Expertise

Structural Engineering

Years of Experience

25 Total

Registration

Professional Engineer, CA

Education

B.S. Civil Engineering, CSU Sacramento

Bio

Daryl Heigher is a California registered engineer with 25 years of experience. Mr. Heigher has been with Domenichelli and Associates since 2012. Mr. Heigher has extensive experience in gravity and pressure pipeline design, pump station design, hydraulic structure design, structural design, cost estimating, construction inspection, and shop drawing review. He has served as project engineer for the design of water and wastewater treatment plants, pipelines pump stations, and storage tanks.

Project Experience

- Foothill Water Treatment Plant Antelope Canal Improvements – PCWA
- Antelope Pump Station
- EID On-Call Projects
- Auburn WTP – PCWA
- EID Sewer Lift Station Design
- EID Tank Inspections and Renovations
- Redwood Tank Replacement – Calaveras County Water District (CCWD)



Brian Hammer, PE

Area of Expertise

Hydrology and Hydraulics

Years of Experience

14 Total

Bio

Mr. Hammer has worked with Domenichelli & Associates for 14 years gaining experience in water systems design, hydraulics and hydrology, and water resources engineering. He has experience with Land Development, Agency Review, and hydrology and hydraulic analysis.

Project Experience

- Folsom Plan Area Drainage Study
- Folsom EID Intertie Project
- Small Hydro Development and Design – El Dorado Irrigation District
- Madeira East Water Model
- Third Party Review for Sac. County DWR



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Proposal for On-Call Professional Services for District Engineer and Construction Inspection Services

Domenichelli & Associates Key Team Profiles



Adam Motiejunas, PE

Area of Expertise

Engineering Design

Years of Experience

12 Total

Registration

Professional Engineer, CA

Education

B.S. Civil Engineering, California State University, Sacramento

Bio

Adam Motiejunas is a Registered Engineer who has been with D&A since 2013, serving D&A’s clients on a multitude of water and wastewater infrastructure projects. Mr. Motiejunas’ experience includes multiple water system designs and modeling projects with thousands of feet of pipe length ranging in diameter from 4 to 18 inches

Project Experience

- Alta Loop Pipeline
- 20-inch Banvard Pipeline
- Design Engineer for the Downtown Water Mains Replacement Project Hillcrest Neighborhood
- State Streets Water Capacity and Sewer Rehabilitation Project, City of West Sacramento
- Pardi Way Water Main Replacement Project



Richard Ingraham

Area of Expertise

Construction Inspector

Years of Experience

21 Total

Registration

Class A Contractors License

Registered QSP

D1 Water Distribution Operator

Bacteria Testing Certification

Bio

Richard Ingraham is a construction manager and inspector with vast experience in main line replacement projects. A former contractor, Mr. Ingraham has worked providing inspection and constructability reviews for the past 8-years. Mr. Ingraham also provides testing services for flushing and disinfection to ensure the contractor is in compliance.

Project Experience

- On-call Construction Management and Inspection for SSWD
- City of Roseville – Third Party Plan Review
- City of West Sacramento –Third Party Constructability Review.
- EID Powerhouse Roof Repair Project
- Arden Service Area Main Replacement and Meter Retrofit Design



Scott Ahlstrom

Area of Expertise

Construction Inspector

Years of Experience

40 Total

Registration

Class A Contractors License

D1 Water Distribution Operator

Bacteria Testing Certification

Bio

A former contractor, Mr. Ahlstrom has provided inspection services for over 200,000 feet of pipeline installation within Sacramento County. Through this work Mr. Ahlstrom understands the potential issues that are unique to construction projects. He also understands the importance of public relations and working with property owners. Mr. Ahlstrom is familiar with a design-assist arrangement through his work with Sacramento Suburban Water District and their use of Master Service contractors.

Project Experience

- On-call Construction Management and Inspection for SSWD



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Proposal for On-Call Professional Services for District Engineer and Construction Inspection Services

Domenichelli & Associates Key Team Profiles



Jeremy Rogers

Area of Expertise

Construction Inspector

Years of Experience

25 Total

Education

B.S. Mechanical Engineering, California State University, Sacramento

Bio

Jeremy Rogers has over 25 years of experience in construction and inspection. He has worked for multiple large contractors (Kiewit Pacific and Shimmick Construction) on both large and small projects. He understands the potential issues that may come up and how to quickly resolve them. He also understands where contractors are most likely to attempt to cut corners on construction projects. He will quickly bring issues to the Project Manager’s attention.

Project Experience

- Arden Service Area Main Replacement and Meter Retrofit Design Construction Inspection Services
- EID Powerhouse Roof Repair Project Inspection Services.
- City of Vacaville On-call Inspection Services
- Santa Anita Dam Spillway Improvements
- Antelope Pumpback Pump Station Inspection Services

Project Team Differentiators

There are multiple factors that differentiate the Domenichelli and Associates (D&A) team from others including:

- 1 Response and timeliness** – Due to D&A’s proximity to RMCS D’s service area, our staff has the ability to respond to the District’s requests and needs promptly, keeping projects on-time and within budget.
- 2 Similar Project Experience** – As discussed in the experience section of this Statement of Qualifications, D&A team members have extensive experience

working on projects similar in nature to those proposed by RMCS D. We have also provided similar “on-call” services with multiple agencies.

- 3 Principal Involvement** – Our philosophy is to have significant principal involvement on every project. No deliverable leaves the office without an extensive review by a principal member of our staff.
- 4 Competitive Rates** – As you will see in our included rate sheet, by remaining a smaller firm, D&A has been able to keep our rates extremely competitive.

Sub-Consultant Project Team

D&A and our preferred sub-consulting firms are relatively small, specialized firms, that will provide **principal involvement** on every District project. Our project teams are comprised of highly qualified and committed people who are enthusiastic about making each project a success. Our use of sub-consultants will depend on the project scope and needs of the District and will be approved by the District prior to finalizing our team on all projects.

The following provides a list of our preferred sub-consultant and the types of services they provide. This is followed by brief SOQ

information provided by each firm. We have created a network of sub-consultants to allow use of another qualified firm if one is busy at the time of a request. Additional information on our sub-consultants (including key personnel resumes) can be provided upon request.



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Proposal for On-Call Professional Services for District Engineer and Construction Inspection Services

Sub-consultant	Services Provided	Example Projects that D&A has teamed on
Frisch Engineering Inc.	Electrical Controls SCADA Arc Flash	Foothill WTP ArcFlash, Antelope Canal Improvements, Well 16 Pump Station, Reservoir 7 Hydro-electric Station, Three Valleys Hydro-electric Station, STPUD Diamond Valley Ranch Raw Water Pump Station and SCADA,
A.T.E.E.M.	Electrical Controls SCADA	SSWD Antelope Pump Station, Various On-call assignments for EID
Youngdahl Consulting	Geotechnical Investigations Specialty Testing during construction	Ranch Del Oro Lift Station, Tanner Hydro-electric Station
Blackburn Consulting	Geotechnical Investigations Specialty Testing during construction	Construction services for the Rocklin Front Yard Main Relocation Project
A.R.Divers Surveying	Surveying Easement Documentation	Multiple SSWD Pipeline Projects, PCWA projects for Whitney Blvd Main Replacement and Rocklin FYM
Area West	Surveying Easement Documentation	Multiple SSWD Pipeline Projects, Multiple Pipeline Project for Carmichael Water District
JDH Corrosion Consultants, Inc.	Corrosion investigations Corrosion protection design	Whitney Blvd Main Replacement Project, EID Main Ditch Pipeline
EN2 Resources	Environmental Compliance CEQA/NEPA Environmental Surveys	CCWD Big Trees Tank, RLECWD Well 15 and Transmission Main Project, CHWD Corporation Yard Improvements, City of Placerville Pardi Pipeline Project



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Proposal for On-Call Professional Services for District Engineer
and Construction Inspection Services

SECTION 4: QUALITY ASSURANCE/ CONTROL; CONFLICTS

Project Management and Quality Control/ Assurance

Our project management approach involves strong leadership and communication. Our management team members are principal and senior level staff. This level of commitment and expertise has made D&A's project teams highly successful with continued solicitation for services from our current clients. We provide concise and complete meeting minutes and progress reports along with monthly billing reports describing work performed, percent complete, and remaining budget. We are committed to communication often and early between design team members, client staff, regulatory staff, and public and private interests to assure quick and efficient response to District needs.

Our QA/QC plan and process begins and ends with the Project Manager. Our project manager is always a senior level firm principal that has personal responsibility for the final product. As a smaller firm, we have the flexibility to manage our workload in order to ensure that each project receives commitment from our principals who

have a vested interest in the success of each project and, therefore, in the quality of each work product. Relative to design and technical services deliverables QA/QC, it is company policy that all design and technical documents be reviewed by a principal member of our staff before submittal. We have not wavered from this policy since the company was formed in 2002.

Potential Conflicts

Relative to potential conflicts that may hinder D&A from carrying out the services as described in our Statement of Work, we have no such conflicts, nor do we anticipate any future conflicts that could hinder our ability to perform these services. However, we feel it is important to note that we are currently providing drainage and flood control analyses support for a development project within the community of Rancho Murieta (Riverview). If D&A is selected for the on-call contract and the drainage study is not complete before executing this contract, D&A can end our current agreement on the Riverview project and at most, be available to the developer's engineer in a non-paying advisory role.

SECTION 5: ON-CALL EXPERIENCE REFERENCES

D&A currently provides similar on-call services for multiple public agency clients. The following references are provided for four of our current on-call contracts.

El Dorado Irrigation District – D&A has worked on EID's on-call services contract since the on-call list was started in 2004. Our team has been consistently selected every 3-5 years to continue providing on-call services. We have most recently been selected to be on their on-call services list for the following categories:

- General Engineering
- Drafting
- Construction Management and Inspection

Reference: Brian Mueller, Director of Engineering, (530) 642-4329,

BMueller@eid.org



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Proposal for On-Call Professional Services for District Engineer and Construction Inspection Services

San Juan Water District (SJWD) – D&A is currently on the District on-call engineering services list. Typical contracts with the District have included providing water pollution control plans, pipeline replacement design, and structural support.

Reference: Tony Barela, Operations Manager (916) 791-6939, tbarela@sjwd.org

City of West Sacramento – D&A was selected for the City of West Sacramento’s On-call Engineering Services in 2018. D&A has worked on multiple pipeline replacement and sewer lining projects with the City.

Reference: Amber Wallace, Associate Civil Engineer (916) 617-5327, amberwa@cityofwestsacramento.org

SECTION 6: CONTRACT REQUIREMENTS

D&A acknowledges acceptance of the terms and conditions in the District’s standard agreement for professional services, “Rancho Murieta Community Services District Services Agreement”, provided as Attachment C in the RFP.

SECTION 7: INSURANCE REQUIREMENTS

A. Insurance Coverage – D&A’s insurance is provided by the following providers:

General Liability:

ISU Insurance Service – BC Env. Brokerage
 Policy #FEI-ECC-12948-07
 1037 Suncastr Lane, Suite 103
 El Dorado Hills, CA 95762
 Coverage expires on February 12, 2022

Workers’ Compensation Insurance:

State Fund Compensation Insurance
 Policy #1727130-2021
 P.O. Box 8192
 Pleasanton, CA 94588
 Policy expires on January 1, 2022

minimum coverages throughout the duration of the contract and will submit proof of insurance in compliance with Attachment C of the RFP. D&A will verify all subconsultants maintain the same indemnity and insurance requirements as stated in Attachment C of the RFP.

As shown in the below table, D&A meets all RMCS D minimum insurance requirements. Additionally, D&A will maintain the RMCS D

Producer	Type of Insurance/Endorsement	RMCS D Minimum Requirement	D&A Coverage
ISU Insurance Services	Com'l GL - Bodily Injury and Personal Injury	\$2,000,000 occ	\$5,000,000 occ
	Property Damage	\$2,000,000 occ	\$5,000,000 occ
	Automobile Liability	\$1,000,000 occ	\$1,000,000 occ
	Additional insured Endorsement	Required	Provided
	Automobile Liability Endorsement	Required	Provided
	Waiver of Subrogation Endorsement	Required	Provided
	Errors & Omissions	\$2,000,000 claim \$4,000,000 agg	\$5,000,000 claim \$5,000,000 agg
State Compensation Insurance Fund	Workers Compensation	\$1,000,000 occ	\$1,000,000 occ
	Additional insured Endorsement	-	Provided
	Waiver of Subrogation	Required	Provided



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Proposal for On-Call Professional Services for District Engineer and Construction Inspection Services

RESUMES

Resumes are provided for the following Key D&A Staff Members:

Joe Domenichelli – President

Sara Rogers – Vice President

Tom Dugan – Project Manager 2

Daryl Heigher – Project Manager 2

Brian Hammer – Senior Engineer 1

Adam Motiejunas – Project Engineer 1

Richard Ingraham – Construction Inspector

Scott Ahlstrom – Construction Inspector

Jeremy Rogers – Construction Inspector

Joseph Saylor – Construction Inspector

Pete Reagan – Construction Inspector

JOE DOMENICHELLI – PRESIDENT

Current Job Title | Project Principal 1/ QA/QC
Years of Experience | 40 total
Registration | Professional Engineer CA and NV
Education | B.S. Civil Engineering, CSU Chico



As project principal for RMCS D’s On-call services, Mr. Domenicelli’s responsibilities will include overall QA/QC, District Engineer duties as well as design assistance and review. Mr. Domenicelli has 40 years of engineering experience primarily in the area of water resources engineering. He has provided a variety of services from master planning of water systems for entire communities to the design and construction management of municipal improvements such as water pipelines, pump stations and storage tanks. His understanding of the District’s needs through similar work will allow him to provide quality assurance review and management necessary to complete design and construction management services on time and on budget.

Applicable experience has included – Designs of water pipelines up to 48-inch diameter, WTP upgrades, water booster stations, PR stations, storage tanks, reclaimed water pipeline, reclaimed and raw water booster stations. Also, provided water and wastewater masterplans, assisted in capital improvement plans and developed fee and rate studies.

Summary of Relevant Experience

Antelope Pump Station Project, Sacramento Suburban Water District (SSWD) – Project Management and Construction services for SSWD’s Antelope Pump back project. The project will allow groundwater to be pumped from SSWD’s system to San Juan Water District (SJWD)’s system through the Cooperative Transmission Pipeline. The ultimate capacity of the station is 15,000gpm with three 5,000gpm pumps. A fourth 3,000gpm pump would provide water to a separate low-pressure zone in the SSWD system. The pump station was constructed with two of the pumps (10,000gpm capacity).

City Creek Water Transmission Line – Design and construction support services for San Bernardino County Water District’s 18-inch and 30-inch, 2,400-foot pipeline, PR station from the 60-inch Foothill Pipeline and intake piping to the East Valley WTP.

Pleasant Oak Main Project – EID – Provided independent QA/QC, pipe material selection and pipeline alignment design for 5 miles of new 36-

inch treated water pipeline for El Dorado Irrigation District. The pipeline replaced an existing aging techite pipe that was experiencing failure causing significant damage to properties and local drainage channels. The pipeline traversed difficult terrain with pressures up to 300psi where crossing low elevation ravines.

Wholesale Water Transmission System Metering Improvements Project – SJWD – Project management, QA/QC for the project which, in total, replaced 33 meters and added approximately 1,000-feet of pipelines ranging in size from 8-inch to 72-inch.

Main Ditch Pipeline Design – Provided design for 3 miles of 42-inch water transmission pipeline to replace the existing Main Ditch for El Dorado Irrigation District. This raw water pipeline is being constructed across widely varied terrain including steep hillsides in densely wooded areas, within section of an existing ditch and within nearly 2 miles of a winding mountain road. The design services have included extensive public coordination, environmental

Technical Specialties

- ✓ Infrastructure design
- ✓ Master Planning
- ✓ Hydro-electric Design
- ✓ Project Management
- ✓ QA/QC
- ✓ Construction Management

mitigation and permit negotiations.

PCWA, Bowman and Foothill WTP Improvements – Provided design for pipe, building enclosure, bridge crane system, pipe coating and catwalk improvements at the Bowman Treatment Plant. While with another firm, provided intake design for the Foothill Treatment Plant.

Calaveras County Water District Storage Tanks – Provided project management and QA/QC for the design and project management for two glass lined steel tanks (80K and 150K gallons) and one 200,000-gallon elevated storage tank. The two steel tanks are located in the Big Trees State Park requiring special permitting and environmental studies with the associated State agencies.

City of Folsom PR Stations – Provided design for two pressure reducing stations for the City of Folsom. These stations established major connections to adjacent systems. One is for an intertie with San Juan Water District and the second serves new development South of Highway 50.

PCWA – Lower Banvard Canal Pipeline Replacement Project – Provided QA/QC reviews for design plans, specifications, and cost estimating to replace 240 feet of 20-inch steel pipe traversing Interstate 80 within a 30-inch concrete pipe.

El Dorado Irrigation District Stream Gage Installations – Provided stream flow measurements and created rating curves for Deer Creek and Carson Creek. After calibrating the flow data, installed staff gages at each location that correlated with the elevation-flow curves. The flow monitoring allowed for accurate reporting of treatment plant discharge as a percentage of stream flow to meet permitted limits.

Sacramento Suburban Water District – Ongoing Main Replacement Projects – Provided QA/QC and Project Management services for over 300,000 feet of 8-inch, 12-inch and 16-inch

ductile iron mainline replacement as part of the District's long-term distribution main relocation program.

Long Barn Oddfellows Community capital Improvement Plan and Rate Study- Provided preliminary designs, construction cost estimates, along with annual operating and maintenance for an entire upgrade to an existing water system to provide adequate water supply and distribution to approximately 500 services. After completing costs, developed a rate study to pay for these improvements.

Reclamation District 1000- Capital Improvement Plan and Development Fee Study- Provided preliminary designs and cost estimates for upgrade to existing facilities along with new improvements to serve a large area in northern Sacramento County. From these construction estimate along with estimate of annual operating and maintenance costs, assisted with fee assessment rate program for new development in the area.

Rancho Murieta Community Services District - Miscellaneous Projects - Provided project management and engineering services for District projects performed by D&A. These projects included:

- WWTP upgrade designs for re-paving all above ground pipe, a new pole barn and addition to the existing shop and warehouse.
- Rio Oso Booster Pump Station Upgrades
- Well A1 and Well B designs including water treatment and pipeline intertie to existing system.
- Calero Reservoir Storage Expansion feasibility study.
- Water Treatment Plant Design Review.
- Yellow Bridge Re-Painting project.
- District Drought Mitigation water storage alternatives analysis.
- Inundation mapping and Emergency Action Planning for District reservoirs.

SARA ROGERS – VICE PRESIDENT

Current Job Title	Project Principal 2
Years of Experience	20 total
Registration	Professional Engineer CA, Qualified SWPPP Developer/Practitioner, CA
Education	M.S. Civil Engineering, California Polytechnic State University, San Luis Obispo B.S. BioResource and Agricultural Engineering, California Polytechnic State University, SLO



Sara Rogers has 20 years of experience, eighteen of which are with D&A where she serves as Vice President. She is a registered engineer with a Master of Science degree with an emphasis on water resources design. Ms. Rogers' has extensive experience in pipeline design, hydrologic and hydraulic studies, pump station design, and hydraulic structure design (including pressure reducing stations). Her background also includes grant/loan writing, administration and reporting along with regulatory support such as discharge permitting and reporting. Ms. Rogers also has construction management experience that has resulted in low change orders on competitively bid projects. She understands the necessary components in plan and specification development to minimize change orders.

Applicable experience has included – Regulatory compliance for water recourses projects (potable water supply, storm drain design, well site construction, Caltrans ROW, Etc). Designs of water pipelines and meter retrofit projects, pressure reducing stations, storage tanks, hydroelectric stations, recycled water facility design, diversion structure and canal hydraulic analysis and design and water system masterplans and modeling.

Summary of Relevant Experience

Sacramento Suburban Water District – Ongoing Main Replacement Projects – Provided design services for over 300,000 feet of 8-inch, 12-inch and 16-inch ductile iron mainline replacement as part of the District's long-term distribution main relocation program. In addition to mainline replacements, water meters are being added to each service as part of the District's ongoing meter retrofit project. D&A also provided construction management including full time inspection services. D&A was selected for SSWD's current on-call services contract with the District to provide design of main replacement projects.

Sacramento County Water Agency (SCWA) Arden Service Area Pipeline and Meter Installation Project Design – Currently providing design and construction services for SCWA's Arden Service Area which includes

over 38 miles of pipelines and 3,000-meter installations. The first two phases of the project have been constructed. The third phase of the project bid in late 2020 with construction planned for 2021. Project has included a transmission main (16-inch DIP) along Fair Oaks Boulevard and Watt Avenue. Project also included crossing the intersection of Watt and Fair Oaks with a 12-inch pipeline. D&A was selected to provide construction management and inspection services for the second and third phases of the project.

State Streets Water Capacity and Sewer Rehabilitation Project, City of West Sacramento (CoWS) – The design included preparing plans, specifications, and cost estimate for approximately 10,000 feet of new water main and rehabilitating approximately 36,000 feet of gravity sewer main within the CoWS State Street area. The project includes reconnecting 213

Technical Specialties

- ✓ Regulatory Compliance
- ✓ Project Management
- ✓ QSD/QSP Services
- ✓ Infrastructure design

metered water service and approximately 500 sewer lateral reconnections. The sewer and water portions of the project were prepared with separate bid documents.

Rio Linda/Elverta Community District (RLECWD) – Well 16 Pump Station and Pipeline Project – Coordination with RLECWD and various permitting agencies and overall management in the preparation of the plans and specifications for 1,500-gpm pump station project. Project consists of new pump pedestal and discharge piping, control building, hypochlorite disinfection, treatment drainage basin, emergency generator, sound wall, security iron fencing, automatic sliding gate, drought-tolerant landscaping, and approximately 2,000 feet of 8- and 12-inch ductile iron pipe to tie into existing system and loop two dead-end water mains.

PCWA – Lower Banvard Canal Pipeline Replacement Project – Provided project management for preparation of design plans, specifications, and cost estimating to replace 240 feet of 20-inch steel pipe traversing Interstate 80 within a 30-inch concrete pipe and replacing 20-inch steel pipe within the Interstate's road embankment. The replacement pipe will be 20-inch fused PVC pipe installed within the existing 30-inch casing and new 20-inch steel pipe installed within the Interstate road embankment. The design included preparing documentation for Caltrans coordination. The project will include providing bid support and engineering services during construction.

Rocklin Front Yard Main Relocation Project – **PCWA** – Project Manager for design which includes approximately 10,000 feet of 4-inch, 6-inch, 8-inch and 12-inch ductile iron pipeline. The pipeline is being relocated from an existing easement in the front yards of a residential neighborhood in the City of Rocklin due to corrosion issues on the service saddles that have been breaking and causing property damage.

Tahoe Park Water Main Replacement Project – **City of Sacramento** – Project

Manager for design of approximately 14,000 feet of 8-inch and 12-inch pipe replacement and over 400 meter retrofits.

South Tahoe Public Utility District (STPUD) – Project Engineer for over 2 miles of 18-inch reclaimed water pipeline through cross country terrain, nearly 5,000 feet of up to 48-inch PVC raw water pipelines, several screened inlet (diversion) structures, a raw water pump station, several thousand feet of irrigation pipelines and two large center pivot irrigation systems. Incorporated into the design is a new hydroelectric plant off of the high pressure 18-inch line. The plant utilizes a pump-as-turbine supplied by reclaimed water sent from the Tahoe Basin to irrigation disposal in Alpine County. D&A also assisted in preparing applications for grant funding to complete the construction. Engineering services also include pipeline design, permitting assistance, SWPPP preparation, bidding assistance, utility coordination and engineering services during construction. Ms. Rogers continues to provide on-going irrigation scheduling and annual discharge reporting. The project was recently awarded the ASCE's Sustainable Project of the Year for 2019.

QSD/QSP Services – Developed over 50 Storm Water Pollution Prevention Plans (SWPPPs) under the new Construction General Permit. Projects have included Risk Level 1 and 2 for both traditional and LUP. Services have included storm water sampling and reporting using the State's SMARTS system. Experience includes development of Water Pollution Control Plans for the Ralston Powerhouse and Hell Hole Dam Rockfall Barrier Protection project.

Water System Hydraulic Modeling – Modeling experience includes multiple hydraulic system models for master planning of new communities as well as modeling existing water systems to determine improvements necessary to meet minimum fire flow requirements and possible system reoperation.

TOM DUGAN

Current Job Title	Project Manager 2
Years of Experience	20 total
Registration	Professional Engineer, CA Qualified SWPPP Developer/Practitioner, CA NASSCO CIPP Certified Drinking Water Operator D1
Education	B.S. BioResource and Agricultural Engineering, California Polytechnic State University, San Luis Obispo



Tom Dugan is a California registered engineer with over 20-years of experience on water and non-potable infrastructure design and construction management projects. Mr. Dugan has been involved with several large and small diameter water and non-potable water pipeline designs and has had the opportunity to serve as the construction manager on several of these projects. He holds certifications as a State certified SWPPP developer, D1 State certified D1 Drinking Water Operator, and a certified cured-in-place pipe inspector through National Association of Sewer Service Companies (NASSCO). He is experienced in bid document and cost estimate development, value engineering and bid services, and engineering services during construction.

Applicable experience has included – Multiple water pipeline designs ranging from 4-inches to 20-inches in diameter of varying material types; design assistance of hydroelectric facilities, design of pressure reducing stations; and one sewer rehabilitation project using cured-in-place pipe. Construction management experience includes a 15,000-gpm pump station; 8 miles of 84-inch and 72-inch welded steel pipe; eight water main and meter replacement projects.

Summary of Relevant Experience

Lower Banvard Canal Pipeline Replacement Project – PCWA – Developed biddable plans to replace approximately 430-feet of 20-inch pipe (240-feet within the existing 30-inch casing under Interstate 80 (Newcastle, CA)) using fusible PVC and CMLC welded steel pipe, blowoff and combination air valve, renew driveway entrance, coordination assistance between PCWA and Caltrans, bid assist, and engineering services during construction. The project recently bid and construction to begin the first quarter of 2021.

Alta Loop Pipeline – Cable Road Water Main Replacement Project – PCWA – Project Manager and Sr. Engineer on the project that included 4,660 linear-feet of 8-inch ductile iron pipeline within residential streets. The design included mainline replacement of old undersized main, replacing fire hydrants, reconnecting 42 residential metered services and design of a 6-

inch pressure reducing station. The project required establishing a water system model from the source to analyze the distribution system and confirm fire flows.

City of Roseville – Downtown Water Mains Replacement Project Hillcrest Neighborhood – City of Roseville – Sr. Design Engineer on the project that included 20,300 linear-feet of 8-inch PVC and ductile iron pipeline within residential streets south of Douglas Boulevard and west of Interstate 80. The design included mainline replacement of old undersized main, replacing fire hydrants and reconnecting 343 residential metered services.

State Street Water Main Replacement Project – City of West Sacramento – Provided design and currently providing construction management services for 9,700 feet of 8-inch and 12-inch PVC water main within residential streets and 210 new meter services, new fire

Technical Specialties

- ✓ Infrastructure design
- ✓ Project Management
- ✓ Cost Estimating
- ✓ Construction Management

hydrants, and blowoffs.

State Street Sewer Rehabilitation Project – City of West Sacramento – Provided design and currently providing construction management services over 36,000 feet of 8-inch and 12-inch sewer main rehabilitation using Cured-in-Place Pipe (CIPP). Design included performing a condition assessment and prioritization of the sewer mains and identifying locations that sewer mains would need to be removed and replaced. Construction Management service involve closed coordination with the City staff and contractor, responding to RFI, reviewing progress schedules, developing field orders, and project closeout documentation.

Grant Avenue Mainline Replacement Project – Carmichael Water District – Provided design and engineering service during construction of 6,430 feet of 8-inch and 6-inch ductile iron pipe within minor and major Sacramento County roads, fire hydrant relocation and replacements, 76 new water service connections, and a 50-foot horizontal directional drill installation.

Stanley Avenue Water Main Replacement Project – Carmichael Water District – Preparing design and contract documentation for approximately 1,900 feet of 16-inch ductile iron pipe and 1,100 feet of 8-inch ductile iron pipe, 59 new metered service connection, fire hydrant replacement, two new 4-inch meters with backflow devices, a water sampling station, and a combination air valve. All work will occur within residential streets under Sacramento County jurisdiction.

Whitney Blvd Water Main Replacement Project – PCWA – Provided design and engineering service during construction for 4,100-feet of 18-inch ductile iron pipe, new fire hydrants, and 79 metered services. The project included a cathodic protection system due to corrosive soils. Service included assistance in obtaining permits from the City of Rocklin and South Placer MUD.

Barton Road Intertie PR Station and

Pumpback project – Provided design engineering services for 2,500 feet of 12-inch pipeline connecting SJWD's and PCWA's system. Project included a combined pressure reducing station and pumpback facility to allow flow in each direction between the two systems.

Hydroelectric Designs – San Bernardino Valley Municipal Water District – Provided design assistance for two 400Kw hydroelectric facilities. Both projects included pipeline and turnout structure design, permit assistance, and engineering service during construction.

Arden Oaks and North Country Club Estates Main Replacement Projects – SSWD – Provided construction management services for the installation of over 60,000 feet of 8-inch and 12-inch ductile iron pipeline along major roadways and multiple residential streets.

Tahoe Park Main Replacement Project – City of Sacramento – Design of approximately 14,000 feet of Mainline Replacement and Meter Retrofit

Pardi Way Water Main Replacement Project – City of Placerville – Project Engineer on the design of over 4,000 feet 6-, 8-, 12-inch PVC mainline replacement, 46-meter service reconnections, and system appurtenances. Work included public outreach and development of meter service location sheets.

Gilmore Road, Polaris Street, and Ridgeway Drive Waterline Replacement Project – El Dorado Irrigation District (EID) – Project Engineer on the design of over 10,000-feet of 4-, 6-, 8-, and 12-inch ductile iron pipe, new fire hydrants, air/vacuum release valves, and reconnect 158 metered services.

Fair Oaks 40 and Canyon Fall Pressure Reducing Stations – San Juan Water District – Design engineer on two 16-inch and 8-inch pressure reducing stations each with the ability to handle low and high flow conditions.

DARYL HEIGHER

Current Job Title	Project Manager 2
Years of Experience	25 total
Registration	Professional Engineer CA
Education	B.S. Civil Engineering, CSU Sacramento



Daryl Heigher is a California registered engineer with 25 years of experience. Mr. Heigher has been with Domenichelli and Associates since 2012. Mr. Heigher has extensive experience in gravity and pressure pipeline design, pump station design, hydraulic structure design, structural design, cost estimating, construction inspection, and shop drawing review. He has served as project engineer for the design of water and wastewater treatment plants, pipelines pump stations, and storage tanks.

Applicable project experience has included – designs of water pipelines up to 18-inch diameter, Water Treatment Plant upgrades, water booster stations, pressure reducing stations, storage tanks, hydroelectric stations and trash screening systems. Structural designs for numerous hydraulic structures at Water Treatment Plants, pump stations and hydroelectric stations, Water Treatment Plant intakes, filter structures, solids drying pond design and other miscellaneous water system component structural and hydraulic designs.

Summary of Relevant Experience

Foothill Water Treatment Plant – Three projects were designed for the PCWA at the Foothill WTP.

1. A previous design by another firm included decorative trusses on the exterior of many of the buildings at the plant. A design was provided which replaces the trusses with a new aluminum rafter which will not rot or deteriorate.
2. One of the trusses supports a plant communications antenna. As a separate task, but in conjunction with the above, a design was produced for an antenna support that takes the place of the truss as a support and raises the antenna to a greater elevation to improve line of site communications.
3. The southwest wall of the Actiflo structure pipe gallery had two locations where the concrete around the cast-in-place rafter anchor bolts was failing. The cause was determined, and a repair designed to permanently fix the issue.

Antelope Canal Improvements – PCWA – A study was performed to determine an

Technical Specialties

- ✓ Structural Design
- ✓ Pump Station Design
- ✓ Piping System Design
- ✓ WTP Improvement Design
- ✓ Storage Tank Design
- ✓ Hydro-electric Design

appropriate method to better control water levels in the canal and prevent spilling from the Antelope Canal and its offshoots. From this study, two of the offshoot canals were chosen to implement the recommended control methods. Plans and specifications were produced for contractor bidding.

Antelope Pump Station- The Antelope Pump Station is a cooperative project between SJWD and SSWD. It takes well water from the SSWD system, which is supplied by wells, and can transfer it during times of drought at a rate of 10,000 gpm to the SJWD system, which is supplied by surface water. Currently it has two duty pumps and is designed to have a third installed in the future for a total of 15,000 gpm.

EID On Call Projects – Provided civil and mechanical design of a multitude of small projects within an On-Call Services contract. Projects such as prioritizing existing tank renovations due to interior and exterior corrosion, design of pipe bracing, evaluation of multiple District facilities for structural weakness, evaluation of existing facilities for service access, evaluation of existing pumping

systems to identify possible efficiency improvements.

EID Sewer Lift Station Design – Design of multiple sewer lift station reconstruction projects for EID including the St. Andrews lift station and Highland Hills lift station.

Also designed operator safety measures at nine lift stations.

Provided designs to remove four existing lift stations and convert the systems to gravity flow to other newer nearby lift stations.

EID Tank Inspections and Renovations – EIDs water system contains many storage tanks. A number of them which were constructed approximately 20 years ago were experiencing severe coating failures. Nine of these were chosen to be inspected and evaluated for repair. A report was written evaluating each one and prioritizing them for renovation. Four of the tanks have been repaired thus far. One of the tanks was used as a test bed for a conversion to an aluminum dome roof structure.

Auburn WTP – PCWA – While at another firm, provided structural design of the plant upgrades which included raw water screens, a raw water pump station, modular factory-built treatment units, a 600,000-gallon filtered water clearwell, backwash pumps, high service pumps, solids thickener and centrifuge dewatering system.

Sunset WTP – PCWA – While at another firm, provided structural design for the project that involved expansion of the 6 mgd plant to 8 mgd through modifications to existing sedimentation basins and the filters and a new chemical feed building designed by Mr. Heigher.

Reservoir A WTP – EID – Provided structural designs for a new chemical feed and storage building, filter complex, sedimentation basins, and raw water pump stations at various stages of improvements to the treatment plant.

Reservoir 1 WTP – EID – Provided structural designs for a new chemical feed and storage building, and raw water intake at the headworks during various stages of

improvements to the treatment plant. Also performed a study to determine appropriate modifications to the filter backwash system to prevent potential overflows.

Bridlewood Water Storage Tank – EID – Provided foundation and mechanical design for a new 4-million-gallon steel storage tank in the El Dorado Hills area to replace an existing concrete tank. Also, provided design improvements at the existing booster pump station.

Serrano Village C Recycled Water Storage Tank – EID – Provided design services and site layout for a new 2-million-gallon steel storage tank to serve recycled water for irrigation to new developments in the Serrano area of El Dorado Hills.

Serrano Village C Recycled Water Pump Station – EID – Provided structural and mechanical design services and site layout for a new booster pump station to provide recycled water for irrigation to the higher elevation lots in the Serrano area of El Dorado Hills.

Redwood Tank Replacement – Calaveras County Water District (CCWD) – Design for replacement of two existing redwood storage tanks in Calaveras County. The tanks were replaced with new glass-lined bolted steel tanks to help mitigate against fire damage potential.

Granite Bay Booster Pump Stations – SJWD -Provided civil, mechanical, hydraulic and structural design for the Upper Granite Bay pump station. Also, provided structural design for the Lower Granite Bay pump station.

Moose Hall Pump Station – EID – Providing design and construction support services for the replacement of the existing Moose Hall Pump Station. The original station was constructed as a temporary solution to supply water to one water treatment plant from another during the annual winter maintenance of the raw water supply. At the time of construction, the temporary station was more than 20 years old.

BRIAN HAMMER

Current Job Title	Senior Engineer 1
Years of Experience	14 total
Registration	Professional Engineer CA
Education	B.S. Civil Engineering, California Polytechnic State University, San Luis Obispo



Brian Hammer is a registered engineer with 14 years of experience. Mr. Hammer has worked with Domenichelli & Associates for 13 years gaining experience in water systems design, hydraulics and hydrology, and water resources engineering. He has experience with land development, providing hydrology and hydraulic analysis for master plans, tentative maps, and improvement plans. In addition to the preparation of the above documents, Mr. Hammer provides review of previously prepared documents for land development clients during the due-diligence phase of development. Mr. Hammer has provided hydrologic and hydraulic analysis for bridges, streams, and rivers, and communities throughout Sacramento County, El Dorado County, San Joaquin County, Placer County, Stanislaus County, Yolo County, and Guam. Mr. Hammer's experience in hydrologic analysis, hydraulic analysis, and hydraulic design has enabled him to provide analysis that is both technically sound and realistic to real-world conditions. In addition to Mr. Hammer's experience in hydrology and hydraulics he has experience providing pipeline analysis and design in Sacramento County and Santa Clara County.

Applicable project experience has included – 25 miles of water pipeline design (more than 30 projects) up to 18-inch diameter, hydroelectric project, booster stations, and multiple site civil designs. Water modeling and masterplans, drainage modeling and design, and bank stabilization designs.

Summary of Relevant Experience

North Highlands Phase 1 Main Replacement Project – SSWD – 18,000 feet of backyard main replacement – This project included installation down Watt Ave which involved significant utility coordination. Developed plans, specifications and cost estimating for the project. D&A provided construction management services for this project as well.

Bohemian Village Main Replacement Project – SSWD – 27,000 feet of main replacement. This project included significant utility coordination along Marconi Ave.

San Jose Water Company Main Replacement Project – 50,000 feet of main replacement for a design-build project

Folsom EID Intertie Project, City of Folsom – Provided design for a pressure reduction, pressure control, flow control station connecting

the City of Folsom water system to the El Dorado Irrigation District water system.

Aerojet Booster Pump Stations and 2MG Water Storage Tank – Provided design for three booster stations and 2MG welded steel storage tank for Aerojet's industrial water supply system.

Plan Area Drainage Study – Owners Group – Performed detailed hydrologic and hydraulic analyses using HEC-HMS, HEC-RAS and SWMM for a 20 square mile planning area south of Highway 50 in Sacramento County. Sizing of detention facilities included latest water quality and Hydro-modification principles and modeling as well as credits for low impact development (LID) measures. Established 100-yr floodplain limits for two main streams and several small tributaries.

Technical Specialties

- ✓ Water System Modeling
- ✓ Hydrologic/Hydraulic Modeling
- ✓ Surge Modeling
- ✓ Infrastructure Design

Small Hydro Development and Design – El Dorado Irrigation District – Assisted in design services for two small hydro projects located within EID’s existing drinking water system. Services included generation analysis, cost analysis, project feasibility, and station design.

Madeira East Water Model – Provided water modeling for a new development in southern Elk Grove. Modeling included peak hour and maximum day with fire flow in Zone 40.

Willow Island Phase I Design – Yuba City – Provided preliminary mapping for the overall plan, rock slope protection design, parking lot layout and assisted in bike trail design criteria. Reviewed hydraulic analysis by others for the COE and provided recommendation for hydraulic parameters.

Colfax Distribution Box and Header Pipe Project – Placer County Water Agency – Provided design plans for a raw water distribution box, bypass, and header pipe for Placer county Water Agency. Project includes development of an emergency bypass capable of operating if the distribution box requires maintenance. Feasibility of a hydroelectric station on the header pipe was analyzed. Construction services include RFI site visits during construction, submittal review, and change order review.

Water System Modeling and Replacement Analysis – Odd Fellows – Provided water system modeling for an aging private water system in the Sierra Mountains. Analysis included sizing for fire protection, replacement phasing, and fee estimates for the project.

Rosemont System Water Model – CAW – Provided water system analysis for a

Sacramento community showing the effects of proposed system changes. Modeling included extended duration simulations of multiple well sites and system calibration.

Westpark Hydraulic Model – Westpark Owners Group – Provided hydraulic analysis of the proposed Westpark subdivision in Sacramento County. Analysis included Max day, Peak hour, and Fire Flow for a proposed subdivision.

Bowman Dam Surge Analysis – NID – Provided a surge analysis for a 66-inch valve replacement at Bowman Dam.

Pleasant Oak Main Surge Analysis – EID – Provided surge analysis for over 2-miles of 18-inch to 30-inch pipeline connected to a proposed hydro-electric station.

Willow Hill Reservoir Rating Curve – City of Folsom – Provided an elevation storage rating curve for the Willow Hill Reservoir in the City of Folsom. Determine the required upgrades to the Willow Hill Reservoir to meet Division of Safety of Dams requirements.

Sanitary Sewer Force Main Design – Olivehurst PUD – Provided design for an 8-inch sanitary sewer force main in Olivehurst, Ca. Project included multiple connections to sewer lift stations and project phasing incorporating the phasing of the new factory discharge requirements.

OPUD Water System Design – Olivehurst PUD – Provided master plan design of a future backbone potable water system. Design included sizing of water mains, well sites, and tanks. Determined anticipated future system demands and locations of supply for maximum day, peak hour, and fire suppression scenarios.

ADAM MOTIEJUNAS – PROJECT ENGINEER 1

Current Job Title	Project Engineer 1
Years of Experience	12 total
Registration	Professional Engineer CA
Education	B.S. Civil Engineering, California State University, Sacramento



Adam Motiejunas is a Registered Engineer who has been with D&A since 2013, serving D&A’s clients on a multitude of water and wastewater infrastructure projects. Mr. Motiejunas’ experience includes multiple water system designs and modeling projects with thousands of feet of pipe length ranging in diameter from 4 to 18 inches. Mr. Motiejunas’ work on past pipeline projects (including main replacements for SSWD, West Valley Construction, CWD, EID, City of Placerville, Blue Lakes Springs WD, Placer County Water Agency, and City of West Sacramento) has given him an opportunity to become versed in pipeline design, bid document development, shop drawing review, and cost estimating.

Technical Specialties

- ✓ Water System Modeling
- ✓ Hydrologic/Hydraulic Modeling
- ✓ Surge Modeling
- ✓ Infrastructure Design

Applicable project experience has included – 25 miles of water pipeline design (more than 30 projects) up to 18-inch diameter, hydroelectric project, booster stations, and multiple site civil designs. Water modeling and masterplans.

Summary of Relevant Experience

Placer County Water Agency – Design Engineer for Whitney Blvd. Pipeline in Rocklin, CA. The project included 4,100 linear-feet of 18-inch ductile iron pipeline and associated appurtenances.

Alta Loop Pipeline – Cable Road Water Main Replacement Project – PCWA – Design Engineer for the Water Main Replacement Project in Alta CA. The project included 4,660 linear-feet of 8-inch ductile iron pipeline within residential streets. The design included mainline replacement of old undersized main, replacing fire hydrants, reconnecting 42 residential metered services and design of a 6-inch pressure reducing station. The project required establishing a water system model from the source to analyze the distribution system and confirm fire flows.

Placer County Water Agency – 20-inch Banvard Pipeline – Provided design for a pipeline crossing Interstate 80 near Newcastle, CA. The pipe will replace a failing pipeline beneath the freeway in an existing 30-inch concrete casing. After leaving the casing the pipe

traverses up a steep embankment in Caltrans right of way. Design efforts have included coordination with Caltrans, difficult slope shoring design and traffic control planning to close a freeway lane.

City of Roseville – Design Engineer for the Downtown Water Mains Replacement Project Hillcrest Neighborhood. The project included 20,300 linear-feet of 8-inch PVC and ductile iron pipeline within residential streets south of Douglas Boulevard and west of Interstate 80. The design included mainline replacement of old undersized main, replacing fire hydrants and reconnecting 343 residential metered services.

City of West Sacramento – State Streets Water Main Improvement Project. The project included 9,700 linear-feet of 8-inch PVC pipeline within residential streets. The design included mainline replacement of old undersized main, replacing fire hydrants and reconnecting 210 residential metered services.

Gilmore Road, Polaris Street, and Ridgeway Drive Waterline Replacement Project – El Dorado Irrigation District (EID) – Design



PLACER COUNTY WATER AGENCY

Proposal for On-Call Civil Engineering Design and Support Services

Engineer on the design of over 10,000-feet of 4-, 6-, 8-, and 12-inch ductile iron pipe, new fire hydrants, air/vacuum release valves, and reconnect 158 metered services.

City of San Jose Water Pipeline Replacement Projects – For over 10 years designing ductile iron water replacement projects within the City of San Jose from 8-inch to 12-inch diameter for an on-going replacement program. Designed more than 100,000 feet of pipelines for West Valley Construction who has contracted with the City over this time span. Much of the design has included trenchless construction through busy streets.

Blue Lake Springs Water District – Provided design for a 350gpm booster stations, several pressure reducing stations, assisted in the design for over 20,000 feet of distribution pipelines and prepared, ran and calibrated a system hydraulic model for the entire community distribution, storage and supply systems.

Pardi Way Water Main Replacement Project, City of Placerville – Provided plans and specifications for over 4,000 feet of 6-inch, 8-inch and 12-inch PVC mainline replacement. The project will abandon old backyard mains and fire hydrants and install new mains in Caltrans and City right-of-way along with new fire hydrants and reconnections to 46 metered services. Engineering services also included pipeline design, obtaining a Caltrans encroachment permit, bidding assistance and utility coordination and engineering services during construction.

Arden Oaks Water Main Replacement Project Phases 1&2 – SSWD – Provided design, plans and specifications for over 35,000 feet of 6-inch, 8-inch and 12-inch ductile iron mainline replacement. The project abandoned old backyard mains and fire hydrants and installed new mains in County right-of-way along with new fire hydrants and 403-meter retrofits. Engineering services also include pipeline design, public outreach, obtaining an encroachment permit, SWPPP preparation, meter location survey sheets preparation, bidding assistance, engineering services during

construction, utility coordination and full construction management.

North Country Club Estates Water Main Replacement Project Phases 1-4 – Provided design, plans and specifications for over 33,000 feet of 6-inch, 8-inch and 12-inch ductile iron mainline replacement. The project abandoned old backyard mains and fire hydrants and installed new mains in County right-of-way along with new fire hydrants and 600-meter retrofits. Engineering services also include pipeline design, public outreach, obtaining an encroachment permit, SWPPP preparation, bidding assistance, utility coordination and construction management.



Richard Ingraham



Mr. Ingraham has extensive experience in construction, inspection and construction management including wet and dry utilities, pavement and pump stations. Mr. Ingraham has been a resident of Roseville for the past 21 years residing in the Hillcrest neighborhood.

Registrations

Class A Contractors License

Registered QSP

D1 Water Distribution
Operator

Bacteria Testing
Certification

PROFESSIONAL ENDEAVORS

Owner ERC Construction
1995 to Present

Burdick Excavating
1987-2006

RELEVANT PROJECT EXPERIENCE

On-call Construction Management and Inspection Services, Sacramento Suburban Water District (SSWD), Sacramento, California. As part of an on-going contract with SSWD, provided construction management and inspection services for multiple pump stations and wells including the District's Rutland Well, Walnut Well, Cottage Well, and Palm Well. Projects included updates to the pumps, facilities, tanks, and sand filtration.

Arden Service Area Main Replacement and Meter Retrofit Design – Sacramento County Water Agency (SCWA). Currently assisting with meter location surveys and inspection services for SCWA's Arden Service Area which includes over 38 miles of pipelines and 3,000-meter installations. Project includes relocating pipelines from backyards into street ROW which involves reconnecting the existing service to the new meter. Includes large properties which involve compound bores. Provided inspection services for the installation of the service lines and reconnection to the existing service. Project involved extensive property owner coordination and communication.

Thor Main Replacement Project, SSWD, Sacramento, California. Provided inspection services for the installation of approximately 17,500 feet of water main and the reconnection of approximately 225 services including meter survey work. Major street installation on Fair Oaks Boulevard and Arden Way as night work.

Naomi Main Replacement Project, SSWD, Sacramento, California. Provided inspection services for the installation of approximately 3,000 feet of water main and the reconnection of approximately 25 services including meter survey work. Major street installation on Marconi Avenue and Auburn Boulevard as night work.

Jonas Water Main Replacement Project, SSWD, Sacramento, California. Provided inspection services for the installation of approximately 21,000 feet of water main and the reconnection of approximately 275 services including meter survey work. Major street installation on Hurley Way, Fulton Avenue and Arden Way as night work.

Albatross Main Replacement Project, SSWD, Sacramento California. Provided inspection services for the installation of approximately 4,000 feet of water main and the reconnection of approximately 60 services including meter survey work.



Arden Oaks Main Replacement Project, SSWD, Sacramento, California. Provided inspection services for the installation of approximately 35,000 feet of water main and reconnection to approximately 300 services.

North Highlands Phase II, SSWD, Sacramento, California. Provided inspection services for the installation of Approximately 25,000 feet of water main and reconnection to a major well-site.

Oak Plains Estates, SSWD, Sacramento, California. Provided construction services for the installation of Approximately 16,000 feet of water main including major street work, at night, on Watt and Marconi Avenues.

Tower-Tesla, SSWD, Sacramento, California. Provided construction services for the installation of Approximately 3,000 feet of water main installed at night to avoid major traffic around commercial business. Also major street work on Fulton Avenue at night.

Country Club Estates, SSWD, Sacramento, California. Provided construction services for the installation of Approximately 22,000 feet of water main including major street work on Watt and Whitney Avenues as night work. Also includes the inspection of an above-ground system installed to avoid major Oak tree root system

New Broadmoor, SSWD, Sacramento, California. Provided construction services for the installation of Approximately 23,000 feet of water main including major street installation on Watt, El Camino and Marconi Avenues as night work.

Terry Lynn Estates, SSWD, Sacramento, California. Provided construction services for the installation of Approximately 24,000 feet of water main including major street installation on Howe, Marconi, and El Camino Avenues as night work.

Drayton Heights Main Replacement Project, SSWD, Sacramento, California. Provided construction management and inspection services for the installation of approximately 35,000 feet of water main and reconnection to approximately 300 services. Services included night time inspection for main installation on Watt Avenue.



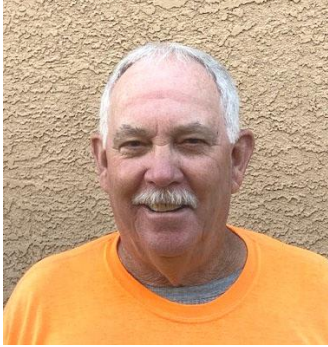
Parkland Estates Main Replacement Project Phase I and II, SSWD, Sacramento, California. Provided construction management and inspection services for the installation of approximately 48,000 feet of water main and reconnection to approximately 500 services. Services included night time inspection for main installation on Watt Avenue.

Edison Meadows Main Replacement Project, SSWD, Sacramento, California. Provided construction management and inspection services for the installation of approximately 30,000 feet of water main and reconnection to approximately 200 services. Services included night time inspection for main installation on Arden Way.

North Country Club Estates Water Main Replacement Project Phases 1-4, SSWD, Sacramento, California. Provided construction services of approximately 33,000 feet of 6-inch, 8-inch and 12-inch ductile iron mainline replacement. The project abandoned old backyard mains and fire hydrants and installed new mains in County right-of-way along with new fire hydrants and 600 meter retrofits.



Scott E. Ahlstrom



Mr. Ahlstrom's experience includes the construction of water, sewer and drainage pipeline systems for both commercial and residential use. Duty responsibilities covered acting as Foreman, Superintendent, and as an independent inspector.

REGISTRATIONS

Class A Contractors License

D1 Water Distribution
Operator Certificate

Bacteria Testing
Certification

PROFESSIONAL ENDEAVORS

S.E. Ahlstrom Inspection
2013-Present

Ahlstrom Construction, Inc.
1974-2013

RELEVANT PROJECT EXPERIENCE

Thor Main Replacement Project, Sacramento Suburban Water District (SSWD), Sacramento, California. Provided inspection services for the installation of approximately 17,500 feet of water main and the reconnection of approximately 225 services including meter survey work. Major street installation on Fair Oaks Boulevard and Arden Way as night work.

Naomi Main Replacement Project, SSWD, Sacramento, California. Provided inspection services for the installation of approximately 3,000 feet of water main and the reconnection of approximately 25 services including meter survey work. Major street installation on Marconi Avenue and Auburn Boulevard as night work.

Jonas Water Main Replacement Project, SSWD, Sacramento, California. Provided inspection services for the installation of approximately 21,000 feet of water main and the reconnection of approximately 275 services including meter survey work. Major street installation on Hurley Way, Fulton Avenue and Arden Way as night work.

Albatross Main Replacement Project, SSWD, Sacramento California. Provided inspection services for the installation of approximately 4,000 feet of water main and the reconnection of approximately 60 services including meter survey work.

North Country Club Estates Water Main Replacement Project Phases 1-4, SSWD, Sacramento, California. Provided construction services of approximately 33,000 feet of 6-inch, 8-inch and 12-inch ductile iron mainline replacement. The project abandoned old backyard mains and fire hydrants and installed new mains in County right-of-way along with new fire hydrants and 600 meter retrofits.

Arden Oaks Main Replacement Project, SSWD, Sacramento, California. Provided inspection services for the installation of approximately 35,000 feet of water main and reconnection to approximately 300 services.

North Highlands Phase II, (SSWD), Sacramento, California. Provided inspection services for the installation of Approximately 25,000 feet of water main and reconnection to a major well-site.



Scott E. Ahlstrom

Oak Plains Estates, SSWD, Sacramento, California. Provided construction services for the installation of Approximately 16,000 feet of water main including major street work, at night, on Watt and Marconi Avenues.

Tower-Tesla, SSWD, Sacramento, California. Provided construction services for the installation of Approximately 3,000 feet of water main installed at night to avoid major traffic around commercial business. Also major street work on Fulton Avenue at night.

Country Club Estates, SSWD, Sacramento, California. Provided construction services for the installation of Approximately 22,000 feet of water main including major street work on Watt and Whitney Avenues as night work. Also includes the inspection of an above-ground system installed to avoid major Oak tree root system

New Broadmoor, SSWD, Sacramento, California. Provided construction services for the installation of Approximately 23,000 feet of water main including major street installation on Watt, El Camino and Marconi Avenues as night work.

Terry Lynn Estates, SSWD, Sacramento, California. Provided construction services for the installation of Approximately 24,000 feet of water main including major street installation on Howe, Marconi, and El Camino Avenues as night work.

Drayton Heights Main Replacement Project, SSWD, Sacramento, California. Provided inspection services for the installation of approximately 26,000 feet of water main and reconnection of approximately 320 services including meter survey work. Included major street installation on Cottage Way and El Camino Avenue as night work.

Parkland Estates Main Replacement Project Phase I and II, SSWD, Sacramento, California. Provided inspection services for installation of approximately 30,000 feet of water main and the reconnection of approximately 550 services including meter survey work.

Edison Meadows Main Replacement Project, SSWD, Sacramento, California. Provided inspection services for the installation of approximately 23,00 feet of water main and the reconnection of approximately 300 services including meter survey work. Also, significant major street installation on Watt Avenue as night work.

Jeremy Rogers - Construction Inspector



Mr. Rogers has over 25 years of experience in the water and wastewater industries. His experience includes construction and start-up of multiple treatment plants and pump stations. His background includes project management and oversight including permitting, testing and reporting.

Education

B.S., Mechanical Engineering,
California State University,
Sacramento

PROFESSIONAL ENDEAVORS

JLR Environmental Solutions,
2014 to Present

JM Squared Associates, 2009-
2015

Shimmick Construction
Company, 2006-2009

Kiewit Construction Company,
2001-2006

RELEVANT EXPERIENCE

On-call Inspection Services for Mechanical Systems – City of Vacaville | Project Role: Construction Inspector

Providing on-going construction inspection services for the City of Vacaville related to mechanical systems at their treatment plants. Has included replacement of pumps, valves, and gates.

Powerhouse Roof Repair Project – El Dorado Irrigation District (EID) | Project Role: Construction Inspector

Currently providing inspection for the El Dorado Powerhouse and Switch Yard Deck Roof Drainage and Covering Renovation Project. Services include providing full time inspection with daily reports, coordination with EID's project manager, PG&E's project manager, and the contractor.

Arden Service Area Main Replacement and Meter Retrofit Design – Sacramento County Water Agency (SCWA) | Project Role: Meter Surveys / Inspection Services

Currently assisting with meter location surveys for SCWA's Arden Service Area which includes over 38 miles of pipelines and 3,000-meter installations. Project includes relocating pipelines from backyards into street ROW which involves reconnecting the existing service to the new meter. Includes large properties which involve compound bores. Provided inspection services for the installation of the service lines and reconnection to the existing service. Project involved extensive property owner coordination and communication.

Jonas Main Replacement Project – Sacramento Suburban Water District (SSWD) | Project Role: Meter Surveys

Assisted with completing meter location sheets for a portion of the Jonas Main Replacement project. Included determining the location of the meter and how to tie-into the existing service.

City of Wasco – Wasco Wastewater Treatment Plant, Wasco California.

As Project Manager for JLR Environmental Consulting, provided oversight in the improvement of the performance of the facility through a series of evaluations and recommendations of the current staff and equipment. Trained staff in the proper operation and maintenance of current and replaced equipment, current Cal OSHA facility safety procedures and current report procedure for the State of California.

Crystal Springs Pump Station Project, San Francisco, California.

As Project Manager for JM Squared Associates provided oversight of the installation and start-up of four 30MGD Pumps and associated equipment for the San Francisco Public Utility Commission - Crystal Springs Pump Station Project. Included Factory Testing services for four 2250HP Motors in Sao Paulo, Brazil, Two Vertical Frequency Drives in Pittsburg, Pennsylvania, and four

Jeremy Rogers - Construction Inspector

30MGD Horizontal Split Case Pumps in Fitsu, Japan. Coordinated all transportation to and from factories. Assisted crew in the installation of equipment. Performed Start-up and operation of pumping equipment until plant was turned over to client.

Soledad Wastewater Treatment Plant Expansion, Soledad, California. As Mechanical Superintendent for Shimmick Construction provided oversight of the installation of mechanical equipment including pumps, Piping filters, clarifiers, and UV system. Completed facility start-up, scheduling and permitting.

RD108 Pump Station Project, Grimes, California. As project manager for Shimmick Construction provided oversight of groundwater discharge including monitoring and testing of discharges to the Sacramento River. Also included installation and start-up of pumping equipment, piping and associated equipment.

Antelope Pump Station Inspection Services, Sacramento Suburban Water District, California. Provided construction inspection services for a 5,000gpm pump station. The project will groundwater to be pumped from SSWD's system to San Juan Water District and is funded through the State's drought relief program. Inspection services include pipeline inspection, water sampling and testing and NPDES related inspection.

Lower Northwest Interceptor Project – Bradshaw pipeline, Sacramento California. As Mechanical Superintendent for Shimmick construction provided oversight and project management for the installation of over 4 miles of 110-inch concrete pipeline. Included oversight of groundwater discharge including monitoring and testing of discharges to Ellis Creek.

Sacramento River Water Treatment Facility Expansion Project, Sacramento, California. As Mechanical Superintendent for Kiewit Construction Company provided oversight and project management for the installation and start-up of the Water Treatment Equipment including Pumping Equipment, Valves,& Piping.

Joseph Saylor

Mr. Saylor has over 30 years of experience in the construction industry. His experience includes planning and specification review of construction projects under local, state, and federal regulations.

Certification

AWWA Advanced Disinfection of Pipeline

Confined Space

Traffic Control

Industry Knowledge

Underground Utilities

Concrete (forms, rebar, placing, and curing)

Buildings (foundations, block and wood framing, roofing, door and window installation, flooring, painting and coatings, HVAC)

Electrical (conduits, wiring, equipment installation and mounting)

Grading, paving, fencing, and landscaping

El Dorado Irrigation District, Caltrans, San Jose Water district and other agency specifications

SKILLS

Facilitate cooperative and productive business relationships with developers, contractors, work crews and government agencies.

Reading, reviewing, and interpreting plans, specifications, maps, drawings, contracts, and work orders.

Recognizing confined space and hazardous material safety issues.

Ensuring compliance with safety rules, environmental requirements, and regulations.

Preparing basic surveying calculations to determine alignment and grades.

Performing calculations for volume, leakage, force, pressure, flow, and chemical saturation.

RELEVANT PROJECT EXPERIENCE

On-call construction inspection for EID | *Project Role: Construction Inspector* – Currently providing construction inspection for EID projects including water, wastewater and recycled water distribution projects, and collection and storage and treatment facilities. Work includes ensuring compliance with approved plans, specifications, and required regulations. Reports are provided directly to EID project managers.

Sanco Pipeline – Los Gatos, CA | *Project Role: Construction Supervisor* Supervised the installation of potable and recycled water mains and services. Installed over 200,000 feet of water main piping ranging in sizes from 6 inches to 24 inches in diameter. All pipe systems installed were successfully hydrostatically tested and disinfected. Also installed 2,000 feet of 8-inch sewer pipes 30 feet deep and 36-inch clay 40 feet deep both with zero leaks or sags.

Valley and Bay Area Experience | *Project Role: Construction Supervisor* Supervised the installation of potable and recycled water mains and services. Installed over 200,000 feet of water main piping ranging in sizes from 6 inches to 24 inches in diameter. All pipe systems installed were successfully hydrostatically tested and disinfected. Also installed 2,000 feet of 8-inch sewer pipes 30 feet deep and 36-inch clay 40 feet deep both with zero leaks or sags.

Peter W. Reagan

Mr. Reagan is a licensed general engineering contractor and certified preparer of SWPPPs.

In addition, he has extensive experience in pipeline inspection and construction of high pressure water lines, storm drains and sewers.

Education

A.A., History, American River College, Sacramento.

B.S., History, Stanford University, Palo Alto.

Registration

Grade D1 Water Distribution Operator
No. 44794

PROFESSIONAL ENDEAVORS

Sierra Valley Contractors
2009 to Present

Sierra National Construction, 1992 to 2009

Sierra Valley Construction, 1973 to 1992

RELEVANT PROJECT EXPERIENCE

Arden Oaks Main Replacement Project, Sacramento Suburban Water district (SSWD), Sacramento, California. Provided inspection services for the installation of approximately 35,000 feet of water main and reconnection to approximately 300 services. Services included night time inspection for main installation on Arden Way.

North Highlands Main Replacement Project, Sacramento Suburban Water district (SSWD), Sacramento, California. Provided inspection services for the installation of approximately 48,000 feet of water main and reconnection to approximately 500 services. Services included night time inspection for main installation on Watt Avenue.

North Highlands Main Replacement Project, Sacramento Suburban Water district (SSWD), Sacramento, California. Provided inspection services for the installation of approximately 48,000 feet of water main and reconnection to approximately 500 services. Services included night time inspection for main installation on Watt Avenue.

North Country Club Estates Main Replacement Project, Sacramento Suburban Water district (SSWD), Sacramento, California. Provided inspection services for the installation of approximately 33,000 feet of water main and reconnection to approximately 400 services.

Rustic Woods, Carmichael Water District, Carmichael, California. Provided inspection services for the installation of 4,000 feet of 6-inch pipeline in the Rustic Woods Condominiums.

Rio Linda Well Replacement Project, Rio Linda, California. Provided inspection services of a domestic water production well for Rio Linda/Elverta Community Water District. The new 2,800 gpm station is connected to the water system with approximately 5,000 linear feet of 16-inch pipeline. The new station includes a single vertical turbine pump, a variable speed drive, chlorine treatment, emergency backup generator, SCADA and provisions pumping to waste.

California American Water Company, Monterey, California. Provided full time inspection services for the installation of approximately 8,000 feet of 30-inch ductile iron transmission main and approximately 15,000 feet of 8-inch and 12-inch ductile iron water mains and approximately 500 services. Includes coordination for testing services.



RANCHO MURIETA COMMUNITY SERVICES DISTRICT
 Proposal for On-Call Professional Services for District Engineer
 and Construction Inspection Services

SECTION 8. COST PROPOSAL: CONSULTANT FEE

The attached rate sheet are provided for 2021. The rates include all overhead to cover costs and minor expenses. Expenses including printing and postage will be billed at cost.

CONTRACT BID SCHEDULE

ITEM #	DESCRIPTION	COST
1	Engineering Services	Attach rate schedule separately
2	Construction inspection services	Attach rate schedule separately
	Total Cost	-

Respectfully Submitted:

 Signature

 President

 Title

 Domenichelli & Associates

 Company

 5180 Golden Foothill Parkway, Suite 220

 Address

 El Dorado Hills, CA 95762

 City, State

 02/19/2021

 Date

 (916) 933-1997

 Phone Number

Federal Tax ID # 76-0806846



RANCHO MURIETA COMMUNITY SERVICES DISTRICT
Proposal for On-Call Professional Services for District Engineer
and Construction Inspection Services

ENGINEERING SERVICES RATE SHEET

Job Title	Rate (\$/hr)
Project Principal 1 – QA/QC	\$190.00
Project Principal 2	\$180.00
Project Manager 1	\$175.00
Project Manager 2	\$165.00
Senior Engineer 1	\$155.00
Senior Engineer 2	\$145.00
Project Engineer 1	\$130.00
Project Engineer 2	\$125.00
Staff Engineer 1	\$115.00
Staff Engineer 2	\$110.00
Senior CAD Drafter	\$105.00
CAD Drafter 1 / Intern	\$85.00



RANCHO MURIETA COMMUNITY SERVICES DISTRICT
Proposal for On-Call Professional Services for District Engineer
and Construction Inspection Services

CONSTRUCTION MANAGEMENT AND INSPECTION RATE SHEET

Job Title	Rate (\$/hr)
Construction Manager	\$165.00
Inspection	\$150.00

13. Contract for Domenichelli & Associates, Inc. - Pending

MEMORANDUM

Date: March 10, 2021
To: Board of Directors
From: Tom Hennig, General Manager
Subject: Fiscal Year 2021-22 Board Goals Review

RECOMMENDATION

Review and discuss as needed.

BACKGROUND

A special Board meeting was held on February 9, 2021, where Directors discussed the draft goals based on conversations Tom Hennig had with them individually the previous week. Directors discussed the goals and agreed that the top five District goals were:

1. Budgeting for Reserves based on Reserve Study Outcome
2. Security Service levels and Community objectives
3. Financial Systems Upgrade
4. Laguna Joaquin requirements
5. CIA Ditch, Forebay, Granlees Dam

District Finance Staff will use these goals to make Budget assumptions and as a general guide for prioritizing tasks in the coming Fiscal Year. The first look at the proposed Fiscal Year 2021-22 budget will take place on March 30, 2021 at a Special Prop 218 Budget Board meeting. We will present a budget that reflects:

- Negotiated increases in salaries and benefits
- Projected increases in general district expenses
- Estimates for contract increases
- Changes in reserve contributions
- Anticipated increases in revenue requirements

During this meeting, the Board will adjust the proposed changes and add to areas where they feel the goals are not being addressed. As part of the budget development, we are considering:

1. Budgeting for Reserves based on Reserve Study Outcome:
We plan to include changes in reserve contributions based on the preliminary report from Association Reserves Inc. Their information will become finalized as part of a Board presentation in April. We will base our final reserve contribution recommendation on the Boards actions related to the final report.
2. Security Service levels and Community objectives:
We initiated the Security Opinion Poll project in early March. Our plan is to begin the design of the survey working groups in early April. The Security budget will be prepared to meet the requirements established by Measure J in 1998. This will allow the Board to see the costs of a baseline budget. This will also allow us to identify the amount of general-purpose property taxes needed to supplement Security in the current status for FY 2021-22.

3. Financial Systems Upgrade:

For the past two years, the need to upgrade the District's financial systems has remained a high priority for Finance staff. Unexpected turnover has made this process difficult. During the next fiscal year and based on the current and previous independent auditors' recommendations, we hope to make progress with this goal. The addition of the new Director of Administration and hiring replacements for the Accounting Supervisor and Controller should allow for this transition to begin.

4. Laguna Joaquin requirements:

Beginning with the resident-initiated Laguna Joaquin Midge Fly petition last summer, we have kept the issue high on our priority list. Our most recent work is discussed as a separate item on the March 2021 Board meeting agenda. We will plan to adjust our budgeting plans based on the direction from this discussion. We continue to take every opportunity to work with the RMA and the Cosumnes Irrigation Association (CIA) to coordinate our plans and objectives. There are several communications included in the staff memo provided today.

Since the Laguna Joaquin detention basin is part of the overall water system, the needs of Laguna Joaquin water supply and RMA's ability to divert water for irrigation purposes supports the community water supply and reduces the use of the District potable water supply. Stated conversely, without an adequate water supply in Laguna Joaquin, RMA's use of and burden on the District potable water would increase. With this connection between the Laguna Joaquin supply and the District potable water supply, the District could consider funding some of the Laguna Joaquin management and improvement costs through the potable water program. Laguna Joaquin serves as both a storm drainage and water supply function. As such, the District may use both the storm drainage tax and water service rates and charges for lake management and improvement costs. Consequently, in setting the water service charges, the District may consider factoring in a fair and equitable share of the Laguna Joaquin related costs attributable to maintaining an irrigation water supply for RMA use.

5. CIA Ditch, Forebay, Granlees Dam:

During the Board Goals session, the subject of the long-term needs of protecting our water source developed into a focus on Granlees Dam and Forebay's importance. This structure is an integral part of the Districts' partnership in the Cosumnes Irrigation Association, CIA Ditch agreement. During the next fiscal year, the Board has made the evaluation of the agreement and the infrastructure a priority. In response to this requirement, the Board created an ad-hoc committee to research and evaluate these issues. During the ensuing months, staff will work with the ad-hoc committee to determine the best action courses.

MEMORANDUM

Date: March 12, 2021
To: Board of Directors
From: Tom Hennig, General Manager
Subject: Review Actions Proposed for Laguna Joaquin Management Options

RECOMMENDATION

Recommend Board of Directors review the communications between the General Managers of the District and RMA.

BACKGROUND

The Laguna Joaquin Detention Basin is a large body of water (approximately 21.5 surface acres) located within the Rancho Murieta gates. The Rancho Murieta Association (RMA) owns the land under Laguna Joaquin, but the Rancho Murieta Community Services District (District) has an easement for operation and maintenance to support drainage and water quality. The District is responsible for the stormwater as the water exits the basin.

In addition to functioning a detention basin for the District drainage system, Laguna Joaquin serves as temporary storage for the Cosumnes Irrigation Association (CIA) and a source of landscape irrigation water for the RMA. Additionally, Laguna Joaquin provides an aesthetic amenity to the community and for recreational fishing. Typically November – March, seasonal storms can create enough stormwater runoff and spill the basin into a drainage ditch. Overflow from the basin flows over an artificial spillway and channel and into the drainage ditch, which eventually flows into the Cosumnes River.

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 from the Townhomes surrounding Laguna Joaquin and the residents who utilized recreation pathways have increased every year. There are also complaints from residents over the odor that originates from the basin and concerns about the quality of the water being used to irrigate the RMA. On July 31, 2020, more than 100 residents signed a petition that identified four specific concerns related to the basin. These complaints were:

- Murky green water with algae growing around the edges
- Cattails growing at the drainage inlets collect debris and algae
- Weeds growing along the banks
- Water quality and odor

This petition was provided to the District Board on August 19, 2020, during a regular board meeting. Since that time, the District has taken the following actions:

- 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
- Installed 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
- Recommended a vendor based on an RFP for Environmental Services
- Met with a firm that provides dredging services in Northern California

CURRENT SITUATION

December 11, 2020, the District GM requested the RMA consider participating in funding to support the recommended environmental firm to address the Laguna Joaquin issues. The District Board had already approved \$30,000 to fund a portion of the work. In mid-February, the RMA GM sent a letter to the District GM indicating that the RMA would not support funding the project at the level identified at the time of their most recent Board meeting. A second letter from the RMA GM suggested the District consider participation in the funding for various solutions to mitigate the midge fly issues later in the summer. In response to the RMA communications, the District GM sent a letter on March 11, 2021. (these three letters are included as attachments to this memo)

The March 11, 2021, letter sent to the RMA focused on six objectives the District was proposing to consider as part of the District efforts to address the midge fly and the Laguna Joaquin detention basin's overall maintenance. These six points are presented for discussion during the Board meeting today. Our next steps will be to evaluate the options after tonight's discussion. Included for the Board's consideration are the following actions.

DISCUSSION ITEMS

In addition to the above discussion, I am proposing the Board discuss the following items:

- Drain Laguna Joaquin for maintenance work
- Evaluate the effectiveness of the North and South drainage systems
- Establish "best practices" for irrigation and storm runoff
- Determine if RMA can use recycled water for irrigation
- Establish a set of District-recommended fertilizers and vegetation additives
- Consider the potential for ownership and easement rights and responsibilities for the land under the reservoirs and detention basins

NEXT STEPS

I will take action based on the direction from the Board. I also plan to continue collaborating with the RMA GM, and who are working on these issues.

ATTACHMENTS TO THIS ITEM

- 12-11-2020 Letter from RMCS D GM to RMA GM
- 02-17-2021 Letter from RMA GM to RMCS D GM
- 02-22-2021 Memo from RMA GM to RMCS D GM
- 03-11-2021 Letter from RMCS D GM to RMA GM

NOTE: This letter was sent to the RMA GM as a draft on December 11, 2020

December 11, 2020

Mr. Kevin Hubred
Rancho Murieta Association
7191 Murieta Parkway
Rancho Murieta, CA 95683

Re: Laguna Joaquin Detention Basin Consulting Services RFP Results

Dear Mr. Hubred:

Thank you for your assistance with the review and scoring of the Requests for Proposal for Laguna Joaquin Detention Basin Consulting Services. This letter confirms the District in conjunction with the RMA has selected Stratus Environmental, Inc., Cameron Park, CA, as our preferred vendor for the award of the contract. The next phase of this process will be for the Rancho Murieta Association to then to consider their participation in the funding and activities related to this project. The purpose of the RFP and the results of this review are discussed below.

Background:

The Laguna Joaquin Detention Basin is a relatively large body of water (approximately 21.5 surface acres) located within the gates of the Rancho Murieta Association's home-owners association (RMA). Laguna Joaquin is owned by the RMA, but the Rancho Murieta Community Services District (District) has a responsibility for the operation and maintenance of the water within it. Laguna Joaquin serves several purposes for the community of Rancho Murieta. For the District it is a drainage detention basin serving North side developments Units 1, 2, 3, and 4, Stonehouse & Escuela Parks, and possible future Residences East & West developments. The District is also responsible for the quality of the stormwater as the water exits the basin. In addition to functioning as a detention basin for the District drainage system, Laguna Joaquin may serve as temporary regulatory water storage for the Cosumnes Irrigation Association (CIA), and as a source of irrigation water for the common ground landscaping for the RMA. Additionally, Laguna Joaquin provides an aesthetic amenity to the community and for recreational fishing. Seasonal storms, typically November – March, can create enough stormwater runoff to fill the basin and spill into a drainage ditch. Overflow from the basin flows over a manmade spillway and channel and into the drainage ditch, which eventually flows over 1.5 miles into the Cosumnes River.

Although over the past 50+ years, Laguna Joaquin has accumulated silt and other materials from its two primary drainage inlets, as well as irrigation runoff from the surrounding landscaping, it has been an issue of aesthetic contention since the late 1980's. During this time, complaints about midge flies and odor from the residents from the Townhomes surrounding Laguna Joaquin, and the residents that utilize the pathways for recreation have seemingly increased every year. There are also complaints from residents over the odor that originates from the basin as well as concerns of the quality of the water being used to irrigate the RMA landscaping around the basin and adjacent to Murieta Parkway.

The complaints and issues have been exacerbated since 2016 with the controlling interests in the CIA preventing the past practice of routing Cosumnes river water down the CIA ditch, into Laguna and then back into the CIA Ditch, which then flows to the Equestrian Center, then to the Anderson ranch. The CIA Ditch

water eventually flows back into the Consumnes river. This practice has kept the water quality fairly decent during the summer months when the river maintained sufficient flow. The Equestrian Center and the Anderson Ranch note their concern is the water quality may affect their ability to obtain an organic certification for his crops, as well as health concerns for horses that may drink or be exposed to low quality water at the Equestrian Center. Drainage waters typically carry street runoff, herbicides and pesticides from the RMA's and homeowner's uses. It is a known issue that the RMA fertilizes the grass around Laguna which then runs back into it to exacerbate the algae and pest concerns for the basin.

Recent Efforts

Over the past decade multiple efforts took place to address the conditions of Laguna Joaquin. The most recent took place in 2016.

- In March 2016 an ad hoc committee comprised of community representatives, RMA Representatives, technical support from CSD and RMA was formed.
- The committee met for 8 months. They worked diligently examining a variety of possible solutions.
- A few options, such as vegetation changes and aerator fountains were implemented with limited success.
- Other options did not proceed due to cost constraints and seasonal changes.
- It appears that the committee ended after running into financial objections.

Current Situation

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 Murieta Townhomes Inc. and those who frequent the basin for recreations such as fishing and walking. The secondary benefactors of the basins' aesthetic quality include all Rancho Murieta North property owners and the Rancho Murieta Country Club.

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 *Bacillus thuringiensis (Bti)* as a microbial larvacide. The application of the biocide is being paid for by RMCSD with discretionary funds allocated to the District's 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 August 2020, a petition with over one-hundred (100) resident signatures was presented to the District, and discussed at the August 19, 2020, regular Board meeting. In July 2020, more than 100 residents signed a petition (attached) that identified four specific concerns related to the basin. These complaints were:

- Murky green water with algae growing around the edges
- Cattails growing at the drainage inlets which collect debris and algae
- Weeds growing along the banks
- Water quality and odor

Since August 2020, the District has taken the following actions:

- Met with Sac/Yolo Vector control to discuss options for correcting the problems
- Increased the application frequency of biocide designed to kill midge flies and conducted a total of nine treatments
- Installed insect attraction traps 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 for consulting services to provide solutions

District Actions

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. Upon completion of the evaluation, the selected vendor is to provide solutions, and cost estimates associated. The full RFP is attached. The scope of work requested includes the following:

1. **Evaluate and provide options for improvement of Laguna Joaquin basin.** This includes evaluation of water quality throughout the basin; sources of water and their quality; estimates of cost for each improvement. Improvements are for water quality, less bugs, and better aesthetics overall.
2. **Evaluate extent and test silt material to be removed and develop engineer's estimate for removal and disposal.** This includes laboratory evaluation of volume and laboratory analysis of silt materials and hazard classification report.
3. **Evaluate the hydrology related to the Cosumnes Irrigation ditch as it relates to providing fresh water to Laguna Joaquin.** The District will provide information related to the current flow-lines. This task may require field surveying. Provide report of maximum possible potential elevation to fill Laguna Joaquin.
4. **Develop a report for the District which includes all data compiled.** Provide report in Word and PDF formats, along with any supporting documentation. Present report to District Board at a committee meeting and a Board meeting with recommendations and findings. (Currently Board and committee meetings are being held via Zoom web-based platform).
5. **Develop RFP for removal, dewatering, and disposal of removed material**
6. **Consultant shall include a general table of costs for:** hourly rates for any staff to be utilized, and travel, for any special projects to be billed on time and travel. Costs will be based on the billing rates for any additional services requested by the District.
- 7.

Request for Proposal Results

There were two qualified responses to the RFP. This includes McCord Environmental, Inc., and Stratus Environmental, Inc. The proposals were reviewed and scored by representatives from RMCSD and the RMA. RMCSD was represented by General Manager, Tom Hennig and Director of Field Operations, Paul Siebensohn. RMA representatives included General Manager, Kevin Hubred and Operations Manager, Rodney Hart. The RFP responses were provided to each representative, without the proposed costs, for review. The RFP's were discussed on rated for content, proposed plans and then cost on December 1, 2020. The results of the review and the rankings for the vendors are attached as part of this letter.

The evaluation team have determined that Stratus Environmental has provided the most complete proposal for addressing the options to fix the issues at the Laguna Joaquin dentition basin. Their determination concluded that Stratus Environmental provided a better solution based on the following observations.

- Experience of Stratus proposed staff
- Familiarity with local detention basin and other bodies of water
- The overall cost was inclusive of all assumed necessary equipment and services
- Stratus has participated in recent sediment removal projects
- References for their team prove to show their quality of work
- Additional service notes to identify potential sources of grant funding for water quality management
- ?
- ?

The Next Step

These consulting services will not fix the problem. The consultant's report will identify solutions, as determined by experts in environmental solutions. Paying for the recommended options will be addressed after the findings are presented to each of our Boards. The cost for the recommended consulting services is \$119,817.

The RMCSD Board of Directors voted to commit \$30,000 from the Drainage reserve funds to cover the District's share of this agreement. This expense is reasonable as the District is responsible for the water quality of the drainage that eventually flows to the Cosumnes river during the rainy season. The balance of the contract will need to come from other sources. At this time, we are forwarding the decision to proceed to the RMA for their consideration to proceed with the proposal from Stratus Environmental, Inc. Costs associated with carrying out any of the recommendations will be evaluated at that time.

Thank you for your assistance with the review and scoring of the two responses. I look forward to your response from the discussions with your Board.

Respectfully,

Tom Hennig
General Manager

cc: RMCSD Board of Directors
Amelia Wilder, District Secretary

Attachments: Letter and Petition Concerning Water Quality in Laguna Joaquin
RFP Response from Stratus Environmental, Inc.
RFP Response from McCord Environmental, Inc.
RFP Scoring matrix



Rancho Murieta Association

Sent Via E-mail and US Postal Service

February 17, 2021

Mr. Tom Hennig
General Manager
Rancho Murieta Community Services District
15160 Jackson Road
P.O. Box 1050
Rancho Murieta, CA
95683

Re: Laguna Joaquin Detention Basin

Dear Mr. Hennig:

I am writing in reply to your letter of December 11, 2020, in which you request that the Rancho Murieta Association (“RMA”) contribute close to \$90,000 of a \$119,817 consulting agreement for evaluation of certain conditions in the Laguna Joaquin Detention Basin (the “L.J. Detention Basin”). The Rancho Murieta Community Services District (“CSD”) budgeted \$30,000. As presently proposed, CSD’s request allocates the contract cost 75% to RMA and only 25% to CSD.

While RMA remains committed to working with the CSD to solve this problem, the RMA Board declined this request at its December 15, 2020 Board meeting. For the reasons set forth below, the proposed division is inequitable based upon the responsibility of the CSD for maintenance of the L.J. Detention Basin, as well as the history behind the accumulation of silt in the detention basin. We also identify in our comments below other parties with potential responsibility.

To the extent a financial contribution is made by RMA, that contribution should be used for identified solutions and not for consultant studies that do not provide a technical fix. Several of the components of your proposed scope of work are solely within the purview of the CSD (e.g., work related to the Cosumnes Irrigation Association (“CIA”) ditch, which is managed by the CSD). There is no justification for a financial contribution by RMA for that analysis. All the consultant’s work product will be delivered directly to the CSD and, if the CSD intends to have that level of oversight, the CSD should pay for the work product.

1. Factual Background.

Your letter outlines the purported history behind the accumulation of silt in the L.J. Detention Basin, and how the silt has contributed to the breeding of midge flies. The midge flies are creating a nuisance to adjacent property owners. Several additional causal factors bear emphasis that have not been mentioned or fully described in your letter.

The L.J. Detention Basin is a man-made lake constructed in the early phases of development in Rancho Murieta North. Residential development surrounds the L.J. Detention Basin, and run-off from homes and yards (including the Villas), the country club, common areas and streets in the north side of Rancho Murieta enter the L.J. Detention Basin through a drainage system owned, operated, and maintained by the CSD. Some, but not all, of the existing homes that drain into the L.J. Detention Basin are members of the RMA.

Although the L.J. Detention Basin is considered part of the drainage system for Rancho Murieta North, the lake is owned by RMA, not the CSD. The CSD has an easement agreement with RMA for operation and maintenance activities within the L.J. Detention Basin. Pipes that are part of the CSD system convey water into the L.J. Detention Basin. RMA operates a pump to remove water for landscaping. For some years, silt has collected in the RMA pump and a jetty was constructed as a barrier between the CSD pipe and the RMA pump to keep silt out of the pump. This is one indication that silt is entering the L.J. Detention Basin from the pipes and not from other sources. Site inspections also indicate that silt gathers at the inlets to L.J. Detention Basin.

In contrast, the drainage system in Rancho Murieta South, also operated and maintained by the CSD, includes a sediment pond, which appears to have been effective in keeping silt from collecting in waterways in the southern portion of the development. No sediment pond exists for the north side of Rancho Murieta, and none exists for the L.J. Detention Basin.

In addition to drainage from existing development within Rancho Murieta North, the Cosumnes Irrigation Association (“CIA”) and other private parties (e.g., the Country Club owner, the Villas homeowner’s association, and other owners of undeveloped property in the north side of Rancho Murieta) also drain into the CSD system that feeds into the L.J. Detention Basin. In particular, the CIA uses the L.J. Detention Basin for temporary storage of water for downstream irrigation. The amount of water diverted by CIA into the L.J. Detention Basin appears to fluctuate, based upon the needs of the CIA. The CSD acknowledges in its Request for Proposals that the L.J. Detention Basin is considered “relatively shallow” at “between 4-6 feet, with a soft, silty bottom.” CSD Request for Proposals for Laguna Joaquin Detention Basin (2020) (the “CSD RFP”).

Several problems have resulted from the accumulation of silt and the low water levels: (1) the low water level appears to create a habitat conducive to midge fly reproduction, (2) the basin appears to have poor water quality and low oxygen levels in the water due to stagnant water, (3) odors originate from the basin due to the stagnant water, and (4) there have been obstructions to the RMA system that is used to remove water from the detention basin for landscaping irrigation.

2. Terms of the Easement Agreement.

The starting point in analyzing the respective responsibilities of the CSD and RMA for maintenance and now clean-up of the L.J. Detention Basin is the Easement Agreement between RMA and the CSD related to the operation of the L.J. Detention Basin.

The Easement Agreement, dated November 22, 1987, identifies easement rights and obligations of the CSD relative to several bodies of water under ownership by RMA, including the L.J. Detention Basin. The easement is for “the purpose of water storage and irrigation.” Easement Agreement, para. 1 (Description of Easement). CSD has the responsibility to “operate the dams and reservoirs” and “regulate the water levels therein.” Easement Agreement, Section 2(b). CSD has the sole discretion to allow temporary storage during summer months of additional water that the CIA “may claim under riparian water rights for re-release and use by CIA within the District.” Easement Agreement, Section 2(c). Pertinent to the analysis of silt removal and midge fly mitigation, CSD “shall be solely responsible” for several activities related to maintenance of the L.J. Detention Basin, specifically:

- “[I]nspection, maintenance, repair and restoration of dams, spillways, outlet works, pumping stations, subdrains and other installations” of specified improvements related to a dam. Easement Agreement, Section 4(a). (Emphasis added.)
- “[C]ontrolling vegetation and aquatic growth below the high water line in the lakes and reservoirs commonly known as ... Laguna Joaquin” The responsibility for “controlling vegetation in the area between the high water line and service roads” for Laguna Joaquin rests with RMA. Easement Agreement, Section 4(b).

The Easement Agreement does not define “high water line,” but RMA believes that the “high water line” is 18-inches below the top of the detention basin. Thus, RMA has responsibility for controlling “vegetation and aquatic growth” in the area between the high water line and service roads, while CSD has the responsibility for controlling “vegetation and aquatic growth” 18-inches below the top of the detention basin.

CSD states in its letter that “the midge flies mature in the silt.” (December 11, 2020 letter, p. 2 para. 4.) The fact that the midge fly larvae then “float to the top to hatch” does not eliminate the fact that the initial point of creation is in the silt, well below the high water line.

3. CSD’s Scope of Authority.

The next issue that arises is the responsibility for preventing silt from entering the L.J. Detention Basin, and removal of silt that has accumulated. Several provisions of the CSD’s own Drainage Code pertain to the analysis of the CSD’s share of responsibility for silt prevention and removal at the L.J. Detention Basin.

First, the “General Policy of the Operating System” is that CSD “shall operate and maintain the drainage system in an efficient and economical manner and supply a drainage service of acceptable quality as fairly and equitably as possible.” Drainage Code section 3.01. The Drainage Code also

defines what the CSD views as included within its “drainage system.” For purposes of this discussion, the important components are the responsibility over “pipes,” “catch basins below the grate on private streets,” “channels,” “floodways and waterways” and “all other appropriate facilities.” Drainage Code section 3.02(c), (d), (f), (h) and (i).

The Drainage Code also provides that the “Drainage System shall mean the system of waterways, ditches, channels, pipes, lakes and appurtenances, which collects and conveys storm water runoff to the point of discharge.” (Drainage Code section 2.06) Notably, a lake is identified as part of the overall drainage system.

“Floodway” is defined as “the main channel of a waterway, which is reasonably required to carry and discharge the storm flow.” (Drainage Code section 2.06) “Floodplain,” which is outside of the Drainage System according to CSD definitions, is “the area adjoining a river, stream, or waterway, which is subject to inundation by floodwaters.”

Finally, CSD describes a “waterway” as consisting of a “river, stream, creek, watercourse or channel, having a defined bed and banks, and includes any conduit or pipe in which water does or may flow... Whenever a waterway consists of an ordinary channel and in addition thereto, an overflow channel, the waterway shall be deemed to include all property lying between the banks of the overflow channel.” (Drainage Code section 2.18) (Emphasis added.)

The maintenance responsibility clearly extends to pipes. Therefore, keeping pipes clean of silt appears to be within the scope of CSD responsibility. The “waterway” also includes a channel with defined bed and banks.

CSD’s argument appears to be that silt originates on private or homeowner association properties, because CSD disclaims in the Drainage Code “surface drainage of private streets and roads.” (Drainage Code section 2.05) CSD describes a “Private Drainage System” as “any drainage system on private land(s), including homeowner association common areas and streets, golf courses, and driving ranges, that solely provides drainage service from private land(s) to the point of connection or discharge into a District drainage system.” (Drainage Code section 2.15) (Emphasis added.)

RMA regularly cleans the streets under its control, and this refutes any argument as to private streets. CSD has provided no evidence that the source of the silt is a private drainage system and, if it is, then CSD must also identify the other property owners that may be contributing to this problem.

Taken as a whole, CSD’s argument, ultimately, appears to be illogical: although CSD is responsible for maintaining pipes and channels, if it fails to do so and silt enters the lake, it is no longer responsible for any clean-up.

4. General Information from the CSD Web Page.

On its web page, the CSD describes the scope of its services, including its responsibilities for stormwater drainage. By way of summary, the CSD states that it is “focused on keeping the drainage course free of debris and growths which may cause blockages during a storm, not on the

aesthetic appearance of the facility.” To achieve this goal, the CSD identifies an “annual maintenance program” which includes “cleaning of silt, branches, weeds, and other debris from ditches, natural courses, and pipelines.” (Emphasis added.) Finally, the CSD states that it is “responsible for maintenance of the bottoms of natural drainage courses, ditches and canals as well as underground pipe systems and detention basins.”

The foregoing narrative provides the following guidance as to CSD’s own understanding of its scope of authority: (1) the CSD cleans silt from ditches and pipelines; (2) the CSD is responsible for the maintenance of the bottoms of natural drainage courses and ditches, as well as detention basins; and (3) the CSD keeps “drainage courses” free of “debris and growths.”

5. The CSD Storm Drainage and Flood Control Master Plan.

The CSD operates under a Storm Drainage and Flood Control Master Plan (the “Master Plan”), prepared in June 1988. Of note, there are several references in the Master Plan to erosion control practices. The Master Plan states that an overall maintenance program is beyond the scope of the Master Plan, but it recommends an annual maintenance program that includes “cleaning of silt.” Master Plan, p. 24. It appears that the CSD has ignored this recommendation for years, resulting in the accumulation of significant silt in the bottom of the L.J. Detention Basin.

The Master Plan also states that “[i]t is proposed that the District perform all maintenance activities within the floodway.” Master Plan, p. 26. Thus, because the silt is in the bottom of the L.J. Detention Basin and hence “within the floodway,” the CSD should take remedial action to remove the silt.

The Master Plan includes a clear recommendation for “[d]iversion ditches, sediment traps, vegetative filters and sediment basins” to control sediment and prevent it from entering the drainage system. RMA believes that such interceptors are used in Rancho Murieta South but are not used in the vicinity of the L.J. Detention Basin. This may provide a technical solution to the problem, and it is within the purview of the CSD to install this technical fix.

6. Regional Water Quality Control Board Documentation.

The CSD staff have previously advised RMA staff that they believe responsibility for silt removal derives from an “Agreement for Availability and Use of Reclaimed Wastewater” (“Reclaimed Water Agreement”). The parties to this agreement are the CSD, Rancho Murieta Country Club, Rancho Murieta Properties, Inc., and CBC Builders, Inc. RMA is not a party to this agreement. The agreement appears to derive from a requirement by the State Water Resources Control Board that reclaimed (i.e., recycled) water be used for irrigation purposes, as a condition to allowing water from the Cosumnes River for other purposes within Rancho Murieta.

RMA finds no support for CSD’s position in either the text or exhibits to this agreement. First, RMA cannot be bound by a contract to which it is not a party. Second, the scope of the agreement does not relate to maintenance of L.J. Detention Basin. The section of the agreement relating to its “Purpose” pertains solely to reclaimed wastewater. See Reclaimed Water Agreement, p. 3, Article One.

CSD staff apparently rely upon a section in the agreement titled “Operation and Maintenance,” which states that “[i]n accordance with Exhibit C...and subject to the provisions for revisions of this Exhibit C discussed in paragraph (c) below, RMPI, CBC, RMCC and other Responsible Parties and District agree that the ownership and responsibility for maintenance, repair, and replacement of the reclaimed wastewater delivery and distribution systems shall be as shown and designated in Exhibit C.” See p. 9, Article Five (emphasis added). The phrase “Responsible Parties” is never defined to include RMA. Instead, the agreement allows the four named parties to designate “which of them shall be designated the individual or entity responsible for performance of the reclaimed wastewater obligations required under this Agreement...” See Reclaimed Water Agreement, p. 4, Article One (b).

The attached Exhibit C to the Reclaimed Water Agreement shows that the CSD is responsible for the “lake level” of the L.J. Detention Basin. Cost of operations and maintenance also is placed on the CSD. The Laguna Joaquin pump station is the only facility identified as under the shared ownership, operation and maintenance of the Country Club and RMA. See Reclaimed Water Agreement, Ex. C, p. 2 of 3.

In notes to this chart, the statement is made that “District is responsible for water quality and control of aquatic growth and for maintaining water level in the lakes....” See Reclaimed Water Agreement, Ex. C, p. 3 of 3.

In sum, to the extent this agreement has anything to do with maintenance of the L.J. Detention Basin, it places that responsibility on “Responsible Parties” other than RMA.

7. Recommended Next Steps.

CSD appears to place 75% of the responsibility for silt deposits on RMA. To the contrary, it appears that silt deposit is occurring not only because of erosion above the high water line, but also because of silt deposit from all other drainage ditches in RMA, which feed into the L.J. Detention Basin. The failure of CSD to properly monitor and maintain spillways and outlets, as required by the Easement Agreement, Section 4(a), directly leads to excess silt deposits. The Drainage Code and the Master Plan also make it clear that CSD has assumed responsibility for silt removal, both on an ongoing and remedial basis.

Notwithstanding the clear imbalance in financial responsibility proposed by the CSD, RMA is interested in working collaboratively towards a technical solution that (a) prevents additional silt from entering the L.J. Detention Basin, (b) results in the removal of excessive silt build-up, (c) addresses the fluctuating water levels and stagnant water in the L.J. Detention Basin and (d) remedies the midge fly issue. Based on the experience of its staff, RMA believes that viable solutions can be identified through an on-site inspection that relies upon RMA and CSD staff and does not require paying funds to a consultant for a report. As you know, there also were committee meetings over an extended period that included residents with significant technical background. The work of that committee can also be incorporated into our discussions.

After this on-site evaluation, RMA and CSD can thereafter jointly identify any additional technical work that may be necessary, a fair division of the work, and a timeline for completion of necessary short term and long-term improvements.

Please let me know if you are amenable to this coordinated effort. We are prepared to convene a meeting with the necessary parties.

Best regards,



Kevin Hubred – AMS, CCAM, PCAM
General Manager

cc: Rancho Murieta Board of Directors



Rancho Murieta Association

February 22, 2021

To:

Tom Hennig, General Manager
RMCS D

Person Submitting: Kevin Hubred, General Manager

Date Submitted: February 22, 2021

Subject: **Laguna Joaquin**

RMA/CSD COLLABORATION

RMA staff recommendations to the Board at their February 16, 2021 Board Meeting regarding the maintenance at Laguna Joaquin:

I. **SHORT TERM**

A. **Community Education:**

*Contact community members to reduce phosphorus-based fertilizers from their landscape maintenance, including the Country Club

B. **Water Treatment for Midge Flies**

* Obtain samples from at least ten locations at LJ to identify the type and quantity of midge flies in the Lake to determine the proper level of treatment

*To disrupt the midge fly life cycle, apply the required treatments of Bti at the appropriate time (when the water reaches 65 degrees) and continue to treat the flies during the entire season

*Stock the Lake with the recommended mosquito fish (bluegill, perch, catfish, etc.) to help reduce the midge fly larvae/pupa

*Add diffusers to the Lake to increase water movement, which will increase the oxygen level and reduce stagnant water where midge flies thrive

*Consider adding Sludge Digesting Bacteria Packets to the Lake to organically reduce the Silt, resulting in removing the organic habitat of the Midge Flies

II. LONG TERM

A. Silt Removal in Fall 2021 (August – October)

- *Determine the estimated amount of Silt that needs to be removed from Laguna Joaquin
- *Obtain the necessary permits from the Regional Water Resources Control Board to obtain CEQA exemption for the removal of Silt at Laguna Joaquin inlets (and any other applicable governmental agencies)
- *Obtain the necessary permits from Sacramento County to spread the silt to a predetermined location
- *Arrange to build (or rent) a cofferdam to separate the inlets from the rest of the Lake
- *Remove the Silt using heavy equipment such as a mudcat

B. Other Objectives

- *Add aquatic plants to help with water quality as recommended by the Midge Fly Committee
 - *Recommend that CSD install Sediment Basins near the two inlets at Laguna Joaquin to catch the Silt before entering the Laguna Joaquin Detention Basin.
-



Rancho Murieta Community Services District

15160 Jackson Road • P.O. Box 1050 Rancho Murieta, CA 95683 • 916-354-3700 • Fax 916-354-2082

Visit our website www.rmcsd.com

Sent via email only

March 11, 2021

Kevin Hubred, General Manager
Rancho Murieta Association
7191 Murieta Parkway
Rancho Murieta, CA 95683

RE: Laguna Joaquin Management

Dear Kevin:

This letter is in response to your February 17, 2021 correspondence concerning the Laguna Joaquin Detention Basin.

I have reviewed your letter and considered the salient points. In general, the District is not in agreement with the RMA's position on the District and RMA responsibilities as it relates to the management of Laguna Joaquin, including the midge fly problem and accumulation of silt. Please review my comments below. After your review, I would like to meet to discuss how we can collaboratively resolve the detention basin's management. My hope is that we develop an operational plan that will stand the test of time and address the entire community's long-term needs as it relates to Laguna Joaquin.

First, I want to restate that we are open to discussing the level of funding and the possibility of tweaking the proposed RFP scope. The original offer to fund \$30,000 was made based on an estimate of the proposal bids and the number of potential entities involved in the solution. While we are probably beyond that discussion, I wanted to leave it as a discussion option. We may be open to discussing these funds as a potential contribution to your proposed collaboration efforts outlined in your February 22, 2021 collaboration request. This consideration will be discussed below.

General discussion:

The draining issues in the North, particularly Laguna Joaquin, are very different than the systems in the South. The South drainage system was designed more recently than the North's plans and did not include a detention basin feature like Laguna Joaquin. Therefore, the issues related to the South are not necessarily part of this discussion.

You had also made mention of the CIA ditch and its relation to this discussion. The purpose of including the ditch in the RFP scope was to allow for a wholistic approach to the hydrology systems related to the entire community. Because the CIA ditch is a primary source of water for Laguna Joaquin, the overall management of the water has a direct relationship to the Midge Fly problem. As the silt continues to build and the habitat for midge flies expands, freshwater availability during the Summer and Fall is critical. Over the past few years, the demand for midge fly-related bacterial treatments to the detention basin has increased, which has increased the concentration of potentially harmful material in the water.

Serving the Community for over 30 years

Board of Directors: Tim Maybee, President • Randy Jenco, Vice-President • John Merchant • Linda Butler • Martin Pohll
General Manager • Tom Hennig

This increase in the material has created a situation whereby the water quality in Laguna Joaquin is not acceptable for use in organic farming, which limits the option for the continued flow of water from the ditch through Laguna Joaquin during the months when the midge flies hatch. In general, the CIA ditch water bypasses Laguna Joaquin when the water is destined for the organic crops. That being the case, the CIA ditch is an important part of the overall water system and needs to be included in this discussion.

Current situation:

In your letter, you have identified the various contributors of silt to the Laguna Joaquin. Your discussion concluded that the RMA street sweeper collects the potential silt that would eventually accumulate in Laguna Joaquin. As part of this statement, you wanted the District to recognize that silt would come from sources other than RMA residents, parks, roads, common areas, and your extensive landscaping system. Recognizing that some silt may come from sources that are not specifically RMA-related, i.e., the golf course, CIA Ditch, undeveloped properties, and the Villas, it nevertheless seems clear that most of the contributing land is RMA responsible property. This being the case, your claim of no, or very limited responsibility, is not valid. The real issue is the lack of commitment from both our agencies to solve the silt and midge fly problems over the past 20+ years. This commitment must be made by both current administrations if the problems are to be resolved.

At this time, the District is prepared to take the steps necessary to maintain the detention basin properly, but we will need your cooperation. As you have discovered, addressing the problem will require a variety of efforts. This includes activity identified by various historical and current analysis efforts. I propose we meet and discuss plans to implement and fund the following.

Possible long-term solutions:

1 – Drain Laguna Joaquin as far down as possible and then route summer drainage through a temporary piping system to allow the basin to become dry. Once dry, the District will contract to have the material removed and to bring Laguna Joaquin to the initially designed depth. We are planning to commission a study to determine the amount of material to be removed. This will include options for placing the material in a suitable location, yet to be determined. This process could take two or more years to complete.

2 – Evaluate the effectiveness of the current drainage systems. This includes the existing canals, channels, pipes, sediment ponds, and vegetation. If we can make the system better, we will bring recommendations to our District Improvements Committee. Recommended improvements could begin this Summer.

3 – Establish “best practices” for irrigation and storm runoff management throughout the District. This will include the recommendations established as part of #2 above and potential changes in how the RMA irrigates the landscaping throughout the North and South developments. These actions could begin this Summer.

4 – Determine if there is a viable solution for RMA irrigation water to be drawn from the recycled water system. This would eliminate the need for the RMA to take water from Laguna Joaquin, which will be necessary to accomplish #1. I hope the RMA would commit to using recycled water as an alternative to

using water from Laguna Joaquin and, more importantly, pulling water from the District's potable water supply for landscape irrigation. This action could be completed before the beginning of the watering season.

5 – Establish a District-recommended set of fertilizers and allowable vegetation additives for use throughout the District. This would alter the type of material being deposited into the entire drainage system, which would improve the District's water program's overall health. RMA may consider establishing a fining mechanism for those that violate the new guidelines. Implementing these objectives will probably take longer to address with your rate payors than it will for you to change your general landscaping practices.

The above items are only the beginning of discussions that should result in the ongoing, long-term health of the overall water quality and drainage throughout the District.

RMA Suggested short term options:

1 – Conduct sampling of Laguna Joaquin to determine the areas where the midge fly larvae are more concentrated. This may allow for a better application of the proposed treatments this coming Summer.

2 – Stocking Laguna Joaquin with fish that eat midge fly larvae. This includes bottom-feeding fish, such as catfish, perch, and bluegill, which may consume large numbers of midge larvae. However, these fish feeding habits have generally proven to have a minimal effect at reducing adult midge populations below nuisance levels adjacent to habitats with large larval populations.

3 – Continuation of the Bti treatments. This may be more effective when we can target the locations of the primary midge fly hatches.

4 – Installation of forced air diffusers throughout Laguna Joaquin. Diffusers add oxygen to the basin, improving the overall water quality and reducing stagnant water where midge flies thrive.

5 – Treat Laguna Joaquin with bacteria-eating sludge. This practice has been known to reduce sludge if applied on a regularly scheduled basis. We are not sure how effective this will be for treating a large amount of sludge in Laguna Joaquin.

A possible longer-term solution:

Over the last forty years, the designation of ownership and easement rights and responsibilities for the larger water bodies within the District borders has created a divide and uncertainty for who is responsible for the management and protection of our water supply. This includes issues such as silt in Laguna Joaquin, excessive plants in the three reservoirs, the vehicles that use the reservoir banks as a four-wheel drive playground, and the occasional placement of items such as trash cans and portable toilets into our drinking water.

To fix this and allow the District to protect the water supply, I would like to suggest we open a discussion for transferring the Laguna Joaquin land ownership to the District. I am also suggesting we consider this same action for Calero, Chesbro, and Clementia reservoirs. Converting this land to government property will allow the District to manage land use and how it affects our limited water supply. This action will also put the onus on the District to address the ongoing potential of midge flies and other water quality and overall quality of life issues for all of Rancho Murieta.

In conclusion, I would like you to consider sharing this letter, along with your two letters with your Board. I plan to introduce this plan to the District Board at our regular Board meeting on Wednesday, March 17, 2021. Please call me if needed to discuss or clarify the content of any part of this letter.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Tom Hennig'.

Tom Hennig
General Manager

Cc: Rancho Murieta CSD Directors
Rancho Murieta Association Board President
Paul Siebensohn, RMCSO Director of Field Operations

16. Review Conveyance of Wooden Bridge Over the
Cosumnes River - Pending