



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

15160 JACKSON ROAD
RANCHO MURIETA, CALIFORNIA 95683
916-354-3700
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AGENDA

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

REGULAR BOARD MEETING

June 16, 2021

Call to Order and Closed Session 4:30 p.m.

Open Session 5:00 p.m.

District Administration Building – Board Room

15160 Jackson Road

Rancho Murieta, CA 95683

BOARD MEMBERS

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

STAFF

Tom Hennig	General Manager
Paula O’Keefe	Director of Administration
Richard Shanahan	District General Counsel
Amelia Wilder	District Secretary
Tina Talamantes	Interim Security Supervisor
Ron Greenfield	Acting Director of Operations
Michelle Ammond	Interim Accountant

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

June 16, 2021

REGULAR BOARD MEETING

Call to Order and Closed Session 4:30 p.m.

Open Session 5:00 p.m.

Note that this meeting will be held in-person at the address set forth above, and not via videoconference. In order to comply with the state's COVID-related Guidance for the Use of Face Coverings (which will take effect on June 15, 2021), all attendees must wear a mask unless fully vaccinated and the attendee self-attests that he or she is vaccinated prior to entry. For District employees, every employee attending the meeting must wear a mask, whether or not fully vaccinated.

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

AGENDA

ESTIMATED RUNNING TIME 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

Closed session conference with legal counsel for anticipated litigation (Government Code section 54956.9(d)(2)): one case

4. OPEN SESSION/REPORT ACTION FROM CLOSED SESSION

5. ADOPT RESOLUTION R2021-02 IN RECOGNITION OF UTILITY WORKER II MARIO MORENO **(Discussion/Action) (Motion) (Roll Call Vote)**

6. 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. May 19, 2021 Regular Board Meeting Minutes
2. June 1, 2021 Improvements Committee Meeting Minutes
3. June 1, 2021 Finance Committee Meeting Minutes
4. June 3, 2021 Security Committee Meeting Minutes
5. June 3, 2021 Special Board Meeting Minutes

B. Approval of Bills Paid Listing

C. Approval of the California Waste Recovery Systems Eighth Amendment to the 2013 Contract

7. STAFF REPORTS (Receive and File)

A. General Manager's Report

B. Administration/Financial Report

C. Security Report

D. Utilities Report

8. REVIEW DISTRICT MEETING DATES/TIMES FOR JUNE 2021

A. Communications – July 1, 2021 at 8:30 a.m.

B. Security – July 1, 2021 at 10:00 a.m.

C. Personnel – July 6, 2021 at 7:30 a.m.

D. Improvements – July 6 1, 2021 at 8:00 a.m.

E. Finance – July 6, 2021 at 10:00 a.m.

F. Regular Board Meeting – July 21, 2021- Open Session at 5:00 p.m.

9. CORRESPONDENCE

10.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.

11. RECEIVE WASTE AND RECYCLING SERVICES UPDATE– Presentation by Todd Snyder, California Waste Recovery Systems (Discussion)

12. DISCUSS STATUS AND TIMING FOR RESUMING IN-PERSON COMMITTEE MEETINGS

(Discussion)

13. ADOPT RESOLUTION R2021-01 APPROVING THE PROPOSED BUDGET FOR FISCAL YEAR 2021-22, INCLUDING CAPITAL PROJECTS *(20 min.)* *(Discussion/Action)* *(Motion)* **(Roll Call**

Vote) *(Time is approximate but will not be conducted before 6:00 p.m.)*

14. ADOPT ORDINANCE O2021-01, AN ORDINANCE AMENDING CHAPTER 14 OF THE DISTRICT CODE, RELATING TO WATER SERVICE CHARGES; AMENDING CHAPTER 15 OF THE DISTRICT CODE RELATING TO SEWER SERVICE CHARGES; AMENDING CHAPTER 16A OF THE DISTRICT CODE RELATING TO DRAINAGE SPECIAL TAX; AMENDING CHAPTER 21 OF THE DISTRICT CODE RELATING TO SECURITY SPECIAL TAX; AND AMENDING CHAPTER 31 OF THE DISTRICT CODE RELATING TO SOLID WASTE COLLECTION AND DISPOSAL SERVICE CHARGES *(Discussion/Action)* *(Motion)* **(Roll Call Vote)** *(5 min.)*

15. REVIEW SECURITY SERVICES OPINION POLL TIMELINE *(Discussion/Action)*

16. ADOPT POLICY P2021-03 WHISTLEBLOWER POLICY *(Discussion/Action)* *(Motion)* **(Roll Call Vote)**

17. ADOPT POLICY P2021-05 SURVEILLANCE CAMERA POLICY *(Discussion/Action)* *(Motion)* **(Roll Call Vote)**

18. APPROVE CONTRACT WITH ABA PROTECTION, INC. FOR CONTRACT SECURITY SERVICES *(Discussion/Action)* *(Motion)* **(Roll Call Vote)**

19. 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.

20. 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 federal and state laws concerning disabilities, 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 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 June 11, 2021. Posting locations are: 1) District Office; 2) Rancho Murieta Post Office; 3) Rancho Murieta Association; 4) Murieta Village Association.

RESOLUTION 2021-02

IN RECOGNITION OF MARIO MORENO

WHEREAS, Mario Moreno began his employment with Rancho Murieta Community Services District on April 5, 2014 as a Utility Worker I; and

WHEREAS, Mario was promoted to Utility Worker II with Rancho Murieta Community Services District; and

WHEREAS, Mario has been a part of the success of the Community Services District; and

WHEREAS, Mario has endeared himself with many friends and acquaintances in the District and Rancho Murieta community; and

WHEREAS, Mario has brought respect and honor to Rancho Murieta with his act of Bravery and Selflessness on May 29, 2020 when he administered CPR to a resident of Rancho Murieta, resuscitating him and keeping him alive until emergency services could arrive; and

NOW THEREFORE BE IT PROCLAIMED, this 16th day of June in the year 2021, that the Board of Directors of the Rancho Murieta Community Services District, recognizes, appreciates, and commends Mario for his bravery and selfless acts to the community and District.

Timothy E Maybee, Board President

Randy Jenco, Vice - President

Linda Butler, Director

John Merchant, Director

Martin Pohll, Director



RANCHO MURIETA COMMUNITY SERVICES DISTRICT REGULAR BOARD MEETING MINUTES

April 21, 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; Paula O'Keefe, Director of Administration; Paul Siebensohn, Director of Field Operations; Tina Talamantes, Interim Security Supervisor; Richard Shanahan, District General Counsel; and Amelia Wilder, District Secretary.

2. CONSIDER ADOPTION OF AGENDA

Motion/Maybee to adopt the agenda with one change, moving Item # 14, Review Utility Department's Annual Report to Item #10. Second/Jenco. Roll Call Vote: Ayes: Maybee, Jenco, Merchant, Butler, Pohll. Noes: None. Absent: None. Abstain: None.

3. BOARD ADJOURNED TO CLOSED SESSION AT 4:01 p.m. TO DISCUSS THE FOLLOWING ITEMS:

Conference with Legal Counsel – Anticipated Litigation (Gov. Code, § 54956.9(d)(2)) – Significant Exposure to Litigation: 1 case, claim by William McCarver

4. BOARD RECONVENED TO OPEN SESSION AT 5:00 p.m.

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

Richard Shanahan, District General Counsel, reported that there was no action to report from Closed Session.

5. CONSENT CALENDAR

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

6. STAFF REPORTS

Under Agenda Item 6A, Tom Hennig, General Manager, gave a summary of activities during the previous month, including an update on the current COVID-19 situation noting that Sacramento County has continued to place Sacramento County on the red tier, but we have not received clearance to hold a meeting in person. District Utility Workers are now eligible to receive the vaccine.

RMA is treating Laguna Joaquin for midge flies and they will soon be installing additional air diffusers/bubblers. He held a meeting with Murieta Village and discussed the timing of the potential road work to coincide with pipe replacements. There was a discussion about whether the water pipes would be replaced. Director Merchant suggested this item be discussed at the Improvements Committee to determine if we repair the lines what the cost would be versus replacing them.

He continued with an update on the Drought situation, stating that we are confident the water supply coming down the Cosumnes will maintain sufficient flow to fill our three reservoirs this year. In his update on the Sloughhouse Resource Conservation District (SRCD) and Sacramento Central Groundwater Authority (SCGA) Meetings, both agencies are discussing their options for charging local agencies and groundwater users. He will continue to monitor the conversations as they take place.

He discussed the Security Opinion Poll, noting that the District is planning to have a Town Hall meeting which will allow public input.

We are waiting for the Reserve Study to be complete, the last one was done in 2015.

He continued with a staffing update, stating staff recently received public records requests which had added to the overtaxed staff's workload. We have hired a Director of Administration, Paula O'Keefe. We continue to recruit for Accounting Supervisor, Controller, Security Supervisor, Gate and Patrol Officer.

He finished by informing the Board that Paul Siebensohn will be leaving the District April 30, 2021.

Under Agenda Item 7B, Paula O'Keefe, updated the Board on the status of the District's finances. There was a discussion about the delinquent accounts and adding them to the tax roll at the end of the fiscal year.

Under Agenda Item 7C, Interim Security Supervisor Tina Talamantes updated the Board on the Security Report, noting that we are continuing to use PDF Security, and actively recruiting permanent employees. She is looking at hiring additional Security during peak summer hours.

She met with Sacramento County Sheriff's Department (SSD) to discuss issuing citations in the Commercial areas. This matter is under review with our legal counsel. Once this review is complete, we will begin with Community Education. Ms. Talamantes is working with SSD to coordinate a Community Event.

The District has received two AED's and Staff who has not previously received training are being signed up for it. License Plate Reader cameras are being installed in the Outbound #2 lane/bike lane at the North gate and they are being repaired at the South gate.

Under Agenda Item 6D, Paul Siebensohn, Director of Field Operations, gave a summary of the utility update noting that water plant #1 is offline to allow staff to perform winter maintenance. The CIA Ditch was cleaned by its owners, and they removed the pathway bridge, which was on private property, and not within the purview of the District. The Sodium Hypochlorite Conversion Project is almost complete with some additional telemetry wiring work that needs to be completed.

Below are the Development Updates (developments not listed have had no updates since the last Board Meeting):

The Retreats East & North

The project reports that K Hovnanian Builders is still in due-diligence period and anticipates being closed by June of this year. The project 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. District staff has requested past due and additional deposit funding before being able to continue work.

Rancho Murieta North – Development Project

On April 12, Tom, and I, representing RMCS D, Joe Domenichelli our new District engineer, and developers of the Rancho North project, John Sullivan, Cindy Moreno, and their engineer Mike Robertson, met to discuss this development and their other developments. They noted they want their past submittals for water, sewer, and drainage reviewed as soon as possible so they may continue towards submitting their EIR. Initial drainage review was already submitted by Coastland to the project and the project acknowledged this.

The project reports that the Traffic study is now complete, and the Green House Gas study will be completed this week. They are waiting for CSD comments on studies to complete all submittals to the County, however we do not have enough deposit funding currently to continue review. Tom Hennig is requesting additional deposit funding and noted that D&A will be taking over review.

We met internally with Coastland, Directors Pohll and Merchant, and new District engineering firm D&A to discuss the status of the project's review. Coastland reported they had reviewed the drainage study and had provided comments back to the project 12/11/2012 with no response received back yet. Sacramento County had also provided a comment letter to the project on 3/16/20. Their reviews of the Water and Sewer studies are not complete as the District had put a hold on the project. Former General Manager Mark Martin had provided a letter to Mr. Sullivan on 2/10/20 noting that the projects review was on hold with the County and therefore on hold with the District. I recently reached out to Sacramento County planning and they noted that this project is still registered as being on hold with them at this time.

MG - Murieta Marketplace

No update.

MG – Legacy Villas & Suites (lot 7)

No update.

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)

The project reported that they should be submitting to RMCS D soon. 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. Last update: The developer reports this project has been approved by CPAC and design review updates have been submitted to Sacramento County. 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)

Paul provided information to the project owner, Paul Frank, that the Civil plans are now approved with signatures pending the project engineer submitting mylars to Coastland Engineering and that Coastland's contract with the District is expiring on April 21st of this year.

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

The project plans are approved, and the project anticipates beginning on April 1, but has not provided any communications confirming this. I have reached out the project owner requesting notification of a start date to be prepared for District inspections related to our services.

Other Development Projects:

Riverview

Coastland submitted comments on the 3rd submittal of the grading plans. Coastland is continuing review of Riverview's three phased plan packages, 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.

Murieta Business Park

No update.

Planned Projects:

The Residences of Murieta Hills East

We have met with Bob Keil, the owner/developer of the East portion of this project who is interested in proceeding with it possible very soon. Both maps (PLNP2017-00151, Residences of Murieta Hills West Vesting Tentative Subdivision Map and PLNP2017-00183, Residencies of Murieta Hills East Vesting Tentative Subdivision Map) are currently active with Sacramento County, and were extended on February 27, 2018 by the County Board to allow a 5-year extension from the date of approval. New expiration date for these maps are February 27, 2023. Conditions for both projects can be viewed: <http://www2.agendonet.saccounty.net/BoardOfSupervisors/Meetings/ViewMeeting?id=3572&doctype=1>

7. REVIEW DISTRICT MEETING DATES/TIMES FOR FEBRUARY 2021

Director Maybee informed the Board that the Committee meetings times and dates will change for the month of May, and updates will be posted on the website.

8. CORRESPONDENCE

None.

9. COMMENTS FROM THE PUBLIC

None.

10. REVIEW UTILITY DEPARTMENT'S ANNUAL REPORT

Mr. Siebensohn gave the Board a detailed presentation reviewing Field Operations in 2020. He reviewed the facilities, projects completed, water production, water quality, wastewater, recycled water, drainage, and the amount of electricity used by his department, which included a detailed chart of projected SMUD costs if the District needed to run the 500 HP pumps to fill the reservoirs. He also discussed unfunded mandates.

11. REVIEW FISCAL YEAR 2021-22 PROP 218 QUESTIONS RECEIVED IN PROTEST LETTERS

Tom Hennig began his presentation by informing the audience that this year's rate increase will be one of the higher ones that District has had, due to the need to fund our reserve accounts. We are waiting for the reserve study to be finalized. He continued by reading the common questions we have received so far concerning the Prop 218 Notice. We will update the FAQs on the website when we have more questions.

12. REVIEW SECURITY OPINION POLL TIMELINE

Ms. Talamantes reviewed the history of the Security Department, reminding audience members that Measure J provided funding for the Security Department in 1998, when it was passed by the voters. The cost of security services has outpaced the 2% maximum increase of the special tax. The District is working with True North Consulting, and Ms. Talamantes went over the timeline below:

1. Contract awarded to True North Research February 17, 2021
2. Townhall meeting with the community at the RMCC Ballroom from 6-8 pm mid-May 2021
3. Stakeholder working groups/meetings June 2021
4. Survey questions to be finalized and presented to BOD July 2021
5. Conduct polling activities August/September 2021
6. Present polling results to Finance Committee October/November 2021
7. Presentation to the Board November/December 2021
8. Possible voter referendum in June 2022

Mr. Hennig added that if the poll shows an increase will likely pass, there will be a voter education campaign from December 2021 until June 2022.

13. REPORT ON THE RANCHO MURIETA ASSOCIATION'S STRATEGIC PLANNING AD HOC COMMITTEE

Director Jenco, who is a member of the Ad Hoc Committee, reported that the Committee is working with all groups in the Community.

14. CONSIDER APPROVAL OF CONTRACT WITH REDWOOD PAINTING CO. FOR RESURFACING AND PAINTING EAST AND WEST DISSOLVED AIR FLOTATION (DAF) TANKS

Mr. Siebensohn brought forward the contract with Redwood Painting Co. that had been heard by the Improvements Committee on April 6, 2021. Redwood Painting Co. met the requirements of the bid packet and had the lowest cost. **Motion/ Maybee** to approve the contract with Redwood Painting, Co. to resurface and paint the East and West DAF tanks for a cost not to exceed \$99,112. **Second/Merchant. Roll Call Vote: Ayes: Maybee, Jenco, Merchant, Butler, Pohll. Noes: None. Absent: None. Abstain: None.**

15. CONSIDER APPROVAL OF REVISIONS TO RANCHO MURIETA COUNTRY CLUB LOAN AGREEMENT FOR RECLAIMED WATER PUMP REPAIR

Director Maybee announced that because three of the Board Members are also members of the Country Club to resolve a potential conflict of interest when this item was originally approved at the January 20, 2021 Board

Meeting, only Directors Jenco, Butler and Merchant would be allowed to speak about and vote on this item. Mr. Hennig continued with a reminder that this agreement is very important because the District needs a place to dispose of its non-potable water, at the Golf Course. The Golf Course asked to change the language of the Agreement to add, “the ability to lease equipment, and maintain and use a bank line of credit as appropriate to operate and maintain its golf courses and related structures and facilities”. **Motion/Jenco to approve the language added to the Golf Course Loan Agreement. Second/Butler. Roll Call Vote: Ayes: Jenco, Merchant, Butler. Noes: None. Absent: None. Abstain: None.**

16. DIRECTOR COMMENTS/SUGGESTIONS

Director Pohll would like to continue with the project of scoping the water system at Murieta Village.

Director Merchant mentioned that he had run some numbers in conjunction with the Pipeline article he wrote concerning the rate increase. In 2009, the Prop 218 Notice had a 20.5% increase. The Board at the time was cleaning up from the spill they had in 2006. This was the highest increase we have had. In 2016 there was a 1% decrease. The problem is not in how much we charge, but the systematic way we approach it. Since 2011, the increase equals 3%. He thinks we would be better off if we had a slow and steady increase.

Director Maybee echoed the rest of the Board in their praise of Paul Siebensohn, and the work he has done for the District.

17. ADJOURNMENT

Motion/Maybee to adjourn at 7:36 p.m. Second/Butler. Ayes: Maybee, Jenco, Butler, Merchant, Pohll. Noes: None. Absent: None. Abstain: None.

Respectfully submitted,

Amelia Wilder
District Secretary

MEMORANDUM

Date: June 4, 2021
To: Board of Directors
From: Improvements Committee Staff
Subject: June 1, 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 Pohl. Present from District staff were Tom Hennig, General Manager; Paula O'Keefe, Director of Administration; Ron Greenfield, Acting Director of Field Operations; Tina Talamantes, Interim Security Supervisor; Michelle Ammond, Interim Accountant; and Amelia Wilder, District Secretary.

2. PUBLIC COMMENT

None.

3. MONTHLY UPDATES

Ron Greenfield, Acting Director of Operations, gave a brief overview of the project updates. He began with an update on the Sodium Hypochlorite Conversion, stating that it should be completed soon. He continued by discussing the resurfacing and painting work that is being done to the East and West Dissolved Air Floatation (DAF) tanks, noting that the project is nearly complete. He finished by informing the Committee that the last of ten fire hydrants is being replaced. He continued with the Development Update, which included:

Development Projects

The Retreats East & North

No update from last month. The project reports that K-Hovnanian remains in the due-diligence period. They have requested that Coastland sign off on plans that had expired and have now been resubmitted. District staff has requested past due and additional deposit funding before being able to continue work.

Rancho Murieta North – Development Project

The project provided deposit funds to allow continued review of the project's water and sewer plans. Drainage plans had already been through a first review with comments and plan mark-ups provided back to the project.

MG - Murieta Marketplace

No update.

MG – Legacy Villas & Suites (lot 7)

No update.

The Murieta Gardens I & II – Infrastructure

No update.

MG - Murieta Marketplace

No update. The drainage basin that is a part of this project remains active as a stormwater best management practice for the development site.

MG – Lot 9 (Taco Bell)

No update.

MG -Lot 10 (PDF Office)

No update.

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

No update.

Other Development Projects:

Riverview

Coastland is continuing its review of Riverview's three-phased plan packages, including Water, Sewer and Storm Drain studies. Below is the 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 additional comments via letter and redlines to Developer on April 14, 2021.

Murieta Business Park

No update.

The Retreats East and North

No update. Continued review is pending the project submitting deposit funding. Last update: The project had 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.

Planned Projects:

The Residences East & West

Tom Hennig, and District Engineer, Joe Domenichelli, met with Bob Keil to discuss this project. Mr. Keil is interested in moving forward with the original plans for this project. Mr. Keil plans to submit a developer application packet and deposit. Mr. Keil and Mr. Sullivan have submitted a request for consideration for project scope determination for this Improvements meeting today.

Conditions for both East & West projects can be viewed:

<http://www2.agendonet.saccounty.net/BoardOfSupervisors/Meetings/ViewMeeting?id=3572&doctype=1>

Tom Hennig, General Manager added that Riverview would like to start grading this week, but there are still outstanding issues with the County.

Mr. Hennig continued with an update on the Reserve Study, noting that the Board will hold a Special meeting to discuss the reserve accounts June 3, at 2:00 p.m.

4. DISCUSS RESIDENCES EAST AND WEST WITH DEVELOPERS BOB KEIL AND JOHN SULLIVAN

Bob Keil, Developer, reminded the Committee that he owns the east project and John Sullivan has joined him on the west project. He referred to the Rancho Murieta North Infrastructure Master Plan (which can be found here:

<https://www.ranchomurieta.com/files/274ef824a/RM+North+Infrastructure+Master+Plan+final+part+1.pdf>

f). There are four things that he is working on with the District, water, sewer, drainage and recycled water. There is currently a hydro pneumatic system, which in the model has capacity to deliver water. This would need to be updated and confirmed. They would like District Staff to confirm where the connections to the existing system would be for water. Concerning sewer, there are two alternatives discussed in the Master Plan. Alternative one discusses replacing some of the sewer line. The Master Plan states there is currently a 12" casing that runs to Stonehouse Park. There was a discussion about the best use of the casing, and the easiest, most economical way to get the services to the developments.

The conversation continued with a discussion of recycled water, if enough water will be available to the new development and potential methods to deliver it.

Mr. Hennig finished by letting the Developers know that the District will look into the Master Plan and follow up with them.

5. DIRECTOR AND STAFF COMMENTS/SUGGESTIONS

Mr. Hennig stated that Ron Greenfield is doing a great job.

Director Pohll asked if we had figured out how we might deliver water when Laguna Joaquin is down for maintenance.

Mr. Hennig noted that it has not been completely decided. We are working with the RMA to analyze the material on the bottom of the Basin to determine what level of maintenance is needed.

Director Pohll said that he would like to get an idea of how we would do this and how much it will cost.

Director Jenco asked about the Midge Flies this year, and Mr. Hennig responded that he has read in the RMA newsletter that the treatments seem to be effective.

John Sullivan added that he heard the complaints are down this year.

6. ADJOURNMENT

Director Jenco adjourned the meeting at 8:48 a.m.

MEMORANDUM

Date: June 7, 2021
To: Board of Directors
From: Finance Committee Staff
Subject: June 1, 2021 Finance Committee Meeting Minutes

1. CALL TO ORDER

Director Merchant 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 were Director Merchant and Director Pohll. Present from District staff were Tom Hennig, General Manager; Paula O'Keefe, Director of Administration; Ron Greenfield, Acting Director of Field Operations; Tina Talamantes, Interim Security Supervisor; Michelle Ammond, Interim Accountant; and Amelia Wilder, District Secretary.

2. COMMENTS FROM THE PUBLIC

None.

3. FINANCE MONTHLY UPDATES

Paula O'Keefe, Director of Administration, reported that the April and May journal entries will be complete for the June 16, 2021, Board meeting. There will be a Special Board meeting on June 3rd to discuss reserves. She provided an update on recruitment for open positions in the Finance Department and commented that she would like the Board to revisit the requirement for a District application at a later date.

There was discussion about monthly reporting and future efforts to streamline the information presented. Director Pohll asked if the report would change again once new accounting software was in place. Staff explained that the new ERP will have their own canned reports, as well as custom options for reporting. Director Merchant urged Staff to streamline the information presented to the Board. Ms. O'Keefe assured him that a high-level report would be discussed with detailed budget reports available as attachments. Director Pohll continued with questions about the timing of the consultant who will create the RFP for Financial Systems. Tom Hennig, General Manager, said we are hoping to have the RFP out this week.

Director Merchant asked that when we receive the Reserve Study Analysis, we learn what will be needed over the next five years.

4. REVIEW WHISTLEBLOWER POLICY

Ms. O'Keefe discussed the new Whistleblower Policy that protects employees if they report illegal or fraudulent activities to their supervisor. While the Employees Whistleblowers Protection Act is posted as part of the Employment posters in all District breakrooms, the FY 2019-20 audit report found the District did not have a specific Policy in place. Director Merchant asked to clarify to whom the activities should be reported. The Committee recommended moving this Policy to the Board with changes. ***This item will be on the June 16, 2021, Board meeting Agenda.***

5. DISCUSS TOWN HALL MEETING AGENDA

Mr. Hennig discussed the initial agenda for the Town Hall meeting. We will advertise this event with the RMA and in the Pipeline Newsletter, District website and Facebook pages, plus we will set up a special email for questions, and comments to be submitted to. We will also reach out to Bel Air to see if they will post it on their

sign on the highway. The meeting is scheduled for June 22 at 6:00 p.m. at the Rancho Murieta Country Club. The Committee discussed the need for the meeting to give the Community the chance to speak about Security and how much they are willing to pay for the services they receive. Director Merchant asked that three different scenarios be presented at the meeting, with different costs and service levels. Mr. Hennig reminded the Committee that 55% - 60% of property taxes is currently allocated to Security, as the cost to run the department outpaces the amount allowed to be charged from the Prop 218 Security Tax. This meeting will take place prior to the Stakeholders meetings and the Security Opinion Poll, when members of the Community will be surveyed by True North, the Districts consultant.

Gail Bullen asked what the objective of the Town Hall meeting was. Mr. Hennig stated, "The objective will be to provide a more inclusive, open forum to let anybody who has a say to speak out loud and be heard."

John Sullivan mentioned he thought that there had to be an engineer's report prior to having a change to Prop 218, and Mr. Hennig stated we will look into that and if it is needed have one done. We will consult with our attorney.

6. DIRECTOR AND STAFF COMMENTS/SUGGESTIONS

Director Pohll asked if there would be a current budget presented at the Reserve Study Board meeting. Mr. Hennig said that there would not. The only change to the budget was the removal of a \$180,000 position for an Environmental Compliance Worker, which lowered the bill by about \$6.00 a month, per resident. He added the Reserve meeting was designed to discuss the money from ratepayers because it currently is not adding enough to the reserves to replace the aging infrastructure.

7. ADJOURNMENT

The meeting was adjourned at 11:07 p.m.

MEMORANDUM

Date: June 7, 2021
To: Board of Directors
From: Security Committee Staff
Subject: June 3, 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; Paula O'Keefe, Director of Administration; Ron Greenfield, Acting Director of Field Operations; Tina Talamantes, Interim Security Supervisor; Michelle Ammond, Interim Accountant; 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 have hired a new Patrol Officer, Warlito Gabriel. She informed the Committee that we will continue to use PDF until new Officers can be hired. We continue to recruit for Security Supervisor, Gate and Patrol Officers. She noted that we are adding extra patrol for special summer events like the 4th of July. We have Sherriff staff working every Friday and Saturday night in June. She discussed the smooth gate traffic at the Country Club for the past two events and informed the Committee that an extra lane was added to quickly check in guests and players for the recent tournaments. Additionally, we posted traffic delay advisories on CSD's website, Facebook and RMA posted on their website as well.

She continued by updating the Committee on the License Plate Readers that are being installed at the gates. The cameras have been approved by RMA for the reservoirs, and RMA will be having their annual 4th of July parade and Fireworks presentation.

In response to audience questions concerning Sherriff's Officers that work for the District on a hire back basis, Ms. Talamantes informed the group that they are only hired for extra patrol, and do not cover regular patrol shifts, and their primary responsibility is to patrol the back area, after which they patrol the general area. They use their own vehicles and log on to our system, while on duty so they can receive calls from our dispatch and use our radio.

Ms. Talamantes finished with a review of May 2021 RMA Violations Summary, Incidents of Note, Gate Entries and Denied Reports and the Case Summary Report.

4. REVIEW SURVEILLANCE CAMERA POLICY

Ms. Talamantes introduced Policy P2021-05 Surveillance Camera Policy. Director Maybee stated that he had reviewed it and was comfortable with it. The Committee recommended moving this item to the Board. ***This item will be on the June 16, 2021 Board meeting agenda.***

5. UPDATE ON SECURITY SUPERVISOR RECRUITMENT

Ms. Talamantes updated the Committee on the status of Security Supervisor recruitment, letting them know that we received approximately thirty applicants and five were qualified. Of the five qualified candidates, only one made it to the interview and he was not selected. We have begun the recruitment process again and will continue until a qualified candidate is identified and hired.

6. SECURITY SERVICE OPINION SURVEY SCHEDULE

Ms. Talamantes shared the following schedule with the Committee:

1. Contract awarded to True North Research February 17, 2021
2. Townhall meeting with the community at the RMCC from 6-8 pm JUNE 22, 2021
3. Stakeholder working groups/meetings July 2021
4. Survey questions to be finalized and presented to BOD August 2021
5. Conduct polling activities September 2021
6. Present polling results to Finance Committee November 2021
7. Presentation to the Board November 2021
8. Potential referendum voter education and outreach program March/June 2022
9. Possible voter referendum in June 2022

The Townhall Meeting June 22 will be published on the District's website, Facebook page, at the RMA, Murieta Village and Murieta Gardens.

7. UPDATE CONTRACT SECURITY SERVICES RFP

Ms. Talamantes informed the Committee we received one qualified proposal from ABA Protection, Inc. they have been in business since 2011, and while they are based out of Castaic CA, they have a team in our area. They are the only company that met the insurance requirements. The Committee recommended moving this item to the Board. ***This item will be on the June 16, 2021 Board Meeting Agenda.***

8. DISCUSS BAR CODE READERS

Ms. Talamantes informed the Committee that new Bar Code Readers have been installed at the North Gate, she reminded the audience that these will work best if cars approach them slowly and asked that this be posted on the District's Website and Facebook pages.

9. DIRECTOR & STAFF COMMENTS

Mr. Hennig announced that Ms. Talamantes will be on vacation for a few weeks. He continued that we have put together a Power Point presentation for the Townhall meeting, and that it is important to have a consensus. Director Maybee commented that Security is a very important function of the District, and the fiscal solvability of the requirements are our responsibility.

6. ADJOURNMENT

The meeting adjourned at 10:52 a.m.

**RANCHO MURIETA COMMUNITY SERVICES DISTRICT
SPECIAL BOARD MEETING
June 3, 2021 – 2:00 p.m.**



1. CALL TO ORDER/ROLL CALL

President Tim Maybee called the Special Board Meeting of the Board of Directors of Rancho Murieta Community Services District to order at 2:00 p.m. via ZOOM video conference pursuant to Governor Newsom Executive Order N-29-20 related to COVID-19. Director's present were Tim Maybee, Randy Jenco, Linda Butler, John Merchant and Martin Pohll. Also present were Tom Hennig, General Manager; Paula O'Keefe, Director of Administration; Tina Talamantes, Interim Security Supervisor; and Amelia Wilder, District Secretary.

2. ADOPT AGENDA

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

3. COMMENTS FROM THE PUBLIC

No comments.

4. RECEIVE AND FILE RESERVE STUDY PREPARED BY ASSOCIATION RESERVES, INC.

Tom Hennig, General Manager, introduced Derek Eckert, President, Association Reserves, who gave a detailed presentation to the Board on the current state of District assets and their replacement costs, with a comparison of those costs to our current reserve fund balances.

In response to questions from the community, Mr. Hennig informed the Board that the Security Special Tax funds about three-quarters of the cost of Security, and the rest comes from unrestricted property tax. In prior Years, the Board designated an amount to Security Reserves, in addition to the use of the property tax revenues to subsidize the operational activities. This contribution from the Board to subsidize Security should not remain in the Security unrestricted fund balance if unused for its intended purposes.

Director Merchant asked if the \$650,000 in Security fund is staying there? Mr. Hennig let him know that Staff will ask that funds that were not dedicated to reserves be put back in the general fund.

Mr. Eckert gave his opinion that the District's reserves are funded at:

Admin	0%
Water	34%
Sewer	47.6%
Drainage	8.4%
Security	248.9% (Due to the unrestricted property taxes that will be redirected to the general fund)

He would like to see all reserves at 50%, noting this will significantly reduce the risk of a special assessment in the future.

Director Jenco noted that many of the projects have not been agreed to and these are just estimates. These numbers could be recalculated based on many factors and new targets could be set.

Mr. Eckert explained that the target is to fund the reserves 100% over 30 years. If we want to see what the difference between 100% and 60% funded would look like it is a big difference.

Director Pohll added that many of the big ticket items need more research to put a number on them. He wondered if the target funding level could be pushed out over more than five years.

Director Butler stated that 15 years goes by very quickly, and she thinks it's time to look at these things and decide what needs to be done.

5. PRESENTATION OF RETAINED REVENUE ANALYSIS AND RECOMMENDATION FOR RESERVE TRANSFERS

Paula O'Keefe, Director of Administration, gave a detailed analysis of the fund balance and the reserve contribution analysis.

Director Merchant asked that an analysis of the negative balance for the Water Treatment Plant construction be discussed at the July 6 Finance Committee meeting.

There was no roll call vote on this item.

6. EVALUATE PREVIOUSLY APPROVED CAPITAL PROJECTS

Ms. O'Keefe gave a brief presentation to the Board concerning the current projects on the Capital Improvement Plan, with the suggestion that the projects not necessary to be completed in the 2021-22 Fiscal Year be deferred until the need arises and funds are available. This item will be moved to the July 6 Finance Committee meeting.

7. REVIEW RESERVE POLICY RECOMMENDED CHANGES

Ms. O'Keefe reviewed the proposed changes to the Reserve Policy P2021-06. The policy must redefine Development Impact Fees, distinguish between Unrestricted and Restricted fund balances that can be used for Capital Projects, remove sections that no longer apply, reestablish a policy for excess property tax revenues and establish a rate stabilization fund to restrict six months of cash to meet cash flow requirements.

Director Merchant asked if we would have a new Chart of Accounts when we made the switch to the new accounting system, and Ms. O'Keefe stated we would. Mr. Merchant asked that the Chart of Accounts be added as an agenda item to the July Finance Committee meeting.

8. DIRECTOR COMMENTS AND SUGGESTIONS

Director Pohll commented that there is a lot to be done, and he is glad we are making progress.

Director Jenco would like to see a simple spread sheet that will detail the amounts we need to have set aside in the different reserve accounts. He would also like to see what Security and Drainage would look like if we don't fund them with property taxes.

Director Maybee said that part of the presentation for the Security townhall meeting will include what the department could fund without property taxes.

Director Merchant thought being funded 60% would be sufficient.

Director Butler liked the idea of having a plan for each area and thought 60% would be sufficient.

Mr. Hennig mentioned that the state is opening up to in-person events and asked the Board if they wanted live Board meetings in the future. They unanimously agreed to have future Board meetings in person.

9. ADJOURNMENT

Motion/Maybee to adjourn at 4:30 p.m. Second/Butler. Ayes: Maybee, Jenco, Butler, Merchant, Pohll. Noes: None. Absent: None. Abstain: None.

Respectfully submitted,

Amelia Wilder
District Secretary

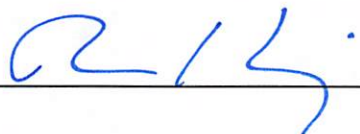
MEMORANDUM

Date: June 10, 2021
To: Board of Directors
From: Paula O'Keefe, Director of Administration
Subject: Bills Paid Listing

Enclosed is the Bills Paid Listing Report for May, 2021. Please feel free to call me prior to the Board meeting regarding any questions relating to this report. This information is provided to the Board to assist in answering possible questions regarding large expenditures.

The following are major expense items:

Vendor	Purpose	Amount	Funding
M3 Construction Inc	Emerg Rpr for WTP drying bed	\$64,532.00	200 - Water
California Waste Recovery Systems	Solid Waste Monthly Contract	\$54,866.21	400 - Solid Waste
Rancho Murieta Country Club	Pump Replacement North Course	\$44,120.36	250 - Sewer
S. M. U. D.	Utilities	\$24,241.94	200 - Water - \$ 19,691.61 250 - Sewer - \$ 3,712.76 260 - Drain - \$ 638.62 500 - SEC -- \$ 198.95
State Water Resources Control Board	Annual Permit for Water Treatment	\$14,518.79	200 - Water
Domino Solar LTD	Solar WTP April 2021	\$13,984.52	200 - Water - \$ 9,680.48 250 -Sewer - \$ 4,304.04
Prodigy Electric & Controls Inc.	Installation cabinet , Replace Flow Meter Head & Timer delays	\$13,700.00	200 - Water - \$ 2,975.00 250 -Sewer - \$ 10,725.00
Accountemps	Contract Staffing - Admin	\$10,602.48	100 - Admin

REVIEWED BY: , District Treasurer

Rancho Murieta Community Services District
Bills Paid Listing for May 2021

Type	Date	Vendor	Amount	Purpose
Check	5/4/2021	ABS Direct	\$1,100.00	Postage for May 2021 Statement
Check	5/4/2021	California Waste Recovery Systems	\$54,866.21	Solid Waste Monthly Contract
Check	5/4/2021	Chrysler Capital	\$156.80	Patrol Vehicle Lease Payment
Check	5/4/2021	CIT	\$439.00	Copier Lease
Check	5/4/2021	Guardian Life Insurance	\$3,533.36	Monthly Dental-Life
Check	5/4/2021	Vision Service Plan (CA)	\$360.48	Payroll-Vision
Check	5/14/2021	A Leap Ahead IT	\$6,331.07	IT Services
Check	5/14/2021	Accountemps	\$128.78	Contract Staffing - Admin
Check	5/14/2021	Accounting & Association Software Group	\$1,732.50	Accounting Software Consulting
Check	5/14/2021	American Family Life Assurance Co.	\$546.13	Payroll-AFLAC
Check	5/14/2021	Analytical Technology, Inc	\$1,640.48	Maintenance Repair Parts
Check	5/14/2021	Applications By Design, Inc.	\$1,085.00	Security Host Server
Check	5/14/2021	Aramark Uniform & Career Apparel, LLC	\$123.14	Uniform
Check	5/14/2021	AT&T	\$782.04	Cell Phone Bill
Check	5/14/2021	AT&T	\$5,311.13	Telephone
Check	5/14/2021	Bartkiewicz, Kronick & Shanahan	\$7,522.50	Legal
Check	5/14/2021	Brower Mechanical, Inc	\$9,224.00	Safety Center HVAC Installation
Check	5/14/2021	California Laboratory Services	\$1,826.10	Lab Testing
Check	5/14/2021	Caltronics Business Systems	\$185.34	Copier - Warehouse
Check	5/14/2021	Greenfield Communications	\$448.99	Internet
Check	5/14/2021	Hach Company	\$838.84	Annual Calibration Service
Check	5/14/2021	Home Depot Credit Services	\$71.23	Maintenance/Repair Parts
Check	5/14/2021	Hopkins Technical Products, Inc	\$621.31	Maintenance/Repair Parts
Check	5/14/2021	Legal Shield	\$11.95	Payroll-Legal
Check	5/14/2021	Nicolay Consulting Group	\$3,000.00	GASB75 Actuarial Valuation Rep
Check	5/14/2021	Operating Engineers Local Union No. 3	\$348.96	Payroll-Union Due
Check	5/14/2021	PDF Tactical	\$3,379.33	Gate & Patrol Coverage for 04/11-04/24
Check	5/14/2021	Prodigy Electric & Controls Inc.	\$13,700.00	Installation cabinet , Replace Flow Meter Head & Timer delays
Check	5/14/2021	Rancho Murieta Association	\$150.00	Landscaping
Check	5/14/2021	Rancho Murieta Country Club	\$44,120.36	Pump Replacement North Course
Check	5/14/2021	Romo Landscaping	\$385.00	Landscaping - March 2021
Check	5/14/2021	Sierra Office Supplies	\$663.74	Stationery Supplies
Check	5/14/2021	Sprint	\$189.95	Monthly Air Card Bill
Check	5/14/2021	State Water Resources Control Board	\$14,518.79	Annual Permit for Water Treatment
Check	5/14/2021	Streamline	\$300.00	Website Hosting
Check	5/14/2021	Stuntcams LLC	\$6,003.00	Body cameras
Check	5/14/2021	Timothy Norton	\$108.51	Rebate
Check	5/14/2021	UPS	\$78.13	Postage
Check	5/14/2021	Useware, Inc.	\$1,282.50	Billing Services Mar 2021
Check	5/14/2021	Walker's Office Supplies, Inc	\$604.17	Office Supplies
Check	5/14/2021	WECybr, LLC	\$1,500.00	Virtual CSO
Check	5/14/2021	Zep Sales & Service	\$4,365.88	Odorless chemicals - Liquid Bacterial Additive
Check	5/31/2021	ABS Direct	\$1,562.49	Postage for April 2021 Statement
Check	5/31/2021	Accountemps	\$10,602.48	Contract Staffing - Admin
Check	5/31/2021	Accounting & Association Software Group	\$660.00	Accounting Software Consulting
Check	5/31/2021	American Family Life Assurance Co.	\$546.13	Payroll-AFLAC
Check	5/31/2021	Aqua-Metric Sales Company	\$1,680.59	RMA Pump Stn Meter- Laguna Joaquin
Check	5/31/2021	Aramark Uniform & Career Apparel, LLC	\$268.62	Uniform
Check	5/31/2021	Clark Pest Control	\$739.00	Pest Control
Check	5/31/2021	Concentra DBA Occupational Health Centers	\$407.00	Recruitment Gate and Patrol
Check	5/31/2021	County of Sacramento	\$1,540.62	Apr Service for Off-Duty Sher
Check	5/31/2021	County of Sacramento	\$126.00	Livescan
Check	5/31/2021	Domino Solar LTD	\$13,984.52	Solar WTP April 2021
Check	5/31/2021	Action Cleaning	\$1,445.00	Janitorial Services
Check	5/31/2021	Edward Moran	\$400.00	Rebate
Check	5/31/2021	Elizabeth Rogers	\$100.00	Rebate
Check	5/31/2021	Ferguson Enterprises, Inc 1423	\$234.18	Tools
Check	5/31/2021	Galls/Quartermaster	\$14.20	Uniform
Check	5/31/2021	Hach Company	\$192.34	Supplies
Check	5/31/2021	John Parker	\$100.00	Rebate
Check	5/31/2021	Kirby's Pump & Mechanical	\$3,360.00	Site Inspection Rio Oso Tank/ WWRP Hydro. Pumps
Check	5/31/2021	Legal Shield	\$11.95	Payroll-Legal
Check	5/31/2021	M3 Construction Inc	\$64,532.00	Emergency Repair for WTP drying bed
Check	5/31/2021	NTU Technologies, Inc.	\$2,844.80	Chemicals for WT
Check	5/31/2021	Operating Engineers Local Union No. 3	\$378.04	Payroll-Union Dues
Check	5/31/2021	PDF Tactical	\$8,428.78	Gate & Patrol Coverage for 04/25-05/07 to 05/10-05/19

Rancho Murieta Community Services District
Bills Paid Listing for May 2021

Type	Date	Vendor	Amount	Purpose
Check	5/31/2021	Porter Scott	\$2,760.00	Atty Services for April 2021
Check	5/31/2021	Public Agency Retirement Services	\$536.06	Trust Admin Fees -March 2021
Check	5/31/2021	Rancho Murieta Ace Hardware	\$244.48	Repairs & Maintenance Supplies
Check	5/31/2021	Rancho Murieta Association	\$454.03	SMUD @ N. Gate 03/16-04/13/2021
Check	5/31/2021	Romo Landscaping	\$385.00	Landscaping - April 2021
Check	5/31/2021	S. M. U. D.	\$24,241.94	Utilities
Check	5/31/2021	State of California	\$115.00	Recruitment
Check	5/31/2021	State Water Resources Control Board	\$125.00	Training Certification
Check	5/31/2021	Telstar Instruments	\$1,765.00	Trouble Shooting Solution Fees
Check	5/31/2021	U.S. Bank Corp. Payment System	\$7,278.07	Monthly Fuel and Other Office Supplies
Check	5/31/2021	Univar Solutions USA Inc	\$3,804.40	Chemicals for WT
Check	5/31/2021	Univar USA Inc.	\$2,354.69	Chemicals for WT
Check	5/31/2021	USA Blue Book	\$5,406.21	Repairs & Maintenance Supplies
Check	5/31/2021	Useware, Inc.	\$1,215.00	Billing Services April 2021
Check	5/31/2021	Victor Carlson	\$100.00	Rebate
Check	5/31/2021	W.W. Grainger Inc.	\$1,204.49	Maintenance/Rep Parts
Check	5/14/2021	Corelogic Solutions, LLC	\$212.18	CFD 2014-1 Adm Cost Jan 2021

			\$359,944.99	

Reviewed by:  , District Treasurer

RANCHO MURIETA COMMUNITY SERVICES DISTRICT
INVESTMENT REPORT

<i>CASH BALANCE AS OF MAY 31, 2021</i>	
<i>INSTITUTION</i>	<i>BALANCE</i>

CSD FUNDS

<i>EL DORADO SAVINGS BANK</i>	
SAVINGS	\$ 999,307
CHECKING	\$ 1,092,267
PAYROLL	\$ 62,235
<i>BANNER BANK EFT PAYMENTS ACCOUNT</i>	\$ 637,628
<i>LOCAL AGENCY INVESTMENT FUND (LAIF)</i>	\$ 8,307,711
<i>CALIFORNIA ASSET MGMT PROGRAM (CAMP)</i>	\$ 640,318
TOTAL	\$ 11,739,466

CSD RESERVE OBLIGATIONS

<i>CURRENT RESERVE BALANCE</i>	
RESTRICTED	\$ 7,491,207
UNRESTRICTED	\$ 3,469,809
TOTAL	\$ 10,961,016

CSD OPERATING CAPITAL

<i>TOTAL AVAILABLE CASH*</i>	\$ 2,791,437
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MELLO ROOS BOND FUNDS

COMMUNITY FACILITIES DISTRICT NO. 2014-1 (CFD)

<i>BANK OF AMERICA</i>	\$ 125,599
<i>WILMINGTON TRUST</i>	
BOND SPECIAL TAX FUND	\$ 405,358
BOND REDEMPTION ACCOUNT	\$ -
BOND ACQ & CONSTRUCTION	\$ 17,552
BOND RESERVE FUND	\$ 391,600
BOND SURPLUS	\$ 16,801
BOND ADMIN EXPENSE	\$ 22,006
BOND PRINCIPAL	\$ -
BOND INTEREST	\$ -
TOTAL	\$ 978,916

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

PREPARED BY: *Michelle Ammond*

REVIEWED BY: *ALG*, District Treasurer

**Eighth Amendment to the
2013 Collection Services Contract for the Provision of Solid Waste,
Recyclables Materials and Green Waste Collection Services
Between
The Rancho Murieta Community Services District
And
California Waste Recovery Systems, LLC**

The Eighth Amendment to the Contract titled above (Collection Services Contract for the provision of Solid Waste, Recyclables, Materials and Green Waste Collection Services), executed as of June 16, 2021 by the between the Rancho Murieta Community Services District (District) and California Waste Recovery Systems, LLC. (Contractor) is made and entered into by the District and the Contractor as of the latter date written below.

Pursuant to Section 40.01 of the contract, the District and the Contractor may change or amend the Agreement upon written agreement duly authorized and executed by both the District and the Contractor.

Now, therefore, in consideration of the mutual promises, covenants, guaranties, and conditions contained in this Eighth Amendment, receipt of which is acknowledged, the District and the Contractor agree as follows:

1. Exhibit 1 (attached), the Contractor Collection Services Rates, effective July 1, 2021 to June 30, 2022, is substituted and amended in this Eighth Amendment.

Except for the amendments and/or additions stated in the First Amendment, effective on July 1, 2014 thru June 30, 2015; the Second Amendment, effective July 1, 2015 thru June 30, 2016; the Third Amendment effective July 1, 2016 thru June 30, 2017, the Fourth Amendment effective July 1, 2017 thru June 30, 2018; the Fifth Amendment July 1, 2018 thru June 30, 2019; the Sixth Amendment July 1, 2019 thru June 30, 2020; the Seventh Amendment July 1, 2020 thru June 30, 2021 all other provisions of the agreement remain in full force and effect, effective July 1, 2021 thru June 30, 2022.

Authority to Execute: The District warrants that the officers listed below have been duly authorized by the District to execute this Eighth Amendment on behalf of the District. The Contractor warrants that the individuals listed below have been duly authorized by the Contractor to execute this Eighth Amendment on behalf of the Contractor.

In Witness, whereof, the Parties to this Eighth Amendment have executed this Eighth Amendment as of the latter date written below.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Tom Hennig, General Manager

Timothy E. Maybee, Board President

Date

Date

CALIFORNIA WASTE RECOVERY SYSTEMS, LLC

Dave Vaccarezza, Owner

Date

4A – GM Report - Pending

MEMORANDUM

Date: June 11, 2021
To: Board of Directors
From: Paula O'Keefe, Director of Administration
Subject: Administration / Financial Update

On June 1, 2021, the Finance Committee met and discussed the following items:

- Finance monthly updates
- Introduction and Review of Whistleblower Policy
- Security Service Opinion Survey Updates

The following are highlights from various internal financial reports. Please feel free to call me prior to the Board meeting regarding any questions relating to these reports.

MAY BUDGET UPDATES

Monthly Budget to Actuals

As discussed in the May Board Hearing, there were several issues with completion of the prior month's entries. All entries have been completed and the monthly budget to actual report reflects the last eleven (11) months of budget activity. It was discovered the payroll entries had not been completed since mid-February; subsequently the reports will reflect a significant increase in salaries and wages.

Procurement and Contracts

After receiving direction from the Board at the May meeting, the District entered into an agreement with Adroit Government, Inc in the amount of \$24,000 for consulting services on May 27, 2021. This vendor will assist District staff in the development of and RFP for a new financial system. The scope of work provides the vendor assist District through the entire process of obtaining bids, ERP vendor selection and negotiation of a contract with the selected vendor to implement the new financial and utility billing system.

The RFP was published on June 14, 2021, and will allow a two week period for vendors to review the RFP documents and provide their proposals.

Capital Improvement Projects

At the June 3 Special Board meeting, staff presented the reserve study prepared by Association Reserves, Inc. Because of the complexity of the reserve study associated with capital improvement projects, as well as the reserve policy needing correction, staff were given direction to bring more information on all three topics back to the Board in August. This will allow staff to do a complete analysis and provide a complete Capital Improvement Plan at the August Board meeting.

The FY 2021-22 budget includes the addition of the ERP project for Administration and the Capital Improvement projects originally included in the April 1, 2021, Budget Meeting.

Reserve Fund Purchases authorized by the General Manager

No authorized purchases by the General Manager in the month of May.

Reserve Funds Balance Sheet

Due to the timeliness of journal entries for the month of April, the year-to-date totals for the reserve contributions remains the same for the May Board hearing. An extensive analysis of the District's reserves, Capital Improvement Projects, and reserve usage retained revenues and the reserve policy is currently underway to determine the total amount of available reserves and the appropriate management and usage of funds. Staff will bring forward information to the Board for the June 3 Special Board hearing to discuss findings and provide recommendations to the Board for retained revenues, reserve policy changes and Capital Improvement Projects allocations and funding obligations.

It is important to note that the information included in the table below will change as a direct result of the Board's recommendation at the June Special Hearing. Data representation will change based on updated information and Board direction.

Reserve Descriptions	Account #	FY 2020-21 Beginning Balance July 1, 2020	YTD Total Debit	YTD Total Credit	Year to Date Ending Balance April 30, 2021
Capital Improvement Reserve Fees - Admin	100-2510	0	0	0	0
Unreserved Fund Balance	100-2800	0	0		0
	<i>Subtotal</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
Water Capital Replacement	200-2505	1,796,308	66,211	260,772	1,990,869
Capital Improvement Reserves Fees - Admin Alloc	200-2505-99	39,990	0	0	39,990
Capital Improvement Reserves Fees - Water	200-2510	(134,808)	103	19,420	(115,491)
Capital Improvement Reserves Fees - Admin Alloc	200-2510-99	210,003	0	0	210,003
Water Supply Augmentation	200-2511	1,886,846	6,318	117,700	1,998,228
WTP Construction Fund Reserve	200-2513	(786,776)	167,230	159,458	(794,549)
Unreserved Fund Balance	200-2800	1,668,738	505,152	187,665	1,351,251
	<i>Subtotal</i>	<i>4,680,301</i>	<i>745,015</i>	<i>745,015</i>	<i>4,680,301</i>
Sewer Capital Improvement Connection	250-2500	4,324	22	39	4,342
Sewer Capital Replacement	250-2505	3,152,811	247,396	323,899	3,229,314
Capital Replacement Reserve Admin	250-2505-99	29,236	0	0	29,236
Capital Improvement Reserves Fees - Sewer	250-2510	59,252	881	14,875	73,246
Capital Improvement Reserves Fees - Admin Alloc	250-2510-99	159,077	0	0	159,077
Unreserved Fund Balance	250-2800	1,449,454	387,941	374,764	1,436,277
	<i>Subtotal</i>	<i>4,854,154</i>	<i>636,239</i>	<i>713,577</i>	<i>4,931,492</i>
Drainage Capital Replacement	260-2505	78,469	82	147	78,534
Capital Improvement Reserves Fees - Admin Alloc	260-2505-99	3,866	0	0	3,866
Capital Improvement Reserves Fees - Drainage	260-2510	340,310	1,793	5,617	344,134
Capital Improvement Reserves Fees - Admin Alloc	260-2510-99	35,262	0	0	35,262
Unreserved Fund Balance	260-2800	102,142	5,317	1,429	98,254
	<i>Subtotal</i>	<i>560,049</i>	<i>7,193</i>	<i>7,192</i>	<i>560,049</i>
Capital Improvement Reserves Fees - Admin Alloc	400-2505-99	6,418	0	0	6,418
Unreserved Fund Balance	400-2800	244,476	0	0	244,476
	<i>Subtotal</i>	<i>250,894</i>	<i>0</i>	<i>0</i>	<i>250,894</i>
Capital Replacement Reserve Security	500-2505	85,647	27,989	810	58,468
Capital Improvement Reserves Fees - Admin Alloc	500-2505-99	7,701	0	0	7,701
Capital Improvement Reserve Fees - Security	500-2510	(56,999)	217	15,824	(41,393)
Capital Improvement Reserves Fees - Admin Alloc	500-2510-99	135,466	0	0	135,466
Security Impact Fee Reserves	500-2513	38,025	5,772	6,235	38,488
Unreserved Fund Balance	500-2800	328,440	22,829	33,940	339,551
	<i>Subtotal</i>	<i>538,280</i>	<i>56,808</i>	<i>56,808</i>	<i>538,280</i>
Total Reserves		10,883,678	1,445,254	1,522,592	10,961,015

Interfund Borrowing

The following are the updated totals for the repayment of the interfund borrowing as of May 31, 2021.

<i>Inter-fund Borrowing</i>	<i>Fiscal Yr Beg Balance 7/1/2020</i>	<i>YTD Interest</i>	<i>YTD Repayment</i>	<i>Period End Balance 5-31-2021</i>
WTP Construction Loan from Sewer	714,876	3,343	119,343	609,171
WTP Construction Loan from WSA	238,298	1,114	41,050	203,063
<i>Total Inter-fund Borrowing</i>	<i>953,174</i>	<i>4,458</i>	<i>160,393</i>	<i>812,234</i>

Utility Billing

Issue Resolution

During the month of May, the Finance team encountered several technology issues with the Paymentus credit card system. The District web page continues to notify residents of technical issues with the utility billing. The Paymentus was resolved, and several residents have been issued late fee credits due to the billing issues Staff do not expect this issue to occur in the future and all payments should be applied to the correct bill moving forward.

The District is currently working with several residents to resolve outstanding payments to bring these accounts current and in good standing. There are many residents who are not current with their bills and the District reminds all residents with past-due accounts that the District offers a payment plan to assist with bringing their accounts current. We encourage residents to work with the District to prevent additional late fee assessments.

Aging Report

As a reminder, the Board of Directors voted to begin charging late fees on all accounts that are delinquent as of the January 25, 2021, billing cycle and interest on the balance of past due accounts at the December 16, 2021 Board Meeting. There are a total of 65 accounts that are at least one month behind on payments. The total amount due to the District for outstanding balances is which includes three accounts that have been past due prior to the end of 2019.

An aging report is provided as attachment to this staff report.

Security Service Survey

At this time, there are no financial updates to the Security Service survey in relation to cost to the District.

RANCHO MURIETA CSD
60 Days Aging Report
Residential and Commercial

Total Accounts	Delinquency Date	Past Due + 2 Months	Past Due + 3 Months	Total Past Due	Total Aging Due
4	Prior to June 2019	504.12	9,397.84	10,949.99	9,901.96
2	As of February 2020	487.42	4,368.15	5,833.93	4,855.57
3	As of March 2020	542.44	3,732.89	5,745.26	4,275.33
2	As of April 2020	263.87	2,149.99	2,959.74	2,413.86
2	As of June 2020	418.05	3,297.33	4,581.24	3,715.38
1	As of July 2020	202.21	1,477.19	2,140.34	1,679.40
4	As of August 2020	674.72	2,295.06	4,656.20	2,969.78
5	As of September 2020	947.54	4,550.21	7,471.97	5,497.75
2	As of October 2020	459.10	1,142.69	2,500.73	1,601.79
1	As of November 2020	162.25	876.05	1,375.76	1,038.30
6	As of December 2020	1,159.28	1,939.39	5,511.05	3,098.67
3	As of January 2021	450.34	397.73	1,903.61	848.07
2	As of February 2021	269.19	106.08	1,049.89	375.27
15	As of March 2021	2,419.94	811.05	9,852.24	3,230.99
4	As of April 2021	546.97	0.58	2,245.32	547.55
9	As of May 2021	379.46	-	4,216.94	379.46
2	As of June 2021	260.75	91.75	1,275.15	352.50
67	Total	10,147.65	36,633.98	74,269.36	46,781.63



**RANCHO MURIETA CSD
ADMINISTRATION
For the Eleven Months Ending Monday, May 31,
FISCAL YEAR 2020 - 21**

Description	Period Budget	Period Actual	Annual Budget	YTD Actual	YTD Budget (Over)/Under
CIA Ditch Service Charges	785	-	7,920	-	7,920
Property Taxes	308,770	-	701,750	423,379	278,371
Property Tax Allocation	(232,539)	-	(528,498)	-	(528,498)
Interest Income	20	-	240	319	(79)
Title Transfer Fees	900	1,900	10,800	24,700	(13,900)
Project Reimbursement	-	-	-	135	(135)
Misc Income	125	-	1,500	1,321	179
TOTAL REVENUE	78,061	1,900	193,712	449,854	(256,142)
EXPENDITURES					
Administration					
Salaries & Wages	75,200	-	710,300	460,559	249,741
Employer Costs	16,162	17,152	186,509	137,946	48,563
Payroll Taxes	5,868	-	53,787	9,396	44,391
Other Employer Costs	7,439	-	81,668	7,097	74,571
Pension Expense	15,300	3,002	148,944	42,816	106,128
Clerical Services	4,250	10,731	51,000	172,686	(121,686)
Recruitment	800	2,947	9,600	7,710	1,890
Travel/Meetings	1,500	-	18,000	1,204	16,796
Office Supplies	1,400	1,959	19,400	24,692	(5,292)
Mail Machine Lease	700	-	2,800	1,520	1,280
Copy Machine Maintenance	1,500	616	17,350	7,967	9,383
Insurance	11,879	-	142,553	147,222	(4,669)
Postage	1,500	1,100	18,000	14,135	3,865
Telephones	775	488	9,299	7,968	1,331
Memberships	750	2	10,750	9,241	1,509
Audit	-	-	25,000	19,280	5,720
Legal	5,000	330	60,000	29,572	30,428
Training/Safety	1,250	100	15,000	4,079	10,921
Community Communications	100	-	5,700	1,574	4,126
Equipment Maint	-	-	2,950	680	2,270
Consulting	-	5,527	-	66,950	(66,950)
Election	-	-	10,000	1,887	8,113
Building/Grounds Maint/Pest Cntr	1,594	1,801	19,122	19,132	(10)
Power	175	-	1,900	-	1,900
Information System Maint	10,314	8,344	123,773	143,114	(19,341)
Miscellaneous	2,008	8,773	24,100	19,603	4,497
Admin Contingency	-	-	35,000	-	35,000
Director Exp/Reimbursements	450	15	5,400	185	5,215
Director Meeting Payments	1,500	-	18,000	-	18,000
Administration Operating Costs	167,414	62,887	1,825,905	1,358,215	467,690
Administration Cost Allocation		(62,889)	(1,825,904)	(1,219,229)	



**RANCHO MURIETA CSD
WATER
For the Eleven Months Ending Monday, May 31, 2021
FISCAL YEAR 2020 - 21**

Description	Period Budget	Period Actual	Annual Budget	YTD Actual	YTD Budget (Over)/Under
Sales Residential	176,649	208,685	2,167,231	2,066,841	100,390
Sales Commercial	21,590	28,012	264,262	229,362	34,900
Availability Charges	-	-	200	-	200
Sales Other	700	725	8,400	8,801	(401)
Interest Income	-	-	3,800	(1,122)	4,922
Reserve Interest Income	-	10	3,000	10,165	(7,165)
Meter Installation Fee	-	-	6,800	5,600	1,200
Inspection Fees	-	-	3,036	1,771	1,265
Telephone Line Contracts	600	-	7,200	5,459	1,741
Late Charges	1,300	1,730	15,600	8,086	7,514
Project Reimbursement	2,000	-	24,000	10,531	13,469
Misc Income	600	240	7,200	1,108	6,092
TOTAL REVENUE	203,439	239,402	2,510,729	2,346,602	(78,847)

EXPENDITURES

Water - SOS

Salaries & Wages	2,456	-	21,122	8,695	12,427
Employer Costs	329	-	3,809	1,800	2,009
Payroll Taxes	188	-	1,707	190	1,517
Other Employer Costs	73	-	870	-	870
Pension Expense	403	-	4,093	1,710	2,383
Clerical Services	-	-	150	-	150
Power	12,998	14,087	62,634	71,848	(9,214)
Supplies	625	-	7,500	646	6,854
Equipment Rental	-	-	3,000	-	3,000
Maintenance/Repairs	2,500	3,922	30,000	11,222	18,778
Chemicals	-	-	3,000	700	2,300
Chemicals - T&O	500	-	3,000	3,756	(756)
Dam Inspection Costs	-	-	51,300	108,069	(56,769)
Miscellaneous	-	-	250	-	250
Admin Allocation	5,934	2,453	71,210	52,970	18,240
Subtotal	26,006	20,462	263,645	261,606	2,039

Water - WT

Salaries & Wages	25,788	-	221,781	103,346	118,435
Employer Costs	3,454	-	40,002	19,989	20,013
Payroll Taxes	1,973	-	17,932	2,048	15,884
Other Employer Costs	714	-	8,568	-	8,568
Pension Expense	4,226	-	42,979	10,987	31,992
Power	6,506	6,398	65,698	64,169	1,529
Supplies	100	217	1,200	5,164	(3,964)
Equipment Rental	50	-	600	-	600
Maintenance/Repairs	5,833	71,728	70,000	166,059	(96,059)
Chemicals	6,000	9,004	79,000	59,958	19,042
Lab Tests	1,500	1,218	23,000	12,263	10,737
Miscellaneous	400	-	4,800	(4)	4,804
Interest Expense	2,100	-	23,580	3,238	20,342
Admin Allocation	18,716	7,735	224,586	167,060	57,526
Subtotal	77,360	96,300	823,726	614,277	209,449

Water - WT & D

Salaries & Wages	25,788	-	221,781	89,119	132,662
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**RANCHO MURIETA CSD
WATER
For the Eleven Months Ending Monday, May 31, 2021
FISCAL YEAR 2020 - 21**

Description	Period Budget	Period Actual	Annual Budget	YTD Actual	YTD Budget (Over)/Under
Employer Costs	3,454	-	40,002	17,623	22,379
Payroll Taxes	1,973	-	17,932	1,823	16,109
Other Employer Costs	714	-	8,568	-	8,568
Pension Expense	4,226	-	42,979	8,562	34,417
Power	3,313	3,510	41,353	38,403	2,950
Supplies	333	-	4,000	2,542	1,458
Equipment Rental	200	-	2,400	-	2,400
Road Paving	1,500	-	18,000	31,238	(13,238)
Maintenance/Repairs	3,000	958	36,000	47,685	(11,685)
Removal (Hazardous Waste)	-	-	16,000	-	16,000
Water Meters/Boxes	-	1,681	45,000	57,836	(12,836)
Miscellaneous	50	-	600	1,457	(857)
Admin Allocation	15,368	6,352	184,416	137,180	47,236
Subtotal	59,919	12,501	679,031	433,468	245,563
Water Admin					
Salaries & Wages	12,280	-	118,110	431,391	(78,452)
Employer Costs	1,645	17,060	19,050	84,258	(63,945)
Payroll Taxes	939	-	8,539	8,022	3,780
Other Employer Costs	348	-	4,176	45,837	(41,959)
Pension Expense	2,013	6,420	20,210	104,097	(85,298)
Tuition Reimbursement	-	-	810	90	315
Clerical Services	750	-	9,000	-	8,250
Recruitment	215	-	2,580	718	1,647
Travel/Meetings	140	-	1,680	(8)	1,548
Office Supplies	250	265	3,000	4,176	(1,426)
Copy Machine Maintenance	10	4	120	58	52
Insurance	917	-	11,000	5,500	4,583
Telephones	1,708	2,782	20,500	31,563	(12,772)
Memberships	-	-	5,395	3,899	1,496
Legal	-	-	20,000	11,288	8,712
Training/Safety	1,700	-	13,200	3,849	8,851
Consulting	4,500	882	50,000	15,742	30,258
CIA Ditch Operations	500	-	38,000	31,142	6,358
Uniforms	400	196	4,800	4,470	774
Building/Grounds Maint/Pest Cntr	175	559	2,100	7,500	(5,575)
Vehicle Maint	1,750	-	21,000	6,554	12,696
Vehicle Fuel	950	1,096	11,400	8,580	1,870
Information System Maint	2,055	102	24,655	8,120	14,480
Maintenance/Repairs	600	-	7,200	693	5,907
Non-routine Maint/Repair	2,000	-	24,000	10,167	11,833
Removal (Hazardous Waste)	-	-	-	880	(880)
Permits	-	14,519	30,300	28,747	1,553
Tools	500	-	6,000	4,415	1,085
Miscellaneous	725	-	8,700	6,563	1,412
Conservation	600	700	13,260	9,831	2,829
Sacto Water Authority	-	-	18,000	9,628	8,372
CGWA/SE Area Water	-	-	13,980	11,000	2,980
Admin Allocation	16,585	6,855	199,023	148,045	49,542
Subtotal	54,255	51,440	729,788	1,046,815	(99,124)
TOTAL COSTS	217,540	180,703	2,496,190	2,356,166	357,927



**RANCHO MURIETA CSD
WASTEWATER
For the Eleven Months Ending Monday, May 31, 2021
FISCAL YEAR 2020 - 21**

Description	Period Budget	Period Actual	Annual Budget	YTD Actual	YTD Budget (Over)/Under
Sales Residential	112,518	111,500	1,347,259	1,224,553	122,706
Sales Commercial	11,803	12,311	141,636	134,756	6,880
Availability Charges	-	-	220	-	220
Interest Income	-	-	2,500	1,190	1,310
Inspection Fees	-	-	1,771	1,012	759
Late Charges	1,500	1,730	18,000	8,086	9,914
Project Reimbursement	182	182	2,184	2,002	182
Misc Income	-	49	-	155	(155)
TOTAL REVENUE	126,003	125,772	1,513,570	1,371,754	141,816

EXPENDITURES

Sewer - SC

Salaries & Wages	17,192	-	147,854	19,486	128,368
Employer Costs	2,302	-	26,664	2,924	23,740
Payroll Taxes	1,315	-	11,957	445	11,512
Other Employer Costs	478	-	5,736	-	5,736
Pension Expense	2,818	-	28,651	1,941	26,710
Power	474	1,549	18,291	15,384	2,907
Supplies	100	-	1,200	15	1,185
Equipment Rental	100	-	1,200	-	1,200
Maintenance/Repairs	6,667	280	80,000	23,612	56,388
Miscellaneous	50	-	600	38	562
Admin Allocation	9,738	4,025	116,858	86,926	29,932
Subtotal	41,234	5,854	439,011	150,771	288,240

Sewer - ST & D

Salaries & Wages	21,244	-	182,705	129,496	53,209
Employer Costs	2,482	-	29,751	14,594	15,157
Payroll Taxes	1,625	-	14,773	2,562	12,211
Other Employer Costs	589	-	7,068	-	7,068
Pension Expense	3,482	-	35,407	12,772	22,635
Power	11,044	11,844	121,707	106,718	14,989
Supplies	500	-	6,000	16,169	(10,169)
Equipment Rental	100	-	1,200	4,001	(2,801)
Maintenance/Repairs	6,667	3,933	80,000	104,541	(24,541)
Chemicals	8,500	4,366	54,000	39,888	14,112
Lab Tests	1,250	608	15,000	11,148	3,852
Removal (Hazardous Waste)	-	-	8,000	-	8,000
Miscellaneous	250	-	500	5,250	(4,750)
Admin Allocation	16,737	6,918	200,849	149,404	51,445
Subtotal	74,470	27,669	756,960	596,543	160,417

Sewer Admin

Salaries & Wages	7,368	-	63,366	24,088	39,278
Employer Costs	987	-	11,430	3,458	7,972
Payroll Taxes	564	-	5,125	497	4,628
Other Employer Costs	203	-	3,211	30,492	(27,281)



**RANCHO MURIETA CSD
WASTEWATER
For the Eleven Months Ending Monday, May 31, 2021
FISCAL YEAR 2020 - 21**

Description	Period Budget	Period Actual	Annual Budget	YTD Actual	YTD Budget (Over)/Under
Pension Expense	1,208	-	12,280	38,225	(25,945)
Tuition Reimbursement	-	-	560	-	560
Recruitment	200	-	2,400	134	2,266
Travel/Meetings	100	-	1,200	(6)	1,206
Office Supplies	250	264	3,000	4,304	(1,304)
Copy Machine Maintenance	10	4	120	58	62
Telephones	1,750	2,782	21,000	32,110	(11,110)
Memberships	-	125	1,225	986	239
Legal	1,000	-	12,000	2,970	9,030
Fines - INACTIVE	-	-	-	500	(500)
Training/Safety	1,900	-	15,000	2,797	12,203
Consulting	2,500	86	53,300	17,855	35,445
Uniforms	400	196	4,800	3,026	1,774
Building/Grounds Maint/Pest Cntr	175	175	2,100	2,417	(317)
Vehicle Maint	1,250	-	15,000	23,889	(8,889)
Vehicle Fuel	2,000	1,096	24,000	15,670	8,330
Information System Maint	801	-	9,617	5,511	4,106
Maintenance/Repairs	2,000	-	24,000	20,918	3,082
Non-routine Maint/Repair	1,250	-	15,000	-	15,000
Permits	5,000	-	51,250	47,899	3,351
Tools	300	-	3,600	3,455	145
Dam Inspection Costs	-	-	13,700	13,923	(223)
Miscellaneous	192	-	2,300	709	1,591
Admin Allocation	11,260	4,654	135,117	100,508	34,609
Subtotal	42,668	9,382	505,701	396,393	109,308
TOTAL COSTS	158,372	42,905	1,701,672	1,143,707	557,965



**RANCHO MURIETA CSD
DRAINAGE
For the Eleven Months Ending Monday, May 31, 2021
FISCAL YEAR 2020 - 21**

Description	Period Budget	Period Actual	Annual Budget	YTD Actual	YTD Budget (Over)/Under
Sales Residential	15,071	14,907	180,846	163,493	17,353
Sales Commercial	3,029	4,529	36,345	35,961	384
Property Tax Allocation	28,110	-	63,886	-	63,886
Interest Income	-	-	-	242	(242)
Reserve Interest Income	-	-	-	1,574	(1,574)
Meter Installation Fee	-	-	-	5,000	(5,000)
Inspection Fees	-	-	-	1,012	(1,012)
Misc Income	-	5	-	17	(17)
TOTAL REVENUE	46,210	19,441	281,077	207,299	73,778

EXPENDITURES

Drainage

Salaries & Wages	10,684	-	91,882	35,427	56,455
Employer Costs	1,431	-	16,572	3,850	12,722
Payroll Taxes	817	-	7,429	820	6,609
Other Employer Costs	294	-	3,528	5,206	(1,678)
Pension Expense	1,751	-	17,805	9,938	7,867
Recruitment	-	70	-	70	(70)
Travel/Meetings	-	-	-	(1)	1
Legal	-	-	1,750	743	1,007
Training/Safety	-	-	1,000	1,145	(145)
Community Communications	4,000	-	8,000	-	8,000
Consulting	-	16	17,450	10,767	6,683
Uniforms	-	-	400	-	400
Power	872	639	9,662	7,626	2,036
Information System Maint	-	-	-	(39)	39
Equipment Rental	-	-	3,000	-	3,000
Maintenance/Repairs	500	1,204	2,250	7,897	(5,647)
Permits	-	-	5,750	5,994	(244)
Chemicals	10,500	-	12,000	11,338	662
Lab Tests	-	-	3,000	-	3,000
Tools	-	-	1,600	3,590	(1,990)
Drainage Improvements	-	-	1,700	-	1,700
Miscellaneous	-	-	-	334	(334)
Admin Allocation	6,391	2,641	76,688	57,045	19,643
TOTAL COSTS	37,240	4,570	281,466	161,750	119,716



RANCHO MURIETA CSD
SOLID WASTE
For the Eleven Months Ending Monday, May 31, 2021
FISCAL YEAR 2020 - 21

Description	Period Budget	Period Actual	Annual Budget	YTD Actual	YTD Budget (Over)/Under
Sales Residential	61,198	63,431	734,379	688,956	45,423
Interest Income	-	-	1,100	781	319
Misc Income	-	23	-	74	(74)
TOTAL REVENUE	61,198	63,454	735,479	689,811	45,668

EXPENDITURES

Solid Waste

Salaries & Wages	-	-	-	(855)	855
Employer Costs	-	-	-	(17)	17
Payroll Taxes	-	-	-	(13)	13
Other Employer Costs	-	-	-	2,401	(2,401)
Pension Expense	-	-	-	2,926	(2,926)
Travel/Meetings	-	-	-	(1)	1
CWRS Contract Charges	56,162	-	673,947	433,531	184,254
Legal	-	2,760	-	9,885	(9,885)
Information System Maint	-	-	-	(32)	32
Miscellaneous	3,480	-	41,761	28,541	9,740
Admin Allocation	3,043	1,258	36,518	27,164	9,090
TOTAL COSTS	62,685	4,018	752,226	503,530	188,790



**RANCHO MURIETA CSD
SECURITY
For the Eleven Months Ending Monday, May 31, 2021
FISCAL YEAR 2020 -21**

Description	Period Budget	Period Actual	Annual Budget	YTD Actual	YTD Budget (Over)/Under
Sales Residential	105,975	99,859	1,271,694	1,097,685	174,009
Sales Commercial	17,496	18,673	209,953	202,788	7,165
Property Tax Allocation	204,429	-	464,612	-	464,612
Interest Income	-	-	1,200	(71)	1,271
Fines/Rule Enforcement	175	175	2,100	1,925	175
Late Charges	2,000	3,460	24,000	16,171	7,829
Title Transfer Fees	450	950	5,400	12,350	(6,950)
Security Gate Bar Code Income	650	-	7,800	7,940	(140)
Misc Income	350	376	4,200	3,897	303
TOTAL REVENUE	331,525	123,493	1,990,959	1,342,685	648,274

EXPENDITURES

Security - Gate

Salaries & Wages	37,255	-	325,042	261,619	63,423
Employer Costs	10,382	11,009	120,311	107,241	13,070
Payroll Taxes	3,024	-	29,860	5,772	24,088
Other Employer Costs	1,885	-	22,620	-	22,620
Pension Expense	6,193	1,762	64,316	20,905	43,411
Clerical Services	50	4,753	600	55,761	(55,161)
Recruitment	175	343	2,100	741	1,359
Office Supplies	10	9	120	5,319	(5,199)
Telephones	30	20	360	602	(242)
Training/Safety	100	99	1,200	1,162	38
Uniforms	83	14	1,000	1,492	(492)
Equipment Repairs	300	-	3,600	3,184	416
Building/Grounds Maint/Pest Cntr	300	334	3,600	6,586	(2,986)
Bar Codes	-	-	6,900	2,625	4,275
Power	642	653	8,567	7,935	632
Information System Maint	1,249	1,199	14,988	13,189	1,799
Miscellaneous	604	-	7,250	783	6,467
Interest Expense	29	-	350	-	350
Admin Allocation	24,041	9,936	288,493	214,598	73,895
Subtotal	86,352	30,131	901,277	709,514	191,763

Security - Patrol

Salaries & Wages	33,217	-	292,078	170,039	122,039
Employer Costs	11,658	6,456	134,400	64,160	70,240
Payroll Taxes	2,541	-	24,316	3,383	20,933
Other Employer Costs	2,260	-	27,120	-	27,120
Pension Expense	5,569	1,358	57,187	17,019	40,168
Tuition Reimbursement	-	-	1,500	-	1,500
Clerical Services	50	7,055	600	43,339	(42,739)
Recruitment	115	454	1,380	1,049	331
Office Supplies	10	342	120	8,348	(8,228)
Telephones	230	163	2,760	3,305	(545)
Training/Safety	100	-	1,200	936	264
Uniforms	125	-	1,500	935	565
Equipment Repairs	100	-	1,200	250	950



**RANCHO MURIETA CSD
SECURITY
For the Eleven Months Ending Monday, May 31, 2021
FISCAL YEAR 2020 -21**

Description	Period Budget	Period Actual	Annual Budget	YTD Actual	YTD Budget (Over)/Under
Building/Grounds Maint/Pest Cntr	350	9,464	4,200	13,996	(9,796)
Vehicle Maint	750	-	9,000	18,192	(9,192)
Vehicle Fuel	1,300	1,509	15,600	14,411	1,189
Vehicle Lease	397	145	4,762	1,571	3,191
Off Duty Sheriff	-	1,541	8,000	4,104	3,896
Information System Maint	289	-	3,466	773	2,693
Miscellaneous	-	21	-	2,772	(2,772)
Interest Expense	33	12	400	154	246
Admin Allocation	22,215	9,182	266,582	198,299	68,283
Subtotal	81,309	37,702	857,371	567,035	290,336
Security Admin					
Salaries & Wages	9,989	-	90,070	40,353	49,717
Employer Costs	3,461	814	39,726	22,985	16,741
Payroll Taxes	764	-	6,957	1,006	5,951
Other Employer Costs	740	-	9,305	39,025	(29,720)
Pension Expense	1,621	-	16,882	52,903	(36,021)
Clerical Services	-	-	-	42,205	(42,205)
Recruitment	-	-	-	1,518	(1,518)
Travel/Meetings	-	-	1,000	14	986
Office Supplies	500	-	6,000	156	5,844
Telephones	35	49	420	566	(146)
Legal	400	7,193	4,800	19,086	(14,286)
Training/Safety	100	-	1,200	309	891
Equipment Maint	250	90	3,000	1,441	1,559
Consulting	-	166	25,000	1,676	23,324
Uniforms	50	-	600	-	600
Information System Maint	50	50	600	3,512	(2,912)
Miscellaneous	100	-	1,200	649	551
Admin Allocation	8,673	3,585	104,076	77,418	26,658
Subtotal	26,733	11,947	310,836	304,822	6,014
TOTAL COSTS	194,394	79,780	2,069,484	1,581,371	488,113

MEMORANDUM

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

OPERATIONS UPDATES

The Department is currently working on the following projects:

- Additional Valor Security staff to support Security Gate & Patrol until vacancies are filled
- Recruitment for the Security Supervisor: (see Agenda Item 5)
- Continuing Recruitment for Gate and Patrol Officers: New hire - Patrol Officer Warlito Gabriel; currently training on Gates
- Summer Events Planning/Extra staffing: Sacramento Sherriff Department (SSD) is on hireback on Fridays until further notice (evening hours); responds to District calls and provides patrol services; will utilize Valor Security as needed for extra patrol
- RFP for Contract Security Services: (see Agenda item 7)
- RMCC events: We met with RMCC staff and temporarily resolved slow traffic issues at the gate with one lane dedicated to tournament check-ins/pass issuance (with signs and cones). We had two large golf tournaments May 24 and 27, and traffic flow backup was minimal. Traffic Delay Advisories were posted with RMA and on CSD websites.

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 and have positive contacts with residents. 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 non-architectural enforcement
- Stop Sign enforcement – enforcement missions conducted each week; other violations issued during regular patrol
- Speed enforcement –enforcement missions conducted each week during the daytime hours only; other violations issued during regular patrol
- License Plate Reader (LPR) cameras: North Gate: Watchdog Security will be installing new call box cameras and set the pole foundation for LPR cameras at the North gate the week of June 1. South Gate: Electrical/conduit is done at South Gate. Watchdog security will run the power to the cameras for the South Gate week of June 1.
- Cameras at Lakes: RMA approved camera installations at the Lakes. RMA Maintenance to install poles for camera setup. Watchdog Security will install the cameras and is awaiting power/internet to the Lake areas.
- Barcode readers: (see Agenda item 8)
- RMA July 4th Fireworks and Parade: RMA approved the annual Fireworks celebration and Parade for 2021. We are working on an IAP for the event. We have requested SSD Hireback for two (2) shifts, with a total of six (6) Deputies for the event (subject to sign-ups). Main objectives are traffic/access control and exterior security patrol.

Murieta Village activity:

- Regular patrol activity

Rancho Murieta Commercial Owners Association activity:

- Regular patrol activity

INCIDENTS OF NOTE
MAY 1-31, 2020

May 2-3, 2021: Trespass Advisement

North and South Gates – A rancher who lives outside the District, came to the gates, harassing employees. He was given a Trespass Advisement and sent a letter by the Interim Security Supervisor for his egregious behaviors. He has no business at the gates or in the RMA area. SSD was notified and a report was taken.

May 4, 2021: Vehicle Accident

Lake Chesbro – Patrol responded to a grey Toyota Camry that was stuck in a ditch near Lake Chesbro. It appeared the vehicles tried to do a three-point U-turn but got stuck in a ditch area. A tow truck responded to remove the vehicle. No entry into the Lake.

May 7, 2021: Vehicle Accident/DUI Arrest

Patrol responded to a Honda Accord that collided with the curb at the Lago Gate. SSD Deputy Halk, who was working hireback for the District, also responded. The driver appeared to be DUI. CHP responded and the driver was turned over for the DUI investigation.

Patrol Coverage:

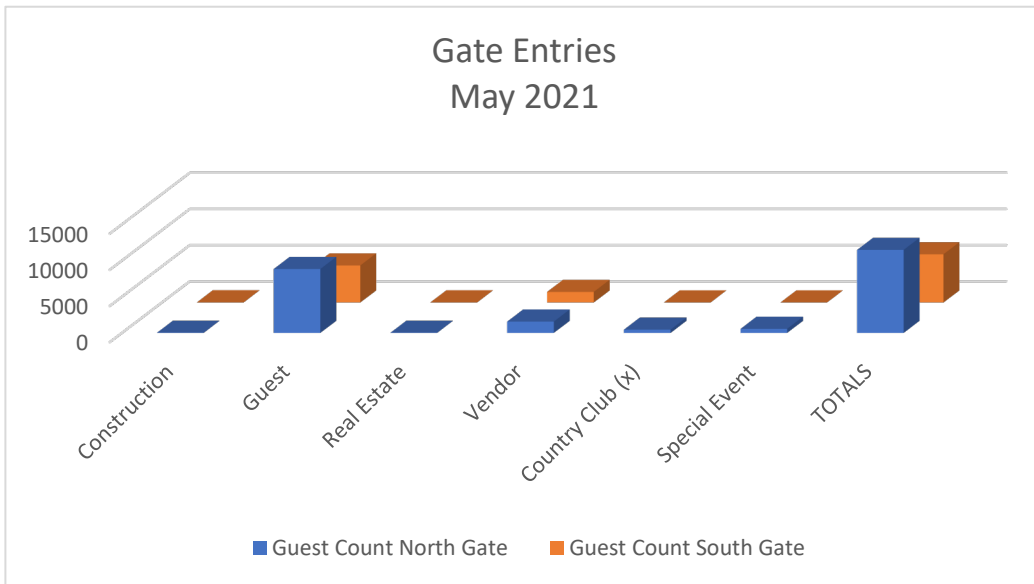
May 16: 12 hours no coverage (1100-2300 hours), no Contract Security coverage as scheduled
May 22: 12 hours no coverage (1100-2300 hours), no Contract Security coverage as scheduled
May 23: 3.5 hours no coverage (2300-0230 hours), no Contract Security coverage as scheduled
May 26: 7 hours no coverage (1600-2300 hours), no Contract Security coverage as scheduled
May 27: 2.5 hours no coverage (1900-2300 hours), no Contract Security coverage as scheduled

Gate Entries by Type

May 1-31, 2021

Pass Type	Guest Count North Gate	Guest Count South Gate	Count by Pass Type
Construction	23	31	54
Guest	8836	5125	13961
Real Estate	24	21	45
Vendor	1570	1474	3044
Country Club (x)	454	12	466
Special Event	567	10	577
TOTALS	11474	6673	18147

Prior Month Totals: 11607 6121 17728

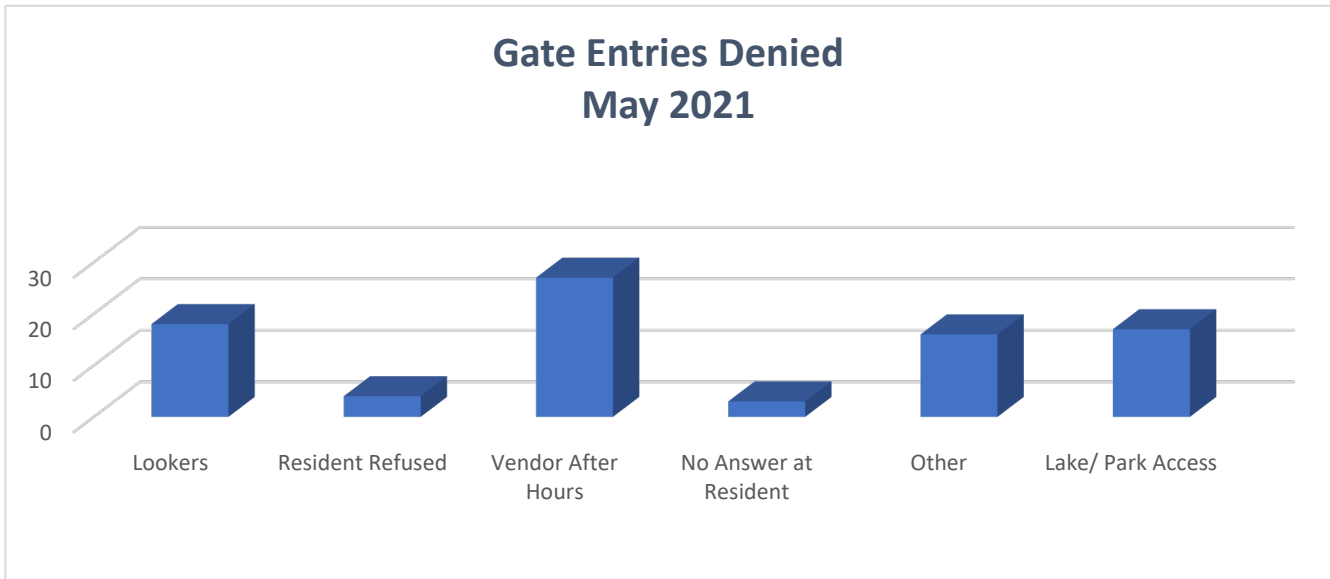


Gate Entries Denied

May 1-31, 2021

	Lookers	Resident Refused	Vendor After Hours	No Answer at Resident	Other	Lake/ Park Access	TOTAL
All Gates	18	4	27	3	16	17	85

Prior Month Totals: 16 3 11 1 6 8 45





Rancho Murieta CSD Security

15160 Jackson Rd
Rancho Murieta, CA 95662

Cases - Breakdown by Type

ABANDONED DISABLED VEH	4
ALARM	8
ANIMAL COMPLAINT	15
ASSIST OTHER AGENCY	7
BURGLARY	2
CITATION	11
DEATH	1
DISTURBANCE	11
ESCORT	4
EXTRA PATROL	5
FOLLOW UP	3
GUN SHOTS	1
INTOXICATED PERSON	1
JUVENILE DELIQUENCY	2
LOST/FOUND PROPERTY	2
MEDICAL AID	13
MISCELLANEOUS	18
OPEN DOOR	8
PARKING	16
PATROL DETAIL	1
PETTY THEFT	3
REFUSED ENTRY	85
RESIDENT COMPLAINT	36
RMA RULE VIOLATION	13

SPEEDING COMPLAINT	5
STOP SIGN VIOLATION	1
SUSPICIOUS ACTIVITY	9
SUSPICIOUS PERSON	7
SUSPICIOUS VEHICLE	10
TRAFFIC ENFORCEMENT	4
TRASH-PICK UP	2
TRESPASSING	6
VANDALISM	4
VEHICLE ACCIDENT	13
WATER LEAK	14
WELFARE CHECK	7
Total	352



MEMORANDUM

Date: June 4, 2021
To: Board of Directors
From: Ron Greenfield, Acting Director of Operations
Subject: Field Operations Monthly Update

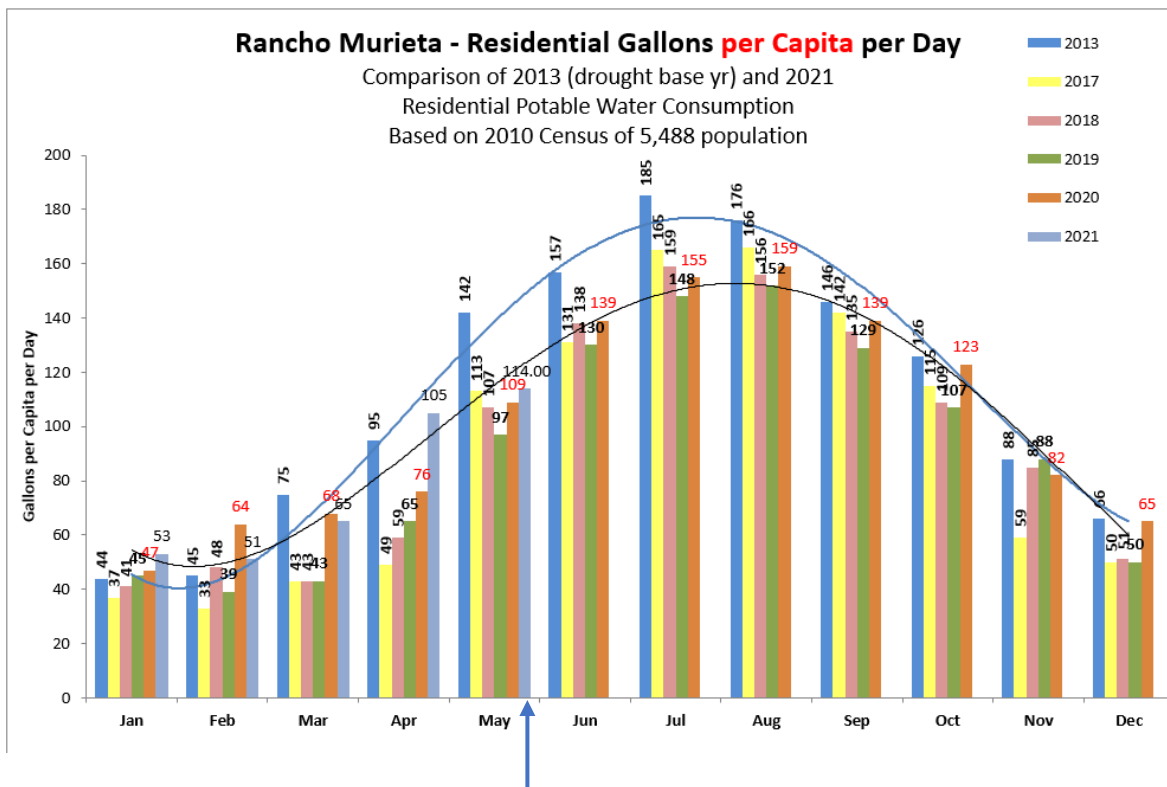
Improvements Committee summary

At the June 1, 2021, Improvements Committee meeting, we reviewed:
Sodium Hypochlorite Conversion project and the status of telemetry upgrades
East & West Dissolved Air Floatation (DAF) Painting project.
Fire Hydrant Replacement Project (CRP 20-06-1)
The Residences at Murieta Hills – East and West
All Committee meeting information can be viewed at:
<https://www.ranchomurieta.com/2021-committee-meetings>

WATER TREATMENT

Plant #1 for the month of May produced an average of 893,839 gallons per day (GPD). Plant #2 for the month of May produced an average of 1.12 million gallons per day (MGD). The water plants produced 62.536 million gallons (MG), or 191.9 acre-feet (AF) of potable water in April. The production value per connection was 633 gallons per connection per day for May.

The water used was 52,058,661 gallons, 159.76 AF. This equates to 114 gallons of water used per capita per day vs 142 in 2013, a 19.72% decrease 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 Same Period	
12 month rolling % increase		2021	2021	2021	2021	2020	2020	2020	2020	2020	2020	2020	2020	2020
		May	Apr	Mar	Feb	Jan	Dec	Nov	Oct	Sep	Aug	Jul	Jun	May
Residences		2,623	2,623	2,616	2,615	2,615	2,612	2,607	2,669	2,660	2,682	2,659	2,657	2,647
Weighted Average														
Cubic Feet	1,740	1,710	2,089	727	887	711	970	1,650	2,016	2,518	2,802	2,585	2,502	1,668
Gallons Per Day	435	509	516	181	171	177	242	411	503	628	699	648	624	386
Same Period Last FY	435													

												Last FY	Last FY Same Period	
YTD		2021	2021	2021	2021	2020	2020	2020	2020	2020	2020	2020	2020	2020
Totals		May	Apr	Mar	Feb	Jan	Dec	Nov	Oct	Sep	Aug	Jul	Jun	May
Commercial	1,089,284	61,508	78,750	68,900	62,896	40,624	38,314	81,890	98,366	128,118	147,140	159,116	123,662	61,508
Parks	437,260	28,660	54,100	742	1,219	1,239	6,862	21,818	38,398	55,279	80,900	75,722	72,521	28,660
Raw Water	793,797	133,548	31,801	0	0	0	1,648	12,349	17,699	24,602	68,651	231,249	272,250	133,548
CSD	36,974	6,537	3,682	2,426	1,532	1,336	854	1,917	2,683	3,008	3,686	4,095	5,218	6,537
Totals	2,357,315	230,253	168,333	72,068	65,647	43,199	47,478	117,974	157,146	211,007	300,377	470,182	473,651	230,253

WATER SOURCE OF SUPPLY

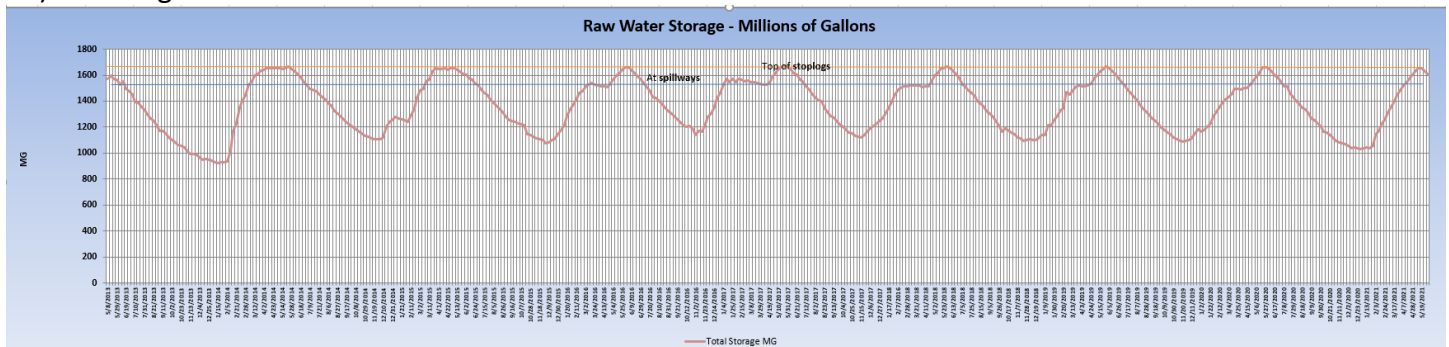
On June 2, 2021, all raw water storage for Calero, Chesbro, and Clementia Reservoirs volume measured 1,603.96 million gallons (4922.72 acre-feet [AF]). Total volume of Calero and Chesbro is ,1272.17 MG (3904.42 AF). The total usable volume of all three reservoirs accounting for dead storage in the reservoirs is 1603.96 MG (4922.72 AF).

For the month of May, we received no rain, evaporation measured at 9.47 inches. On May 18, 2021 lakes were full and pumping from the river was discontinued as the river flow dropped below 70 CFS. (For our area evaporation rate is measured from the U.S. Bureau of Reclamation at Folsom Lake Lakes)

Our current reservoir levels are as shown here: As of 06/02/2021

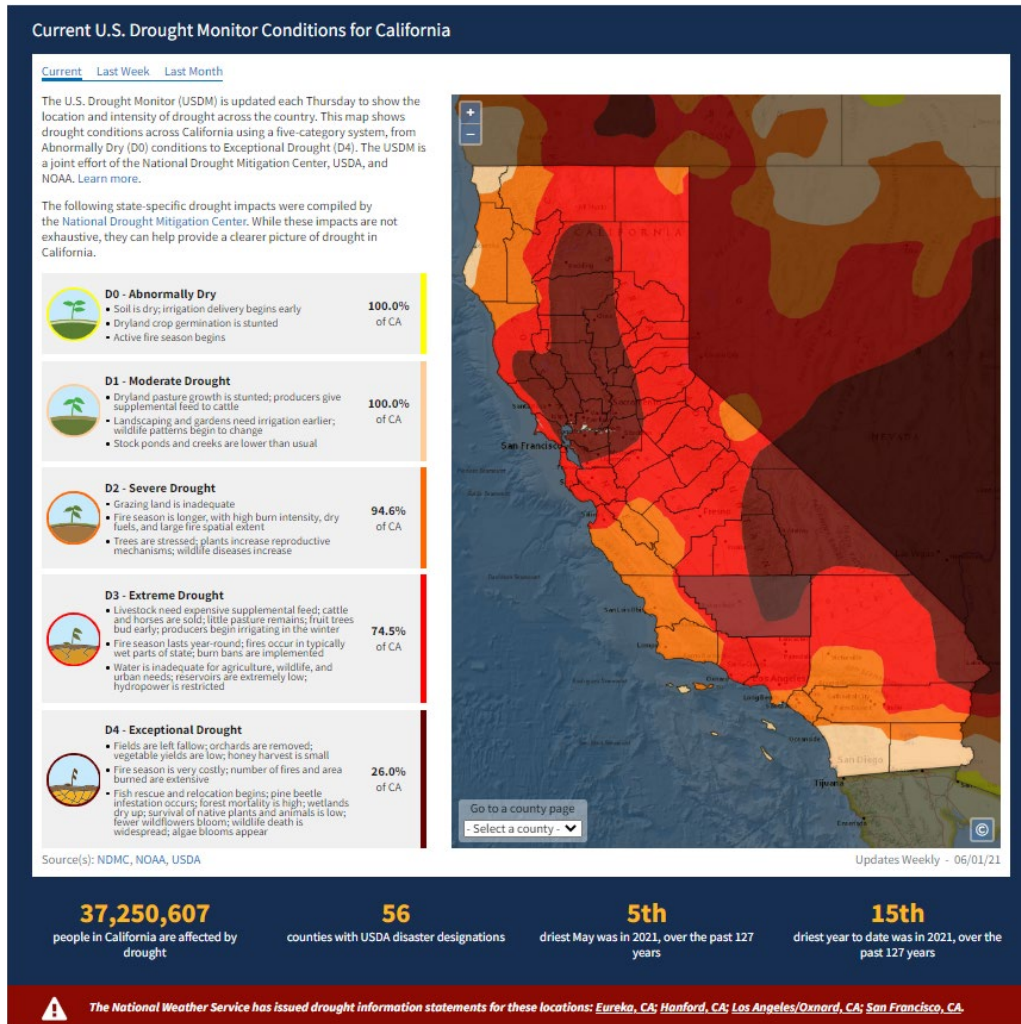
	WTP Flow Rate Setting MGD	Granite Production MGD	Calero Elevation	Calero Ac-ft	Calero MG	Chesbro Elevation	Chesbro Ac-ft	Chesbro MG	Clementia Elevation	Clementia Ac-ft	Clementia MG	Spillway Raw Water % Full	Splashboards Raw Water % Full	Total Storage MG	Total Storage Ac Ft.	Total Usable Volume MG	Total Usable Volume AF	Calero & Chesbro total MG	Calero & Chesbro 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	2.9	0.0	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	1440.040366	4419.62	1272.17	3904.42	1222.81	3451.42	96.3897	105.461	
6/2/2021			279.31	2765.7	901.15	260.88	1138.72	371.03	186.59	1018.3	331.79	105.6	96.4	1603.96	4922.72									

A graph of the raw water storage volumes is shown below. We have managed to pump 794.87 MG (2439.542 AF) to storage so far this season.



WATER FORECAST:

Below are updated images of the current drought condition and outlook. Sacramento region is continuing to be noted as being in a Severe Drought stage. It may be a requirement to implement a higher drought stage beyond our current declaration of Normal. Here is the weblink to our Water Shortage Contingency Plan: <https://www.ranchomurieta.com/water-conservation> Staff has been directed to tag water wasters with our Water Conservation Notice tags.

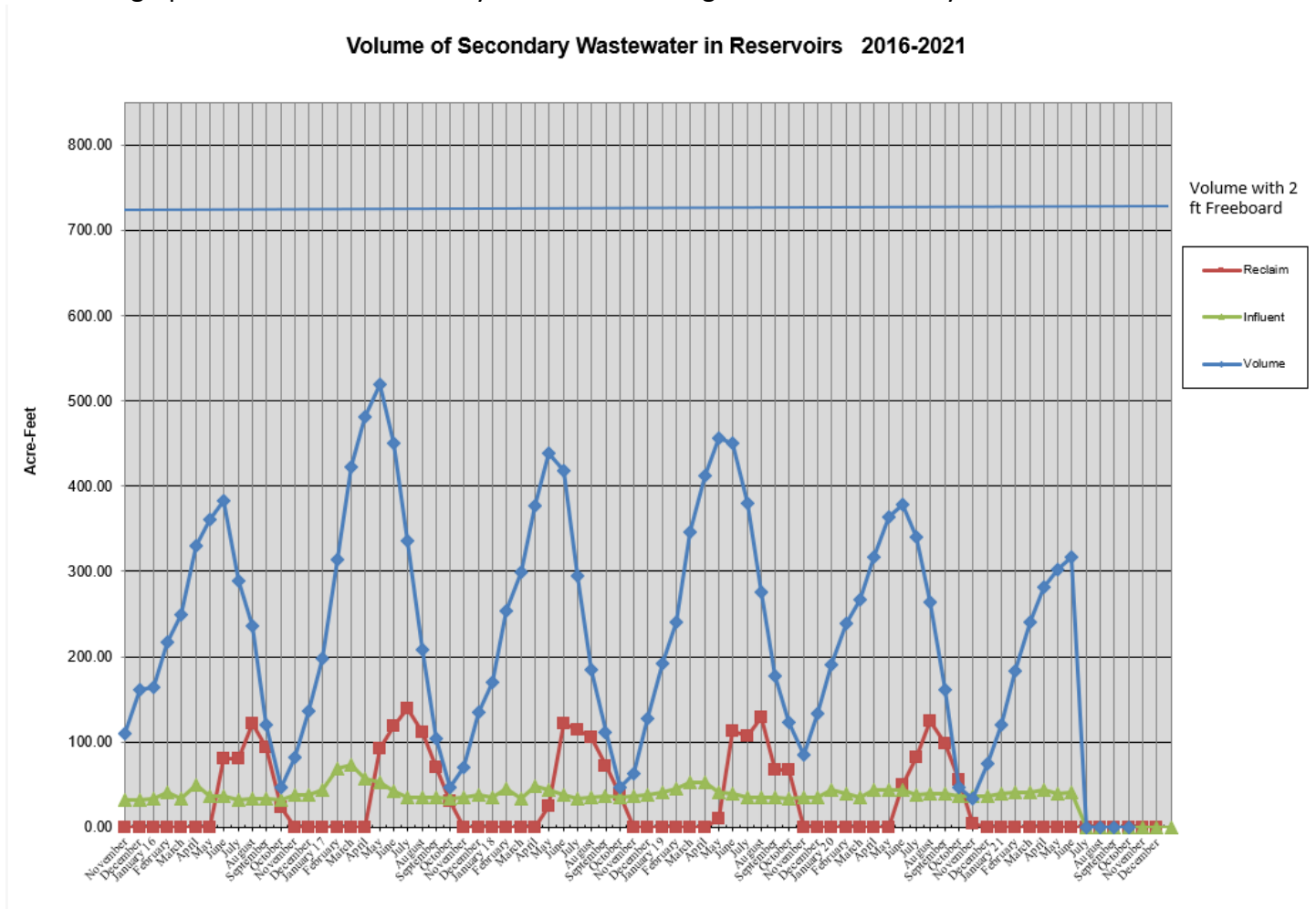


The drought outlook remains unchanged for our area.

WASTEWATER COLLECTION, TREATMENT, AND RECLAMATION

For May 2021, the influent wastewater flow averaged 432,774 gallons a day, for a total of 13.415 (41.17 AF). This is approximately 163 GPD per sewer connection. On June 2, 2021, secondary wastewater storage measured 103.298 MG (317.03 AF), of which 98.43 MG (302.11 AF) is usable for reclamation due to dead storage. This is a lower volume that in the past several years, most likely due to the disappointing amount of rain received.

Below is a graph of the recent secondary wastewater storage volumes as of May 2021.



SEWER COLLECTION

Utility staff had no calls for sewer issues by residents in the month of May. No issues occurred in the District’s sewer collection system as well this past month.

DRAINAGE

There were no issues of concern in the drainage system for the month of May. Staff have begun weed abatement in drainage ditches and basins with 45 manhours. Weed abatement was completed in these areas as follows, basin #12, Drainage ditches zone 1 sec. D & I, Zone 3 sec. D. Scheduled for replacement this year is drainage culverts at hole 14 in the north course under a CIP. There has been some foot work in gathering information for this project this past month and is moving forward.

WATER METERING AND UTILITY STAFF WORK

In April zero (0) ¾ -inch meters and one (1) one-inch meter was replaced for maintenance. There were 4 new water meters added in Murieta Gardens 78 lots with one more recycle water meter to add, all homes in the Murieta Gardens 78 lots houses will then be completed with dual metered water services. The RMA 6” raw water meter was rebuilt in the month of May. Also completed were twelve (12) Underground Service Alert markings and twenty-two (22) utility star service orders from the administration department.

In April Utility staff repaired five (5) water service line leaks. All five leaks were in poly service lines that had poor backfill and rocks had caused the leak.

This is an example of poor backfill, with a rock right under the pipe, which created the water leak.



Staff also had twelve (12) homeowner calls for various water-related complaints this last month. Most of the complaints were for high water usage and they were found to be irrigation leaks that the homeowner needed to repair.

Fire Hydrant Replacement Project (CRP 20-06-1)

Utility staff is nearly completed with replacing the ten dry-barrel fire hydrants that were outlined for replacement. Staff is currently replacing the hydrant at the corner of Puerto and Camino Del Lago Dr. There is one more fire hydrant to do on Guadalupe Dr. to complete the list of ten fire hydrants to have been replaced this year.

Staff must also be mindful of SMUD lines when replacing fire hydrants (shown below).



General Update

Sloughhouse Resource Conservation District (SRCD) – GSP development

No Update.

Sodium Hypochlorite Conversion Project

Staff partially filled the two new hypochlorite tanks and tested out the pumping systems with the chemical pump vendor on-site to set the systems up. We discovered that additional telemetry wiring needs to be routed from the pump skids to the PLC for other alarm and control integration. The vendor also noted the need for additional backpressure valves to be installed as close to the chemical injection points as possible; these were installed by staff. We are now waiting on the programmers that were directed to add the WIN-911 programming for alarms.

East & West Dissolved Air Floatation (DAF) Painting project

Redwood Painting Co. arrived May 3 and began setting up equipment to start work for the blasting off the old coating and rust in preparation for the new epoxy coating of the DAF's interiors and painting of the exteriors. The interior of the west and east DAF's has been sandblasted, primer coated and painted. The exteriors of west and east DAF have been water blasted and areas with rust ground and primer coat applied. Project is expected to be completed by June 11, 2021.





DAF outside paint completed

DEVELOPMENT PROJECTS

The Retreats East & North

Final plans for drainage, sewer and water will soon be reviewed by Domenichelli & Associates, Inc., (DA). District staff has requested past due and additional deposit funding before being able to continue work.

Rancho Murieta North – Development Project

The project provided deposit funds to allow continued review of the project's water and sewer plans. Drainage plans had already been through a first review with comments and plan mark-ups provided back to the project. DA will work with the developers' Engineering firm to coordinate the use of shared Computer Aided Drawing (CAD) files to allow for a more efficient use of time.

MG - Murieta Marketplace

No update.

MG – Legacy Villas & Suites (lot 7)

Preconstruction meeting will take place on June 16, 2021. Construction for the foundations are planned to begin within a month. Completion of this project will end at the end of 2022 or early 2023.

The Murieta Gardens I & II – Infrastructure

No update.

MG – Lot 9 (Taco Bell)

No update.

MG -Lot 10 (PDF Office)

No update.

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

On June 3, 2021 there was a pre-construction meeting held on site at Lot #11

Present at the meeting were representatives from, Baker Williams- Civil Engineer, Sac County, Murieta Marketplace/Cosumnes River Land Owner, Rancho Murieta CSD, Domenichelli & Assoc- Civil Engineer, Project Owner, Project Builder, Job Superintendent, Youngdahl – Soils Engineer.

The meeting was to have a clear understanding of responsibilities for inspection of services and site work. Work is planned to start by the end of June.

OTHER DEVELOPMENT PROJECTS:

Riverview

Coastland is closing out its review of Riverview's drainage and grading plans. The Water, Sewer, and Storm Drain reviews will be completed by Domenichelli and Associates. The developer has told us they have selected a grading contractor and will begin the grading s soon as the County issues the grading permit. We are monitoring the activity with the County.

Murieta Business Park

The building has been completed and the developer is working through the processes of final changes with the County. We do not have a date of occupancy established.

The Retreats East and North

The project had 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. Coastland has completed their work and have turned over the files to DA. DA will review the remaining proposals which will include additional review of drainage, recycled water, and water use calculations.

PLANNED PROJECTS:

The Residences East & West

Tom Hennig, and Joe Domenichelli, our District Engineer, have met with Bob Keil and John Sullivan to discuss this project. Both developers are interested in moving forward with the original plans for this project. Mr. Keil plans to submit a developer application packet and deposit. We expect Mr. Sullivan to do the same once his ownership status is confirmed. Both men provided the Improvements Committee with a series of questions related to their preferred solutions for drainage, recycled water, sewer, and water. The Committee directed District Staff to review the questions and provide the responses as soon as possible. Conditions for both East & West projects can be viewed:

<http://www2.agendanet.saccounty.net/BoardOfSupervisors/Meetings/ViewMeeting?id=3572&doctype=1>

Rancho Murieta Community Services District

July 2021

Board/Committee Meeting Schedule

July 1, 2021

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

July 6, 2021

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

June 21, 2021

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





Rancho Murieta

June 16, 2021

2019-2020 Recycling and Solid Waste Update



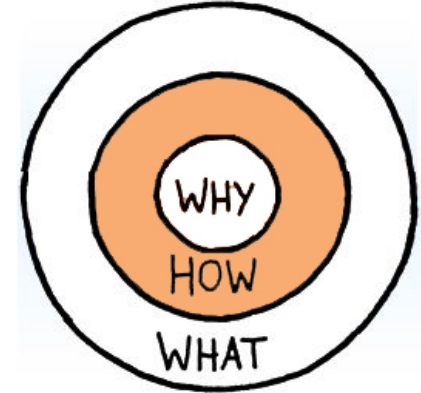
Exclusive service provider for Residents in Rancho Murieta

**Collection and Processing Challenges in Waste,
Recycling, and Organics.**





Waste Collection in California



All municipalities and special districts must comply with state mandates

AB939, AB1826, AB32, SB1383, AB1594, AB341

- Diversion (75%),
 - Food Waste: Commercial
 - Landfill Organics----Emissions
 - Eliminates ADC
- Mandatory Commercial Participation.



Residential Collection Service for Rancho Murieta

Basic Service



64 gal Brown TRASH
Weekly Collection



64 gal Green RECYCLE
Bi-weekly Collection



96 gal GREY YARD WASTE
Bi-weekly Collection



New Cal-Waste Recycles Right App



Automated Residential Truck



Bulky Waste Pick-Up Service



Handi Hauler : On-Call Drop Off and Pick -Up



Rancho Murieta Material Tonnages

Annual Tons	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Trash	1891	1963	1788	1879	1971	2097	1980	2035	2247
Recyclables	639	601	735	745	734	726	693	679	723
Greenwaste	1088	1085	976	939	1091	1137	1107	1090	1214
Total	3618	3649	3499	3563	3796	3960	3780	3804	4184
Diversion Rate	48%	46%	49%	47%	48%	47%	48%	47%	46%



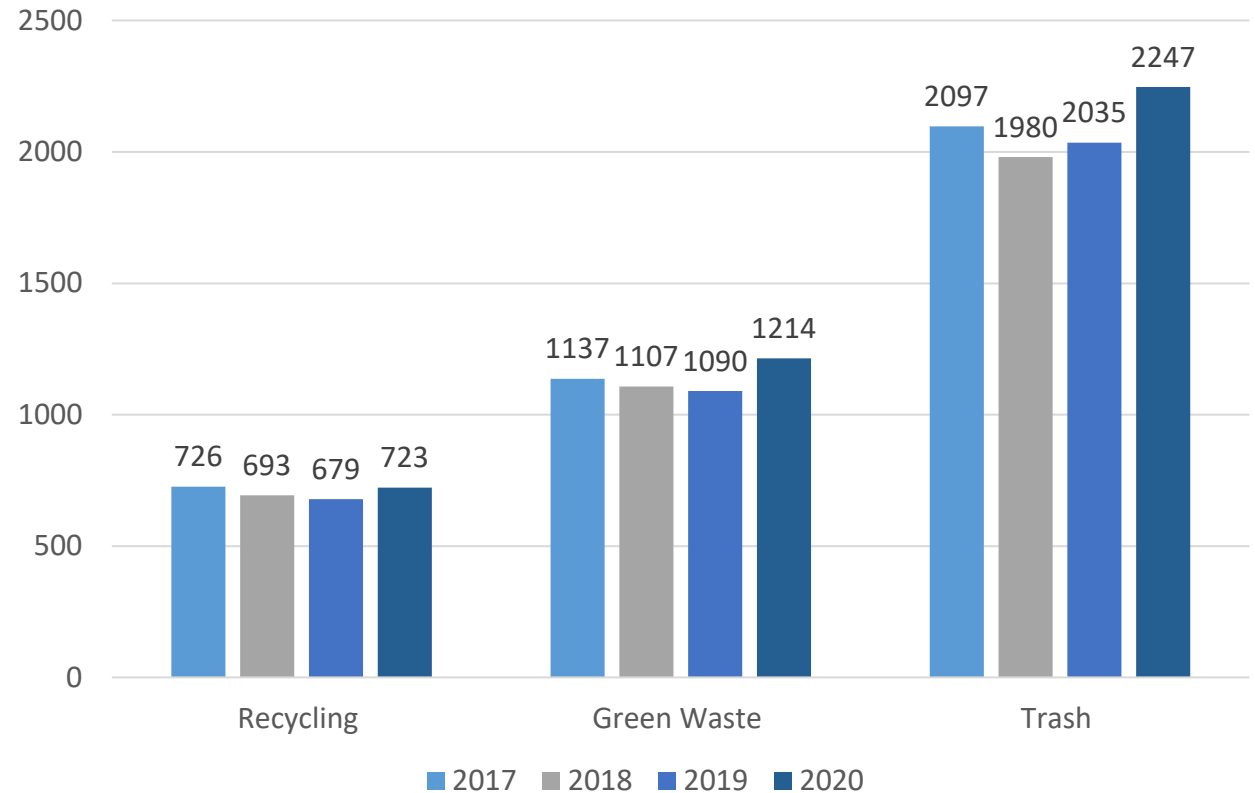
Rancho Murieta Material Tonnages

2020 Recycling Tons: 723

2020 Green Waste Tons: 1214

2020 Trash Tons: 2247

2020 Total Tons: 4184



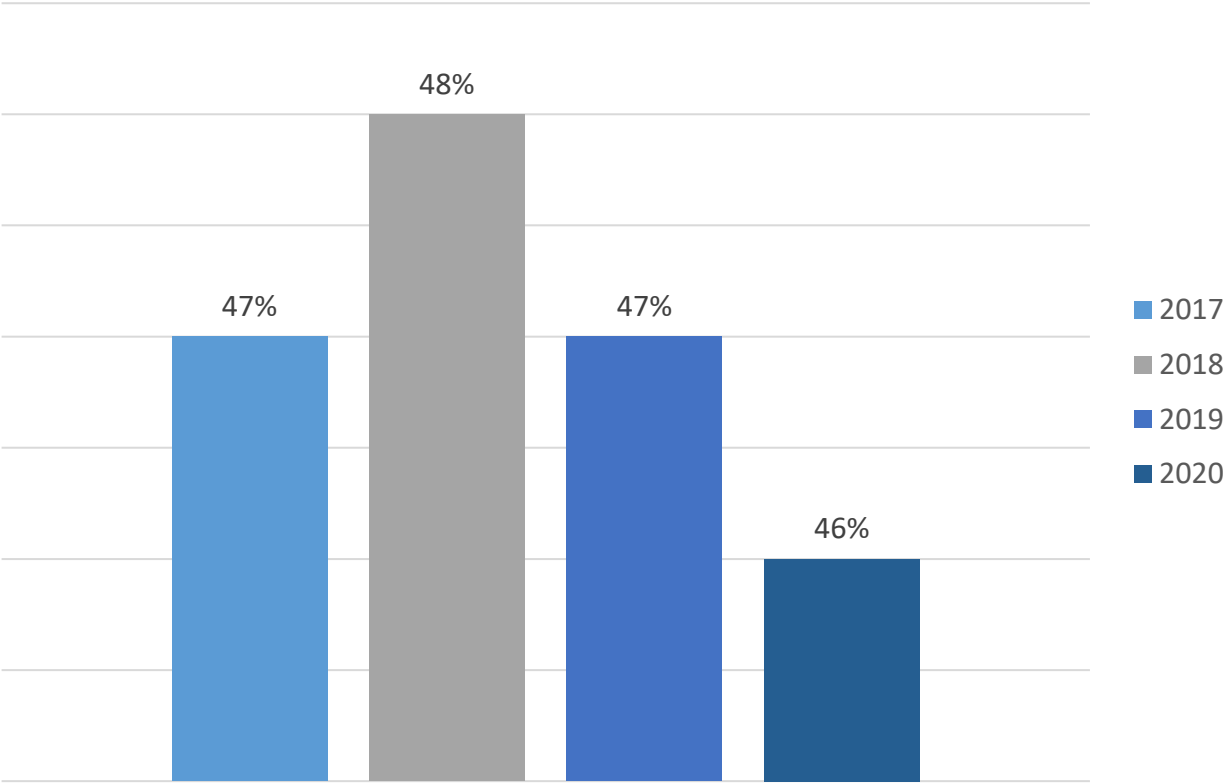
Rancho Murieta Diversion Reporting

2017 Diversion: 47%

2018 Diversion: 48%

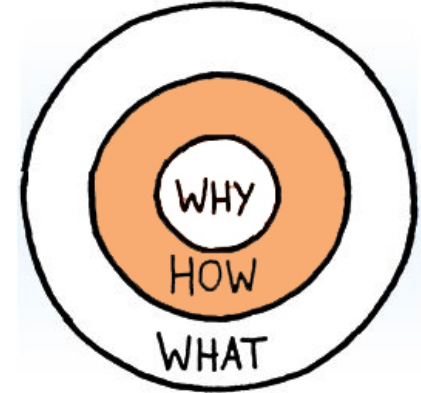
2019 Diversion: 47%

2020 Diversion: 46%





Waste Collection in California



All municipalities and special districts must comply with state mandates

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- Diversion (75%),
- Food Waste, Emissions,
- Landfill Organics,
- Eliminates ADC,
- Mandatory Commercial Participation.







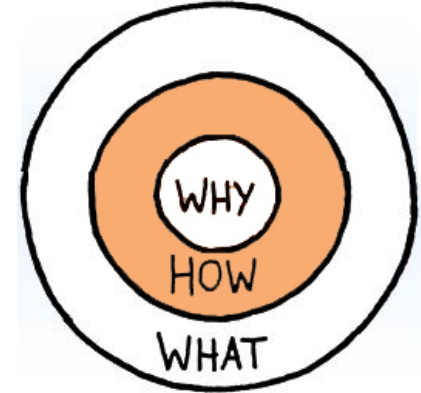
MRF Processing Challenges

Market Challenges





Waste Collection in California



All municipalities and special districts must comply with state mandates

AB939, AB1826, AB32, SB1383, AB1594, AB341

- Diversion (75%),
- Food Waste: Emissions
 - Landfill Organics
 - Eliminates ADC
- Mandatory Participation



POLICY BASED ON SCIENCE

Our Scientists Say Pollution Is Changing Our Climate



Beginning in 2022, [SB 1383](#) requires every jurisdiction to provide organic waste collection services to **all residents and businesses.**

- “Jurisdiction” means a city, county, a city and county, or a special district that provides solid waste collection services.
- “Organic waste” includes food, green material, landscape and pruning waste, organic textiles and carpets, lumber, wood, paper products, printing and writing paper, manure, biosolids, digestate, and sludges.

Legislation from **CalRecycle** in 2021.

CalRecycle is the State's enforcement agency for legislation surrounding solid waste and recycling.

1001 I Street, Sacramento, CA 95814 | P.O. Box 4025, Sacramento, CA 95812
www.CalRecycle.ca.gov | (916) 322-4027

AB 1826 MANDATORY COMMERCIAL ORGANICS RECYCLING

IMPORTANT UPDATE
SHIFTING THRESHOLD TO INCLUDE BUSINESSES
THAT GENERATE 2 CUBIC YARDS OF WASTE (PREVIOUSLY 4 c.y.)

All businesses that produce 2 cubic yards of waste (trash, recycling and organics) or more per week must have organics recycling. Prior to January 1, 2021 the threshold was 4 or more cubic yards.



AB 341 MANDATORY COMMERCIAL RECYCLING

All businesses that generate 4 cubic yards or more of waste per week and multifamily dwellings of 5 or more units must have a recycling program in place.



AB 827 ORGANICS AND RECYCLING CONTAINERS FOR PRODUCTS CONSUMED ON SITE

Businesses must provide organics and recycling bins next to trash bins at front-of-house to collect waste generated from products purchased and consumed on the premises.





Proud recipient of the 2016 Sacramento Area Sustainable Business Award

MEMORANDUM

Date: June 14, 2021
To: Board of Directors
From: Paula O'Keefe, Director of Administration
Subject: Adopt the Proposed FY 2021-22 Budget and Capital Projects

RECOMMENDED ACTION

Adopt the FY 2021-22 Prop 218 Proposed Budget and Resolution R2021-01, waive the full reading.

BACKGROUND

Budgets for Special Districts in California must be approved by the Board of Directors before the beginning of each fiscal year. The process begins with a Proposition 218 Budget Hearing and ends with the Second Reading of the budget at a Board meeting in June. The District is required to submit the Prop 218 budget to the Residents and Commercial Businesses in Rancho Murieta at least forty-five days before the first reading of the budget at a May Board meeting.

For Fiscal Year 2021-22, the Prop 218 budget notification took place on April 1, 2021, at a Special Board meeting. After the initial presentation of the Prop 218 budget on April 1, 2021, the District received 142 letters in objection to the rate increase. While the majority of them were form letters stating the objection, there were several that asked very poignant questions. Staff provided an FAQ in response to these questions.

The total proposed revenue budget is \$7,820,353, which is an increase of \$597,825, or 8% over the previous year. Because previous years' budgets did not include significant rate increases, the District needed to evaluate all residential and commercial rate usage and reserve contributions to determine the District's overall ability to fund capital improvement projects and increase expenditures relating to salary increases, rising maintenance, and repairs costs, a significant increase in solid waste operations and increased costs associated with general liability, risk management, and PERS. The total proposed expenditure budget is \$7,561,031, which is an increase of \$565,284, or 5% over the previous fiscal year.

The Prop 218 rate increase totals 14.53% for the Residential metered lots and 16.12% for both Murieta Gardens and Murieta Village residents.

Administration

The Administration property tax allocations are used to subsidize Drainage and Security costs projected to be overspent at the end of the fiscal year, Security being the most significant subsidy for a total of \$452,516 and Drainage in the amount of \$82,107, to offset the deficit projected at the end of the fiscal year. Administration revenues are projected to be 5% higher than the previous year, primarily due to increased property taxes and the realignment of CIA Ditch service charges. Property tax allocations are increasing slightly based on the limited increase in the development of new homes and the increase in property assessment values as existing homes are sold.

Expenditures are projected to come in 8% higher than the previous year based on increased insurance and risk management costs, increased information technology costs, and additional professional services costs. 100% of Administration operations are allocated to other funds based on the Cost Allocation Plan (CAP). The CAP identifies the specific percentages of support for the enterprise funds. The CAP allocates all direct and indirect costs to each of these funds based on various criteria, including the area of benefit and level of support.

Water

The Water fund revenues are the most significant revenue source for the District. Water revenues are comprised of Residential and Commercial sales and other sources of revenue, including interest income, installation and inspection fees, and late charges. The District projects a total of \$2,634,526, or a 5% increase over the prior year. As discussed in the May 19, 2021 Board meeting in the first reading of the budget, staff removed a position that affected both the water and sewer budgets. This resulted in a reduction in both revenues and expenditures and adjusted the average monthly sample bill.

Water expenses are also projected to increase 5%. These increases are due to an increase in the Administration cost allocation, increased Dam inspection costs, professional services and salary increases.

Sewer

As discussed in the May 19, 2021 Board meeting in the first reading of the budget, staff removed a position that affected both the water and sewer budgets. This resulted in an approximate \$90,000 reduction in both revenues and expenditures and adjusted the average monthly sample bill.

Sewer revenues are projected to increase 10%, largely due to the Prop 218 rate increases. While the inspection fees appear to increase significantly, the actual increase is minimal and is based on the revenues typically received.

Expenditures are also expected to increase minimally by 2%. A significant reduction in CIA ditch consulting services and utility usage has allowed the fund to offset some of the increased costs in employee costs and maintenance and repairs.

Drainage

The Drainage fund revenues are subsidized by property tax revenues. This subsidy is necessary as the fund does not collect enough revenue to cover its full cost of operations, including the annual 2% CPI increase allowed through Measure K. Currently, the Drainage revenues are projected 1% less than the previous year, at \$214,916. Drainage revenues are comprised of residential and commercial sales and do not collect a reserve fee through the utility billing.

While revenues are projected to decrease, the expenditures are expected to increase 6%, or \$15,946, for a total of \$297,023. This amount also includes the Administration subsidy of \$82,595. Drainage is expected to increase costs over the next few years due to deferred maintenance and aging infrastructure.

Solid Waste

The District contracts with California Waste Management and collects revenues to offset the cost of the contract with the vendor. At the time of the Prop 218 notification, the vendor had not supplied the District with the full cost of their rate increase. At the time of the initial Prop 218 notification, the rate increase was 30%, increasing the annual contract cost from \$673,947 in the previous year to \$878,876. However, after the Prop 218 notification was released, the vendor supplied the District with an updated contract cost, increasing the overall increase in the cost to the District to \$925,655, or 37% over the previous year. Because Prop 218 does not allow for increased expenses or revenues after the initial notification, the District will need to evaluate the impact of the deficit created by insufficient revenues collected against the cost of the contract.

Security

Security is also subsidized with the District's property tax allocations. This subsidy is necessary as the fund does not collect enough revenue to cover its full cost of operations, including the annual 2% CPI increase allowed through Measure J. This year's property tax allocation is decreased by \$12,096, or 3% based on a reduction in expenditures to prevent significant overages within operations.

Annual expenditures are expected to increase by 2% as expected based on increased salary costs.

SUMMARY

Staff is recommending the Board waive the second reading of the budget and formally adopt the FY 2021-22 Proposed Budget.

Budget Overview

A Sample Bill and draft budget summaries for each fund are attached to assist in reviewing this draft of the FY 2021-22 budget. The proposed budget results in a 14.53% increase, or \$27.16 per month, on the average monthly bill for a residential metered lot.

REVENUE ASSUMPTIONS USED IN THIS PROPOSED BUDGET

1. Sacramento County property tax allocation is projected to increase using the same appraisal values from 2020 to 2021 for home sales.
2. Water consumption is projected to increase slightly over the calendar year FY 2020-21 demands.
3. The State of California has declared a drought, affecting millions of water customers throughout the State.
4. Reserve contributions require necessary increases to cover increasing deferred maintenance costs, repairs, and aging infrastructure.
5. Water and Sewer rate increases total 14.53% for residential metered lots and 16.26% for Murieta Gardens and Village II residents.
6. Drainage and Security rates are increased by the legal maximum of 2%.

BUDGET EXPENSE ASSUMPTIONS

General Assumptions

1. Unrepresented salary increase pool of \$30,000.
2. Represented salary range increase estimated at 3.5 annually over three years as prescribed by the new MOU effective January 1, 2021. Staff not at the top range of pay scales potentially also receive a 5% annual increase based on performance objectives.
3. Health insurance premium increase of 10%.
4. Increase of 30% in Solid Waste contract.
5. Increased costs of professional services due to shifting cost from reserves to operational budgets.
6. Annual contribution to OPEB Trust budget for \$150,000.
7. 7% increase in GSRMA rates.
8. \$30,000 set aside for the college intern program.
9. \$250,000 Information Technology expenses.

Sample Bill

The attached Sample Bill shows the proposed rate as presented in the April 1, 2021, Special Board meeting.

Sample Bill – Proposed Impact on Average Residential Monthly Bill

The estimated overall maximum increase is projected to be \$27.16 per month or 14.53% for an average residential customer with the proposed service charge increase and special tax adjustment beginning July 1, 2021.

Rancho Murieta Community Services District

Average Monthly Customer Bill			Current Monthly Rates	Proposed Monthly Rates	\$	%
<i>Residential Metered Lot</i>			July 1, 2020	July 1, 2021	Change	Change
Water	<i>Average Usage in CF</i>		1,426	1,426		
	Residential Base (excluding reserves)		\$37.97	\$38.73	\$0.76	2.0%
	Reserve Contribution		7.75	14.00	6.25	80.6%
	Total Residential Base		\$45.72	\$52.73	\$7.01	15.3%
old rate	Water Usage	\$0.0191 per cubic foot	27.24			
new rate	Water Usage	\$0.0217 per cubic foot		30.94	3.70	13.6%
	Total Water		\$72.96	\$83.67	\$10.71	14.7%
	WTP Debt Service Charge (interfund borrowing)		6.00	6.00	-	0.0%
	Sewer					
	Residential Base (excluding reserves)		42.77	46.26	3.49	8.2%
	Reserve Contribution		6.76	14.00	7.24	107.1%
	Total Residential Base		49.53	\$60.26	\$10.73	21.7%
	Solid Waste (avg. 64 Gallon Container)		22.81	27.82	5.01	22.0%
	Security Tax (Maximum Tax Ceiling \$30.93)		30.32	30.93	0.61	2.0%
	Drainage Tax (Maximum Tax Ceiling \$5.43)		5.32	5.43	0.11	2.0%
	Total RMCS D Bill		\$186.94	\$214.10	\$27.16	14.53%

Sample Bill – Proposed Impact on Average Murieta Village and Murieta Gardens II Monthly Bill

The estimated overall maximum increase is projected to be \$22.73 per month or 16.26% for an average Murieta Village customer with the proposed service charge increase and special tax adjustment beginning July 1, 2021.

Average Monthly Customer Bill			Current Monthly Rates	Proposed Monthly Rates	\$	%
Murieta Village & Murieta Gardens II			July 1, 2020	July 1, 2021	Change	Change
Water	<i>Average Usage in CF</i>		418	418		
	Residential Base		\$37.97	\$38.73	\$0.76	2.0%
	Reserve Contribution		7.75	14.00	6.25	80.6%
	Total Residential Base		\$45.72	\$52.73	\$7.01	15.3%
old rate	Water Usage	\$0.191 per cubic foot	7.98			
new rate	Water Usage	\$0.217 per cubic foot		9.07	1.09	13.7%
	Total Water		\$53.70	\$61.80	\$8.10	15.1%
	*WTP Debt Service Charge (interfund borrowing)		6.00	6.00	-	0.0%
	Sewer					
	Residential Base (excluding reserves)		42.77	46.26	3.49	8.2%
	Reserve Contribution		6.76	14.00	7.24	107.1%
	Total Residential Base		\$ 49.53	\$ 60.26	\$ 10.73	21.7%
	Solid Waste (avg. 38 Gallon Container)		19.73	23.42	3.69	18.7%
	Security Tax (Maximum Tax Ceiling \$7.46)		7.31	7.46	0.15	2.0%
	Drainage Tax (Maximum Tax Ceiling \$3.63)		3.56	3.63	0.07	2.0%
	Total RMCS Bill		\$ 139.83	\$ 162.56	\$ 22.73	16.26%



Rancho Murieta Community Services District

FY 2021-22
Budget



Photo by Natachia Taylor

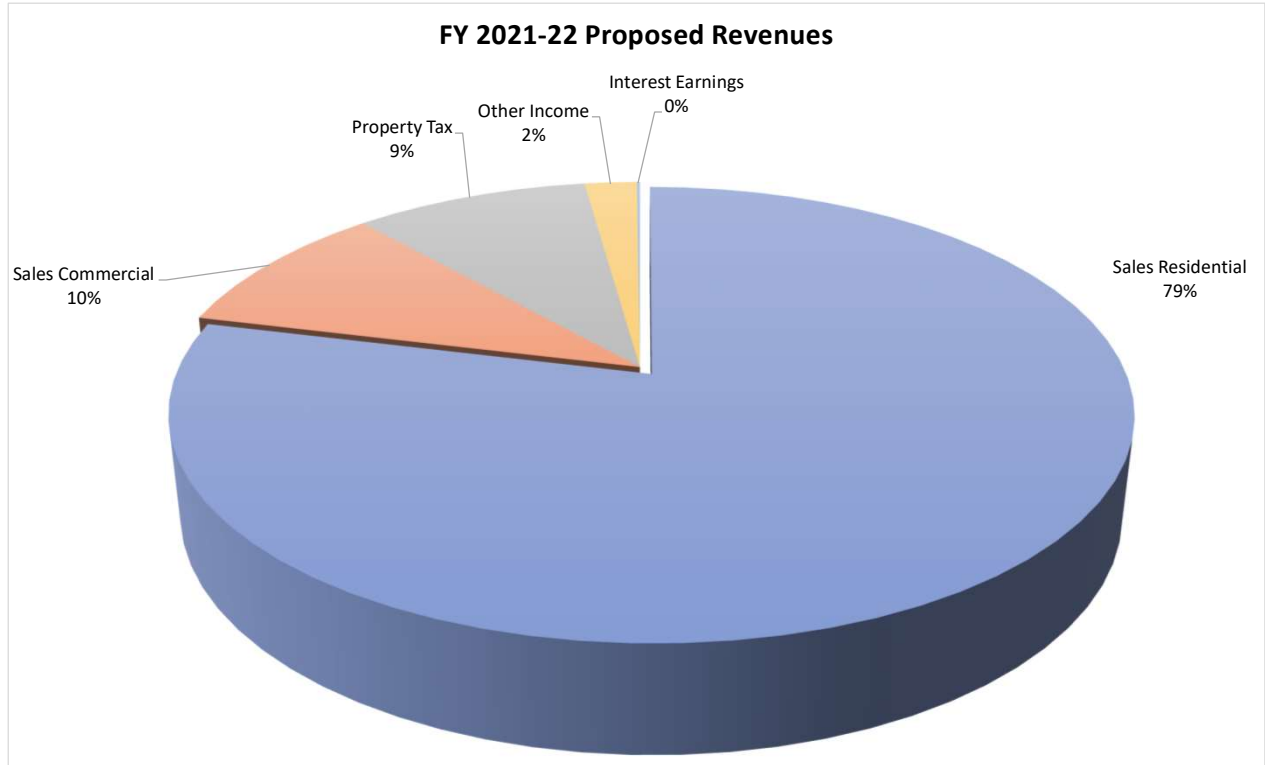


RANCHO MURIETA COMMUNITY SERVICES DISTRICT
FY 2021-22 Proposed Budget
Personnel Listing

	FY 2018-19 Adopted	FY 2019-20 Adopted	FY 2020-21 Adopted	FY 2021-22 Proposed
ADMINISTRATION				
GENERAL MANAGER	1.0	1.0	1.0	1.0
DISTRICT SECRETARY	1.0	1.0	1.0	1.0
DIRECTOR OF ADMINISTRATION	0.0	1.0	1.0	1.0
ACCOUNTING MANAGER	1.0	1.0	1.0	1.0
ACCOUNTANT	1.0	1.0	1.0	1.0
ACCOUNTING TECHNICIAN	1.0	1.0	1.0	1.0
OFFICE TECHNICIAN	1.0	1.0	1.0	1.0
SUBTOTAL	6.0	7.0	7.0	7.0
OPERATIONS				
DIRECTOR OF OPERATIONS	1.0	1.0	1.0	1.0
CHIEF PLANT OPERATOR	1.0	1.0	1.0	1.0
PLANT OPERATOR I, II, III	4.0	4.0	4.0	4.0
EQUIPMENT MECHANIC	1.0	1.0	1.0	1.0
UTILITIES SUPERVISOR	1.0	1.0	1.0	1.0
UTILITY WORKER I, II, III	5.0	5.0	5.0	5.0
TEMP UTILITY WORKER	0.5	0.5	0.5	0.5
OPERATOR IN TRAINING	1.0	1.0	1.0	1.0
SUBTOTAL	14.5	14.5	14.5	14.5
SECURITY				
SECURITY SUPERVISOR	1.0	1.0	1.0	1.0
SERGEANT - PATROL	1.0	1.0	1.0	1.0
PATROL OFFICER	5.0	5.0	5.0	5.0
GATE OFFICER	8.0	8.0	8.0	8.0
PART-TIME GATE OFFICER	1.0	1.0	1.0	1.0
TEMP GATE OFFICER	1.0	1.0	1.0	1.0
SUBTOTAL	17.0	17.0	17.0	17.0
TOTALS	37.5	38.5	38.5	38.5



RANCHO MURIETA CSD
FY 2021-22 Proposed Budget
Revenue Summary

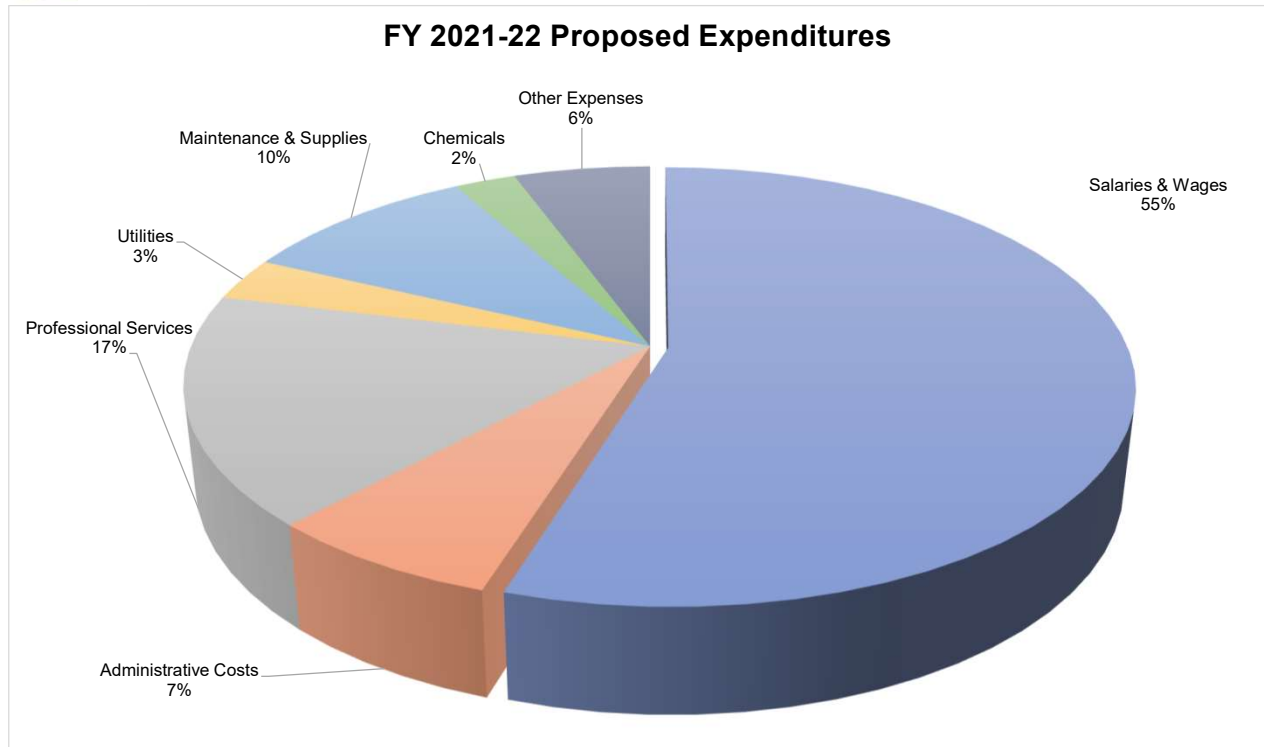


FY 2021-22 Revenue Summary - All Funds

Category	Amount
Sales Residential	6,161,333
Sales Commercial	754,466
Property Tax	731,750
Other Income	163,964
Interest Earnings	8,840
Total	<u>7,820,353</u>



RANCHO MURIETA CSD
FY 2021-22 Proposed Budget
Expenditure Summary



FY 2021-22 Expenditure Summary - All Funds

Category	Amount
Salaries & Wages	4,151,327
Administrative Costs	531,454
Professional Services	1,279,964
Utilities	240,312
Maintenance & Supplies	741,337
Chemicals	192,000
Other Expenses	424,637
Capital Improvement	-
Total	<u>7,561,031</u>



RANCHO MURIETA CSD
FY 2021-22 Proposed Budget
Budget Summary

	FY 2019-20 Audited	FY 2020-21 Annual Budget	% Budget Change	FY 2021-22 Proposed	% Budget Change
Revenues					
Administration	638,673	722,210	13.1%	756,290	5%
Water	2,686,453	2,507,729	-6.7%	2,634,526	5%
Sewer	1,490,689	1,513,570	1.5%	1,660,269	10%
Drainage	265,174	217,191	-18.1%	214,916	-1%
Solid Waste	725,222	735,479	1.4%	986,086	34%
Security	1,392,987	1,526,347	9.6%	1,568,266	3%
Total Revenues	7,199,196	7,222,527	0.3%	7,820,353	8%
Expenditures					
Administration	1,602,729	1,825,905	13.9%	1,976,561	8%
Water	1,797,970	1,816,251	1.0%	1,895,710	4%
Sewer	1,339,907	1,248,848	-6.8%	1,159,843	-7%
Drainage	157,774	204,778	29.8%	214,428	5%
Solid Waste	675,133	715,708	6.0%	922,243	29%
Security	1,312,499	1,410,333	7.5%	1,392,246	-1%
Total Operating Expenses	6,886,014	7,221,528	4.9%	7,561,031	5%
Transfers					
Transfer from 100 - Administration	-	(528,498)	0.0%	(534,623)	1%
Transfer to 260 - Drainage	-	63,886	0.0%	82,107	29%
Transfer to 500 - Security	-	464,612	0.0%	452,516	-3%
Total Transfers	0	0	0.0%	0	0%
Administration Allocation					
Administration	-	(1,825,905)	0.0%	(1,976,561)	8%
Water	-	679,939	0.0%	736,038	8%
Sewer	-	452,824	0.0%	490,188	8%
Drainage	-	76,299	0.0%	82,595	8%
Solid Waste	-	36,216	0.0%	39,204	8%
Security	-	580,626	0.0%	628,536	8%
Total Administration Allocation	0	(1)	0.0%	0	100%



RANCHO MURIETA CSD
ALL FUNDS - DEPARTMENTS
Fiscal Year 2021-22
Proposed Budget

Description	FY 2019-20	FY 2020-21	FY 2021-22		
	Unaudited Actual	Annual Budget	Budget Proposed	\$ Inc/Dec	% Inc/Dec
Revenues					
Sales Residential	5,576,949	5,701,410	6,161,333	459,923	8%
Sales Commercial	587,421	652,196	754,465	102,269	16%
Property Tax	712,299	701,750	731,750	30,000	4%
Other Income	305,280	158,331	163,964	5,633	4%
Interest Earnings	17,247	8,840	8,840	-	0%
Total Revenues	7,199,196	7,222,527	7,820,352	597,825	8%
Expenditures					
Employee Services					
Salaries	2,362,756	2,486,091	2,493,284	7,193	0%
Benefits	1,004,285	1,159,959	1,115,638	(44,321)	(4%)
Part Time Employment	118,823	61,350	85,350	24,000	39%
Other Employer Costs	317,611	382,752	447,786	65,034	17%
	3,803,475	4,090,152	4,142,058	231,905	5.67%
Administrative Services					
Tuition Reimbursement	-	2,870	5,270	2,400	84%
Election	-	10,000	-	(10,000)	(100%)
Recruitment	15,921	18,060	14,460	(3,600)	(20%)
Travel/Meetings	10,071	21,880	21,880	-	0%
Office Supplies	23,913	31,640	24,240	(7,400)	(23%)
CWRS Contract Charges	624,023	673,947	878,876	204,929	30%
Mail Machine Lease	2,086	2,800	2,100	(700)	(25%)
Copy Machine Maintenance	15,618	17,590	9,840	(7,750)	(44%)
Insurance	143,517	153,553	211,984	58,431	38%
Postage	20,593	18,000	18,000	-	0%
Telephones	52,113	54,339	53,780	(559)	(1%)
Memberships	12,904	17,370	17,370	-	0%
Audit	21,275	25,000	24,500	(500)	(2%)
Legal	113,028	98,550	98,550	-	0%
Training/Safety	19,672	47,800	47,800	-	0%
Community Communications	3,674	13,700	13,700	-	0%
Consulting	472,662	145,750	215,750	70,000	48%
Miscellaneous	78,123	92,061	80,217	(11,844)	(13%)
Admin Contingency	12,730	35,000	35,000	-	0%
Director Exp/Reimbursements	3,550	5,400	5,400	-	0%
Director Meeting Payments	8,800	18,000	18,000	-	0%
Conservation	9,212	13,260	13,260	-	0%
Sacto Water Authority	9,279	18,000	18,000	-	0%
CGWA/SE Area Water	11,000	13,980	13,980	-	0%
Interest Expense	17,718	24,330	23,580	(750)	(3%)
	1,701,482	1,572,880	1,865,537	339,436	21.58%
Operational Costs					
Equipment Maint	1,614	5,950	5,950	-	0%
CIA Ditch Operations	4,761	38,000	36,000	(2,000)	(5%)
Uniforms	14,650	13,100	13,100	-	0%
Equipment Repairs	5,089	4,800	4,800	-	0%
Building/Grounds Maint/Pest Cntr	42,724	31,122	33,600	2,478	8%
Bar Codes	7,675	6,900	6,900	-	0%
Vehicle Maint	43,751	45,000	45,000	-	0%
Vehicle Fuel	43,027	51,000	51,000	-	0%
Vehicle Lease	-	4,762	4,762	-	0%
Off Duty Sheriff	3,876	8,000	8,000	-	0%
Power	373,683	329,812	240,313	(89,499)	(27%)
Information System Maint	136,447	177,099	215,813	38,714	22%



RANCHO MURIETA CSD
ALL FUNDS - DEPARTMENTS
Fiscal Year 2021-22
Proposed Budget

Description	FY 2019-20	FY 2020-21	FY 2021-22		
	Unaudited Actual	Annual Budget	Budget Proposed	\$ Inc/Dec	% Inc/Dec
Supplies	38,076	19,900	19,900	-	0%
Equipment Rental	1,196	11,400	11,400	-	0%
Road Paving	17,057	18,000	18,000	-	0%
Maintenance/Repairs	326,481	329,450	379,450	50,000	15%
Non-routine Maint/Repair	12,188	39,000	39,000	-	0%
Permits	5,865	5,750	-	(5,750)	(100%)
Chemicals	102,372	148,000	148,000	-	0%
Chemicals - T&O	6,757	3,000	3,000	-	0%
Lab Tests	43,627	41,000	41,000	-	0%
Removal (Hazardous Waste)	8,131	24,000	24,000	-	0%
Permits	79,155	81,550	81,550	-	0%
Tools	14,064	11,200	11,200	-	0%
Dam Inspection Costs	-	65,000	65,000	-	0%
Water Meters/Boxes	48,791	45,000	45,000	-	0%
Drainage Improvements	-	1,700	1,700	-	0%
	1,381,057	1,559,495	1,553,438	(6,057)	(0%)
Transfer in - Drainage	-	0	82,107	82,107	0%
Transfer In - Security	-	0	452,516	452,516	0%
Transfer out from Administration	-	(528,498)	(534,623)	(6,125)	1%
Total Expenditures	6,886,014	7,222,527	7,561,031	338,504	5%
Surplus/(Deficit)	313,182	0	259,321		



RANCHO MURIETA CSD

Administration Fiscal Year 2021-22 Proposed Budget

Description	FY 2019-20	FY 2020-21	FY 2021-22		
	Unaudited Actual	Annual Budget	Budget Proposed	\$ Inc/Dec	% Inc/(Dec)
Revenues					
CIA Ditch Service Charges	-	7,920	12,000	4,080	52%
Property Taxes	712,299	701,750	731,750	30,000	4%
Interest Income	2,673	240	240	-	0%
Title Transfer Fees	25,900	10,800	10,800	-	0%
Misc Income	(102,199)	1,500	1,500	-	0%
Total Revenues	638,673	722,210	756,290	34,080	5%
Expenditures					
Administration					
Salaries	669,953	710,300	727,200	16,900	2%
Benefits	150,578	186,509	213,218	26,709	14%
Payroll Taxes	6,411	53,787	52,276	(1,511)	(3%)
Other Employer Costs	42,381	81,668	81,668	-	0%
Pension Expense	104,416	148,944	124,528	(24,416)	(16%)
Tuition Reimbursement	-	-	2,400	2,400	0%
Part Time Employment	78,651	51,000	75,000	24,000	47%
Recruitment	8,100	9,600	6,000	(3,600)	(38%)
Travel/Meetings	7,798	18,000	18,000	-	0%
Office Supplies	7,074	19,400	12,000	(7,400)	(38%)
Mail Machine Lease	2,086	2,800	2,100	(700)	(25%)
Copy Machine Maintenance	15,435	17,350	9,600	(7,750)	(45%)
Insurance	132,517	142,553	200,484	57,931	41%
Postage	20,593	18,000	18,000	-	0%
Telephones	5,069	9,299	6,000	(3,299)	(35%)
Memberships	9,749	10,750	10,750	-	0%
Audit	21,275	25,000	24,500	(500)	(2%)
Legal Services	67,116	60,000	60,000	-	0%
Training/Safety	12,500	15,000	15,000	-	0%
Community Communications	3,674	5,700	5,700	-	0%
Equipment Maint	550	2,950	2,950	-	0%
Consulting	62,482	-	45,000	45,000	0%
Election	-	10,000	-	(10,000)	(100%)
Building/Grounds Maint/Pest Cntr	23,286	19,122	21,600	2,478	13%
Utilites	134	1,900	-	(1,900)	(100%)
Information System Maint	116,288	123,773	163,087	39,314	32%
Miscellaneous	9,533	24,100	21,100	(3,000)	(12%)
Admin Contingency	12,730	35,000	35,000	-	0%
Director Exp/Reimbursements	3,550	5,400	5,400	-	0%
Director Meeting Payments	8,800	18,000	18,000	-	0%
Total Administration Expenditures	1,602,729	1,825,905	1,976,561	150,656	8%



RANCHO MURIETA CSD

Administration
Fiscal Year 2021-22
Proposed Budget

Description	FY 2019-20	FY 2020-21	FY 2021-22		
	Unaudited Actual	Annual Budget	Budget Proposed	\$ Inc/Dec	% Inc/(Dec)
Property Tax Transfers					
Transfer to Drainage	-	-	82,107	82,107	0%
Transfer to Security	-	-	452,516	452,516	0%
Prior Year Property Tax Allocation	-	528,498	-	(528,498)	(100%)
Total Transfers	-	528,498	534,623	6,125	1%
Total Expenditures	1,602,729	2,354,403	2,511,184	156,782	7%
Admin Allocation	-	(1,825,904)	(1,976,562)		
Suplus/(Deficit)					
Ending Available Fund Balance	638,673	193,712	221,667		



RANCHO MURIETA CSD

Water

Fiscal Year 2021-22

Proposed Budget

Description	FY 2019-20	FY 2020-21	FY 2021-22		
	Unaudited Actual	Annual Budget	Budget Proposed	\$ Inc/Dec	% Inc/Dec
Revenues					
Sales Residential	2,179,144	2,167,231	2,229,226	61,995	3%
Sales Commercial	252,378	264,262	329,915	65,653	25%
Availability Charges	824	200	200	-	0%
Sales Other	9,468	8,400	8,400	-	0%
Interest Income	3,284	3,800	3,800	-	0%
Meter Installation Fee	30,000	6,800	4,000	(2,800)	(41%)
Inspection Fees	9,488	3,036	1,265	(1,771)	(58%)
Telephone Line Contracts	7,806	7,200	7,320	120	2%
Late Charges	12,211	15,600	19,200	3,600	23%
Project Reimbursement	180,050	24,000	24,000	-	0%
Misc Income	1,800	7,200	7,200	-	0%
Total Revenues	2,686,453	2,507,729	2,634,526	126,797	5%
Expenditures					
Source of Service					
Salaries	20,021	21,122	24,088	2,966	14%
Benefits	3,821	3,809	4,045	236	6%
Payroll Taxes	1,024	1,707	1,888	181	11%
Other Employer Costs	1,510	870	870	-	0%
Pension Expense	2,611	4,093	4,690	597	15%
Part Time Employment	-	150	150	-	0%
Utilities	67,599	62,634	62,025	(609)	(1%)
Supplies	5,247	7,500	7,500	-	0%
Equipment Rental	-	3,000	3,000	-	0%
Maintenance/Repairs	17,345	30,000	30,000	-	0%
Chemicals	-	3,000	3,000	-	0%
Chemicals - T&O	6,757	3,000	3,000	-	0%
Dam Inspection Costs	-	51,300	65,000	13,700	27%
Miscellaneous	-	250	250	-	0%
Admin Allocation	-	71,210	77,086	5,876	8%
Source of Service Total	125,935	263,645	286,592	22,947	9%
Water Treatment					
Salaries	246,101	221,781	207,924	(13,857)	(6%)
Benefits	45,948	40,002	42,468	2,466	6%
Payroll Taxes	12,382	17,932	19,811	1,879	10%
Other Employer Costs	18,117	8,568	8,568	-	0%
Pension Expense	31,329	42,979	49,243	6,264	15%
Utilities	83,489	65,698	61,348	(4,350)	(7%)
Supplies	10,249	1,200	1,200	-	0%
Equipment Rental	-	600	600	-	0%
Maintenance/Repairs	44,195	70,000	70,000	-	0%
Chemicals	71,807	79,000	79,000	-	0%
Lab Tests	28,632	23,000	23,000	-	0%
Miscellaneous	6,234	4,800	4,800	-	0%
Interest Expense	17,140	23,580	23,580	-	0%
Admin Allocation	-	224,586	243,117	18,531	8%
Water Treatment Total	615,623	823,726	834,659	10,933	1%



RANCHO MURIETA CSD

Water

Fiscal Year 2021-22

Proposed Budget

Description	FY 2019-20	FY 2020-21	FY 2021-22		
	Unaudited Actual	Annual Budget	Budget Proposed	\$ Inc/Dec	% Inc/Dec
Water Transmission and Delivery					
Salaries	203,881	221,781	207,924	(13,857)	(6%)
Benefits	38,270	40,002	42,468	2,466	6%
Payroll Taxes	10,299	17,932	19,811	1,879	10%
Other Employer Costs	15,097	8,568	8,568	-	0%
Pension Expense	26,108	42,979	49,243	6,264	15%
Utilities	43,780	41,353	41,278	(75)	(0%)
Supplies	5,265	4,000	4,000	-	0%
Equipment Rental	-	2,400	2,400	-	0%
Road Paving	17,057	18,000	18,000	-	0%
Maintenance/Repairs	27,366	36,000	36,000	-	0%
Removal (Hazardous Waste)	-	16,000	16,000	-	0%
Water Meters/Boxes	48,791	45,000	45,000	-	0%
Miscellaneous	808	600	600	-	0%
Admin Allocation	-	184,416	199,633	15,217	8%
Water Transmission and Delivery	436,722	679,031	690,925	11,894	2%
Administration					
Salaries	100,106	118,110	138,940	20,830	18%
Benefits	19,105	19,050	20,220	1,170	6%
Payroll Taxes	(21,721)	8,539	9,432	893	10%
Other Employer Costs	7,549	4,176	4,176	-	0%
Pension Expense	13,054	20,210	23,122	2,912	14%
Tuition Reimbursement	-	810	810	-	0%
Part Time Employment	-	9,000	9,000	-	0%
Recruitment	2,276	2,580	2,580	-	0%
Travel/Meetings	1,084	1,680	1,680	-	0%
Office Supplies	4,884	3,000	3,000	-	0%
Copy Machine Maintenance	91	120	120	-	0%
Insurance	11,000	11,000	11,500	500	5%
Telephones	21,575	20,500	22,000	1,500	7%
Memberships	2,143	5,395	5,395	-	0%
Legal Services	17,580	20,000	20,000	-	0%
Training/Safety	3,350	13,200	13,200	-	0%
Consulting	309,880	50,000	100,000	50,000	100%
CIA Ditch Operations	4,761	38,000	36,000	(2,000)	(5%)
Uniforms	5,350	4,800	4,800	-	0%
Building/Grounds Maint/Pest Cntr	6,478	2,100	2,100	-	0%
Vehicle Maint	19,560	21,000	21,000	-	0%
Vehicle Fuel	9,340	11,400	11,400	-	0%
Information System Maint	2,004	24,655	24,655	-	0%
Maintenance/Repairs	6,505	7,200	7,200	-	0%
Non-routine Maint/Repair	-	24,000	24,000	-	0%
Removal (Hazardous Waste)	464	-	-	-	0%
Permits	36,060	30,300	30,300	-	0%
Tools	4,809	6,000	6,000	-	0%



RANCHO MURIETA CSD

Water

Fiscal Year 2021-22

Proposed Budget

Description	FY 2019-20	FY 2020-21	FY 2021-22		
	Unaudited Actual	Annual Budget	Budget Proposed	\$ Inc/Dec	% Inc/Dec
Miscellaneous	2,912	8,700	5,500	(3,200)	(37%)
Conservation	9,212	13,260	13,260	-	0%
Sacto Water Authority	9,279	18,000	18,000	-	0%
CGWA/SE Area Water	11,000	13,980	13,980	-	0%
Admin Allocation	-	199,023	216,202	17,179	9%
Administration Total	619,690	729,788	819,572	89,784	12%
Total Expenses	1,797,970	2,496,190	2,631,748	224,799	5%
Surplus/(Deficit)					
Ending Available Fund Balance	888,483	11,539	2,778		
Total Admin Allocation to Water		679,236	736,038		



RANCHO MURIETA CSD

Wastewater

Fiscal Year 2021-22

Proposed Budget

Description	FY 2019-20	FY 2020-21	FY 2021-22		
	Unaudited Actual	Annual Budget	Budget Proposed	\$ Inc/Dec	% Inc/Dec
Revenues					
Sales Residential	1,318,542	1,347,259	1,479,998	132,739	10%
Sales Commercial	141,405	141,636	153,192	11,556	8%
Availability Charges	875	220	220	-	0%
Interest Income	5,412	2,500	2,500	-	0%
Inspection Fees	8,602	1,771	4,175	2,404	136%
Late Charges	12,211	18,000	18,000	-	0%
Project Reimbursement	2,184	2,184	2,184	-	0%
Misc Income	1,458	-	-	-	0%
Total Revenues	1,490,689	1,513,570	1,660,269	146,699	10%
Expenditures					
Wastewater Commercial					
Salaries	140,866	147,854	123,616	(24,238)	(16%)
Benefits	26,759	26,664	28,314	1,650	6%
Payroll Taxes	7,180	11,957	13,207	1,250	10%
Other Employer Costs	10,568	5,736	60	(5,676)	(99%)
Pension Expense	18,275	28,651	32,827	4,176	15%
Utilities	16,777	18,291	41,278	22,987	126%
Supplies	2,369	1,200	1,200	-	0%
Equipment Rental	-	1,200	1,200	-	0%
Maintenance/Repairs	84,833	80,000	120,000	40,000	50%
Miscellaneous	-	600	600	-	0%
Admin Allocation	-	116,858	126,500	9,642	8%
Wastewater Commercial Total	307,627	439,011	488,802	49,791	11%
Wastewater Transmission and Delivery					
Salaries	195,302	182,705	163,361	(19,344)	(11%)
Benefits	36,383	29,751	31,377	1,626	5%
Payroll Taxes	9,810	14,773	16,320	1,547	10%
Other Employer Costs	14,343	7,068	7,068	-	0%
Pension Expense	24,802	35,407	40,565	5,158	15%
Utilities	145,775	121,707	17,634	(104,073)	(86%)
Supplies	14,946	6,000	6,000	-	0%
Equipment Rental	1,154	1,200	1,200	-	0%
Maintenance/Repairs	114,862	80,000	90,000	10,000	13%
Chemicals	24,678	54,000	54,000	-	0%
Lab Tests	14,996	15,000	15,000	-	0%
Removal (Hazardous Waste)	7,668	8,000	8,000	-	0%
Miscellaneous	-	500	500	-	0%
Admin Allocation	-	135,117	146,266	11,149	8%
Wastewater Transmission and De.	604,719	691,228	597,291	(93,937)	(7%)
Administration					
Salaries	47,867	63,366	72,264	8,898	14%
Benefits	23,242	11,430	12,138	708	6%
Payroll Taxes	12,280	5,125	5,661	536	10%
Other Employer Costs	54,002	3,211	3,211	-	0%
Pension Expense	25,686	12,280	14,070	1,790	15%
Tuition Reimbursement	-	560	560	-	0%



RANCHO MURIETA CSD
Wastewater
Fiscal Year 2021-22
Proposed Budget

Description	FY 2019-20	FY 2020-21	FY 2021-22		
	Unaudited Actual	Annual Budget	Budget Proposed	\$ Inc/Dec	% Inc/Dec
Recruitment	2,438	2,400	2,400	-	0%
Travel/Meetings	863	1,200	1,200	-	0%
Office Supplies	5,105	3,000	3,000	-	0%
Copy Machine Maintenance	91	120	120	-	0%
Telephones	21,848	21,000	22,000	1,000	5%
Memberships	1,011	1,225	1,225	-	0%
Legal Services	13,398	12,000	12,000	-	0%
Training/Safety	2,517	15,000	15,000	-	0%
Consulting	89,833	53,300	30,000	(23,300)	(44%)
Uniforms	4,794	4,800	4,800	-	0%
Building/Grounds Maint/Pest Cntr	2,272	2,100	2,100	-	0%
Vehicle Maint	13,593	15,000	15,000	-	0%
Vehicle Fuel	18,181	24,000	24,000	-	0%
Information System Maint	571	9,617	9,617	-	0%
Maintenance/Repairs	25,116	24,000	24,000	-	0%
Non-routine Maint/Repair	12,188	15,000	15,000	-	0%
Permits	43,096	51,250	51,250	-	0%
Tools	6,446	3,600	3,600	-	0%
Dam Inspection Costs	-	13,700	-	(13,700)	(100%)
Miscellaneous	1,123	2,300	2,300	-	0%
Admin Allocation	-	200,849	217,422	16,573	8%
Administration Total	427,561	571,433	563,938	(7,495)	(1%)
Total Expenses	1,339,907	1,701,672	1,650,031	38,359	2%
Surplus/(Deficit)					
Ending Available Fund Balance	150,782	(188,102)	10,238		

Total Admin Allocation to Wastewater **452,824** **490,188**



RANCHO MURIETA CSD

Drainage Fiscal Year 2021-22 Proposed Budget

Description	FY 2019-20	FY 2020-21	FY 2021-22		
	Unaudited Actual	Annual Budget	Budget Proposed	\$ Inc/Dec	% Inc/Dec
Revenues					
Sales Residential	178,024	180,846	170,380	(10,466)	(6%)
Sales Commercial	32,352	36,345	44,536	8,191	23%
Interest Income	1,401	-	-	-	0%
Meter Installation Fee	44,795	-	-	-	0%
Inspection Fees	8,602	-	-	-	0%
Misc Income	-	-	-	-	0%
Total Revenues	265,174	217,191	214,916	(2,275)	(1%)
Expenditures					
Drainage Expenses					
Salaries & Wages	74,748	91,882	104,783	12,901	14%
Benefits	16,185	16,572	17,592	1,020	6%
Payroll Taxes	3,648	7,429	8,207	778	10%
Other Employer Costs	15,291	3,528	3,528	-	0%
Pension Expense	12,975	17,805	20,403	2,598	15%
Travel/Meetings	1	-	-	-	0%
Legal	2,905	1,750	1,750	-	0%
Training/Safety	30	1,000	1,000	-	0%
Community Communications	-	8,000	8,000	-	0%
Consulting	1,924	17,450	15,750	(1,700)	(10%)
Uniforms	-	400	400	-	0%
Utilities	9,155	9,662	9,465	(197)	(2%)
Information System Maint	39	-	-	-	0%
Equipment Rental	42	3,000	3,000	-	0%
Maintenance/Repairs	6,257	2,250	2,250	-	0%
Permits	5,865	5,750	-	(5,750)	(100%)
Chemicals	5,887	12,000	12,000	-	0%
Lab Tests	-	3,000	3,000	-	0%
Tools	2,809	1,600	1,600	-	0%
Drainage Improvements	-	1,700	1,700	-	0%
Miscellaneous	13	-	-	-	0%
Admin Allocation	-	76,299	82,595	6,296	8%
Total Expenses	157,774	281,077	297,023	15,946	6%
Property Tax Transfers					
Transfer In from Administration	-	63,886	82,107	18,221	29%
Total Transfers	-	63,886	82,107	18,221	29%
Surplus/(Deficit)					
Ending Available Fund Balance	107,400	(63,886)	(82,107)		
Total Admin Allocation to Drainage		76,299	82,595		



RANCHO MURIETA CSD

Solid Waste Fiscal Year 2021-22 Proposed Budget

Description	FY 2019-20	FY 2020-21	FY 2021-22		
	Unaudited Actual	Annual Budget	Budget Proposed	\$ Inc/Dec	% Inc/Dec
Revenues					
Sales Residential	721,248	734,379	984,986	250,607	34%
Interest Income	3,974	1,100	1,100	-	0%
Misc Income	-	-	-	-	0%
Total Revenues	725,222	735,479	986,086	250,607	34%
Expenditures					
Solid Waste Expenses					
Salaries	1,335	-	-	-	0%
Benefits	17	-	-	-	0%
Payroll Taxes	13	-	-	-	0%
Other Employer Costs	2,251	-	-	-	0%
Travel/Meetings	1	-	-	-	0%
CWRS Contract Charges	624,023	673,947	878,876	204,929	30%
Information System Maint	32	-	-	-	0%
Miscellaneous	47,461	41,761	43,367	1,606	4%
Admin Allocation	-	36,216	39,204	2,988	8%
Total Expenses	675,133	751,924	961,447	209,523	28%
Surplus/(Deficit)					
Ending Available Fund Balance	50,089	(16,445)	24,639		
Total Admin Allocation to Solid Waste			36,216	39,204	



RANCHO MURIETA CSD

Security Fiscal Year 2021-22 Proposed Budget

Description	FY 2019-20	FY 2020-21	FY 2021-22		
	Unaudited Actual	Annual Budget	Budget Proposed	\$ Inc/Dec	% Inc/Dec
Revenues					
Sales Residential	1,179,992	1,271,694	1,296,743	25,049	2%
Sales Commercial	161,286	209,953	226,823	16,870	8%
Interest Income	503	1,200	1,200	-	0%
Fines/Rule Enforcement	2,100	2,100	2,100	-	0%
Late Charges	24,423	24,000	24,000	-	0%
Title Transfer Fees	12,950	5,400	5,400	-	0%
Security Gate Bar Code Income	7,560	7,800	7,800	-	0%
Misc Income	4,173	4,200	4,200	-	0%
Total Revenues	1,392,987	1,526,347	1,568,266	41,919	3%

Expenditures

Gate Operations

Salaries	313,615	325,042	366,775	41,733	13%
Benefits	140,568	120,311	15,842	(104,469)	(87%)
Payroll Taxes	10,994	29,860	6,472	(23,388)	(78%)
Other Employer Costs	-	22,620	106,218	83,598	370%
Pension Expense	39,368	64,316	71,884	7,568	12%
Part Time Employment	39,068	600	600	-	0%
Recruitment	2,575	2,100	2,100	-	0%
Office Supplies	1,338	120	120	-	0%
Telephones	517	360	360	-	0%
Training/Safety	196	1,200	1,200	-	0%
Uniforms	1,508	1,000	1,000	-	0%
Equipment Repairs	5,089	3,600	3,600	-	0%
Building/Grounds Maint/Pest Cntr	7,120	3,600	3,600	-	0%
Bar Codes	7,675	6,900	6,900	-	0%
Utilities	6,974	8,567	7,284	(1,283)	(15%)
Information System Maint	12,238	14,988	14,388	(600)	(4%)
Miscellaneous	3,312	7,250	-	(7,250)	(100%)
Interest Expense	207	350	-	(350)	(100%)
Admin Allocation	-	114,961	124,447	9,486	8%
Security Gate Operations Total	592,362	727,745	732,790	5,045	1%

Patrol Operations

Salaries	217,774	292,078	256,307	(35,771)	(12%)
Benefits	118,346	134,400	139,578	5,178	4%
Payroll Taxes	8,197	24,316	27,120	2,804	12%
Other Employer Costs	98	27,120	27,120	-	0%
Pension Expense	34,893	57,187	58,480	1,293	2%
Tuition Reimbursement	-	1,500	1,500	-	0%
Part Time Employment	1,104	600	600	-	0%
Recruitment	532	1,380	1,380	-	0%
Office Supplies	179	120	120	-	0%
Telephones	2,417	2,760	3,000	240	9%
Training/Safety	708	1,200	1,200	-	0%
Uniforms	2,105	1,500	1,500	-	0%
Equipment Repairs	-	1,200	1,200	-	0%



RANCHO MURIETA CSD

Security

Fiscal Year 2021-22

Proposed Budget

Description	FY 2019-20	FY 2020-21	FY 2021-22		
	Unaudited Actual	Annual Budget	Budget Proposed	\$ Inc/Dec	% Inc/Dec
Building/Grounds Maint/Pest Cntr	3,568	4,200	4,200	-	0%
Vehicle Maint	10,598	9,000	9,000	-	0%
Vehicle Fuel	15,506	15,600	15,600	-	0%
Vehicle Lease	-	4,762	4,762	-	0%
Off Duty Sheriff	3,876	8,000	8,000	-	0%
Information System Maint	3,895	3,466	3,466	-	0%
Miscellaneous	4,366	-	-	-	0%
Interest Expense	371	400	-	(400)	(100%)
Admin Allocation		190,839	206,586	15,747	8%
Patrol Operations Total	428,533	781,628	770,719	(10,909)	(1%)
Administration					
Salaries	131,187	90,070	100,102	10,032	11%
Benefits	43,106	39,726	40,302	576	1%
Payroll Taxes	495	6,957	7,221	264	4%
Other Employer Costs	75,392	9,305	9,305	-	0%
Pension Expense	8,439	16,882	19,020	2,138	13%
Travel/Meetings	323	1,000	1,000	-	0%
Office Supplies	5,334	6,000	6,000	-	0%
Telephones	687	420	420	-	0%
Legal Services	12,030	4,800	4,800	-	0%
Training/Safety	371	1,200	1,200	-	0%
Equipment Maint	1,064	3,000	3,000	-	0%
Consulting	8,542	25,000	25,000	-	0%
Uniforms	893	600	600	-	0%
Information System Maint	1,380	600	600	-	0%
Miscellaneous	2,361	1,200	1,200	-	0%
Admin Allocation		274,826	303,799	28,973	11%
Security - Admin Total	291,604	481,586	523,569	41,983	9%
Total Expenditures	1,312,499	1,990,959	2,027,078	29,822	2%
Property Tax Transfers					
Transfer In from Administration	-	464,612	452,516	(12,096)	(3%)
Total Transfers	-	464,612	452,516	(12,096)	(3%)
Surplus/(Deficit)					
Ending Available Fund Balance	80,488	-	6,296		
Total Admin Allocation to Security		580,627	634,832		



Rancho Murieta Community Services District

FY 2021-22

Capital Improvement Plan





RANCHO MURIETA COMMUNITY SERVICES DISTRICT
FY 2021-22 Proposed Budget
New Capital Improvement Projects

Project Number	Project Description	Total Budget	Funding Source
Administration			
22-09-04	New Financial System	150,000	Administration Unrestricted Fund Balance
	Administration Total	150,000	
Water			
22-01-01	Replacement Vehicle #214	50,000	Water Fund Reserves
22-02-01	Replacement Vehicle #218	40,000	Water Fund Reserves
22-03-01	Rio Oso Pump Replacement	100,000	Water Fund Capital Reserves
22-04-01	Water Treatment Plant Back Left Drying Bed	90,000	Water Fund Capital Reserves
	Water Total	280,000	
Wastewater			
22-05-02	Replacement of Sewer Jetter	80,000	Sewer Fund Reserves
22-06-02	Fix Reynosa 6" Wastewater line	232,000	Sewer Fund Reserves
22-07-02	Automote East & West DAF Sludge Valves	35,000	Sewer Fund Capital Reserves
	Wastewater Total	347,000	
Drainage			
	No new projects		
Security			
22-08-03	Replace Jeep Patrol vehicle	35,000	Security Reserve
	Security Total	35,000	
2021-22 Grand Totals		812,000	



Rancho Murieta
Community Services
District

Administration Reserves

PROJECT TITLE: ERP SELECTION

CAPITAL PLAN Administration Unrestricted Fund Balance

CIP # 22-09-04

PROJECT BASIS: Replace existing financial system.

DESCRIPTION: Great Plains was implemented in 1998. The system has not grown with the District and does not allow a fully integrated financial system. There are currently four additional systems that supplement Great Plains, including A/P, Payroll, Utility Billing and Credit Card payment processing. The District has received material weaknesses as a result of the lack of a fully functioning fund accounting financial management system.

ENVIRONMENTAL OR REGULATORY ISSUES: N/A

RISK ASSESSMENT: N/A

PROJECT BUDGET: \$150,000 estimated

BASIS OF COST EST: Budgetary estimate from vendor websites.



Rancho Murieta
Community Services
District

Water Reserves

PROJECT TITLE: REPLACE WATER VEHICLE #214 ¾ TON



CAPITAL PLAN

WATER FUND RESERVES

CIP #

22-01-01

PROJECT BASIS:

Vehicle 214 is a 1997 F-250 that is far beyond its expected life cycle and is now more cost effective for replacement vs continued maintenance.

DESCRIPTION:

Vehicle is utilized by staff for transport of personnel and equipment to and from job sites and towing of equipment.

ENVIRONMENTAL OR REGULATORY ISSUES:

N/A

RISK ASSESSMENT:

N/A

PROJECT BUDGET:

\$50,000 estimated

BASIS OF COST EST:

Budgetary estimate from vendors, included service body, lumber rack, 30-amp inverter, and decals.

PROJECT TITLE: REPLACE WATER VEHICLE #218 ½ TON



CAPITAL PLAN	WATER FUND RESERVES
CIP #	22-02-01
PROJECT BASIS:	Vehicle 218 is a 2004 F-150 that has countless runs hours on it with well over 92,000 miles, needs several thousand dollars of repairs. It is more cost effective to replace the vehicle instead of continued maintenance. This vehicle was originally purchased from the Water Fund for \$19,621.
DESCRIPTION:	Vehicle is utilized by staff for transport of personnel and equipment to and from job sites and towing of light equipment.
ENVIRONMENTAL OR REGULATORY ISSUES:	N/A
RISK ASSESSMENT:	N/A
PROJECT BUDGET:	\$40,000 estimated
BASIS OF COST EST:	Budgetary estimate from internet sites for comparable truck.

PROJECT TITLE: RIO OSO PUMP REPLACEMENT



CAPITAL PLAN WATER FUND CAPITAL RESERVES

CIP # 22-03-01

PROJECT BASIS: These pumps provide water in the pressure zone system to about 800 homes. These pumps run 24 hours a day 7 days a week to keep constant pressure in the lines. The current pumps that are there are very old and have been repaired multiple times. They are obsolete and cannot get parts for anymore. Both pumps need to be replaced.

DESCRIPTION: Purchase pumps from Muniquip and have them installed, leveled and laser calibrated. Will need to hire outside contractor to help with installation.

ENVIRONMENTAL OR REGULATORY ISSUES: N/A

RISK ASSESSMENT: N/A

PROJECT BUDGET: \$100,000

BASIS OF COST EST: Estimate for pumps, motors, installation, calibration and start-up.

PROJECT TITLE: WATER TREATMENT PLANT – BACK LEFT DRYING BED REHABILITATION



CAPITAL PLAN WATER FUND CAPITAL RESERVES

CIP # 22-04-01

PROJECT BASIS: The “Back-Left” drying bed is a major part of the water treatment plant operations. To operate at full capacity during summer months this drying bed needs to perform as designed. There was an attempt to repair the piping infrastructure by District staff in 2020. However, our efforts did not solve the problems. In spite of our work, the new sand and rock installed quickly become impacted with sludge which inhibits the drying bed to function. This drying bed needs to be completely rehabilitated. We are planning to issue a Request for Proposal (RFP) in order to complete this work.

Description:

- 1) Remove sludge haul to wastewater plant drying bed #1
- 2) Remove sand and gravel haul to wastewater plant

- 3) Install temporary plug as needed to block water intrusion from the adjacent drying bed.
- 4) Remove and dispose of existing 4" terra cotta drain tiles. If possible modify and potentially reuse drainpipe installed in 2020.
- 5) Clean surfaces of existing drying bed inspect substrate for damage, and perform repairs as needed. Off-haul excavated material to stockpile at RMCSO WWTP.
- 6) Furnish, place, and compact new 9" layer of class II aggregate base.
- 7) Furnish and install new 4" C900 perforated drain laterals in fabric wrapped gravel envelope.
- 8) Furnish and place new 12" layer of Silica Products #20 filtration sand.

**ENVIRONMENTAL OR
REGULATORY ISSUES:**

N/A

RISK ASSESSMENT:

N/A

PROJECT BUDGET:

\$90,000

BASIS OF COST EST:

Estimated from the same work completed in the smaller right-rear drying bed in May 2021.



Rancho Murieta
Community Services
District

Sewer Reserves

PROJECT TITLE: REPLACEMENT OF SEWER JETTER



CAPITAL PLAN

SEWER FUND RESERVES

CIP #

22-05-02

PROJECT BASIS:

2002 Sewer Jetter needs replacement as engine is failing, doesn't meet air quality control standards which puts a limit on its run hours, and electrical control panel is barely operable.

DESCRIPTION:

Jetter is towed to work sites and is utilized for cleaning sewer lines of grease and debris to keep them free flowing.

ENVIRONMENTAL OR REGULATORY ISSUES:

Failure to maintain sewer collection system pipes will result in sewer backups and spills. They may cause environmental harm and fines by the SSWRB and/or DFWF.

RISK ASSESSMENT:

N/A

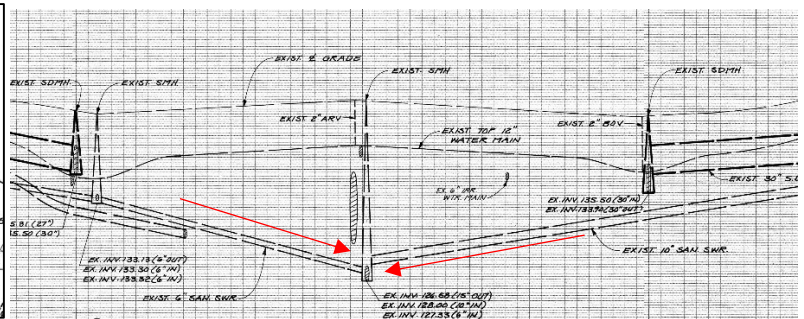
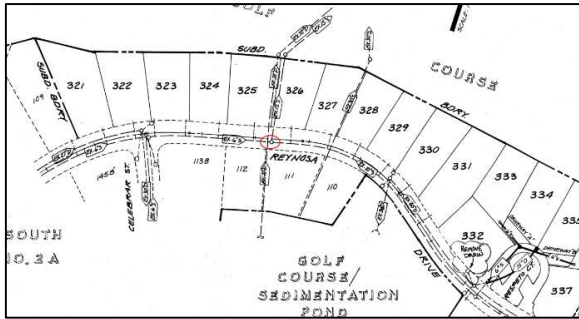
PROJECT BUDGET:

\$80,000 estimated

BASIS OF COST EST:

Quote from vendor.

PROJECT TITLE: FIX REYNOSA 6 INCH SEWER LINE



CAPITAL PLAN

SEWER FUND RESERVES

CIP #

22-06-02

PROJECT BASIS:

Need for free-flowing sewers that will not create back up and overflow issues. This will be additionally impacted with future Riverview development flows on the 10inch line.

DESCRIPTION:

Issue is with 6-inch sewer flowing easterly and entering manhole at a lower point than the 10-inch line entering from the opposite direction. This causes the 6-inch line to back up with materials deposition as flow from the 10-inch line in opposite direction hydraulically pushes back on 6-inch line's flow. Sewer collection lines need engineering to determine a solution and a project to implement the solution.

ENVIRONMENTAL OR REGULATORY ISSUES:

Potential for sewer spills.

RISK ASSESSMENT:

High. Work will require active bypass system to be in place 24hrs/day during project.

PROJECT BUDGET:

\$232,000 estimated

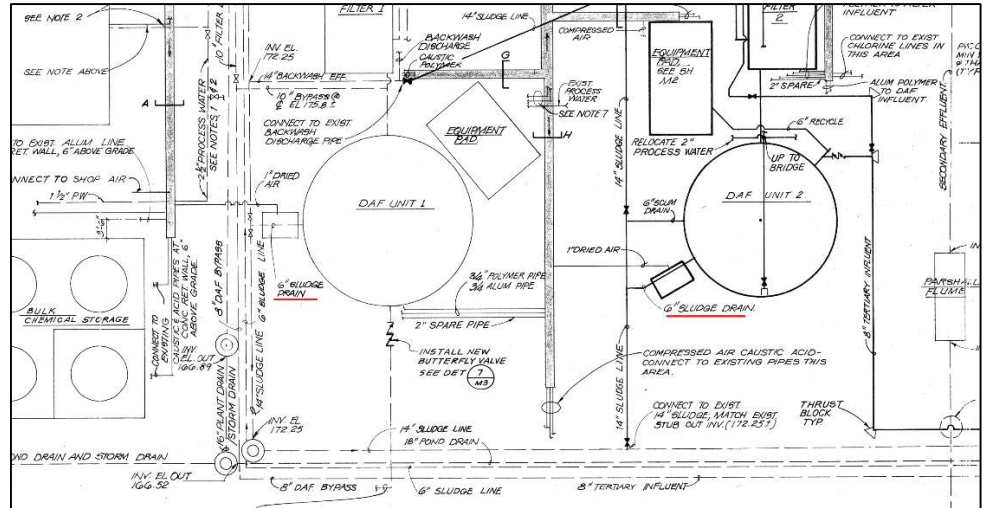
BASIS OF COST EST:

Budgetary estimate from Coastland Engineering.

It appears this area mistakenly installed the 10" sewer to drop in the manhole that impedes the flow of the 6" sewer line coming from Celebrar, hydraulically backing up the 6", when the manhole should have been deepened or a separate manhole built to feed the 15" going to the lift station for the 10".

which may be to intercept 6-inch line upstream and sweep or fix run somehow to avoid this issue.

PROJECT TITLE: AUTOMATE EAST & WEST DAF SLUDGE VALVES



CAPITAL PLAN

SEWER FUND CAPITAL RESERVES

CIP #

22-07-02

PROJECT BASIS:

Staff currently needs to manually operate sludge valves multiple times a day for each Dissolved Air Flotation tank to drain settled solids from the DAF to the drying beds. Tertiary system operates 24hrs/day during reclamation season and staff is not present overnight. Not adequately removing settled solids may create process upsets and excessive filter backwashing.

DESCRIPTION:

Procure and install two automated valves, route and tie-in power to operate valves, route and connect telemetry control wiring to PLC for SCADA control, update SCADA graphics and control to allow automated and manual operation via SCADA.

ENVIRONMENTAL OR REGULATORY ISSUES:

N/A

RISK ASSESSMENT:

N/A

PROJECT BUDGET:

\$35,000

BASIS OF COST EST:

Estimate for valves, wiring, electrical, controls and SCADA work.



Rancho Murieta
Community Services
District

Security Reserves

PROJECT TITLE: REPLACEMENT SECURITY VEHICLE #521



CAPITAL PLAN	SECURITY FUND RESERVES
CIP #	22-08-03
PROJECT BASIS:	Security vehicle #521 is a 2015 Jeep Patriot and it is now more cost effective for replacement vs continued maintenance. Vehicle is subject to continual use as mobile offices for Security Patrol staff and therefore a lot of wear and tear.
DESCRIPTION:	Vehicle is utilized by staff for patrol activities.
ENVIRONMENTAL OR REGULATORY ISSUES:	N/A
RISK ASSESSMENT:	N/A
PROJECT BUDGET:	\$35,000 estimated
BASIS OF COST EST:	Budgetary estimate includes decals and outfitting for laptop stand and radio.

RESOLUTION NO. R2021-01

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT
APPROVING THE BUDGET FOR FISCAL YEAR 2021-22**

WHEREAS, District departments have submitted estimates of budget requirements for Fiscal Year 2021-22 and those estimates have been reviewed by the General Manager and Finance Committee; and

WHEREAS, the General Manager has submitted a proposed budget with the tabulations of the estimates together with proposed revisions to the Board of Directors; and

WHEREAS, the Board of Directors has reviewed and considered the proposed budget for Fiscal Year 2021-22; and

WHEREAS, a public presentation and hearing were conducted for the budget for the Fiscal Year 2021-22 on May 19th at 6:00 p.m. via ZOOM video conference only pursuant to Governor Newsom Executive Order N-29-20.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that (1) the proposed budget for Fiscal Year 2021-22, as submitted by the District General Manager and as reviewed by the Board of Directors is a proper financial program for the budget period and constitutes the budget for 2021-22; and (2) the District's 2021-22 Budget is hereby adopted in the form as presented at this meeting and ordered filed with the County Auditor of Sacramento County in accordance with Sections 53901 and 61110 of the Government Code.

INTRODUCED by the Board of Directors on the 19th day of May 2021.

PASSED AND ADOPTED by the Board of Directors of the Rancho Murieta Community Services District, Sacramento County, California, at a meeting held on the 16th day of June 2021, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

President of the Board
Rancho Murieta Community Services District

[SEAL]

Attest:

Amelia Wilder, District Secretary

MEMORANDUM

Date: June 11, 2021
To: Board of Directors
From: Tom Hennig, General Manager
Subject: Adopt Ordinance O2021-01, Proposed Services Charge Increases and Special Tax Adjustments

RECOMMENDED ACTION

Adopt Ordinance O2021-01, an Ordinance of the Rancho Murieta Community Services District, amending Chapter 14 of the District Code relating to Water Service Charges; amending Chapter 15 of the District Code relating to Sewer Service Charges; amending Chapter 16 of the District Code relating to Drainage Service Charges; amending Chapter 16A of the District Code relating to Drainage Special Tax; amending Chapter 21 of the District Code relating to Security Special Tax; and amending Chapter 31 of the District Code relating to Solid Waste Collection and Disposal Service Charges and waive the full reading of the Ordinance.

BACKGROUND

The Board held a rate adjustment hearing on May 19, 2021 which was designed to receive community input on the rate adjustments as well as to receive Board direction addressing adjustments based on community input. To formally adopt new rates, various chapters of the District Code will be changed by adopting the attached Ordinance O2021-01.

Rate Adjustment Overview

The proposed rate increases are based on the projected budget for the 2021-22 fiscal year. The actual rate increases may be less than but in no case more than the proposed rates provided in this notice. The proposed budget for all services: water, sewer, drainage, security and solid waste will result in a 14.53% increase (approximately \$27.16 per month) for residents inside of the gates and 16.26% increase (approximately \$22.73 per month) for residents outside of the gates. The increase in rates is largely due to increase in reserve contributions and anticipation of increased water usage.

For the District, operational costs are anticipated to increase 8.0%, or \$597,825, for fiscal year 2021-22, compared to prior year's budget. This is largely due to increases in the items listed below:

- Wages and employer costs – 5.22%
- Medical premiums – 10%
- SMUD electric rates – 7.25%
- Solid waste contract rates – 30.7%
- Liability and Workers Comp Insurance – 7%
- Increases in infrastructure maintenance & repairs – 15.8%
- Adjust Raw Water Rate based on Rate Study – 300%
- Increase Information Technology to support cyber security - \$30,000

District Maintaining Focus on Cost Efficiency

The District remains committed to providing superior community services efficiently and professionally at a reasonable cost. The District is working diligently to identify cost savings where possible to reduce the rate increase impact on all residential and non-residential customers.

A summary of the proposed rate changes by Service Change and Special Tax area follows on the next page:

How will the rate changes impact my monthly bill?

WATER

The proposed 2021-22 monthly bill increase for an average consumption residential metered lot is projected to be \$10.71 or 14.7%.

	Current Rate 2020-21	Proposed 2021-22
Base Charge (w/o reserve contribution)	\$37.97	\$38.73
Reserve Contribution	\$7.75	\$14.00
Total Base Charge	\$45.72	\$52.73
Debt Service Charge (repay internal borrowing)	\$6.00	\$6.00
Potable Usage Charge (per cf)	\$0.0191	\$0.0217
Non-Potable Usage Charge (per cf)	TBD	TBD
Raw Water Usage Charge (per cf)	\$0.0011	\$0.0044
<ul style="list-style-type: none"> • Non-residential customers are charged one base charge per month per meter plus the reserve contribution times their Water EDU (equivalent dwelling unit) value plus usage 		

SOLID WASTE

The proposed 2021-22 monthly bill increase for a 64 gallon container is projected to be \$6.31 for the container and \$0.70 for the Sacramento County Surcharge or 30.7%. This increase is due to operational cost increases per contract with California Waste Recovery Services and anticipated increases in Sacramento County’s landfill surcharges.

	Current Rate 2020-21	Proposed 2021-22
38 gallon container (T38)	\$19.73	\$23.42
64 gallon container (T64)	\$21.51	\$27.82
96 gallon container (T96)	\$32.00	\$44.97
Extra Cart (38 gallon)	\$8.59	\$9.72
Extra Cart (64 gallon)	\$10.64	\$12.61
Extra Cart (96 gallon)	\$22.55	\$27.69
Extra Recycle Cart	\$6.84	\$6.91
Extra Yard Waste Cart	\$6.84	\$6.91
Yard Waste Exemption	(\$2.00)	(\$2.00)
Sac County Surcharge	\$1.30	\$2.00

SEWER

The proposed 2021-22 monthly bill increase for a residential metered lot is projected to be \$10.73 or 21.7%.

	Current Rate 2020-21	Proposed 2021-22
Base Charge (w/o reserve contribution)	\$42.77	\$46.26
Reserve Contribution	\$6.76	\$14.00
Total Base Charge	\$49.53	\$60.26
<ul style="list-style-type: none"> Non-residential customers are charged the base charge plus the reserve contribution times their Sewer EDU (equivalent dwelling unit) value 		

DRAINAGE

The proposed 2021-22 monthly bill increase for an average consumption residential metered lot is projected to be \$0.11 or 2.0%.

Developed Property	Current 2020-21	Proposed 2021-22	Max Rate 2021-22
Residential (per lot)			
Metered	\$5.32	\$5.43	\$5.43
Unmetered	\$5.32	\$5.43	\$5.43
The Villas	\$3.56	\$3.63	\$3.63
Murieta Village	\$3.56	\$3.63	\$3.63
Non-Residential (per acre)			
1 Retail	\$26.62	\$27.15	\$27.15
2 Industrial/Whse	\$28.29	\$28.86	\$28.86
3 Light Industrial	\$21.63	\$22.07	\$22.07
4 Office	\$24.96	\$25.46	\$25.46
5 Landscape (golf course/park sites)	\$4.99	\$5.09	\$5.09
6 Murieta Equestrian Center	\$1.93	\$1.97	\$1.97
7 RMCC (club house and parking)	\$0.000	\$0.000	\$0.000
8 Airport	\$2.22	\$2.27	\$2.27
9 Geyer Property	\$16.64	\$16.98	\$16.98
10 Hotel/Ext Stay	\$26.62	\$27.16	\$27.16
Undeveloped Property			
Residential & Non-Residential	\$3.14	\$3.21	\$3.21

SECURITY

The proposed 2021-22 monthly bill increase for a residential metered lot inside the RMA gates is projected to be \$0.61 or 2.0%.

Developed Property	Current 2020-21	Proposed 2021-22	Max Rate 2021-22
Residential (per lot)			
Inside Gates			
Metered	\$30.32	\$30.93	\$30.93
Unmetered	\$23.79	\$24.27	\$24.27
Outside Gates	\$7.31	\$7.46	\$7.46
Non-Residential (per Building square foot)			
1 Highway Retail	\$0.2734	\$0.2789	\$0.2789
2 Other Retail/Comm	\$0.0294	\$0.0300	\$0.0300
3 Industrial/Whse/Lt Industrial	\$0.0643	\$0.0656	\$0.0656
4 Office	\$0.0155	\$0.0158	\$0.0158
5 Institutional	\$0.0155	\$0.0158	\$0.0158
6 Public Utility	\$0.0490	\$0.0500	\$0.0500
7 Equestrian Center	\$0.0046	\$0.0047	\$0.0047
8 RMCC	\$0.0770	\$0.0785	\$0.0785
9 Airport	\$0.0196	\$0.0200	\$0.0200
10 Hotel/Ext Stay	\$0.0294	\$0.0300	\$0.0300
Undeveloped Property (per acre)			
Inside Gates	\$25.6524	\$26.1655	\$26.1655
Outside Gates	\$3.8226	\$3.8991	\$3.8991

ORDINANCE NO. O2021-01

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT, AMENDING CHAPTER 14 OF THE DISTRICT CODE, RELATING TO WATER SERVICE CHARGES; AMENDING CHAPTER 15 OF THE DISTRICT CODE RELATING TO SEWER SERVICE CHARGES; AMENDING CHAPTER 16A OF THE DISTRICT CODE RELATING TO DRAINAGE SPECIAL TAX; AMENDING CHAPTER 21 OF THE DISTRICT CODE RELATING TO SECURITY SPECIAL TAX; AND AMENDING CHAPTER 31 OF THE DISTRICT CODE RELATING TO SOLID WASTE COLLECTION AND DISPOSAL SERVICE CHARGES AND LEAF COLLECTION

The Board of Directors of the Rancho Murieta Community Services District ordains as follows:

SECTION 1. Purpose and Authority. The purposes of this ordinance are to (a) increase the District water, sewer and solid waste collection and disposal service charges in order to reflect and provide for operation, maintenance and other cost increases due to inflation, increased regulatory costs, increased costs of supplies, services, labor and benefits, and other factors, and (b) increase the District drainage special tax and security special tax to implement the voter-authorized annual adjustments. This ordinance is adopted pursuant to California Constitution articles XIII C, section 2, and XIII D, section 6, Government Code sections 61115, 61121 and 61123, District Ordinances Nos. 98-1 and 98-2, and other applicable law.

SECTION 2. Findings. The Board of Directors finds and determines as follows:

- (a) As calculated and demonstrated in the FY 2021-22 District budget, the increased service charges implemented by this ordinance have been fixed in amounts sufficient to pay the operating expenses of the District's water, sewer and solid waste operations, provide for and fund repairs and replacement of utility system works and equipment, provide for increased costs of regulatory compliance, fund financial reserves, and pay debt service and other costs.
- (b) The increased service charges are reasonably related to, and do not exceed, the District's cost of providing each of the services.
- (c) The revenues derived from the service charges do not exceed the funds required to provide the services and will not be used for any purpose other than the listed services.
- (d) The amount of the service charges imposed on each customer's parcel does not exceed the proportional cost of the particular service attributable to that parcel.
- (e) The District water, sewer and solid waste services are services that are actually used by and immediately available to the owner of each customer parcel.
- (f) No portion of these service charge increases are imposed for general governmental services.
- (g) As calculated and demonstrated in the FY 2021-22 District budget, the increased drainage and security special taxes implemented by this ordinance have been fixed in amounts as calculated and determined consistent with the annual tax adjustments as set forth in District Code chapters 16A and 21 and as authorized by the voters at the time of the approval of the special taxes.

- (h) The establishment, modification, structuring, restructuring and approval of the service charges and taxes as set forth in this ordinance are necessary and appropriate to continue to meet the District's costs for operation and maintenance, supplies and equipment, financial reserves, and capital replacement needs, and to maintain a satisfactory level of services within the District service area.
- (i) The District Board of Directors has conducted a duly noticed public hearing on the proposed service charge increases in accordance with California Constitution article XIII D, section 6, and the Board did not receive a majority protest against any of the proposed service charge increases.

SECTION 3. Service Charge and Tax Adjustments; District Code Amendments

- I) The Water Code, Chapter 14, Section 7.00 Rates and Charges is amended as follows:
Section 7.05 Rates for Metered Service.

- (a) General metered service shall be as follows:

MONTHLY CHARGES

Base Charge	\$ 38.73
Reserve Charge	<u>\$ 14.00</u>
Total Basic Service Charge	\$ 52.73/mo

Usage charge per cubic foot:

Basic volumetric rate per cubic foot	\$ 0.0217/cu. ft.
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- (b) Metered service to residential lots at Murieta Village shall be as follows:

MONTHLY CHARGES

Base Charge	\$ 38.73
Reserve Charge	<u>\$ 14.00</u>
Total Basic Service Charge	\$ 52.73/mo

Usage charge per cubic foot:

Basic volumetric rate per cubic foot	\$ 0.0217/cu. ft.
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- (c) Non-Residential metered service shall be as follows:

MONTHLY CHARGES

Basic Service Charge for non-residential shall be calculated on an EDU basis.

Monthly Charges

Basic Service Charge for non-residential metered service shall be calculated on number of meters and an EDU basis for each customer multiplied by the Basic Service Charge reflected in Section 7.05(a) above.

Usage charge per cubic foot:

Basic volumetric rate per cubic foot	\$ 0.0217/cu. ft.
Raw water usage charge per cubic foot	\$ 0.0044/cu. ft.

- II) The Sewer Code, Chapter 15, Section 7.00 Rates and Charges is amended as follows:

Section 7.03 Rates and Charges for Service. The monthly service charge for each premise receiving sewer service from the District shall be:

Residential or other premises, each unit	
Base rate	\$ 46.26 per month
Reserve contribution	<u>\$ 14.00 per month</u>
Total monthly service charge	\$ 60.26 per month

Murieta Village, per unit	
Base rate	\$ 46.26 per month
Reserve contribution	<u>\$ 14.00 per month</u>
Total monthly service charge	\$ 60.26 per month

Non-Residential

Monthly service charge for non-residential sewer service shall be calculated on an EDU basis for each customer multiplied by the residential service charge.

III) The Drainage Code, Chapter 16, Section 7.00 Rates and Charges is amended as follows:

Section 7.01 Rates and Charges: Drainage charges for operation and maintenance of the District's system shall be as set forth in Chapter 16A, Section 3.00.

The Drainage Code, Chapter 16A, Section 3.00 Drainage Tax, is amended as follows:

Section 3.00 Rates and Charges for Operation and Maintenance of the District's system shall be: Commencing July 1, 2021, property within the District shall be assessed a monthly drainage tax as follows. The maximum monthly tax rates shown reflect annual adjustments, per Section 5.00.

LAND USE		Monthly Special Tax Rates Fiscal Year 2021-22	Monthly Special Tax Rates Maximum Ceiling Rate Year 2021-22
DEVELOPED PROPERTY			
Residential			
-Metered Developed	Per Lot	\$ 5.43	5.43
-Unmetered Developed	Per Lot	\$ 5.43	5.43
-The Villas	Per Lot	\$ 3.63	3.63
-Murieta Village	Per Lot	\$ 3.63	3.63
Non-Residential			
-Retail	Per Acre	\$ 27.15	27.15
-Industrial/Warehouse	"	\$ 28.86	28.86
-Light Industrial	"	\$ 22.07	22.07
-Office	"	\$ 25.46	25.46
-Landscaped Areas (golf course & park site)	"	\$ 5.09	5.09
-Murieta Equestrian Center	"	\$ 1.97	1.97
-RMCC (club house & parking)	"	\$ 0.00	0.00
-Airport	"	\$ 2.27	2.27
-Geyer Property	"	\$ 16.98	16.98
-Hotel/Ext. Stay	"	\$ 27.16	27.16

UNDEVELOPED PROPERTY

Uses Drainage System

-Residential and Non-Residential Per Acre \$ 3.21 3.21

IV) 5.03 Security Tax

Property within the District shall be assessed a monthly security tax as follows. The maximum tax rates shown reflect annual adjustments, per Section 5.05:

<u>LAND USE</u>		<u>Monthly Special Tax Rates Fiscal Year 2021-2022</u>	<u>Monthly Special Tax Rates Maximum Ceiling Rate Year 2021-2022</u>
DEVELOPED PROPERTY			
Residential			
Inside Gates			
- Metered	Per Lot	\$ 30.93	30.93
- Unmetered	Per Lot	\$ 24.27	24.27
Outside Gate	Per Lot	\$ 7.46	7.46
Non-Residential			
- Highway Retail	Per Building Sq. Ft.	\$ 0.2789	0.2789
- Other Retail/Commercial	"	\$ 0.0300	0.0300
- Industrial/Warehouse/Lt Industrial	"	\$ 0.0656	0.0656
- Office	"	\$ 0.0158	0.0158
- Institutional	"	\$ 0.0158	0.0158
- Public Utility	"	\$ 0.0500	0.0500
- Equine Complex	"	\$ 0.0047	0.0047
- RMCC	"	\$ 0.0785	0.0785
- Airport	"	\$ 0.0200	0.0200
- Hotel/Ext. Stay	"	\$ 0.0300	0.0300
UNDEVELOPED PROPERTY			
- Inside Gates	Per Acre	\$ 26.1655	26.1655
- Outside Gates	Per Acre	\$ 3.8991	3.8991

V) The Solid Waste Collection and Disposal Code, Chapter 31, Section 4.0 Collection Rates, is amended as follows:

(1) Garbage Collection Services

38-gallon cart	\$ 23.42
64-gallon cart	\$ 27.82
96-gallon cart	\$ 44.97

(2) Additional Garbage Carts

38-gallon cart	\$ 9.72
64-gallon cart	\$ 12.61
96-gallon cart	\$ 27.69

(3) Additional Recycling Cart (in excess of 1 recycled cart)	
38-gallon cart	N/A
64-gallon cart	\$ 6.91
96-gallon cart	\$ 6.91
(4) Additional Green Waste Cart (in excess of 2 green waste carts)	
38-gallon cart	N/A
64-gallon cart	\$ 6.91
96-gallon cart	\$ 6.91
(5) Sacramento County Surcharge	\$ 2.00

SECTION 4. Superseder. This ordinance supersedes prior inconsistent District ordinances, resolutions, policies, rules, and regulations concerning the subject matter of this ordinance.

SECTION 5. Effective Date. This ordinance shall take effect on July 1, 2021.

SECTION 6. Severability. If any section or provision of this ordinance or the application of it to any person, transaction or circumstance is held invalid or unenforceable, such invalidity or unenforceability shall not affect the other provisions of this ordinance that can be given effect without the invalid or unenforceable provision, and to this end the provisions of this ordinance are declared to be severable.

SECTION 7. Publication. The District Secretary is directed to publish this ordinance once in a newspaper of general circulation published in the District within 15 days after the adoption of the ordinance.

INTRODUCED by the Board of Directors on the 19th day of May 2021.

PASSED AND ADOPTED by the Board of Directors of the Rancho Murieta Community Services District, Sacramento County, California, at a meeting held on the 16th day of June 2021, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

President of the Board
Rancho Murieta Community Services District

[seal]

ATTEST:

Amelia Wilder, District Secretary

MEMORANDUM

Date: June 11, 2021
To: Board of Directors
From: Tom Hennig, General Manager
Subject: Security Service Opinion Poll Timeline

Below is the updated Timeline:

1. Contract awarded to True North Research February 17, 2021
2. Townhall meeting with the community at the RMCC Ballroom from 6-8 pm on Tuesday, June 22, 2021
3. Stakeholder working groups/meetings July 2021
4. Survey questions to be finalized and presented to BOD August 2021
5. Conduct polling activities September 2021
6. Present polling results to Finance Committee November 2021
7. Presentation recommendations to the Board November 2021
8. Potential referendum voter education and outreach program March-June 2022
9. Possible voter referendum in June 2022

High Level Townhall Agenda

- Introductions
- Town Hall Objective
- Where We Are Now and How We Got Here
 - Measure J
 - History of Rates
 - Administrative Cost Allocation
 - Current Security Budget
- Options for the Future
- Security Opinion Poll and Timeline
- Open Discussion/Questions

MEMORANDUM

Date: June 8, 2021
To: Board of Directors
From: Paula O'Keefe, Director of Administration
Subject: Adoption of District Policy P2021-03, Whistleblower Policy

RECOMMENDED ACTION

Adoption of District Policy P2021-03, Whistleblower Policy.

BACKGROUND

The purpose of this policy is to encourage reporting by Rancho Murieta Community Services District (District) employees of improper governmental action taken by District officers and employees and protect District employees who have reported improper governmental actions in accordance with District policies and procedures or dishonest or illegal activities that are a violation of federal, state or local laws.

Staff brought the policy to the Finance Committee on June 1 and the Committee members recommended a few slight changes for approval on the June 16, 2021 Board meeting. The changes were sent to BKS Law firm, who in turn, provided additional recommendations for Board review and approval.

SUMMARY

The policy was identified as a "finding" in our FY 2019-20 fiscal audit. Adoption of this policy will remove this from the list of findings that are currently being addressed, as well as prevent future findings.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Category:	Personnel	Policy # P2021-03
Title:	Whistleblower Policy	

PURPOSE

The purpose of this policy is to encourage reporting by Rancho Murieta Community Services District (District) employees of improper governmental action taken by District officers and employees and protect District employees who have reported improper governmental actions in accordance with District policies and procedures or dishonest or illegal activities that are a violation of federal, state or local laws.

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POLICY

A whistleblower as defined by this policy is an employee of the Rancho Murieta Community Services District who in good faith reports an activity that he/she reasonably considers to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

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Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

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If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact either his/her immediate supervisor or the Director of Administration. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

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Whistleblower protections are provided in two important areas -- confidentiality and the prohibition against-on retaliation. Insofar as possible, the confidentiality of the whistleblower's report will be maintained. However, the whistleblower's identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their legal rights of defense. The District will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Director of Administration immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated. w

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All reports of illegal and dishonest activities will be promptly submitted to the Director of Administration or designee as determined by the General Manager, who is responsible for investigating and coordinating corrective action.

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Employees with any questions regarding this policy should contact the Director of Administration or designee as determined by the General Manager.

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Adopted by Rancho Murieta Community Services District's Board of Directors	Date Adopted
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RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Category:	Personnel	Policy # P2021-03
Title:	Whistleblower Policy	

PURPOSE

The purpose of this policy is to encourage reporting by Rancho Murieta Community Services District (District) employees of improper governmental action taken by District officers and employees and protect District employees who have reported improper governmental actions in accordance with District policies and procedures or dishonest or illegal activities that are a violation of federal, state or local laws.

POLICY

A whistleblower as defined by this policy is an employee of the Rancho Murieta Community Services District who in good faith reports an activity that he/she reasonably considers to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact either his/her immediate supervisor or the Director of Administration. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas -- confidentiality and the prohibition on retaliation. Insofar as possible, the confidentiality of the whistleblower's report will be maintained. However, the whistleblower's identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their legal rights of defense. The District will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Director of Administration immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated. w

All reports of illegal and dishonest activities will be promptly submitted to the Director of Administration or designee as determined by the General Manager, who is responsible for investigating and coordinating corrective action.

Employees with any questions regarding this policy should contact the Director of Administration or designee as determined by the General Manager. Adopted by Rancho Murieta Community Services District's Board of Directors	Date Adopted
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MEMORANDUM

Date: June 11, 2021
To: Board of Directors
From: Tina Talamantes, Interim Security Chief
Subject: Consider Adoption of District Policy P2021-05, District Surveillance Cameras Policy

RECOMMENDED ACTION

Adopt District Policy P2021-05, District Surveillance Cameras.

BACKGROUND

This policy will provide the District with the necessary procedures, policies, and responsibilities for the use of the surveillance camera systems, as well as the management, storage and retrieval of audio/visual material recorded by the cameras.

The use of District surveillance camera systems provides persuasive documentary evidence of suspicious activities, criminal activity, and other events in the District. District surveillance cameras are located throughout the District and are placed in locations that will offer views of sensitive and vital areas of the District. District personnel assigned to use surveillance 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 District surveillance camera system and the integrity of evidence and related video documentation.

SUMMARY

The purpose of this policy is to provide accountability and transparency to the public and provide recordings of incidents that may supplement a report, conduct and enforcement activity. Recorded data serves a dual purpose to the District by protecting both District Personnel and citizens.

The policy specifically defines the purpose of the use of the surveillance cameras, the training required of personnel in the use of District cameras, responsibilities of the District and its personnel, and the release of specific requests of surveillance footage made pursuant to the California Public Records Act.

This Policy was heard at the June 3, 2021 Security Committee meeting. The Committee recommended it be moved to the regular Board meeting June 16, 2021.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Category:	Security	Policy # P2021-05
Title:	District Surveillance Cameras	

PURPOSE

District surveillance cameras provide accountability and transparency to the public and will provide a recording of an incident that may document conduct or enforcement activity or supplement a report.

The principal purpose of this policy is to provide the Rancho Murieta Community Services District's (District) Security Department with the appropriate procedures, policies, and responsibilities for the use of the District surveillance camera systems as well as the management, storage, and retrieval of audio/video material recorded by District surveillance cameras. Recorded data serves a dual purpose to the District by protecting both District personnel and citizens.

POLICY STATEMENT

The use of District surveillance camera systems provides persuasive documentary evidence of suspicious activities, criminal activity and other events in the District. District surveillance cameras are located throughout the District and are placed in locations that will offer views of sensitive and vital areas of the District. District personnel assigned to use surveillance 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 District surveillance 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.

OBJECTIVES

The District's Security Department uses surveillance systems to accomplish the following primary objectives:

1. To enhance Gate and Patrol Officer safety and accountability.
2. To accurately capture activities and events throughout the District.
3. To enhance the Gate and Patrol Officer's ability to document and review activities, incidents and other events for both internal reporting requirements and investigations.
4. To capture visual and audio evidence/information for use in current and future investigations and proceedings.
5. To insure the safeguarding of District property.
6. To protect Officers from accusations of misconduct or abuse from the general public.
7. To deter misconduct.

DISTRICT RESPONSIBILITIES

1. The District may install and operate surveillance cameras as it deems appropriate in designated areas within the District. District personnel will use only District-owned surveillance camera systems, and not use personal recording devices when an event occurs.
2. The District will provide Gate Officers, Patrol Officers and Sergeants with training on the use of surveillance cameras and video systems.
3. The District will approve media viewing and duplication devices.

OFFICER RESPONSIBILITIES

1. When necessary to help ensure the accuracy and consistency of accounts for written reports, Gate and Patrol Officers may contact the Patrol Sergeant or the Security Supervisor and request to review the recording of an incident in which he or she was involved.
2. Personnel will not erase, alter, reuse, modify, edit, duplicate, share, distribute, or tamper with any surveillance camera system, recording or storage device without prior written authorization from the Security Supervisor.
3. Gate and Patrol Officers will notify the Patrol Sergeant or Security Supervisor when the surveillance camera system has captured an apparent felony, misdemeanor, or DUI, or any event requested as evidence by a peace officer.
4. Gate and Patrol Officers and the Patrol Sergeant shall operate the surveillance cameras and video systems in accordance with the manufacturer's guidelines, departmental policy, and training.
5. Gate and Patrol Officers shall inspect the surveillance camera and video system at the beginning of each shift to ensure that the equipment is functioning according to the manufacturer's guidelines.
6. Gate and Patrol Officers shall immediately report any malfunction, damage, or theft of the surveillance camera system to the Patrol Sergeant or Security Supervisor so that a repair or replacement unit may be provided.
7. To reduce the risk of damage, original recordings shall not be viewed in any equipment other than the equipment authorized by the Security Supervisor.
8. Surveillance cameras and systems will remain in the area designated by the Security Supervisor.
9. Personnel will not make copies or use other recording devices to capture images on the display screen for personal use or distribution.

10. Streaming of surveillance 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 Security Supervisor or his/her designee shall review and retain a copy of the recording in the District office. The Security Supervisor shall transfer the recording to the Security Supervisor's computer video storage file on the District's Security Server.
 - a. Upon downloading, the Security Supervisor or designee 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 Security Supervisor or Sergeant shall conduct periodic reviews to:
 - a. Ensure the equipment is being used in accordance with policy and procedures.
 - b. Make recommendations for revision to the policy, procedures, officer training, or equipment needed.
 - c. Inspect for equipment damage, loss or misuse and to report and investigate the cause.

REVIEW OF DATA/VIDEO

1. Data captured by the District surveillance cameras 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 District surveillance camera files as it relates to:
 - a. Their involvement in an incident for the purpose of completing a report.
 - b. Prior to courtroom, arbitration, or deposition testimony.
 - c. For potential training purposes.
 - d. A supervisor desiring 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 Supervisor or General Manager. The exception is the release of recorded video/audio to law enforcement agencies with authorization from the Security Supervisor.
2. Requests to review or copy video/audio recordings made under the Public Records Act shall be made through the Security Supervisor. Each request will be evaluated and responded to on a case-by-case basis and in accordance with the requirements of the Act. If a recording is to be released, only the incident or incidents specifically requested shall be duplicated. The District reserves the right to redact the video to protect privacy interests of innocent or third parties not directly involved with the specific incident. 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 any court or similar proceeding, investigation, other hearing involving District surveillance data, all copies shall be submitted back to the Security Supervisor for retention (except for any evidence retained by a court or as otherwise authorized by law).
6. Gate and Patrol Officers 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 surveillance camera systems shall be retained in the Security Supervisor'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 surveillance camera systems shall not be destroyed or erased without the General Manager's approval.

DRAFT

Approved Rancho Murieta Community Services District Board of Directors	Adopted
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MEMORANDUM

Date: June 11, 2021
To: Security Committee
From: Tina Talamantes, Interim Security Supervisor
Subject: Request for Proposal (RFP) for Contract Proposal for On-Call Security Services

RECOMMENDED ACTION

Approve ABA Protection Inc. RFP Contract Proposal for On-Call Security Services.

BACKGROUND

The Rancho Murieta Community Services District has previously contracted with Valor Security formerly PDF Security for on-call security services on an “as-needed” basis. The current contract with PDF Security expired on February 22, 2021. At which point the contract reverted to a month-to-month agreement.

Since total contract services exceed \$25,000 annually, an RFP was required. The RFP was issued on April 6, 2021, with a submission deadline of April 27, 2021, which was extended to May 18, 2021, due receipt of no qualified responses.

The District requested proposals for security companies to provide non-sworn, unarmed, and uniformed personnel for Gate duties, and armed and uniformed personnel for security guard services for the District for three years beginning July 1, 2021, and ending June 30, 2024, with an option to extend for two additional years. Strict Liability Insurance requirements were outlined in the Proposal of Commercial General Liability of \$2,000,000 per occurrence and \$4,000,000 aggregate.

Only one Proposal was received on April 27, 2021; however, the specific requirements for Addendum Questions and liability insurance were not met. We extended the deadline to May 18, 2021. We received two (2) additional Proposals: one from ABA Protection Inc., which met all of the requirements, as outlined in the original RFP, and one from Valor Security Inc., which did not meet the liability insurance requirements, as outlined in the original RFP.

ABA PROTECTION INC.

ABA Protection Inc. was founded in 2011 by Anton Belov and was incorporated in 2015. ABA Protection Inc. is a small business and CGS certified SB (micro). The corporate office is based in Castaic, California with a regional team in the bay area along with other regional teams throughout California.

ABA Protection has experience in working with homeowner’s associations and private communities throughout the State, including Bartlein & Company Inc. ABA Protection Inc.’s staff always maintain visibility to deter any criminal activity and provides assistance to the residents with any information they need regarding the scope of work. Along with directional guidance on properties or in offices, ABA Protection Inc. keeps a clear open line of communication with the Board members and Staff to ensure the community rules and regulations are accurately enforced and upheld.

ABA Protection Inc. has a low turnover rate and high retention practices. ABA Protection Inc. initiates candidate selection through a face-to-face meeting, evaluation process, mental and physical evaluations and procedures. All ABA Protection Inc. staff are credentialed with BSIS guard cards, BSIS firearms permits, and have appropriate CPR/AED certifications.

ABA Protection meets all General Commercial Liability Insurance requirements as set forth in the original RFP of \$2,000,000 per occurrence and \$4,000,000 aggregate.

See attached Proposal from ABA Protection Inc.

RECOMMENDATION

It is recommended that ABA Protection Inc. be awarded the Contract for On-Call Security Services. This item was heard at the June 3, 2021 Security Committee Meeting, and the Committee recommended moving it to the Board.



REQUEST FOR PROPOSAL for ON-CALL SECURITY SERVICES
Rancho Murieta Community Services District proposal for Contract
Security Services at Rancho Murieta, Sacramento County, California.

ABA Protection Inc.

31834 Castaic Rd.

Castaic, CA 91384 United States

866-233-8299

Anton Belov CEO/Owner

abaprotection@icloud.com

424-274-9200

05/14/2021

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A. General Provisions

1. Independent Contractor

In performance of the work, duties and obligations assumed by ABA Protection Inc., it is mutually understood and agreed that the ABA Protection Inc., including any and all of ABA Protection Inc.'s, officers, agents and employees, will at all times be acting and performing in an independent capacity and not as an officer, agent, servant, employee, joint venture, partner or associate of the District.

2. Conflict of Interest

ABA Protection Inc., by responding to this RFP, certify that to the best of their knowledge or belief, no elected/appointed official or employee of the RMCS D is financially interested, directly or indirectly, in the purchase of goods/services specified in this RFP. Furthermore, proposer represents and warrants to the District that it has not employed or retained any person or company employed by the District to solicit or secure the award of the Agreement and that it has not offered to pay, paid, or agreed to pay any person any fee, commission, percentage, brokerage fee, or gift of any kind contingent upon or in connection with, the award of the Agreement.

3. Nondiscrimination

ABA Protection Inc. agrees that it shall not discriminate as to race, sex, color, age, religion, national origin, marital status, sexual identity or disability in connection with its performance under this RFP. Furthermore, ABA Protection Inc., agrees that no otherwise qualified individual shall solely by reason of the aforementioned be excluded from the participation in, be denied benefits of, or be subjected to, discrimination under any program or activity.

ATTACHMENT A
RFP SIGNATURE PAGE

By signing this *RFP Proposal*, I hereby attest: that I have read and understood all the terms listed in the RFP; that I am authorized to bind the listed entity into this agreement; and that should this proposal be accepted, I am authorized and able to secure the resources required to deliver against all terms listed within the RFP as published by Rancho Murieta Community Services District, including any amendments or addenda thereto except as explicitly noted or revised in my submitted proposal.

Signature



Title

CEO/Owner

Company

ABA Protection Inc.

Address

31834 Castaic Rd.

City, State

Castaic, CA 91384

Date

05/14/2021

Phone Number

424-274-9200

Contact Person

Anton Belov

Email

Abaprotection@icloud.com

SEAL (If Bidder is a Corporation)

C3771326

Contractor License Number

Incorporated

Type

Feb 28, 2022

Exp. Date

Federal Tax ID # 47-3765155

Section 1 – Insurance

ABA Protection Inc. carries the correct insurance needed to perform this scope of work.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/22/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insurance Mobile Services, Inc. 9700 Village Center Drive Suite 501 Granita Bay CA 95746		CONTACT NAME: CSR PHONE (A/C, No, Ext): 8557777832 FAX (A/C, No): 855-777-2161 EMAIL ADDRESS: csr@InsuranceMobile.com	
INSURED ABA Protection Inc 31834 Castaic Rd Castaic CA 91384		INSURER(S) AFFORDING COVERAGE INSURER A: Mt.Hawley Insurance Company INSURER B: United Financial Casualty Company INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 11770	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBRN WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER			PGA0004692	1/12/2021	1/12/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/PROP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			031922810	1/19/2021	7/19/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			XGA0001844	1/19/2021	1/19/2022	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 Products/Completed Operat \$ 5,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A				E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER PROOF OF COVERAGE	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Paul Metlenko</i>
--	--

Section 2 – Project Team

Anton Belov - CEO/Owner will be the main point of contact and project manager for RMCSO and On - Call Security Personnel.

Robert Arias - Post Commander will be the account supervisor and Post Commander and site supervisor for On -Call Security Personnel.

Timofey Nechayev - Sargent will be account manager and site manager for and On -Call Security Personnel.

ABA Protection Inc. is financially sound with resources through our business bank account with Chase Bank, AmeriFactors (which covers all receivables within 24 hours). ABA Protection Inc. has a 1.6 million dollars average over the last 2 years. Best year 2.4 million dollars in revenue. 2021 moving forward will allow ABA Protection Inc. to grow more and bounce back from the pandemic that shut down a lot of our ongoing clients; for now. ABA Protection Inc. is in good standing with all our financials, financial partners and resources. ABA Protection Inc. attached supporting reports as requested.

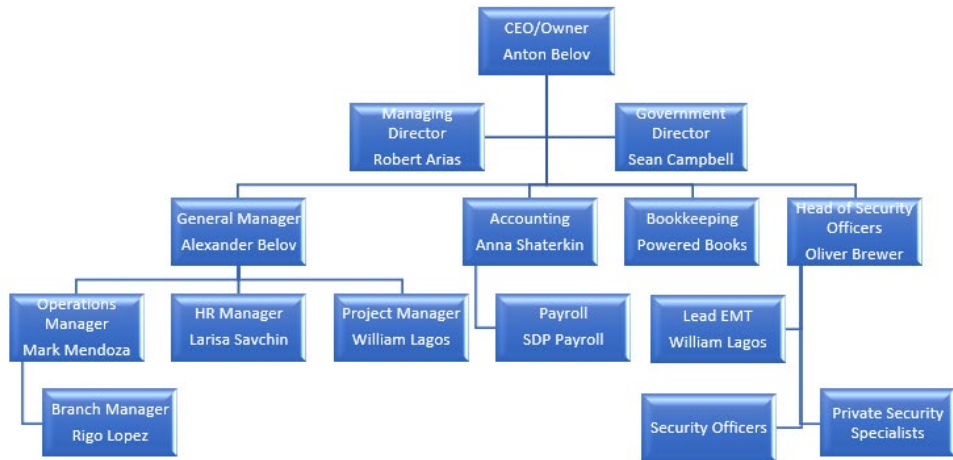
ABA Protection Inc. is proud that we do not have any legal issues and or lawsuits in the history of our company. We keep our company in good standing with well trained and courteous security officers, management, and clients. We pride ourselves for covering any and all aspects of the business with using our motto "Peace Of Mind".

ABA Protection Inc. has had zero penalties or fines imposed on or against our company at all in the history of ABA Protection Inc.

ABA Protection Inc. was founded in 2011 by Anton Belov and was incorporated in 2015. ABA Protection Inc. is a small business and CGS certified SB (micro). Our corporate office is based in Castaic, California with a regional team in the bay area along with other regional teams throughout California.

Within the management portion of ABA Protection Inc Anton Belov is the acting CEO/Owner and manages all aspects of ABA Protection Inc's day to day financials, management decisions, operations and delegates needed resources to other departments. ABA Protection Inc has a highly effective, efficient management structure, and team ready to execute with utmost integrity and expertise any and all needs set forth in any scope of work. Our team will be able to work directly without delay or convolutedly to the staff and team.

ORGINIZATIONAL CHART



Attachment B – Scope of Work

SP-2. SCOPE OF DUTIES

ABA Protection Inc. is ready and willing to fulfill, with pride, the security guard services for Rancho Murieta Community Services District RMCS D's specific locations, posts and patrol perimeters.

ABA Protection Inc. understands this contract is based on hourly rates and will be acceptable under the outlined specifications. RMCS D may increase or decrease the quantity of any item or portion of the work or to omit portions of the work by RMCS D's wishes and needs. These changes will be set forth by an RMCS D Representative directly to ABA Protections Inc. Special event security personnel may also be requested for additional security personnel(s) on-call. Any changes done by RMCS D will not void the agreement between RMCS D and ABA Protection Inc. ABA Protection Inc. understands to contact our RMCS D Representative if we find any conflict with the plans/scope of work prior to proceeding with services.

ABA Protection Inc. will provide non-sworn, unarmed uniformed security officer personnel for Gate duties, and armed uniformed security guard services personnel for Patrol duties, as needed in an on-call basis.

ABA Protection Inc. already studied RMCS D's website and read through the Security tab to review specifics of the project at hand. We understand the importance to be knowledgeable about our clients' needs, surroundings and scope of work. Once awarded our management team will personally meet with the RMCS D representative and do a post award review to create a working transitional plan and implement any and all needs at that point. Thereafter our management team will coordinate the needed security personnel and on-call personnel to be appointed to this project. Training and implementation will commence without haste to be prepared to start on the given start date accordingly. Our Post Commander will also create with Anton Belov CEO/Owner the ongoing rules, drills, meetings and reporting needs for security personnel working said posts. Everything ABA Protection Inc. does, and plans will be reported to and pre-approved by the RMCS D representative for full disclosure and agreement.

Page 9

ABA Protection Inc. has many styles for the location, post, client request, seasonal and tactical. Below are several styles. Please let us know if you have questions. We did not show the security personnel's ID for this proposal to keep the security personnel's name kept out of said proposal needs.

Photo's start on next page.

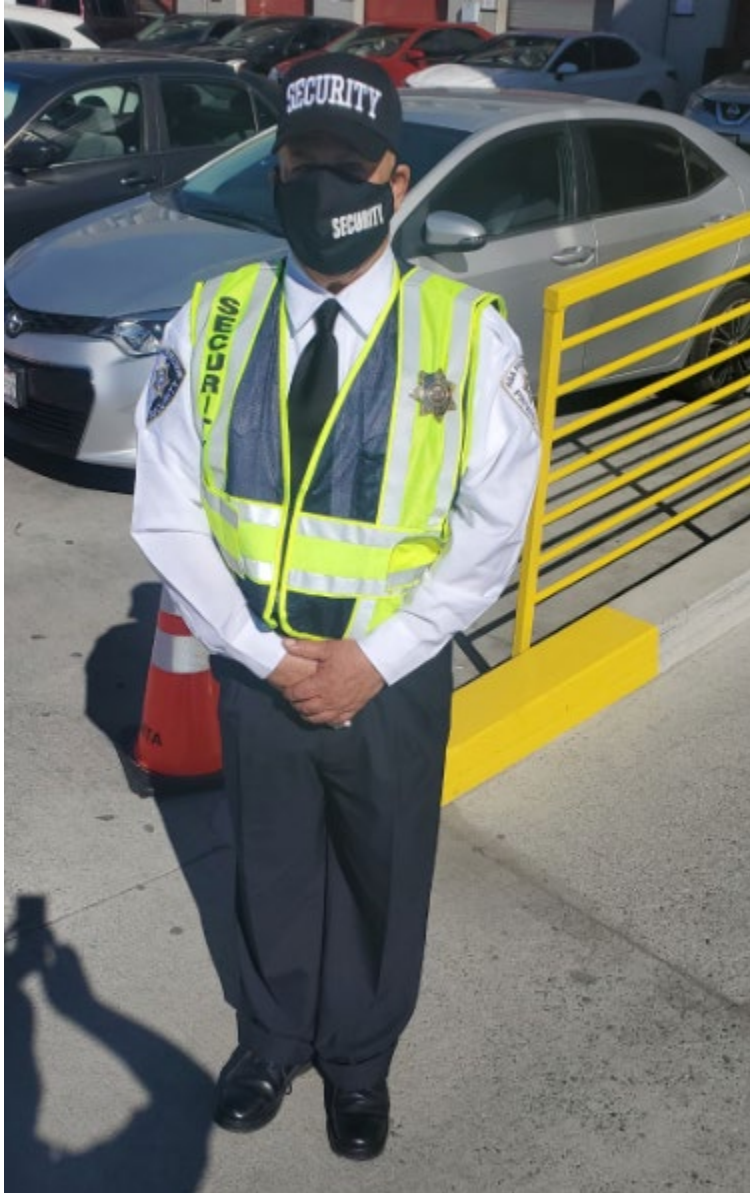
















ABA Protection Inc. understands that all security officers, patrol officers and any other personnel of ABA Protection Inc. are employees solely of ABA Protection Inc.; not RMCSO. If for any reason RMCSO becomes dissatisfied with the services of a particular security officer, RMCSO will notify ABA Protection Inc. in writing. RMCSO will explain its dissatisfaction(s) of service in writing. ABA Protection Inc.'s management and account supervisor will dutifully and quickly remove said security officer personnel and replace them with a new security officer personnel; with no lapse in post duties or compromised security of RMCSO's standards and Peace Of Mind.

Gate Officer:

Will consist of on-call unarmed security guard personnel at the two entrances to Rancho Murieta community. This will be a twenty-four (24) hour a day, year-round basis, as needed. Duties will include, but are not limited to operating and staffing RMA security gates. Operating a communication system to maintain contact with local law enforcement, fire, EMS and any other emergency services along with appropriate entities within the District. The security guard personnel will be responsible for answering telephone calls at the gates from residents and District staff, dispatch calls for service to patrol personnel, controls and monitors access to and from gated portions within the District. All personnel will maintain records and statistics on vehicles and persons entering and leaving the District. Reports will be done during and at the beginning and end of each shift. ABA Protection Inc. has an internal reporting system that we will give access to our RMCSO representative and any other prudent RMCSO staff preapproved by our RMCSO representative. The reports will allow ABA Protection Inc.'s Post Commander, account Supervisor and RMCSO to review, in real-time, fully prepared daily reports of activities. Including but not limited to crisis alerts, important updates, pictures, videos and location points via GPS cloud security. Our system allows our Post Commander to create a specific set of key items for the security personnel to adhere to any specific needs or notes that RMCSO may want in reporting capabilities.

Patrol Officer:

Will consist of ABA Protection Inc. to provide on-call twenty-four (24) hour a day mobile patrol unit with armed personnel to patrol all areas within the boundaries of the District; as needed. All armed security officers are BSIS certified, fully trained, psychologically and physically examined, drug tested, background checked and upheld by ABA Protection Inc.'s stringent internal guidelines. The patrol unit will be responsible for security and crime prevention. The patrol unit will patrol assigned areas and marking specific checkpoints; observe and record incident information; write reports; answer calls for service and general complaints; operate a communication system to maintain contact with local law enforcement, fire, EMS and any other emergency services along with appropriate entities within the District. The patrol unit will also enforce covenants, conditions and restrictions ("CC&Rs") related to the provision of security services adopted for each Association within the boundaries of the District by issuing citations and enforce District Code violations as outlined in the RMCSO District Code 21, Section 8. All violations will also be noted and logged in real time through ABA Protection Inc.'s internal system for reporting.

SP-2. PERSONNEL

1. All ABA Patrol security personnel has and will present, upon request, a valid BSIS Guard Card.
2. All ABA Protection Inc.'s security personnel will be always highly visible and will maintain a professional uniform appearance at all times with a photo identification card properly attached to their uniforms visible and ready to present said card.
3. All ABA Protection Inc.'s personnel are very vigilant and alert to their surroundings. We pride ourselves with bringing passion to what we do; protect and serve while living our motto Peace Of Mind. All patrolling personnel will be active, vigilant, visible and are trained and able to handle any situation presented. From helping with directions to the worst-case scenarios.
4. All ABA Protection Inc.'s personnel maintain courteous, kind, respectful, cooperative, professional and polite security personnel. All security personnel will be able to work in harmony with one another, visitors, and with any other RMCSO employees and or staff. No fraternization in any form will be tolerated by ABA Protection Inc.'s policies.
5. All ABA Protection Inc.'s personnel will adhere to our internal policy against using abusive language. Either used with anyone or by others against our security personnel in retaliation of any inappropriate language. If used ABA protection Inc. will remove said personnel in immediate dismissal and replacement.
6. All ABA Protection Inc.'s security personnel will never physically apprehend, subdue, or restrain for any reason to adhere to the communities wishes. ABA Protection Inc.'s security personnel will, only when warranted, use proper self-defense techniques to protect residents, staff, clients or themselves from harm.
7. All ABA Protection Inc.'s security personnel are well trained and adheres to our professional guidelines of the company to stay on post and other than being cordial; our security personnel do not socialize, fraternize or engage in small talk with clients and or staff. As requested for RMCSO, our guards will not socialize or engage in small talk with visitors, staff or the general public while on duty. They will however answer questions to assist RMCSO's visitors, clients, staff and or the general public regarding assistance for directional reasons in a professional manner at all times.
8. All ABA Protection Inc.'s security personnel are proficient in communicating effectively verbally and written.
9. All ABA Protection Inc.'s security personnel will arrive on time for the shift change and shift change meeting to update on any new information or orders. They will always stay at their assigned posts and perform their assigned tasks as directed.
10. ABA Protection Inc.'s security personnel will never drink alcohol while on duty. None of our security personnel use drugs. They will never smoke, read unauthorized material or groom themselves while on post, especially while in public view.
11. ABA Protection Inc. always has back-up security personnel ready to step in, which are already trained and aware of the specific post prior to any emergency coverage. In the event of an absence by any security personnel, ABA Protection Inc.'s Post Commander and or account Supervisor will have a replacement on post in less than an hour. We will make sure there is coverage until the replacement is on post.
12. ABA Protection Inc. is aware RMCSO will not pay ABA Protection Inc. employees' overtime without prior approval. We are aware that all hourly rates we quote includes overtime assumptions.

ABA Protection Inc. has an internal company handbook that is provided during training to each employee which covers the above statements and much more. All of our security personnel adhere to everything above and much more which our security personnel will go above and beyond any and all expectations of our clients.

Section 3 – Client References

**ATTACHMENT C
PROPOSER’S COMPANY INFORMATION, REFERENCES AND SUBCONTRACTORS**

Company Name: ABA Protection Inc.	Address: 31834 Castaic Rd. Castaic, CA 91384
Owner/Principal Officer: Anton Belov CEO/Owner	Address of Establishment: 31834 Castaic Rd. Castaic, CA 91384
Email: abaprotection@icloud.com	Website: www.abaprotection.com
Telephone: Office: (866) 233-8299 Direct: 424-274-9200	Fax: Fax: 661-388-4861

List other license(s) and corresponding numbers/classification applicable or required for the scope of work of this proposal:

DGS Micro Small Business certification ID: 2022142, BSIS PPO # 18033

Have you ever operated this business under a different name? Yes X No

If yes, please explain:

ABA Protection Inc. is the new name since we incorporated in 2015. The original name was ABA Protection.

1. Company Name: Bartlein & Company, Inc. Contact Name: Jackie Herbert

Contact e-mail: JackieH@Bartlein.com Contact Phone: 661-257-1570

Scope of Work: Several Homeowners Associations and Private Communities. Safeguarding residence, homes, property, HOA buildings, common areas, traffic enforcement, HOA specific rules and regulations enforcement, permit checks, perimeter control & checks, activities enforcement, guest check, access control, criminal activity alertness and deterrence, reporting from each shift of daily activity and any violations to property managers, local law enforcement alerting and working with emergency response units.

Agreement Amount: \$240,000.00 per year Agreement Start/End Date: 10/1/2014-Present.

2. Company Name: Alloy Processing-A PCC Company Contact Name: Paola Zambrano Contact e-mail: Paola.Zambrano@pccairframe.com Contact Phone: 310-635-9995 ext 141

Scope of Work: Security to control access to 11 gates, buildings and personnel/guests, secure badges from all individuals. Conduct temperature checks, monitor CCTV, Communication for access control to and from company sites. Traffic control and route guidance. Access control, perimeter control, hazardous alertness from leaks, spills, smoke, etc., equipment security, executive protection. A full Protection Force is in place. Controlling Access to 11 gates, all buildings inside and out, property, activate and deactivate hundreds of employee badges per day, conducting Covid 19 temperature checks according to CDC guidelines and protocols, monitoring CCTV in a SOC, Radio communication for access control. Access control,

perimeter control, equipment security watch details, executive protection, use of metal detectors, enforcing rules and regulations via verbal, reports, using radios, phones, patrolling, checking doors, access points and windows, using a scan system, adding pictures and videos as needed. All this is completed with real time GPS based technology. Personnel also uses and must update client internal scan system. ABA Protection Inc. must adhere to a rigid guest and contractor registry that is all logged into client's internal system called QuickBase. Contractor protocol is ABA Protection Inc. personnel's responsibility to activate and deactivate contractor badges, timecards, Covid temperature checks & forms, approvals, parking passes, proper paperwork and check in and out of the premises. If the client does not authorize any employee, visitor or contractor to enter the premises; they are strictly stopped and or removed.

Agreement Amount: \$156,240 per year Agreement Start/End Date: 6/01/2020 Present.

3. Company Name: City of San Francisco Vaccination Sights Contact Name: Bill Ford Contact e-mail: William.r.Ford@SFPort.com Contact Phone: 424-274-9200

Scope of Work: Site access control, gate control, guest directing, temperature checks, parking control, badge checks, assisting elderly guests, assisting disabled guests, criminal deterrence and alertness, crowd control, traffic control, roving patrols, guest protection, medical staff protection, protection of Covid-19 vaccine inventory, protecting properties 24/7, reporting at shift change and daily reports, real time GPS base reporting to facility

managers, producing photos and videos for site staff and managers, working directly with Bayview police department and the Department of Homeland Security, special event and media events control, working with San Francisco Market area and their staff and security to assure safety and calibration.

Agreement Amount: \$1,994,700.00 Agreement Start/End Date: 2/10/2021-Present.

On Going Legal Proceedings: Provide details on any litigation in which your firm has been engaged in the past five (5) years. If none, then write "NONE."

"NONE."

Section 4 – Contract Requirements

ABA Protection Inc. acknowledges and understands that the services will be provided under and subject to the terms and conditions of the District's Standard Services Agreement. ABA Protection Inc. will work accordingly with the staff of the District closely and will be ready and willing for any changes and or needs that may arise.

ATTACHMENT D

PROPOSER COMPANY WORK PROCESSOR INFORMATION

As part of proposal, Proposers are required to respond to the following questions:

1. Describe your experience and expertise in providing unsworn, unarmed and armed uniformed security services in a professional office environment:

As soon as the scope of work and proposal of work is established and awarded to ABA Protection Inc., we ask for a post-award meeting with said client. By going through this meeting, we are able to be advised in detail the procedures and plan with steps of enforcement of the current community rules and regulations. ABA Protection Inc. prides itself in providing clean, groomed, cordial, professional, uniformed security staff. We train officers to know each clients' specific rules and regulations. It is our rule to have the security staff always carry a copy with them on their person. We establish access control and perimeter control by having officers patrolling the property and using our QR code system to scan main check points with reports, maintenance reports, incident reports and with pictures and videos. All reports are distributed via email to all needed to know clients and staff. Along with any internal client systems they provide to our company and staff. However, ABA Protection Inc. uses a state-of-the-art real time system that we give access to a client portal for anytime access.

ABA Protection Inc.'s staff always maintain visibility to deter any criminal activity and provides assistance to the residents with any information they need regarding our scope of work. Along with directional guidance on properties or in offices.

ABA Protection Inc. keeps a clear open line of communication with the Board members and Property management to ensure the community rules and regulations are accurately enforced and upheld. In addition, ABA Protection Inc. always is open to attend Board Meetings, staff meetings and or project team meetings to discuss any changes or updates to the scope of work; as needed.

2. Describe your policy and process for supervising and managing personnel:

ABA Protection Inc. always has a Post Commander working full time on site to manage, train and keep up with the new updates. Runs meetings daily and weekly. Including but not limited to training, updates, drills, inspections or shift change advisory discussions. ABA Protection Inc. also has a Regional manager that will assist a post commander with scheduling, training and keep with the updates of the property or properties.

ABA has Shift Supervisors that oversee each shift to ensure excellence in service to our clients. ABA has on call, part time, back up personnel that are fully trained to take any shifts in case there is a gap in the scheduling to unforeseen circumstances such as death in the family, sickness or an accident of the existing scheduled staff.

3. Do you provide CPR/First Aid Training to all Patrol Officers?

Yes No

If yes, please list those who will be assigned to perform services under the Agreement and attach a copy of their current certifications to this Attachment D.

Security Guard Names:

William Lagos is ABA Protection Inc.'s on staff lead for all training for CPR/First Aid Training and certifications. Below are some staff members that would be viable for this SOW. Any and all security personnel will either already have or will be certified or renewed prior to post for client.

Robert Arias

Status

Active

Rating

4.65

Employee ID

924



ARIAS, ROBERT

LICENSE NUMBER: 1402359 **LICENSE TYPE:** SECURITY GUARD

LICENSE STATUS: CURRENT **EXPIRATION DATE:** SEPTEMBER 30, 2021

SECONDARY STATUS: N/A

CITY: MAYWOOD **STATE:** CALIFORNIA **COUNTY:** LOS ANGELES **ZIP:** 90270

Guard Card Number

1402359

Guard Card Expires 09/30/2021

LICENSE RELATIONSHIPS

QUALIFYING FIREARM PERMIT

LICENSE/REGISTRATION ROLE: BUSINESS OR PROFESSIONAL LICENSE

RELATED PARTY ROLE: EXPOSED FIREARM PERMIT

NAME: ARIAS, ROBERT

LICENSE/REGISTRATION TYPE: EXPOSED FIREARM PERMIT

LICENSE NUMBER: [284578](#) PRIMARY STATUS: CURRENT

Timofey Nechayev

Status

Active

Rating

0.85

Employee ID

13165



NECHAYEV, TIMOFEY

LICENSE NUMBER: [6534900](#) LICENSE TYPE: SECURITY GUARD

LICENSE STATUS: CURRENT EXPIRATION DATE: JANUARY 31, 2023

SECONDARY STATUS: N/A

CITY: HAYWARD STATE: CALIFORNIA COUNTY: ALAMEDA ZIP: 94542

Guard Card Number

G6534900

Guard Card Expires 01/31/2023



NECHAYEV, TIMOFEY

LICENSE NUMBER: [2656755](#) **LICENSE TYPE:** FIREARM PERMIT
LICENSE STATUS: CURRENT **EXPIRATION DATE:** MARCH 31, 2023
SECONDARY STATUS: N/A
CITY: HAYWARD **STATE:** CALIFORNIA **COUNTY:** ALAMEDA **ZIP:** 94542

Firearm Permit Number

2656755

Firearm Permit Expires 03/31/2023

William V Lagos

Status

Active

Employee ID

3294



LAGOS, WILLIAM VINCENT

LICENSE NUMBER: [1916535](#) **LICENSE TYPE:** SECURITY GUARD
LICENSE STATUS: CURRENT **EXPIRATION DATE:** JUNE 30, 2021
SECONDARY STATUS: N/A
CITY: NORWALK **STATE:** CALIFORNIA **COUNTY:** LOS ANGELES **ZIP:** 90650

Guard Card Number

1916535

Guard Card Expires 06/30/2023

BASIC LIFE SUPPORT

**BLS
Provider**



William Lagos

has successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association Basic Life Support (CPR and AED) Program.

Issue Date

4/9/2021

Training Center Name

CPR Training Center-Alhambra

Training Center ID

CA01384

Training Center City, State

Alhambra, CA

Training Center Phone Number

(323) 514-2811

Renew By

04/2023

Instructor Name

Andrew Noice

Instructor ID

05200867888

eCard Code

205504837650

QR Code



To view or verify authenticity, students and employers should scan this QR code with their mobile device or go to www.heart.org/cpr/mycards.

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Emergency Medical Services Personnel Registry

Licensee Details

Demographic Information

Name: WILLIAM V LAGOS

Certification Information

Cert. #: E110071	Status: Active	Type: EMT
Issued: 11/13/2014	Expiration: 5/31/2023	

Discipline Information

Violation Disclaimer - The list of Health & Safety Code § 1798.200(c) violations are available as of June 20, 2013 for disciplinary action against an EMT and/or Advanced EMT certification. Disciplinary action, taken prior to June 20, 2013, may not list violations.

No Certification Actions

Certifying Entity

CE Name: Los Angeles County EMS Agency

Mike Phillip Montalbano

Status

Active

Employee ID

13147



MONTALBANO, MICHAEL PHILLIP

LICENSE NUMBER: [1702852](#) LICENSE TYPE: SECURITY GUARD
LICENSE STATUS: CURRENT EXPIRATION DATE: NOVEMBER 30, 2022
SECONDARY STATUS: N/A
CITY: DALY CITY STATE: CALIFORNIA COUNTY: SAN MATEO ZIP: 94015

Guard Card Number

G1702852

Guard Card Expires 11/30/2022

Dany Ulises Rodas

Status

Active

Employee ID

13162



RODAS, DANY U.

LICENSE NUMBER: [6535750](#) LICENSE TYPE: SECURITY GUARD
LICENSE STATUS: CURRENT EXPIRATION DATE: JANUARY 31, 2023
SECONDARY STATUS: N/A
CITY: SAN FRANCISCO STATE: CALIFORNIA COUNTY: SAN FRANCISCO ZIP: 94110

Guard Card Number

G6535750

Guard Card Expires 01/31/2023

Miles J King

Status

Active

Employee ID

13224



KING, MILES JEROME

LICENSE NUMBER: [6475692](#) LICENSE TYPE: SECURITY GUARD

LICENSE STATUS: CURRENT EXPIRATION DATE: JANUARY 31, 2022

SECONDARY STATUS: N/A

CITY: SAN FRANCISCO STATE: CALIFORNIA COUNTY: SAN FRANCISCO ZIP: 94103

Guard Card Number

G6475692

Guard Card Expires 01/31/2022

4. Describe your process for conducting background checks for Security Guards.

ABA Protection Inc. takes this very seriously. We pride ourselves on low turnover and higher retention practices. ABA Protection Inc. initiates candidate selection through a face-to-face meeting, evaluation process, mental and physical evaluations and procedures.

ABA Protection Inc. uses a national database to conduct background checks, Our skip tracing software contains billions of current and historical, cross-referenced public records to ensure our searches are done right the first time. Our process system serves investigators, legal, process servers, bail bondsmen,

recovery, collections, finance, security, government and law enforcement to ensure they can locate anyone, anywhere.

5. Once employed, how do you monitor driving and criminal records for employees?

Each security personnel are monitored on an ongoing basis by management and supervisors in the field to ensure critical information is kept updated internally. Our proprietary investigative database cross-references billions of records to deliver search results in near-real-time. The database that ABA Protection Inc. uses is an investigative solution that uses cloud computing and proprietary search algorithms to deliver the most complete searches and comprehensive investigative reports in the industry. Our online skip tracing database can be used wherever there is an Internet connection, whether in an office or on a mobile smartphone or tablet device. ABA has instant access to billions of online public records to conduct person, phone, address, email, social security, civil records, criminal background, and motor vehicle searches. This information can be used to locate individuals, assets and witnesses; verify identities; and check court records. This system provides public and non-public information to those entities who qualify to receive this information under governing laws and acts, including the Gramm-Leach-Bliley Act, IRSG Principals and the Driver Privacy Protection Act.

At any time either from a client or internal ABA Protection Inc. manager there are any questions or concerns of a specific security personnel; the investigation into said personnel will be checked accordingly; regardless of, if it was just checked or not in the last 30 days. This also adheres to our company motto "Peace Of Mind". Not just for ABA Protection Inc., for the clients' reassurance that provide well rounded and sound security professionals.

Key Team Lead Bio's



Anton Belov

Owner/CEO

Anton has been a Security Officer for 18 years. 10 years Anton has owned his own company ABA Protection Inc.

Anton Belov will be the lead/supervisor. Anton has a hands-on relationship with all clients and will work with Robert Arias and the Tehama Courts' CEO to work in a transitional plan and dates of current start of said contract in July 2021. Anton's project management and analytical thinking will allow the Court staff to see a well-organized plan ahead. Anton will work with all aspects of the contract and create scenario training for the post specific. He will verify the Security Officers to hire and place on post. He and Robert will work well together due to their expertise and work ethics.

Robert Arias

Operations Manager

5 years 5 months with ABA Protection Inc.

Robert Arias is going to be the Security Officer representative and may become the On-site Security Supervisor. Robert is a seasoned Security Officer with 14 years' experience in the security realm. Robert has clear and concise management skills to handle a Security Force and build and maintain a team. Able to work directly with Client(s) management or leadership without any misdirection. Robert is very detail oriented and meticulous to follow orders and or procedures without fail. Perform case management for employees on duty by providing clear directions on requirements of said project. Able to organize and facilitate transitional plans, training(s), schedules, interviewing, personnel reviews, inspections, and reporting. Robert is on point with awareness and proper action when needed on any post he secures. Roberts' leadership and diplomacy are one of the reasons he will assist Anton Belov on said contract.

ANTON BELOV

29734 Creek bed Rd Castaic Ca 91384

4242749200 abaprojection@icloud.com

COMMUNITY ENGAGEMENT • PARTNERSHIP-BUILDING • ADVOCACY
SERVICE DELIVERY • PROGRAM DEVELOPMENT & MANAGEMENT • COLLABORATION

PROFILE

- Advanced skills in community engagement with a rigorous commitment to eliminating racial inequities in systems, structures, policies, and practices.
- Constantly promote equity and social justice encompassing race, socioeconomic status, gender identity, education, age, ability, ethnicity, culture, language, nationality, and religion.
- Adept at project management, program coordination, strategic planning, goal setting, fundraising, and building high-impact partnerships to achieve mutual goals.
- Proven success in fostering and building trusting relationships with underserved communities.
- Skilled at connecting with, motivating, and leading people from diverse cultures and backgrounds.
- Possess a strong blend of interviewing, prioritization, communication, and listening skills
- Highly regarded for collaborative work ethic, analytical strengths, resilience, problem solving expertise, and excellent judgement.

PROFESSIONAL EXPERIENCE

ABA Protection Inc Los Angeles County, 2011– Present

Owner, CEO

- Perform case management for employees on duty by providing clear directions on requirements, expectations, and policies.
- Use de-escalation techniques as necessary and facilitate small group counseling sessions.
- Maintain documentation including progress, behavioral management, incident, and shift reports.
- Investigating criminogenic needs and resources.

Guardmark 2003 – 2011

Security Officer

- Patrol sites, observe and report any criminal activities, deter any illegal activities
- Case Management of clients in residential programs.

Aviation Assistant Analyst San Jose CA, 1998 – Jan 2003

Aviation Assistant Analyst

- Participate in creating agenda, devise annual work plan, launch and supervise programs and activities, and coordinate educational messaging and updates for city website and social media accounts.
- Handle administrative tasks spanning file management, records maintenance, public relations, community partnership-building, scheduling, vendor management, and report writing.
- Plan and organize committee and council meetings, conferences, speeches, and community-based events and forums.
- Investigating the needs of the people in Aviation Industry.

EDUCATION

Bachelor's Degree, Aviation Operation, Concentration in maintenance management, Minor in Business San Jose State University.



BELOV, ANTON ALEXANDER

[CLICK HERE FOR MORE DETAILS](#)

TYPE: BSIS PRINCIPAL

CITY: SANTA CLARITA STATE: CALIFORNIA COUNTY: LOS ANGELES ZIP: 91350



BELOV, ANTON ALEXANDER

LICENSE NUMBER: [1417177](#) LICENSE TYPE: SECURITY GUARD

LICENSE STATUS: CURRENT EXPIRATION DATE: JUNE 30, 2021

SECONDARY STATUS: N/A

CITY: SANTA CLARITA STATE: CALIFORNIA COUNTY: LOS ANGELES ZIP: 91350



BELOV, ANTON ALEXANDER

[CLICK HERE FOR MORE DETAILS](#)

TYPE: PPO QUALIFIED MANAGER

CITY: SANTA CLARITA STATE: CALIFORNIA COUNTY: LOS ANGELES ZIP: 91350



BELOV, ANTON ALEXANDER

LICENSE NUMBER: [328084](#) LICENSE TYPE: FIREARM PERMIT

LICENSE STATUS: CURRENT EXPIRATION DATE: JUNE 30, 2021

SECONDARY STATUS: N/A

CITY: SANTA CLARITA STATE: CALIFORNIA COUNTY: LOS ANGELES ZIP: 91350

ROBERT ARIAS

6128 woodward ave Maywood ca 90270

213-590-7472

COMMUNITY ENGAGEMENT • PARTNERSHIP-BUILDING • ADVOCACY
SERVICE DELIVERY • PROGRAM DEVELOPMENT & MANAGEMENT • COLLABORATION

PROFILE

*Poised in high pressure, fast-paced security environments.
Adaptable to different personalities.
Strong de-escalation skills.
Excellent communicator with a unique ability to think "outside of the box"
Can defuse conflict and create positive outcomes.
Friendly, respectful with professional boundaries.
Followed work and safety procedures meticulously.*

PROFESSIONAL EXPERIENCE

ABA Protection Inc Los Angeles County, 2016– Present

Operations Manager

- Perform case management for employees on duty by providing clear directions on requirements, expectations, and policies.
- Use de-escalation techniques as necessary and facilitate small group counseling sessions.
- Maintain documentation including progress, behavioral management, incident, and shift reports.
- Investigating criminogenic needs and resources.

AT&T Miami Florida 2010-2016

Sales manager

- Recruiting sales agents. Training. Daily motivational meetings. Manage sales process

Universal Protection Security Los Angeles 2002-2010

Security rover officer

Trained at various post. Perform post order. Report writing.

EDUCATION

Bachelor Degree, Cal state Los Angeles, Criminal Justice



ARIAS, ROBERT

LICENSE NUMBER: [1402359](#) **LICENSE TYPE:** SECURITY GUARD

LICENSE STATUS: CURRENT **EXPIRATION DATE:** SEPTEMBER 30, 2021

SECONDARY STATUS: N/A

CITY: MAYWOOD **STATE:** CALIFORNIA **COUNTY:** LOS ANGELES **ZIP:** 90270



ARIAS, ROBERT

LICENSE NUMBER: [284578](#) **LICENSE TYPE:** FIREARM PERMIT

LICENSE STATUS: CURRENT **EXPIRATION DATE:** SEPTEMBER 30, 2021

SECONDARY STATUS: N/A

CITY: MAYWOOD **STATE:** CALIFORNIA **COUNTY:** LOS ANGELES **ZIP:** 90270



**Secretary of State
Certificate of Status**

I, ALEX PADILLA, Secretary of State of the State of California, hereby certify:

Entity Name: ABA PROTECTION INC
File Number: C3771326
Registration Date: 03/26/2015
Entity Type: DOMESTIC STOCK CORPORATION
Jurisdiction: CALIFORNIA
Status: ACTIVE (GOOD STANDING)

As of December 13, 2020 (Certification Date), the entity is authorized to exercise all of its powers, rights and privileges in California.

This certificate relates to the status of the entity on the Secretary of State's records as of the Certification Date and does not reflect documents that are pending review or other events that may affect status.

No information is available from this office regarding the financial condition, status of licenses, if any, business activities or practices of the entity.



IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this day of December 14, 2020.

ALEX PADILLA
Secretary of State

Certificate Verification Number: YJGX5XY

To verify the issuance of this Certificate, use the Certificate Verification Number above with the Secretary of State Certification Verification Search available at bizfile.sos.ca.gov/certification/index.



Office of Small Business & DVBE Services

Certification ID: 2022142

Legal Business Name: ABA Protection Inc.

Doing Business As (DBA) Name 1: ABA Protection Inc.

Doing Business As (DBA) Name 2: ABA Protection Inc.

Address: 31834 CASTAIC RD
CALIFORNIA
CASTAIC
CA 91384

Email Address: security@abaprotection.com

Business Web Page: www.abaprotection.com

Business Phone Number: 866/233-8299

Business Fax Number:

To Whom This May Concern,

It is my understanding that ABA Protection Inc. is seeking to contract protection services through city and government entities. ABA is currently protecting the city of San Francisco's/ Sutter HealthCare vaccination sight at 901 Ranking St, SF. CA, 94101. As one of the onsite managers, I have personally worked with ABA staff, and Anton Belov. It is my observation that ABA is a cordial, courteous, responsive, responsible & professional company whose owner & staff take seriously its role in keeping patients, hospital staff and the building secure. I am pleased with ABA Protection Inc. and refer them without question.

Regards,

William R. Ford


William R. Ford (Mar 2, 2021 10:06 PST)

William.r.Ford@SFPort.com

707-494-5280

Pier 50 Shed D,

SF, CA. 94106



ABA Protection Inc Reference Letter

To Whom It May Concern:

ABA Protection Inc provides security services to Alloy Processing – A PCC Company from February 2019 until the present. The services provided include access control and temperature checks seven (7) days per week.

ABA Protection Inc is in good standing with the Company.

If you may require any additional information, please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Paola Zambrano".

Paola Zambrano | HR Manager | PCC Aerostructures Alloy Processing

O: 310-635-9995 Ext. 141 | M: 562-884-0375 | E: Paola.Zambrano@pccairframe.com

www.pccairframe.com | www.pccaero.com

DESERT HILLS HOMEOWNERS ASSOCIATION

Professionally Managed by:
Jackie Herbert, Property Manager
Bartlein & Company, Inc., Managing Agent
25031 W. Avenue Stanford, Ste 110
Valencia, CA 91355

To Whom It May Concern:

ABA Protection Inc. has held their security position at Desert Hills Homeowners Association for almost 5 years+. During that time they have developed a close working relationship with the Association and the Management Company. Their security guards have gone over and beyond their duties, to protect and serve the Community.

The highlight of ABA Protection is their security guards. The Association has had far and too many incidents that their guards could not handle. The Association is very pleased with their actions not only because the guards do their job well done but they go beyond of what was required of them.

In the history of the Association of having security, no other security company has shown integrity as ABA Protection has. They have shown us that they are very serious about their job. They are very cordial, detailed and professional, making ABA Protection a valued part of our management team.

Together we plan to keep the Association and its Residents safe from crime and unwanted guests. They have proven to us, the Board of Directors and the Management Company that they will continue to do an impressive job.

If you have any questions, please contact us personally through our Property Manager Jackie Herbert from Bartlein & Company, Inc. at JackieH@Bartlein.com.

Sincerely,

DESERT HILLS HOMEOWNERS ASSOCIATION, INC.

By: Bartlein & Company, Inc.

Jackie Herbert

Jackie Herbert
Property Manager

The Mailing Address for The Association is In Care Of:

 **Bartlein
& Company, Inc.**

25031 W. Avenue Stanford, Suite 110 ♦ Valencia, CA 91355 ♦ (661) 257-1570 ♦ (661) 257-9926 fax



**SOUTHERN CALIFORNIA DISTRICT COUNCIL
OF
LABORERS**

AFFILIATED WITH
LABORERS' INTERNATIONAL UNION OF NORTH AMERICA, AFL-CIO

SERGIO RASCON
President

JON P. PRECIADO
Business Manager

PETER SANTILLAN
Secretary-Treasurer

4399 Santa Anita Ave. • Suite 205 • El Monte, CA 91731 • Tel (626) 350-6900 • Fax (626) 350-7583

AFFILIATED LOCALS

SOUTHERN CALIFORNIA

BURBANK
Local 345

HOLLYWOOD
Local 724

LONG BEACH
Local 1309

LOS ANGELES
Local 300

ORANGE COUNTY
Local 652

POMONA
Local 1414

RIVERSIDE-IMPERIAL
COUNTIES
Local 1184

SAN BERNARDINO
INYO-MONO COUNTIES
Local 783

SAN DIEGO
Local 89

VENTURA
Local 585

KERN COUNTY
SAN LUIS OBISPO COUNTY
SANTA BARBARA COUNTY
Local 220

ARIZONA

Local 1184

NEW MEXICO

ALBUQUERQUE
Local 16



WEBSITE: SCDCL.ORG

March 2, 2021

To Whom It May Concern:

ABA Protection, Inc. ("ABA") has provided security services to the Southern California District Council of Laborers ("District Council") in Covina, CA, for the past few months while our new office is being renovated. During this short period of time, ABA has developed a close working relationship with the District Council and the employees at the construction site. Their security team has gone over and beyond their duties to protect our premises and have found instances where the construction personnel have left our building and/or storage containers unsecured and remedied the situation. Before we hired ABA, we had sustained multiple break-ins and damage to our building under renovation. Since ABA took on the challenge (with only two-days notice), we have not sustained a single break-in or loss at the new building, despite being next to a freeway and being clearly visible that the building is under construction which is a lure for any would be thief!

ABA has proven their integrity to the District Council and we plan on continuing with their services even after our building is completed and occupied. They have demonstrated to us that they are very serious about their business and protecting our premises. In fact, I have personally tested their personnel to see how they handle trespassers and they have demonstrated that they are not afraid to approach a vehicle at any hour of the night, while still maintaining a cordial and determined demeanor to protect our premises and remove any trespassers.

I would highly recommend their services to anyone needing professional security services. If you have any questions, please do not hesitate to contact me at (626)350-6900 or by email at jon@scdcl.org

Cordially,

**SOUTHERN CALIFORNIA DISTRICT
COUNCIL OF LABORERS**

Jon P. Preciado
Business Manager

Feel the Power
LiUNA!

Closing Statement

ABA Protection Inc. created a cultured team mindset to step in and help at a moment's notice. What your employees think is what your organization becomes. This is why our motto comes up again. "Peace Of Mind". It is what ABA Protection Inc. thrives to offer employee and client each and every day.

Training, planning, drills are a cornerstone for each site and or project individually. No two are alike in this industry. Assets are different, requirements are different, and goals are different. Yet, every single opportunity any company holds is important to said client. The client needs that peace of mind. This is why a post award conference and or a transition plan is important to ABA Protection Inc.'s management team. Everyone involved is an asset. From employee, client, guests, contractors, sites, even the unruly or criminal minded. Training is precedent to a well-rounded security officer.

ABA Protection Inc. runs or sets up training courses for our security guards, also cross trains other officers from other sites, in case of an absence, call in, illness, planned vacation, planned or unplanned time off, or emergencies. We train all of our staff to work as a unit and a team to be flexible so to fill in to provide ongoing coverage as needed for each and every client. Part-time personnel are also on stand-by for scenarios to cover absent personnel. Which gives more hours to said personnel. Without loss of security level trained security guards. In addition, part time security officers are cross trained prior; ABA Protection Inc. has roving patrols that are also cross trained to assist as needed and where as needed. All security guards will fulfill all contract needed training i.e., CPR/First Aid training and the like; to fulfill any and all client warranted training required.

ABA Protection Inc. would like to make this panel aware that we reward our personnel with awards and what we use are stars. We use a rating system to let the client rate our guards and after good reviews the security guards get stars which translates into higher wages and may be awarded employee(s) of the month. We use an algorithm to calculate ratings and stars for awards each month. Internal ranks are also awarded as warranted.

Though rewards and such are great. ABA Protection Inc. also needs and wants to know from the client how our security guards are doing. Any negative remarks and or issues will be dealt with directly and right away. Either removing a security guard and or retraining. This is variable from an internal review and client discussion. We have rarely had any issues to warrant any of said needs throughout the years. This is clearly set by our expectations upfront from all personnel including management and or back-office staff.

ABA Protection Inc. understands you as the client is first. We know our team is ready. We understand any aspect placed upon us. We keep ourselves in training by client feedback and needs, suggestions, complaints, reviews positive or negative. Adapt and overcome any situation, issue or problem. This is what puts ABA Protection Inc. in the forefront.

**Rancho Murieta Community Services District
Services Agreement**

This Agreement is entered into as of the date last signed and dated below by and between Rancho Murieta Community Services District, a local government agency (“District”), and ABA Protection Inc., a California Corporation (“Contractor”), who agree as follows:

1 Scope of Work

Contractor shall perform the work and render the services described in the attached Exhibit A (the “Work”). Contractor shall provide all labor, services, equipment, tools, material and supplies required or necessary to properly, competently and completely perform the Work. Contractor shall determine the method, details and means of doing the Work.

2 Payment

2.1 District shall pay to Contractor a fee based on *[check one]*:

Contractor’s time and expenses necessarily and actually expended or incurred on the Work in accordance with Contractor’s fee schedule on the attached Exhibit A.

The fee arrangement described on the attached Exhibit A.

There shall be no compensation for extra or additional work or services by Contractor unless approved in advance in writing by District. Contractor’s fee includes all of Contractor’s costs and expenses related to the Work.

2.2 At the end of each month, Contractor shall submit to District an invoice for the Work performed during the preceding month. The invoice shall include a brief description of the Work performed, the dates of Work, number of hours worked and by whom (if payment is based on time), payment due, and an itemization of any reimbursable expenditures. If the Work is satisfactorily completed and the invoice is accurately computed, District shall pay the invoice within 30 days of its receipt.

3 Term

3.1 This Agreement shall take effect on July 1, 2021 and continue in effect until June 30, 2024, unless sooner terminated as provided below. This contract may be extended by 2 years after June 30, 2024. Time is of the essence in this Agreement. If Exhibit A includes a Work schedule or deadline, then Contractor must complete the Work in accordance with the specified schedule or deadline, which may be extended by District for good cause shown by Contractor. If Exhibit A does not include a Work schedule or deadline, then Contractor must perform the Work diligently and as expeditiously as possible, consistent with the professional skill and care appropriate for the orderly progress of the Work.

3.2 This Agreement may be terminated at any time by District upon 10 days advance written notice to Contractor. In the event of such termination, Contractor shall be fairly compensated for all work performed to the date of termination as calculated by District

based on the above fee and payment provisions. Compensation under this section shall not include any termination-related expenses, cancellation or demobilization charges, or lost profit associated with the expected completion of the Work or other such similar payments relating to Contractor's claimed benefit of the bargain.

4 Professional Ability of Contractor

4.1 Contractor represents that it is specially trained and experienced, and possesses the skill, ability, knowledge and certification, to competently perform the Work provided by this Agreement. District has relied upon Contractor's training, experience, skill, ability, knowledge and certification as a material inducement to enter into this Agreement. All Work performed by Contractor shall be in accordance with applicable legal requirements and meet the standard of care and quality ordinarily to be expected of competent professionals in Contractor's field.

4.2 The following individuals are designated as key personnel and are considered to be essential to the successful performance of the work hereunder: **Anton Belov, Owner; Robert Arias, Post Commander; Timofey Nechayev, Sergeant**. Contractor agrees that these individuals may not be removed from the Work or replaced without compliance with the following sections:

4.2.1 If one or more of the key personnel, for whatever reason, becomes, or is expected to become, unavailable for work under this contract for a continuous period exceeding 30 work days, or is expected to devote substantially less effort to the work than indicated in the proposal or initially anticipated, Contractor shall immediately notify District and shall, subject to District's concurrence, promptly replace the personnel with personnel of at least substantially equal ability and qualifications.

4.2.2 Each request for approval of substitutions must be in writing and contain a detailed explanation of the circumstances necessitating the proposed substitutions. The request must also contain a complete resume for the proposed substitute and other information requested or needed by District to evaluate the proposed substitution. District shall evaluate Contractor's request and District shall promptly notify Contractor of its decision in writing.

5 Conflict of Interest

Contractor (including principals, associates and professional employees) represents and acknowledges that (a) it does not now have and shall not acquire any direct or indirect investment, interest in real property or source of income that would be affected in any manner or degree by the performance of Contractor's services under this agreement, and (b) no person having any such interest shall perform any portion of the Work. The parties agree that Contractor is not a designated employee within the meaning of the Political Reform Act and District's conflict of interest code because Contractor will perform the Work independent of the control and direction of the District or of any District official, other than normal contract monitoring, and Contractor possesses no authority with respect to any District decision beyond the rendition of information, advice, recommendation or counsel.

6 Contractor Records

6.1 Contractor shall keep and maintain all ledgers, books of account, invoices, vouchers, canceled checks, and other records and documents evidencing or relating to the Work and invoice preparation and support for a minimum period of three years (or for any longer period required by law) from the date of final payment to Contractor under this Agreement. District may inspect and audit such books and records, including source documents, to verify all charges, payments and reimbursable costs under this Agreement.

6.2 In accordance with California Government Code section 8546.7, the parties acknowledge that this Agreement, and performance and payments under it, are subject to examination and audit by the California State Auditor for three years following final payment under the Agreement.

7 Ownership of Documents

All works of authorship and every report, study, spreadsheet, worksheet, plan, design, blueprint, specification, drawing, map, photograph, computer model, computer disk, magnetic tape, CAD data file, computer software and any other document or thing prepared, developed or created by Contractor under this Agreement and provided to District (“Work Product”) shall be the property of District, and District shall have the rights to use, modify, reuse, reproduce, publish, display, broadcast and distribute the Work Product and to prepare derivative and additional documents or works based on the Work Product without further compensation to Contractor or any other party. Contractor may retain a copy of any Work Product and use, reproduce, publish, display, broadcast and distribute any Work Product and prepare derivative and additional documents or works based on any Work Product; provided, however, that Contractor shall not provide any Work Product to any third party without District’s prior written approval, unless compelled to do so by legal process. If any Work Product is copyrightable, Contractor may copyright the same, except that, as to any Work Product that is copyrighted by Contractor, District reserves a royalty-free, nonexclusive and irrevocable license to use, reuse, reproduce, publish, display, broadcast and distribute the Work Product and to prepare derivative and additional documents or works based on the Work Product. If District reuses or modifies any Work Product for a use or purpose other than that intended by the scope of work under this Agreement, then District shall hold Contractor harmless against all claims, damages, losses and expenses arising from such reuse or modification. For any Work Product provided to District in paper format, upon request by District at any time (including, but not limited to, at expiration or termination of this Agreement), Contractor agrees to provide the Work Product to District in a readable, transferable and usable electronic format generally acknowledged as being an industry-standard format for information exchange between computers (e.g., Word file, Excel spreadsheet file, AutoCAD file).

8 Confidentiality of Information

8.1 Contractor shall keep in strict confidence all confidential, privileged, trade secret, and proprietary information, data and other materials in any format generated, used or obtained by the District or created by Contractor in connection with the performance of the Work under this Agreement (the “Confidential Material”). Contractor shall not use any Confidential Material for any purpose other than the performance of the Work under this Agreement, unless otherwise authorized in writing by District. Contractor also shall not

disclose any Confidential Material to any person or entity not connected with the performance of the Work under this Agreement, unless otherwise authorized in advance in writing by District. If there is a question if Confidential Material is protected from disclosure or is a public record or in the public domain, the party considering disclosure of such materials shall consult with the other party concerning the proposed disclosure.

8.2 Contractor, and its officers, employees, agents, and subcontractors, shall at all times take all steps that are necessary to protect and preserve all Confidential Material. At no time shall Contractor, or its officers, employees, agents, or subcontractors in any manner, either directly or indirectly, use for personal benefit or divulge, disclose, or communicate in any manner, any Confidential Material to any person or entity unless specifically authorized in writing by the District or by order of a court or regulatory entity with jurisdiction over the matter. Contractor, and its officers, employees, agents, and subcontractors shall protect the Confidential Material and treat it as strictly confidential in accordance with applicable law, District policies and directives, and best industry security practices and standards.

8.3 If any person or entity, other than District or Contractor, requests or demands, by subpoena, discovery request, California Public Records Act request or otherwise, Confidential Material or its contents, the party to whom the request is made will immediately notify the other party, so that the parties may collectively consider appropriate steps to protect the disclosure of those materials. The parties agree to take all steps reasonably necessary to preserve the confidential and privileged nature of the Confidential Material and its content. In the event that the parties cannot agree whether to oppose or comply with a disclosure demand, the opposing party may oppose the demand at its sole cost and expense, in which event the party favoring disclosure will refrain from disclosing the demanded Confidential Material until such time as a final agreement regarding disclosure is reached or, if an agreement is not reached, a judicial determination is made concerning the demand.

8.4 Unless otherwise directed in writing by the District, upon contract completion or termination, Contractor must destroy all Confidential Materials (written, printed and/or electronic) and shall provide a written statement to the District that such materials have been destroyed.

9 Compliance with Laws

9.1 General. Contractor shall perform the Work in compliance with all applicable federal, state and local laws and regulations. Contractor shall possess, maintain and comply with all federal, state and local permits, licenses and certificates that may be required for it to perform the Work. Contractor shall comply with all federal, state and local air pollution control laws and regulations applicable to the Contractor and its Work (as required by California Code of Regulations title 13, section 2022.1). Contractor shall be responsible for the safety of its workers and Contractor shall comply with applicable federal and state worker safety-related laws and regulations.

9.2 California Labor Code Compliance for Pre- and Post-Construction Related Work and Maintenance.

9.2.1 This section 9.2 applies if the Work includes either of the following:

9.2.1.1 Labor performed during the design, site assessment, feasibility study and pre-construction phases of construction, including, but not limited to, inspection and land surveying work, and labor performed during the post-construction phases of construction, including, but not limited to, cleanup work at the jobsite. (See California Labor Code section 1720(a).) If the Work includes some labor as described in the preceding sentence and other labor that is not, then this section 9.2 applies only to workers performing the pre-construction and post-construction work.

9.2.1.2 “Maintenance” work, which means (i) routine, recurring and usual work for the preservation, protection and keeping of any District facility, plant, building, structure, utility system or other property (“District Facility”) in a safe and continually usable condition, (ii) carpentry, electrical, plumbing, glazing, touchup painting, and other craft work designed to preserve any District Facility in a safe, efficient and continuously usable condition, including repairs, cleaning and other operations on District machinery and equipment, and (iii) landscape maintenance. “Maintenance” excludes (i) janitorial or custodial services of a routine, recurring or usual nature, and (ii) security, guard or other protection-related services. (See California Labor Code section 1771 and 8 California Code of Regulations section 16000.) If the Work includes some “maintenance” work and other work that is not “maintenance,” then this section 9.2 applies only to workers performing the “maintenance” work.

9.2.2 Contractor shall comply with the California Labor Code provisions concerning payment of prevailing wage rates, penalties, employment of apprentices, hours of work and overtime, keeping and retention of payroll records, and other requirements applicable to public works as may be required by the Labor Code and applicable state regulations. (See California Labor Code division 2, part 7, chapter 1 (sections 1720-1861), which is incorporated in this Agreement by this reference.) The state-approved prevailing rates of per diem wages are available at <http://www.dir.ca.gov/oprl/DPreWageDetermination.htm>. Contractor also shall comply with Labor Code sections 1775 and 1813, including provisions that require Contractor to (a) forfeit as a penalty to District up to \$200 for each calendar day or portion thereof for each worker (whether employed by Contractor or any subcontractor) paid less than the applicable prevailing wage rates for any labor done under this Agreement in violation of the Labor Code, (b) pay to each worker the difference between the prevailing wage rate and the amount paid to each worker for each calendar day or portion thereof for which the worker was paid less than the prevailing wage, and (c) forfeit as a penalty to District the sum of \$25 for each worker (whether employed by Contractor or any subcontractor) for each calendar day during which the worker is required or permitted to work more than 8 hours in any one day and 40 hours in any one calendar week in violation of Labor Code sections 1810 through 1815.

9.2.3 If the Work includes labor during pre- or post-construction phases as defined in section 9.2.1.1 above and the amount of the fee payable to Contractor under section 2 of this Agreement exceeds \$25,000, Contractor must be registered and qualified to perform public work with the Department of Industrial Relations pursuant section 1725.5 of the Labor Code.

Contractor’s Public Works Contractor Registration Number: _____

9.2.4 If the Work includes maintenance as defined in section 9.2.1.2 above and the amount of the fee payable to Contractor under section 2 of this Agreement exceeds

\$15,000, Contractor must be registered and qualified to perform public work with the Department of Industrial Relations pursuant section 1725.5 of the Labor Code.

Contractor’s Public Works Contractor Registration Number: _____

d. *Intentionally omitted*

Indemnification.

9.3 Contractor shall indemnify, defend, protect, and hold harmless District, and its officers, employees and agents (“Indemnitees”) from and against any claims, liability, losses, damages and expenses (including attorney, expert witness and Contractor fees, and litigation costs) (collectively a “Claim”) that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Contractor or its employees, agents or subcontractors. The duty to indemnify, including the duty and the cost to defend, is limited as provided in this section. However, this indemnity provision will not apply to any Claim arising from the sole negligence or willful misconduct of District or its employees or agents. Contractor’s obligations under this indemnification provision shall survive the termination of, or completion of Work under, this Agreement.

9.4 This section 10.2 applies if the Contractor is a “design professional” as that term is defined in Civil Code section 2782.8. If a court or arbitrator determines that the incident or occurrence that gave rise to the Claim was partially caused by the fault of an Indemnatee, then in no event shall Contractor’s total costs incurred pursuant to its duty to defend Indemnitees exceed Contractor’s proportionate percentage of fault as determined by a final judgment of a court or final decision of arbitrator.

10 Insurance

Types & Limits. Contractor at its sole cost and expense shall procure and maintain for the duration of this Agreement the following types and limits of insurance: ***[The general liability and automobile coverage limits may be adjusted depending on the Work’s overall risks, cost and complexity.]***

<i>Type</i>	<i>Limits</i>	<i>Scope</i>
Commercial general liability	\$2,000,000 per occurrence & \$4,000,000 aggregate	at least as broad as Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property damage, bodily injury, personal and advertising injury
Automobile liability	\$1,000,000 per accident	at least as broad as ISO Business Auto Coverage (Form CA 00 01)
Workers’ compensation	Statutory limits	

Employers' liability	\$1,000,000 per accident	
Professional liability*	\$1,000,000 per claim	

*Required only if Contractor is a licensed engineer, land surveyor, geologist, architect, doctor, attorney or accountant.

10.1 **Other Requirements.** The general and automobile liability policy(ies) shall be endorsed to name District, its officers, employees, volunteers and agents as additional insureds regarding liability arising out of the Work. Contractor's coverage shall be primary and apply separately to each insurer against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability. District's insurance or self-insurance, if any, shall be excess and shall not contribute with Contractor's insurance. Each insurance policy shall be endorsed to state that coverage shall not be canceled, except after 30 days (10 days for non-payment of premium) prior written notice to District. Insurance is to be placed with admitted insurers with a current A.M. Best's rating of A:VII or better unless otherwise acceptable to District. Workers' compensation insurance issued by the State Compensation Insurance Fund is acceptable. Contractor agrees to waive subrogation that any insurer may acquire from Contractor by virtue of the payment of any loss relating to the Work. Contractor agrees to obtain any endorsement that may be necessary to implement this subrogation waiver. The workers' compensation policy must be endorsed to contain a subrogation waiver in favor of District for the Work performed by Contractor.

10.2 **Proof of Insurance.** Upon request, Contractor shall provide to District the following proof of insurance: (a) certificate(s) of insurance evidencing this insurance; and (b) endorsement(s) on ISO Form CG 2010 (or insurer's equivalent), signed by a person authorized to bind coverage on behalf of the insurer(s), and certifying the additional insured coverage.

11 General Provisions

11.1 **Entire Agreement; Amendment.** The parties intend this writing to be the sole, final, complete, exclusive and integrated expression and statement of the terms of their contract concerning the Work. This Agreement supersedes all prior oral or written negotiations, representations, contracts or other documents that may be related to the Work, except those other documents (if any) that are expressly referenced in this Agreement. This Agreement may be amended only by a subsequent written contract approved and signed by both parties.

11.2 **Independent Contractor.** Contractor's relationship to District is that of an independent contractor. All persons hired by Contractor and performing the Work shall be Contractor's employees or agents. Contractor and its officers, employees and agents are not District employees, and they are not entitled to District employment salary, wages or benefits. Contractor shall pay, and District shall not be responsible in any way for, the salary, wages, workers' compensation, unemployment insurance, disability insurance, tax withholding, and benefits to and on behalf of Contractor's employees. Contractor shall, to the fullest extent permitted by law, indemnify District, and its officers, employees, volunteers and agents from and against any and all liability, penalties, expenses and costs resulting from any adverse determination by the federal Internal Revenue Service, California

Franchise Tax Board, other federal or state agency, or court concerning Contractor's independent contractor status or employment-related liability.

11.3 **Subcontractors.** No subcontract shall be awarded nor any subcontractor engaged by Contractor without District's prior written approval. Contractor shall be responsible for requiring and confirming that each approved subcontractor meets the minimum insurance requirements specified in section 11 of this Agreement. Any approved subcontractor shall obtain the required insurance coverages and provide proof of same to District in the manner provided in section 11 of this Agreement.

11.4 **Assignment.** This Agreement and all rights and obligations under it are personal to the parties. The Agreement may not be transferred, assigned, delegated or subcontracted in whole or in part, whether by assignment, subcontract, merger, operation of law or otherwise, by either party without the prior written consent of the other party. Any transfer, assignment, delegation, or subcontract in violation of this provision is null and void and grounds for the other party to terminate the Agreement.

11.5 **No Waiver of Rights.** Any waiver at any time by either party of its rights as to a breach or default of this Agreement shall not be deemed to be a waiver as to any other breach or default. No payment by District to Contractor shall be considered or construed to be an approval or acceptance of any Work or a waiver of any breach or default.

11.6 **Severability.** If any part of this Agreement is held to be void, invalid, illegal or unenforceable, then the remaining parts will continue in full force and effect and be fully binding, provided that each party still receives the benefits of this Agreement.

11.7 **Governing Law and Venue.** This Agreement will be governed by and construed in accordance with the laws of the State of California. The county and federal district court where District's office is located shall be venue for any state and federal court litigation concerning the enforcement or construction of this Agreement.

11.8 **Notice.** Any notice, demand, invoice or other communication required or permitted to be given under this Agreement must be in writing and delivered either (a) in person, (b) by prepaid, first class U.S. mail, (c) by a nationally-recognized commercial overnight courier service that guarantees next day delivery and provides a receipt, or (d) by email with confirmed receipt. Such notices, etc. shall be addressed as follows:

District:

Rancho Murieta Community Services District
Attn: Tom Hennig
Rancho Murieta Community Services District, 15160 Jackson Road, Rancho Murieta,
CA 95683
E-mail: thennig@rmcsd.com

Contractor:

ABA Protection, Inc
Attn: Anton Belov
E-mail: abaprotection@icloud.com

Notice given as above will be deemed given (a) when delivered in person, (b) three days after deposited in prepaid, first class U.S. mail, (c) on the date of delivery as shown on the overnight courier service receipt, or (d) upon the sender's receipt of an email from the other party confirming the delivery of the notice, etc. Any party may change its contact information by notifying the other party of the change in the manner provided above.

11.9 **Signature Authority.** Each party warrants that the person signing this Agreement is authorized to act on behalf of the party for whom that person signs. The Parties may execute and deliver this Agreement and documents necessary to perform it, including task orders and amendments, in any number of original or facsimile counterparts. When each Party has signed and delivered at least one counterpart to the other Party, each counterpart shall be deemed an original and, taken together, the counterparts shall constitute one and the same document, which shall be binding and effective.

Rancho Murieta Community Services District:

Dated: _____

By: _____

Tom Hennig
General Manager

ABA Protection Services, Inc.:

Dated: _____

By: _____

Anton Belov
Owner/CEO



REQUEST FOR PROPOSAL RATES for ON-CALL SECURITY SERVICES
Rancho Murieta Community Services District proposal for Contract
Security Services at Rancho Murieta, Sacramento County, California.

ABA Protection Inc.

31834 Castaic Rd.

Castaic, CA 91384 United States

866-233-8299

Anton Belov CEO/Owner

abaprotection@icloud.com

424-274-9200

05/14/2021

Cost Proposal

Manner of Payment: At the end of each month, ABA Protection Inc. understands and shall submit to District a detailed invoice for the hours and work performed during the preceding month. All invoices shall be reviewed by District Security Administration prior to submission for payment.

The hourly rates provided below includes all overhead rates; overhead rates are not an add-on to the hourly rates proposed. The cost proposal describes the overhead rate to be charged for each job specification, including Supervisor, Gate Officer and Patrol Officer. The District's preference will be adhered to by ABA Protection Inc. for the proposed hourly rates to remain constant over the contract based period of 3 years. If the contract is extended for an additional 2-year option periods, ABA Protection Inc. will include an increase of 3% for both year 4 and 5; due to inflation costs. ABA Protection Inc. will show billing rates by work performed and by time performed (regular weekdays, after hours, weekends and holidays). Invoices will be submitted and be broken down by hourly rates for each position worked.

ABA Protection Inc. rates include all overhead and prevailing wages set forth for the state of California for contracting officers.

ABA Protection Inc. will only charge overtime rates to RMCSO when ABA Protection Inc. is asked for security personnel to work over a regular eight-hour (8) shift(s). All the 24 hour coverage will be broken down into 3 eight hour (8) shift(s), unless RMCSO requests different shift(s) coverages specified by our RMCSO representative in writing.

The Supervisor: is responsible for overseeing all aspects of the work at hand for each post for RMCS D and descriptions of duties for each gate officer and patrol officer on duty. They are the direct communication between ABA Protection Inc. and RMCS D, oversee all operations, hiring, firing, scheduling, timesheets, hours, posting, training, drills, breaks, coverage and or emergency situations and contacts.

The Gate Officer: is responsible for gate post duties that will include, but are not limited to operating and staffing RMA security gates. Operating a communication system to maintain contact with local law enforcement, fire, EMS and any other emergency services along with appropriate entities within the District. The security guard personnel will be responsible for answering telephone calls at the gates from residents and District staff, dispatch calls for service to patrol personnel, controls and monitors access to and from gated portions within the District. All personnel will maintain records and statistics on vehicles and persons entering and leaving the District. Reports will be done during and at the beginning and end of each shift. ABA Protection Inc. has an internal reporting system that we will give access to our RMCS D representative and any other prudent RMCS D staff preapproved by our RMCS D representative. The reports will allow ABA Protection Inc.'s Post Commander / supervisor and RMCS D to review, in real-time, fully prepared daily reports of activities. Including but not limited to crisis alerts, important updates, pictures, videos and location points via GPS cloud security. Our system allows our Post Commander to create a specific set of key items for the security personnel to adhere to any specific needs or notes that RMCS D may want in reporting capabilities.

The Patrol Officer: The patrol unit will be responsible for security and crime prevention. Is responsible to provide on-call twenty-four (24) hour a day mobile patrol unit with armed personnel to patrol all areas within the boundaries of the District; as needed. The patrol unit will patrol assigned areas and marking specific checkpoints; observe and record incident information; write reports; answer calls for service and general complaints; operate a communication system to maintain contact with local law enforcement, fire, EMS and any other emergency services along with appropriate entities within the District. The patrol unit will also enforce covenants, conditions and restrictions ("CC&Rs") related to the provision of security services adopted for each Association within the boundaries of the District by issuing citations and enforce District Code violations as outlined in the RMCS D District Code 21, Section 8. All violations will also be noted and logged in real time through ABA Protection Inc.'s internal system for reporting.

Base 3-year agreement rates

Regular hourly rates:

Supervisor hourly rate: \$36.50 per hour
Gate Officer hourly rate: \$32.50 per hour
Patrol Officer hourly rate: \$36.50 per hour

Weekend hourly rates:

Supervisor hourly rate: \$36.50 per hour
Gate Officer hourly rate: \$32.50 per hour
Patrol Officer hourly rate: \$36.50 per hour

After hours hourly rates:

Supervisor hourly rate: \$36.50 per hour
Gate Officer hourly rate: \$32.50 per hour
Patrol Officer hourly rate: \$36.50 per hour

Federal Holiday hourly rates:

Supervisor hourly rate: \$54.75 per hour
Gate Officer hourly rate: \$49.50 per hour
Patrol Officer hourly rate: \$54.75 per hour

Overtime hourly rates:

Supervisor hourly rate: \$54.75 per hour
Gate Officer hourly rate: \$49.50 per hour
Patrol Officer hourly rate: \$54.75 per hour

OPTION YEAR 4 and 5 - 3% increase

Regular hourly rates:

Supervisor hourly rate: \$37.60 per hour
Gate Officer hourly rate: \$33.48 per hour
Patrol Officer hourly rate: \$37.60 per hour

Weekend hourly rates:

Supervisor hourly rate: \$37.60 per hour
Gate Officer hourly rate: \$33.48 per hour
Patrol Officer hourly rate: \$37.60 per hour

After hours hourly rates:

Supervisor hourly rate: \$37.60 per hour
Gate Officer hourly rate: \$33.48 per hour
Patrol Officer hourly rate: \$37.60 per hour

Federal Holiday hourly rates:

Supervisor hourly rate: \$56.40 per hour
Gate Officer hourly rate: \$50.22 per hour
Patrol Officer hourly rate: \$56.40 per hour

Overtime hourly rates:

Supervisor hourly rate: \$56.40 per hour
Gate Officer hourly rate: \$50.22 per hour
Patrol Officer hourly rate: \$56.40 per hour