



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

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AGENDA

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

REGULAR BOARD MEETING

JUNE 15, 2016

Open Session 5:00 p.m.
District Administration Building – Board Room
15160 Jackson Road
Rancho Murieta, CA 95683

BOARD MEMBERS

Gerald Pasek	President
Betty Ferraro	Vice President
Morrison Graf	Director
Michael Martel	Director
Mark Pecotich	Director

STAFF

Darlene J. Thiel Gillum	General Manager
Greg Remson	Security Chief
Paul Siebensohn	Director of Field Operations
Eric Thompson	Controller
Suzanne Lindenfeld	District Secretary

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

JUNE 15, 2016

REGULAR BOARD MEETING

Open Session: 5:00 p.m.

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

AGENDA

ESTIMATED RUNNING TIME

1. **CALL TO ORDER** - Determination of Quorum - President Pasek **(Roll Call)** 5:00

2. **ADOPT AGENDA (Motion)**

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.

3. **SPECIAL ANNOUNCEMENTS AND ACTIVITIES**

4. **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.

5. **CONSENT CALENDAR (Motion) (Roll Call Vote) (5 min.)**

All the following items in Agenda Item 5 will be approved as one item if they are not excluded from the motion adopting the consent calendar.

a. **Approval of Board Meeting Minutes**

1. May 18, 2016 Regular Board Meeting
2. May 25, 2016 Special Board Meeting

b. **Committee Meeting Minutes (Receive and File)**

1. June 3, 2016 Security Committee Meeting
2. June 3, 2016 Finance Committee Meeting
3. June 3, 2016 Improvements Committee Meeting

c. **Approval of Bills Paid Listing**

6. **STAFF REPORTS** (Receive and File)
 - a. General Manager's Report
 - b. Administration/Financial Report
 - c. Security Report
 - d. Water/Wastewater/Drainage Report
7. **CORRESPONDENCE**
8. **CONSIDER ADOPTION OF RESOLUTION 2016-07, IN HONOR OF MELISSA REHUREK-BENNETT** (Discussion/Action) (Motion) (Roll Call Vote) (5 min.)
9. **CONSIDER DEVELOPER, COSUMNES RIVER LAND, LLC., CONTESTING PAYMENT OF COMMUNITIES FACILITIES FEES AS CALCULATED BY THE DISTRICT** (Discussion/Action) (Motion) (Roll Call Vote) (10 min.)
10. **CONSIDER REQUEST FROM ROEBBELEN CONSTRUCTION, CONSTRUCTION MANAGER AT RISK, FOR AN ADJUSTMENT TO THE GUARANTEED MAXIMUM BUDGET FOR THE WATER TREATMENT PLANT EXPANSION PROJECT** (Discussion/Action) (Motion) (Roll Call Vote) (20 min.)
11. **CONSIDER APPROVAL OF SALES TAX PAYMENT ON THE GE PORTION OF THE WATER TREATMENT PLANT EXPANSION PROJECT** (Discussion/Action) (Motion) (Roll Call Vote) (15 min.)
12. **CONSIDER APPROVAL OF THE COST FOR THE SMUD POWER PANEL UPGRADE FOR THE WASTEWATER TREATMENT PLANT SOLAR ARRAY** (Discussion/Action) (Motion) (5 min.)
13. **DISCUSS SACRAMENTO CENTRAL GROUNDWATER AUTHORITY MEMBERSHIP** (Discussion/Action) (5 min.)
14. **CONSIDER ADOPTION OF ORDINANCE O2016-02, AMENDING DISTRICT CODE, CHAPTER 2, BOARD OF DIRECTORS RULES AND PROCEDURES AND REVISING BOARD GUIDELINES AND POLICIES** (Discussion/Action) (Motion) (Roll Call Vote) (5 min.)
15. **CONSIDER ADOPTION OF RESOLUTION R2016-04, FISCAL YEAR 2016-2017 BUDGET AND CAPITAL PROJECTS** (Discussion/Action) (Motion) (Roll Call Vote) (5 min.)
16. **CONSIDER ADOPTION OF ORDINANCE O2016-03, 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.)

17. **CONSIDER APPROVAL OF CALIFORNIA WASTE RECOVERY SYSTEMS THIRD AMENDMENT TO THE 2013 CONTRACT** (Discussion/Action) (Motion) (Roll Call Vote) (5 min.)
18. **CONSIDER APPROVAL OF ANNUAL AUDIT ENGAGEMENT LETTER** (Discussion/Action) (Motion) (5 min.)
19. **CONSIDER APPROVAL OF MASTER LEASE/PURCHASE AGREEMENT WITH HOBLIT CHRYSLER JEEP DODGE FOR SECURITY VEHICLE** (Discussion/Action) (Motion) (5 min.)
20. **RECEIVE AND CONSIDER UPDATES** (Discussion/Action) (15 min.)
 - a. Parks Committee
 - b. Pending and Proposed Land Development Projects
 - c. Escuela Gate
 - d. Midge Fly Ad Hoc Committee
 - e. Solar Power Installation
21. **CONSIDER CALIFORNIA SPECIAL DISTRICTS ASSOCIATION 2016 BOARD ELECTIONS REPRESENTATIVE** (Discussion/Action) (Motion)
22. **CONSIDER CONFERENCE/EDUCATION OPPORTUNITIES** (Discussion/Action) (Motion)
23. **REVIEW MEETING DATES/TIMES:**
 - a. Midge Fly Ad Hoc – June 27, 2016 at 9:00 a.m. @ RMA
 - b. Security – July 1, 2016 at 8:30 a.m.
 - c. Finance – July 1, 2016 at 9:00 a.m.
 - d. Improvements – July 1, 2016 at 9:30 a.m.
 - e. Communications – July 11, 2016 at 4:00 p.m.
 - f. Personnel – July 11, 2016 at 4:30 p.m.
 - g. Regular Board Meeting – July 20, 2016 - open session at 5:00 p.m.
24. **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. Directors 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.*
25. **ADJOURNMENT** (Motion)

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

Note: This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of this posting is June 10, 2016. Posting locations are: 1) District Office; 2) Plaza Foods; 3) Rancho Murieta Association; 4) Murieta Village Association.



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Board of Directors Meeting

MINUTES

May 18, 2016 – Open Session at 5:00 p.m.

1. CALL TO ORDER/ROLL CALL

Vice President Betty Ferraro called the regular meeting of the Board of Directors of Rancho Murieta Community Services District to order at 5:00 p.m. in the District meeting room, 15160 Jackson Road, Rancho Murieta. Directors present were Betty Ferraro, Michael Martel, and Mark Pecotich. Also present were Darlene J. Thiel Gillum, General Manager; Greg Remson, Security Chief; Paul Siebensohn, Director of Field Operations; Eric Thompson, Controller; Suzanne Lindenfeld, District Secretary; and Richard Shanahan, District General Counsel. President Gerald Pasek and Director Morrison Graf were absent.

2. ADOPT AGENDA

Motion/Pecotich to adopt the agenda. **Second/Martel. Ayes: Ferraro, Martel, Pecotich. Noes: None. Absent: Pasek, Graf. Abstain: None.**

3. SPECIAL ANNOUNCEMENTS AND ACTIVITIES

Darlene Thiel Gillum stated that Girl Scout Troop 2691 presented Chief Remson with a pet microchip scanner Tuesday afternoon.

4. COMMENTS FROM THE PUBLIC

None.

5. CONSENT CALENDAR

Motion/Pecotich to adopt the consent calendar. **Second/Martel. Roll Call Vote: Ayes: Ferraro, Martel, Pecotich. Noes: None. Absent: Pasek, Graf. Abstain: None.**

6. STAFF REPORTS

Under Agenda Item 6a, Director Pecotich asked if the Board of Directors will be reviewing the applications for the Security Chief position. Darlene Thiel Gillum stated that the General Manager does the hiring of the Security Chief; the Board of Directors is not involved in that process.

7. CORRESPONDENCE

None.

8. REVIEW OF THE PROPOSED 2016/2017 BUDGET AND CAPITAL PROJECTS

Darlene Thiel Gillum gave a brief PowerPoint presentation regarding the proposed 2016/2017 budget and Capital Improvements Projects. The proposed budget maintains a zero increase on the average bill for residential metered lots. There is only one new Capital Improvements Project, replacement of a utility truck. Adoption of the 2016/2017 budget will take place at the June 15, 2016 regular Board meeting.

Les Clark asked if any money has been designated in the operating budget for the enhanced camera plan. Darlene Thiel Gillum stated that payment for that project is through the Security Impact Fees that are collected from developers. At this time, there has been no impact on the budget.

Motion/Pecotich to introduce Resolution 2016-04, waive the full reading and continue to the June 15, 2016 Board meeting for adoption. **Second/Martel. Roll Call Vote: Ayes: Ferraro, Martel, Pecotich. Noes: None. Absent: Pasek, Graf. Abstain: None.**

9. PUBLIC HEARING – CONSIDER APPROVAL OF THE PROPOSED SERVICE CHARGE INCREASES AND SPECIAL TAX ADJUSTMENTS

Darlene Thiel Gillum gave a brief summary regarding the proposed rate changes on the average monthly bill for a residential metered lot, which is a net-zero change. The District's ability to achieve the 'zero impact' is a result of cost savings achieved primarily in the cost of power as a result of implementing solar power at the Wastewater Treatment Plant and the Water Treatment Plant; cost savings in equipment rental as a result of purchasing a backhoe in 2015; reductions in healthcare cost as a result of employee coverage elections; and re-aligning projected cost with historical trend in some budget categories. In addition, there are projected increases in revenue as a result of the forthcoming development at The Retreats West and Murieta Gardens.

Vice President Ferraro opened the hearing at 5:32 p.m.

There were no comments.

Vice President Ferraro closed the hearing at 5:33 p.m.

Darlene Thiel Gillum stated that one (1) letter of protest was received.

Motion/Pecotich to Introduce Ordinance O2016-03, 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, waive the full reading of the Ordinance and continue to the June 15, 2016 Board meeting for adoption. **Second/Martel. Roll Call Vote: Ayes: Ferraro, Martel, Pecotich. Noes: None. Absent: Pasek, Graf. Abstain: None.**

10. CONSIDER ADOPTING ORDINANCE 02016-02 AMENDING DISTRICT CODE CHAPTER 2, BOARD OF DIRECTORS RULES AND PROCEDURES AND REVISING BOARD GUIDELINES AND POLICIES (taken out of order)

Darlene Thiel Gillum stated that per Government Code, a Director cannot be District General Manager or Treasurer, so that wording change will be made and the Ordinance will be brought back to the Board for adoption at the June 15, 2016 Board meeting.

11. CONSIDER APPROVAL OF TRANSFER TO RESERVE FUNDS

Darlene Thiel Gillum gave a brief summary of the recommendation to approve the transfer of money to Reserve Funds.

Motion/Pecotich to approve the transfer of \$150,000 of undesignated cash to Capital Replacement Reserves for the Sewer Fund; approve the transfer of \$50,000 of undesignated cash to Capital Replacement Reserves for the Security Fund; approve the transfer of \$25,000 of undesignated cash to Capital Replacement Reserves for the Drainage Fund; and approve the transfer of \$25,000 of undesignated cash to Admin Replacement Reserves. **Second/Martel. Roll Call Vote: Ayes: Ferraro, Martel, Pecotich. Noes: None. Absent: Pasek, Graf. Abstain: None.**

12. CONSIDER APPROVAL OF PROPOSAL FOR PRE-DESIGN REPORT FOR THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT'S RECYCLED WATER PROGRAM – PHASE 1

Darlene Thiel Gillum gave a brief summary of the recommendation to approve the proposal for the Pre-Design Report for the District's Recycled Water Program – Phase 1. Director Martel asked about the north course upgrades. Kevin Kennedy, Kennedy/Jenks, stated that is part of Phase 2. This proposal is only for Phase 1.

Motion/Pecotich to approve the proposal from Kennedy/Jenks Consultants for predesign report for Rancho Murieta Community Services District Recycled Water Program, Phase 1, in an amount not to exceed \$90,176 (includes a 5% contingency). Funding to come from Water Augmentation Reserves. **Second/Martel. Ayes: Ferraro, Martel, Pecotich. Noes: None. Absent: Pasek, Graf. Abstain: None.**

13. CONSIDER ADOPTION OF RESOLUTION R2016-05 AUTHORIZING THE SALE OF DISTRICT SURPLUS EQUIPMENT

Chief Remson gave a brief summary of the recommendation to adopt Resolution R2016-05 authorizing the sale of a Patrol Vehicle – a 2010 Ford Escape with over 118,000 miles and a bad transmission.

Motion/Pecotich to adopt Resolution R2016-05 authorizing the sale of District surplus equipment. **Second/Martel. Roll Call Vote: Ayes: Ferraro, Martel, Pecotich. Noes: None. Absent: Pasek, Graf. Abstain: None.**

14. CONSIDER APPROVAL OF CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA) BYLAWS UPDATE

Darlene Thiel Gillum gave a brief summary of the California Special Districts Association bylaw updates. These have no impact on the District.

Motion/Pecotich to approve the proposed California Special Districts Association bylaw updates. **Second/Martel. Roll Call Vote: Ayes: Ferraro, Martel, Pecotich. Noes: None. Absent: Pasek, Graf. Abstain: None.**

15. RECEIVE WATER TREATMENT PLANT EXPANSION PROJECT UPDATE

Paul Siebensohn gave an update on the Water Treatment Plant and Expansion Project. Staff is continuing to learn the intricacies of the new control systems and accommodations that are needed for the new facility. Plant 2 control system swap over is still in the process. Paving of the main parking lot area has been completed. The bird netting installation is expected to occur on May 16, 2016. The siding work is nearly completed at Plant 2.

16. RECEIVE UPDATES

Solar Power Installation

Paul Siebensohn gave an update on the Solar Power Project. Solar City noted that there was an electrical conflict which is being looked at that may delay the project start a few weeks. This delay will cause the nesting bird surveys to be conducted again.

Augmentation Well

Paul Siebensohn gave an update on the Augmentation Well Project. The project's Right of Entry request has been submitted to the landowner and is needed before we can proceed. The project scope has been revised to include only Well Site B adjacent to the river.

Parks Committee

Director Pecotich gave a brief update on the Parks Committee Operating Guidelines (Guidelines) with the Rancho Murieta Association (RMA) requested changes. John Sullivan stated that the developers group has not had a chance to review the Guidelines and objects to the RMA suggested changes. Mr. Sullivan requested the Parks Committee have a working meeting where all Committee representatives can participate and discuss the Guidelines.

By consensus, the Board agreed to review the Guidelines and submit their suggestions to Darlene and Suzanne by end of business on June 6, 2016.

Les Clark suggested the District develop a written statement to clarify the District's role in the community parks.

John Sullivan suggested Richard Brandt's comments to the Board regarding the parks be transcribed for future reference. Director Martel stated that there is a lot more to the parks agreements than what Mr. Brandt commented to the Board, including lawsuits and various court documents.

Development

The conditions of approval for the Retreats have been satisfied and documentation of such has been provided to the County.

Midge Fly Ad Hoc Committee

Director Ferraro gave a brief summary of the May 9, 2016 Committee meeting and the Focus Statement the Committee is developing which will expand the Committee's focus to include water quality.

Larry Shelton, Midge Fly Ad Hoc Committee Co-Chair, commented on the District not contributing equal share to the project. Darlene Thiel Gillum stated that the District donated \$11,000 of pumps to be installed but RMA rejected them due to power/electrical issues. Mr. Shelton also commented that the Committee needs to address the water quality.

After a discussion, the Board agreed, by consensus, to move forward with Darlene Thiel Gillum and Paul Siebensohn re-writing #4 of the Focus Statement, due by June 6, 2016.

Escuela Gate

Darlene Thiel Gillum gave a brief update of the decision made by RMA at their Board May 17, 2016 Board meeting to not contribute to the County to help fund the improvements on Stonehouse Road related to the left turn lane at Escuela Gate. After a discussion, the Board agreed, by consensus, to have Darlene Thiel Gillum send a letter to Supervisor McGlashan regarding funding for improvements to Stonehouse Road to include a turn lane.

Ribbon Cutting Ceremony/Event

The ribbon cutting ceremony is scheduled for 11:00 a.m. June 2, 2016. To date, 24 RSVP's have been received.

17. REVIEW AND SELECT CONFERENCE/EDUCATION OPPORTUNITIES

No discussion.

18. REVIEW MEETING DATES/TIMES

Director Martel will not be at the June Security and Finance Committee meetings.

19. COMMENTS/SUGGESTIONS – BOARD MEMBERS AND STAFF

Paul Siebensohn stated that he just read that the State conservation restrictions have been lifted but nothing official has been sent out. Reservoirs are being topped off.

Chief Remson stated that over 1,200 requests for information updates have been sent out and over 700 have been returned.

Director Martel stated that since there is no rate increase this next fiscal year, he will reward the executive staff by buying them lunch.

20. ADJOURNMENT

Motion/Martel to adjourn at 7:21 p.m. **Second/Pecotich. Ayes: Ferraro, Martel, Pecotich. Noes: None. Absent: Pasek, Graf. Abstain: None.**

Respectfully submitted,

Suzanne Lindenfeld
District Secretary



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Special Board of Directors Meeting

MINUTES

May 25, 2016 – Open Session at 5:00 p.m.

1. CALL TO ORDER/ROLL CALL

President Gerald Pasek called the special meeting of the Board of Directors of Rancho Murieta Community Services District to order at 5:00 p.m. in the District meeting room, 15160 Jackson Road, Rancho Murieta. Directors present were Gerald Pasek, Betty Ferraro, Morrison Graf, and Michael Martel. Also present were Darlene J. Thiel Gillum, General Manager; Paul Siebensohn, Director of Field Operations; and Suzanne Lindenfeld, District Secretary. Director Mark Pecotich was absent.

2. ADOPT AGENDA

Motion/Ferraro to adopt the agenda. **Second/Graf. Ayes: Pasek, Ferraro, Graf, Martel. Noes: None. Absent: Pecotich. Abstain: None.**

3. COMMENTS FROM THE PUBLIC

None.

4. CONSIDER APPOINTMENT OF RANCHO MURIETA COMMUNITY SERVICES DISTRICT DIRECTOR AS DISTRICT REPRESENTATIVE ON THE SACRAMENTO COUNTY STAKEHOLDERS COMMITTEE REGARDING DEVELOPMENT IN RANCHO MURIETA

Darlene Thiel Gillum gave a brief summary of the request from Sacramento County Supervisor Roberta MacGlashan to have the District appoint one of their Directors, along with the General Manager, to represent the District at “Stakeholder Meetings” that Sacramento County will be holding regarding development in Rancho Murieta. These meetings are not open to the public.

Director Ferraro stated she is willing to be the District’s representative.

Director Graf stated he is also willing to be the District’s representative.

Motion/Pasek to appoint Director Morrison Graf as District Representative on the Sacramento County Stakeholders Committee Regarding Development in Rancho Murieta. **Second/Martel.**

Director Martel commented on his concern regarding the meetings not being open to the public and decisions being made. Darlene Thiel Gillum stated that these meetings are informational only, no decisions will be made. The District representatives will provide a report back to the Board.

Director Ferraro commented on her having seniority and having been involved in this type of meeting with the County previously. President Pasek stated that a motion had been made for Morrison Graf.

ROLL CALL VOTE: Ayes: Pasek, Graf, Martel. Noes: Ferraro. Absent: Pecotich. Abstain: None.

5. CONSIDER ADOPTION OF RESOLUTION R2016-06 REPEALING STAGE TWO WATER SHORTAGE CONDITION AND REVISING WATER USE RESTRICTIONS

Darlene Thiel Gillum gave a summary of the recommendation to adopt Resolution R2016-06 repealing the Stage Two water shortage condition and revising the water use restrictions.

On May 9, 2016, Governor Brown issued an Executive Order confirming that drought conditions persist in many parts of the state and directing actions aimed at reducing water waste and improving water use efficiency in the future. The order also directs the State Water Resources Control Board (SWRCB) to extend its emergency water conservation regulations through the end of January 2017 and to adjust the regulations to recognize the differing water supply conditions across the state.

On May 18, 2016, the State Board amended its emergency water conservation regulations as directed by the Governor. The regulations remain subject to final approval by the State Office of Administrative Law. That approval is expected in late May or early June.

The state has lifted the mandatory water conservation requirements for non-urban water suppliers. The amended regulations require the District to: (1) provide prompt notice to a customer whenever the District obtains information that indicates that a leak may exist within the customer's control; and (2) submit a report by December 15, 2016, on a form provided by the State Board, that identifies total potable water production, by month, from December 2015 through November 2016, and total potable water production, by month, for the same months in 2013, and any actions taken by the District to encourage or require its customers to conserve water.

Staff will be requesting at a future meeting, to amend the three day watering schedule to odd/even instead of North/South so as to not have such an impact on the water plant. President Pasek suggested staff also look at amending Section 4 of the water use restrictions.

Motion/Martel to adopt Resolution 2016-06 a Resolution Repealing Stage Two Water Shortage Conditions and Revising Water Use Restrictions. **Second/Ferraro. ROLL CALL VOTE: Ayes: Pasek, Ferraro, Graf, Martel. Noes: None. Absent: Pecotich. Abstain: None.**

6. ADJOURNMENT

Motion/Martel to adjourn at 5:20 p.m. **Second/Graf. Ayes: Pasek, Ferraro, Graf, Martel. Noes: None. Absent: Pecotich. Abstain: None.**

Respectfully submitted,

Suzanne Lindenfeld
District Secretary

MEMORANDUM

Date: June 3, 2016
To: Board of Directors
From: Security Committee Staff
Subject: June 3, 2016 Security Committee Meeting

1. CALL TO ORDER

Director Ferraro called the meeting to order at 8:30 a.m. Present was Director Ferraro. Present from District staff were Darlene Thiel Gillum, General Manager; Greg Remson, Security Chief; Paul Siebensohn, Director of Field Operations; Eric Thompson, Controller; and Suzanne Lindenfeld, District Secretary. Director Martel was absent.

2. COMMENTS FROM THE PUBLIC

None.

3. MONTHLY UPDATES

Operations

Sergeant Scarzella attended the Sacramento Sheriff's Department (SSD) meeting at Murieta Village. Topics included Intelligence Led Policing, Community Relations Program, Youth Services Program, and how to submit a tip and make a crime report.

Girl Scout Troop 2691 presented the Security Department with a microchip scanner. The scanner reads microchips that have been implanted in a pet which then can be used to identify lost pets and their owners. The Girl Scouts purchased the scanner by fundraising, which helped them earn a Bronze Award.

Off-duty Sheriff's Deputies and private security officers have been requested for the 4th of July.

Interviews have been held for the vacant Gate Officer positions. Additional interviews will be scheduled.

Incidents of Note

Chief Remson gave a brief overview of the incidents of note for May 2016.

RMA Citations/Admonishments

Chief Remson reported that the Rancho Murieta Association (RMA) rule violation citations for the month of May 2016 included 1 stop sign and 1 driveway parking. Rule violation admonishments and/or complaints for the month of May 2016 included 27 loose/off leash dog and 20 barking dog and 18 open garage doors.

Rancho Murieta Association Compliance/Grievance/Safety Committee Meeting

The meeting was held on May 2, 2016 at the Rancho Murieta Association (RMA) office. There were hearings regarding parking, park hours, speeding, and failure to stop. The next meeting is scheduled for June 6, 2016.

Security Data Update

The forms continue to go out. The information in the Security Department computer system is updated as the completed forms are received.

Incident Map and Emergency Exit Map

This update has been delayed, but is still planned to add an Incident Map and Emergency Exit Map to the District website. The Incident Map will show locations of incidents of note, such as thefts and vandalism. This will help track any patterns of incidents to help direct patrol resources to those areas. The Emergency Exit Map will show additional exit locations, such as locked gates, that could allow vehicle traffic out of the North and South residential areas in the event of an emergency.

4. DIRECTOR & STAFF COMMENTS

None.

5. ADJOURNMENT

The meeting adjourned at 8:40 a.m.

MEMORANDUM

Date: June 3, 2016
To: Board of Directors
From: Finance Committee Staff
Subject: June 3, 2016 Finance Committee Meeting

1. CALL TO ORDER

Director Pasek called the meeting to order at 9:00 a.m. Present was Director Pasek. Present from District staff were Darlene Thiel Gillum, General Manager; Greg Remson, Security Chief; Paul Siebensohn, Director of Field Operations; Eric Thompson, Controller; and Suzanne Lindenfeld, District Secretary. Director Martel was absent.

2. COMMENTS FROM THE PUBLIC

None.

3. ANNUAL OPEB PLAN REVIEW

Mitch Barker, Executive Vice President, and Rachel Sanders, Supervisor, Client Services, of PARS gave a brief program overview and plan overview. As of March 31, 2016, the total contributions made are \$889,512, investment earnings is \$122,123, for a total account balance of \$1,003,957. Mitch also presented the pending GASB 74 revisions and their impact to the District.

Andrew Bates, CFA, Highmark Capital Management, gave a brief investment overview, for the period ending April 30, 2016. A question and answer period followed.

4. ANNUAL AUDIT ENGAGEMENT LETTER

The engagement letter to perform the 2015-16 financial audit for the District and the CFD #2014-1 anticipates that the audit will commence on September 6, 2016 and that the draft audit report will be issued in October 2016. In keeping with the SCO requirement for audit engagement partner rotation, which is required for the 2018/2019 fiscal year, Larry plans to transition that role to his partner, Susan, for the 2018/2019 fiscal year audit. Larry's transition plan has been approved by his AICPA peer reviewer and it satisfies the SCO audit engagement partner rotation requirement. **This item will be on the District's June 15, 2016 Regular Board meeting agenda.**

4. DIRECTORS' & STAFF COMMENTS/SUGGESTIONS

No comments.

5. ADJOURNMENT

The meeting was adjourned at 9:35 a.m.

MEMORANDUM

Date: June 3, 2016
To: Board of Directors
From: Improvements Committee Staff
Subject: June 3, 2016 Committee Meeting Minutes

1. CALL TO ORDER

Director Pasek called the meeting to order at 9:36 a.m. Present were Directors Pasek and Graf. Present from District staff were Darlene Thiel Gillum, General Manager; Greg Remson, Security Chief; Paul Siebensohn, Director of Field Operations; Eric Thompson, Controller; and Suzanne Lindenfeld, District Secretary.

2. PUBLIC COMMENT

None.

3. SMUD POWER PANEL UPGRADE FOR WASTEWATER TREATMENT PLANT SOLAR ARRAY

Paul Siebensohn gave a brief summary of the recommendation to approve up to \$164,000 to Solar City for the cost of reimbursement for SMUD upgrades. The solar system integration into the Wastewater Treatment Plant (WWTP) requires a new power panel (utility switchboard) and transformer, and costs at prevailing wages to install them. Solar City will work with us and SMUD to coordinate and convey what is needed without any mark up to the District. Per the District's contract with Solar City, the District is required to pay for these needed upgrades. President Pasek requested Paul get a justification from SMUD for the June 15, 2016 Board meeting. **This item will be on the District's June 15, 2016 Regular Board meeting agenda.**

4. UPDATES

AUGMENTATION WELL

No Update. Still waiting for response from landowner regarding the Right of Entry request submitted.

WATER TREATMENT PLANT EXPANSION

The bird netting has been installed under and around Plant #1 membrane canopy, Plant #2 siding replacement of dry rotted wood has been completed, and staff is continuing to work with the control systems integrator to work out issues within the SCADA programming and instrumentation.

SOLAR POWER INSTALLATION

We are continuing to work with SMUD and Solar City to revise the solar array layout by the Water Plant to fit within our property boundaries, meet SMUD's requirements, and keep the kW output as proposed. It is SMUD's recommendation that a 10' horizontal clearance from the center of a power pole and lines be kept in order to maintain a safe working clearance. Paul has asked SMUD to provide documentation as to if this is a requirement, such as in a code or policy, or just a

recommendation. So far, he has heard back from SMUD that this is a recommendation but is waiting for a more firm answer.

Solar City anticipates beginning the solar array installation next to the Wastewater Reclamation Plant the week of June 13, 2016. They reported a slight delay due to the reviews and resubmittals of the construction plan with Sacramento County. If things go well with SMUD and Sacramento County, the water plant solar array installation may move forward the week of June 27, 2016.

5. DIRECTORS & STAFF COMMENTS/SUGGESTIONS

None.

6. ADJOURNMENT

The meeting was adjourned at 9:57 a.m.

DRAFT

MEMORANDUM

Date: June 7, 2016
To: Board of Directors
From: Eric Thompson, Controller
Subject: Bills Paid Listing

Enclosed is the Bills Paid Listing Report for **May 2016**. Please feel free to call me before the Board meeting regarding any questions you may have relating to this report. This information is provided to the Board to assist in answering possible questions regarding large expenditures.

The following major expense items (excluding payroll-related items) are listed *in order as they appear* on the Bills Paid Listing Report:

<u>Vendor</u>	<u>Project/Purpose</u>	<u>Amount</u>	<u>Funding</u>
AECOM Technical Services, Inc.	Recycled Water Program Implementation	\$ 7,015.08	Water Supply Aug. Reserves & Developer Deposit
Aspen Environmental Group	CEQA Solar Power Project	\$ 5,133.97	Operating Expense
California Waste Recovery Systems	Solid Waste Monthly Contract	\$ 46,533.85	Operating Expense
County of Sacramento	Quarterly Waste Disposal Fee	\$ 8,751.26	Operating Expense
Bartkiewicz, Kronick & Shanahan	Legal Services	\$ 5,132.28	Operating Expense
S. M. U. D.	Monthly Bill	\$ 22,142.14	Operating Expense

PREPARED BY: Eric Thompson, Controller

REVIEWED BY:  District Treasurer

Rancho Murieta Community Services District

Bills Paid Listing for May 2016

Ck Number	Date	Vendor	Amount	Purpose
CM30714	5/2/2016	California Public Employees' Retirement Sys	\$36,747.40	Payroll
CM30715	5/2/2016	Guardian Life Insurance	\$5,378.92	Payroll
CM30716	5/2/2016	Vision Service Plan (CA)	\$486.09	Payroll
CM30717	5/6/2016	A Leap Ahead IT	\$3,479.15	Monthly IT Service
CM30718	5/6/2016	Action Cleaning Systems	\$70.96	Office Supplies
CM30719	5/6/2016	AECOM Technical Services, Inc.	\$7,015.08	Recycled Water Program Implementation
CM30720	5/6/2016	American Family Life Assurance Co.	\$544.11	Payroll
CM30721	5/6/2016	Aramark Uniform & Career Apparel, LLC	\$362.64	Uniform Service
CM30722	5/6/2016	Aspen Environmental Group	\$5,133.97	CEQA Solar Power Project
CM30723	5/6/2016	ASR - Sacramento Uniform	\$279.70	Uniforms
CM30724	5/6/2016	Borges & Mahoney	\$1,530.51	Repairs & Maintenance
CM30725	5/6/2016	California Public Employees' Retirement Sys	\$10,575.65	Payroll
CM30726	5/6/2016	California Waste Recovery Systems	\$46,533.85	Solid Waste Monthly Contract
CM30727	5/6/2016	Cell Energy Inc.	\$433.15	Repairs & Maintenance
CM30728	5/6/2016	Chemtrade Chemicals US LLC	\$2,004.33	Chemicals
CM30729	5/6/2016	Capital One Commercial	\$1,915.62	Monthly Supplies
CM30730	5/6/2016	County of Sacramento	\$8,751.26	Quarterly Waste Disposal Fee
CM30731	5/6/2016	County of Sacramento	\$562.00	N Gate Generator Permit
CM30732	5/6/2016	Ronald Coy	\$275.37	Toilet Rebate
CM30733	5/6/2016	Employment Development Department	\$2,770.72	Payroll
CM30734	5/6/2016	Express Office Products, Inc.	\$73.10	Office Supplies
CM30735	5/6/2016	Folsom Lake Fleet Services	\$838.03	Vehicle Service #809
CM30736	5/6/2016	Franchise Tax Board	\$100.00	Payroll
CM30737	5/6/2016	HDS White Cap Const Supply	\$448.14	Repairs & Maintenance
CM30738	5/6/2016	Hunt & Sons, Inc	\$3,438.19	Diesel Fuel
CM30739	5/6/2016	Legal Shield	\$67.58	Payroll
CM30740	5/6/2016	Robert Musick	\$100.00	Toilet Rebate
CM30741	5/6/2016	Robert Musick	\$100.00	Toilet Rebate
CM30742	5/6/2016	Nationwide Retirement Solution	\$1,867.00	Payroll
CM30743	5/6/2016	Operating Engineers Local Union No. 3	\$623.00	Payroll
CM30744	5/6/2016	Pace Supply Corp	\$4,363.59	Repairs & Maintenance
CM30745	5/6/2016	Rancho Murieta Ace Hardware	\$84.51	Repairs & Maintenance
CM30746	5/6/2016	River Valley Times	\$111.00	Employment Ad
CM30747	5/6/2016	Donald Robinson	\$100.00	Toilet Rebate
CM30748	5/6/2016	Romo Landscaping	\$1,155.00	Landscaping
CM30749	5/6/2016	Robert Summersett	\$100.00	WPRV Rebate
CM30750	5/6/2016	TASC	\$315.37	Payroll
CM30751	5/6/2016	Paul Toft	\$50.00	Drip System Rebate
CM30752	5/6/2016	U.S. Bank Corp. Payment System	\$3,741.24	Monthly Gasoline Bill
CM30753	5/6/2016	Univar USA Inc.	\$354.20	Chemicals

Rancho Murieta Community Services District
Bills Paid Listing for May 2016

Ck Number	Date	Vendor	Amount	Purpose
CM30754	5/6/2016	USA Blue Book	\$389.12	Repairs & Maintenance
CM30755	5/6/2016	Oscar Vasquez	\$100.00	WBSC Rebate
CM30756	5/6/2016	W.W. Grainger Inc.	\$534.19	Repairs & Maintenance
CM30757	5/6/2016	Waterwise Consulting, INC	\$420.00	Waterwise House Calls
CM30758	5/6/2016	State of California	\$98.00	Employee Certification
CM30759	5/6/2016	State of California	\$35.00	Employee Certification
EFT	5/6/2016	EFTPS	\$11,090.40	Payroll
EFT	5/13/2016	Pitney Bowes	\$1,500.00	Postage Machine Refill
CM30760	5/20/2016	A Leap Ahead IT	\$396.00	IT Service
CM30761	5/20/2016	Action Cleaning Systems	\$1,186.23	Monthly Cleaning Service
CM30762	5/20/2016	AECOM Technical Services, Inc.	\$4,840.00	Capacity Certification Letter
CM30763	5/20/2016	American Family Life Assurance Co.	\$544.11	Payroll
CM30764	5/20/2016	Applications By Design, Inc.	\$2,239.65	Barcodes
CM30765	5/20/2016	AT&T	\$57.00	Monthly Internet Bill
CM30766	5/20/2016	AT&T	\$965.38	Monthly Cell Phone Bill
CM30767	5/20/2016	Bartkiewicz, Kronick & Shanahan	\$5,132.28	Legal Services
CM30768	5/20/2016	California Laboratory Services	\$2,063.88	Monthly Lab Tests
CM30769	5/20/2016	California Public Employees' Retirement Sys	\$9,879.00	Payroll
CM30770	5/20/2016	California Public Employees' Retirement Sys	\$10,623.84	Payroll
CM30771	5/20/2016	Caltronics Business Systems	\$1,197.93	Copier - Admin.
CM30772	5/20/2016	Cell Energy Inc.	\$941.12	Vehicle Service #217
CM30773	5/20/2016	Costco Membership	\$440.00	Membership 2016
CM30774	5/20/2016	Employment Development Department	\$2,634.48	Payroll
CM30775	5/20/2016	Express Office Products, Inc.	\$256.42	Office Supplies
CM30776	5/20/2016	Folsom Lake Fleet Services	\$633.38	Vehicle Service #217
CM30777	5/20/2016	Franchise Tax Board	\$100.00	Payroll
CM30778	5/20/2016	Gempler's, Inc.	\$699.68	Repairs & Maintenance
CM30779	5/20/2016	Greenfield Communications	\$142.97	Internet/TV
CM30780	5/20/2016	Legal Shield	\$55.16	Payroll
CM30781	5/20/2016	Anne H Long (DBA) Marion Leasing	\$528.13	Copier Lease
CM30782	5/20/2016	Raelyn Mobley	\$500.00	Irrigation Efficiency Rebate
CM30783	5/20/2016	N.J McCutchen, Inc.,	\$2,456.00	Repairs & Maintenance
CM30784	5/20/2016	Nationwide Retirement Solution	\$1,867.00	Payroll
CM30785	5/20/2016	Operating Engineers Local Union No. 3	\$598.08	Payroll
CM30786	5/20/2016	Pitney Bowes	\$705.61	Postage Machine Lease
CM30787	5/20/2016	Public Agency Retirement Services	\$300.00	Trust Administration Fees
CM30788	5/20/2016	Rancho Murieta Association	\$150.00	Landscaping
CM30789	5/20/2016	S&G Power Equipment Company	\$1,510.32	Small Tools
CM30790	5/20/2016	S. M. U. D.	\$22,142.14	Monthly Bill
CM30791	5/20/2016	Sacramento Bee	\$731.78	Employment Ad

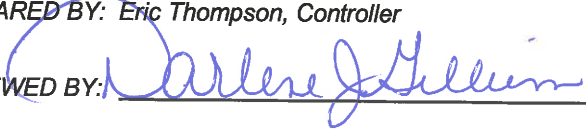
Rancho Murieta Community Services District
Bills Paid Listing for May 2016

Ck Number	Date	Vendor	Amount	Purpose
CM30792	5/20/2016	Sprint	\$151.96	Monthly Air Cards Bill
CM30793	5/20/2016	State of California	\$172.50	Triploid Grass Carp Fee
CM30794	5/20/2016	State Water Resources Control Board	\$2,434.00	ELAP Fees Certification
CM30795	5/20/2016	Streamline	\$300.00	Website Hosting - Monthly
CM30796	5/20/2016	TASC	\$64.91	Payroll
CM30797	5/20/2016	TASC	\$315.37	Payroll
CM30798	5/20/2016	Teichert Aggregates	\$265.43	Supplies
CM30799	5/20/2016	TelePacific Communications	\$645.33	Monthly Phone Bill
CM30800	5/20/2016	George Varney	\$500.00	Irrigation Efficiency Rebate
CM30801	5/20/2016	W.W. Grainger Inc.	\$1,414.91	Repairs & Maintenance
CM30802	5/20/2016	WaterISAC	\$499.00	Membership 2016
CM30803	5/20/2016	Wilbur-Ellis Company	\$3,864.24	Chemicals
EFT	5/20/2016	EFTPS	\$10,517.17	Payroll
		TOTAL	\$264,709.53	

**Rancho Murieta Community Services District
Bills Paid Listing for May 2016**

Ck Number	Date	Vendor	Amount	Purpose
		CFD#1 Bank of America Checking		
CM2763	5/6/2016	Bank of America	\$75.14	CFD#1 Admin Fee
		TOTAL	\$75.14	
		CFD 2014-1 Bank of America Checking		
CM2023	5/20/2016	Corelogic Solutions, LLC	\$165.00	CFD 2014-1 Admin Fee
		TOTAL	\$165.00	
		EL DORADO PAYROLL		
Checks: # CM11465 to CM11471 and Direct Deposits: DD08838 to DD08901			\$ 113,059.58	Payroll
EFT	4/30/2016	National Payment Corp	\$133.82	Payroll
		TOTAL	\$113,193.40	

PREPARED BY: Eric Thompson, Controller

REVIEWED BY:  , District Treasurer

MEMORANDUM

Date: June 13, 2016
To: Board of Directors
From: Darlene J. Thiel Gillum, General Manager
Subject: General Manager's Report

Following are highlights since our last Board Meeting.

SECURITY

We have received 17 applications for the Security Chief position. I anticipate interviewing candidates the week of June 27, 2016.

Gate Officer Melisa Rehurek-Bennett's retirement will be effective June 24, 2016. The Board is being asked to adopt a resolution in honor of Melissa's dedication and service to the District at tonight's Board Meeting. Everyone at the District wishes Melissa a fun-filled and relaxing retirement.

FINANCE

The 2016 – 2017 Budget is on the June agenda for final approval.

SHARED GAS TANK/FUEL STATION

An analysis of the price per gallon paid by Rancho Murieta Association (RMA) for regular gasoline and the amount the District pays for regular gasoline at the local Chevron station after the tax credits are applied is reflected below:

RMA price per gallon for regular gasoline on 4/26/16	\$ 2.63481
CSD average price per gallon for April and May 2016	\$ 2.9287
Less State gas tax credit	(.3000)
Less Federal gas tax credit	<u>(.1830)</u>
Net price per gallon	\$ 2.4457

I am still working on obtaining an estimate of cost to upgrade the RMA fuel station with a card reader system to complete the cost/benefit analysis of a shared gas tank/fuel station with RMA.

MEMORANDUM

Date: June 8, 2016
 To: Board of Directors
 From: Eric Thompson, Controller
 Subject: Administration / Financial Reports

Enclosed is a combined financial summary report for **May 2016**. Following are highlights from various internal financial reports. Please feel free to call me before the Board meeting regarding any questions you may have relating to these reports.

This information is provided to the Board to assist in answering possible questions regarding under or over-budget items. In addition, other informational items of interest are included.

Water Consumption - Listed below are year-to-date water consumption numbers using weighted averages:

	12 month rolling % increase	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Residences	0.3%	2,517	2,517	2,517	2,517	2,517	2,518	2,519	2,519	2,520	2,520	2,524	
	Weighted average	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Cubic Feet	1,203	1,854	2,068	1,873	1,475	1,156	682	636	606	611	982	1,296	
Gallons per day	300	462	516	467	368	288	170	159	151	152	245	323	
Planning Usage GPD	583												

Lock-Offs – For the month of May, there were 25 lock-offs.

Connection Fees – The District received seven (7) new connection fees from the Retreats West development during the month of May.

Aging Report – Delinquent accounts totaled \$95,763 which was 16.8% of the total accounts receivable balance of \$571,126. Past due receivables decreased approximately 16.0% or \$18,299 from the prior month.

Summary of Reserve Accounts as of May 31, 2016 – The District’s reserve accounts increased \$80,145 during the month of May and have increased \$285,533 since the beginning of the fiscal year. There was \$4,084 in Water Treatment Plant (WTP) construction-related reserve expenditures during the month. New connection fees added \$13,034 to Water Augmentation Reserves; \$8,260 to Capital Improvement Reserves; and \$8,400 to Security Impact Fee Reserves. The total amount

of reserves held by the District on May 31, 2016 was \$4,838,303. See the table below for information by specific reserve account.

Reserve Fund Balances

<i>Reserve Descriptions</i>	<i>Fiscal Yr Beg Balance July 1, 2015</i>	<i>YTD Collected & Interest Earned</i>	<i>YTD Spent</i>	<i>Period End Balance May 31, 2016</i>
Water Capital Replacement (200-2505)	671,239	195,520	(58,661)	808,098
Sewer Capital Replacement (250-2505)	1,475,914	328,646	(70,232)	1,734,328
Drainage Capital Replacement (260-2505)	46,370	149	(0)	46,519
Security Capital Replacement (500-2505)	20,602	40,206	(21,657)	39,151
Admin Capital Replacement (xxx-2505-99)	38,386	0	(0)	38,386
Sewer Capital Improvement Connection (250-2500)	4,028	12	(0)	4,040
Capital Improvement (xxx-2510)	291,453	37,603	(0)	329,056
Water Supply Augmentation (200-2511)	1,751,059	70,229	(73,199)	1,748,089
WTP Construction Fund Reserve (200-2513)	253,716	2,025,213	(2,201,493)	77,436
Security Impact Fee Reserves (500-2513)	0	13,200	(0)	13,200
Total Reserves	4,552,767	2,710,778	(2,425,242)	4,838,303

Inter-fund Borrowing Balances

<i>Inter-fund Borrowing</i>	<i>Fiscal Yr Beg Balance July 1, 2015</i>	<i>YTD Interest</i>	<i>YTD Repayment</i>	<i>Period End Balance May 31, 2016</i>
Sewer Loan to WTP Construction Fund	1,418,143	5,201	(133,924)	1,289,420
WSA Loan to WTP Construction Fund	472,714	1,734	(44,641)	429,807
N. Gate Security Loan from Drainage Fund	108,875	378	(21,311)	87,942
Total Inter-fund Borrowing	1,999,732	7,313	(199,876)	1,807,169

PARS GASB 45 Trust - The PARS GASB 45 Trust, which is the investment trust established to fund Other Post Employment Benefits, had the following returns:

Period ended March 31, 2016		
1-Month	3-Months	1-Year
4.48%	1.47%	-1.70%

Financial Summary Report (year-to-date through May 31, 2016)

Revenues:

Water Charges, year-to-date, are **below** budget \$155,264 or (8.7%)

Sewer Charges, year-to-date, are **below** budget \$4,101 or (0.3%)

Drainage Charges, year-to-date, are **above** budget \$173 or 0.1%

Security Charges, year-to-date, are **above** budget \$3,664 or 0.3%

Solid Waste Charges, year-to-date, are **above** budget \$1,055 or 0.2%

Total Revenue, which includes other income, property taxes, and interest income year-to-date, is **below** budget **\$88,131 or (1.6%)** (Water Conservation Efforts - YTD residential water usage is down 18.8% compared to budget).

Expenses: Year-to-date total operating expenses are **below** budget **\$356,495 or (6.9%)**. There have been no operational reserve expenditures so far this year. Operational reserve expenditures cover projects funded from reserves which are also recorded as operational expenses through the income statement as required by Generally Accepted Accounting Principles (GAAP).

Water Expenses, year-to-date, are **above** budget **\$44,272 or 3.0%**. This overage is due to the unbudgeted temporary filtration costs for the WTP Expansion project and offset by savings in labor costs that were allocated to the project. Wages and employer costs for Water Treatment are continuing to run above budget due to the extensive training required with WTP#1. Large savings have been realized, however, in chemicals, meters/boxes, repairs & maintenance, consulting, and conservation.

Sewer Expenses, year-to-date, are **below** budget by **\$330,472 or (34.5%)**. Savings have been seen across most sewer expense categories so far this year, with the largest savings being seen in salaries & wages, repairs & maintenance, chemicals, consulting, permits, power and training. Year-to-date total Sewer wages are under budget 38.0%.

Drainage Expenses, year-to-date, are **below** budget by **\$7,526 or (6.0%)**. Year-to-date wages and employer costs are over budget \$12,315, but are more than offset by savings in consulting, repairs & maintenance, consulting, permits, and equipment rental.

Combined Water/Sewer/Drainage Wages & Employer Costs, year-to-date, are **above** budget by **\$2,603 or 0.3%**. Utility personnel at the District allocate their time between the Water, Sewer, and Drainage Departments as needed and as directed. This section is being reported to help gauge overall utility personnel expenses versus budget.

Security Expenses, year-to-date, are **below** budget by **\$41,403 or (4.0%)**. Security continues to see savings in wages and employer costs and was under budget by \$51K on these expenses through the end of May. The Department is also under budget \$5,983 in vehicle fuel thanks to favorable prices at the pump.

Solid Waste Expenses, year-to-date, are **above budget by \$960 or 0.2%**. Since charges are directly tied to contracted services, we are also over \$1,192, or 0.2% in revenue in this department.

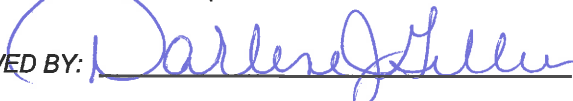
General Expenses, year-to-date, are **below budget by \$22,313 or (2.1%)**. Legal expenses continue to be the largest over-budget expenditure in the Administration Department. These overages are offset by savings in employer and director-related costs as well as consulting and travel.

Net Income: Year-to-date unadjusted net income, before depreciation, is \$547,473 versus a budget of \$279,109. Net income/(Loss) adjusted for estimated depreciation expense is (\$488,116). The full-year expected net operating income before depreciation, per the 2015-2016 budget is (\$898).

Rancho Murieta Community Services District
Budget Performance Report by FUND
YTD THROUGH MAY 2016

	% of	Annual	% of	YTD	YTD	% of	YTD VARIANCE	
	Total	Budget	Total	Budget	Actuals	Total	Amount	%
Other Income	3.7%	\$49,160	3.7%	\$45,056	\$51,190	4.2%	\$6,134	13.6%
Total Security Revenues	100.0%	1,322,820	100.0%	1,212,605	1,222,920	100.0%	10,315	0.9%
EXPENSES (excluding depreciation)								
Wages	57.1%	671,100	57.1%	590,600	562,059	56.6%	(28,541)	(4.8%)
Employer Costs	32.9%	386,400	33.9%	350,550	327,981	33.0%	(22,569)	(6.4%)
Equipment Repairs	0.4%	4,900	0.4%	4,033	2,740	0.3%	(1,293)	(32.1%)
Vehicle Maintenance	0.8%	9,600	0.9%	8,800	8,302	0.8%	(498)	(5.7%)
Vehicle Fuel	1.7%	19,390	1.8%	18,455	12,472	1.3%	(5,983)	(32.4%)
Off Duty Sheriff Patrol	0.3%	4,000	0.4%	4,000	6,286	0.6%	2,286	57.2%
Other	6.8%	79,470	5.7%	58,536	73,731	7.4%	15,195	26.0%
Operational Expenses	100.0%	1,174,860	100.0%	1,034,974	993,571	100.0%	(41,403)	(4.0%)
Security Income (Loss)	12.6%	147,960	17.2%	177,631	229,349	23.1%	51,718	29.1%
20.3% Net Admin Alloc	12.6%	147,961	12.3%	127,777	121,954	12.3%	(5,823)	(4.6%)
Total Net Income (Loss)	0.0%	(1)	4.8%	49,854	107,395	10.8%	57,541	115.4%
SOLID WASTE REVENUES								
Solid Waste Charges	100.0%	636,658	99.9%	583,605	584,660	99.9%	1,055	0.2%
Interest Earnings	0.0%	300	0.1%	300	437	0.1%	137	45.7%
Total Solid Waste Revenues	100.0%	636,958	100.0%	583,905	585,097	100.0%	1,192	0.2%
EXPENSES (excluding depreciation)								
CWRS Contract	92.7%	556,740	94.1%	510,345	511,116	94.1%	771	0.2%
Sacramento County Admin Fee	5.8%	34,740	5.9%	31,845	32,034	5.9%	189	0.6%
HHW Event	1.5%	9,000	0.0%			0.0%		0.0%
Operational Expenses	100.0%	600,480	100.0%	542,190	543,150	100.0%	960	0.2%
Solid Waste Income (Loss)	6.1%	36,478	7.7%	41,715	41,947	7.7%	232	0.6%
5.0% Net Admin Alloc	6.1%	36,444	5.8%	31,472	30,038	5.5%	(1,434)	(4.6%)
Total Net Income (Loss)	0.0%	34	1.9%	10,243	11,909	2.2%	1,666	16.3%
OVERALL NET INCOME(LOSS)	100.0%	(898)	100.0%	279,108	547,470	100.0%	268,362	96.1%

PREPARED BY: Eric Thompson, Controller

REVIEWED BY:  District Treasurer

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

INVESTMENT REPORT

INSTITUTION	CASH BALANCE AS OF MAY 31, 2016	YIELD	BALANCE
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CSD FUNDS

EL DORADO SAVINGS BANK			
SAVINGS	0.03%	\$	773,692.63
CHECKING	0.02%	\$	229,269.93
PAYROLL	0.02%	\$	70,292.74
AMERICAN WEST BANK			
EFT	0.05%	\$	17,033.45
LOCAL AGENCY INVESTMENT FUND (LAIF)			
UNRESTRICTED	0.55%	\$	1,420,715.08
RESTRICTED RESERVES	0.55%	\$	3,989,924.03
CALIFORNIA ASSET MGMT (CAMP)			
OPERATION ACCOUNT	0.47%	\$	600,094.65
UNION BANK			
PARS GASB45 TRUST (balance as of 3/31/16)		\$	1,003,957.32
TOTAL			\$ 8,104,979.83

BOND FUNDS

COMMUNITY FACILITIES DISTRICT NO. 1 (CFD)

BANK OF AMERICA			
CHECKING	0.00%	\$	18,853.60
CALIFORNIA ASSET MGMT (CAMP)			
SPECIAL TAX	0.47%	\$	8,330.88

COMMUNITY FACILITIES DISTRICT NO. 2014-1 (CFD)

BANK OF AMERICA			
CHECKING	0.00%	\$	527,943.17
WILMINGTON TRUST (balance as of 3/31/16)			
BOND RESERVE FUND	0.01%	\$	391,585.15
BOND ADMIN EXPENSE	0.01%	\$	40,408.21
BOND SPECIAL TAX FUND	0.01%	\$	238,399.42
BOND ACQ & CONSTRUCTION	0.01%	\$	862.63
BOND REDEMPTION ACCOUNT	0.01%	\$	-
BOND COI	0.01%	\$	-
BOND SURPLUS	0.01%	\$	-
TOTAL			\$ 1,226,383.06

TOTAL ALL FUNDS

\$ 9,331,362.89

The investments comply with the CSD adopted investment policy.

PREPARED BY: Eric Thompson, Controller

REVIEWED BY:  District Treasurer

Change Order Detail - NO CHANGES DURING MAY 2016

Shared Cost Change Orders (Split between CSD/CFD#1/CFD2014-1):

Completed (Shared) Change Orders:

<u>#</u>	<u>Status</u>	<u>Description</u>	<u>Amt</u>	<u>Remaining</u>
0.028	COMPLETE	Bid Div 28 SCADA console Allowance	\$ 1,738	\$ -
1	COMPLETE	Remove proj contingency from trade contr	\$ -	
2	COMPLETE	JDP - Drying bed extension shotcrete	\$ 5,648	\$ -
3	COMPLETE	KGW/JDP - FM change of material	\$ 2,888	\$ -
4	COMPLETE	JDP - 2" Conduit for Fiber	\$ 26,264	\$ -
5	COMPLETE	JDP - CLSM trench at lower yard	\$ 3,300	\$ -
6	COMPLETE	JDP - drying bed clean out	\$ 1,882	\$ -
7	COMPLETE	Boring of 2" FM (IBA)	\$ -	\$ -
8	COMPLETE	RFI #024, replace corroded FCA	\$ 6,623	\$ -
9	COMPLETE	RFI #009, TW Booster pump station slab	\$ 6,029	\$ -
10	COMPLETE	ASI #01, check valve/concrete fillet	\$ 7,018	\$ -
11	COMPLETE	NAOH added slab at tank yard	\$ 4,091	\$ -
14	COMPLETE	RFI #28, conduit & chem trench vault conflict	\$ 11,700	\$ -
15	COMPLETE	SWPPP Maintenance	\$ -	\$ -
16	COMPLETE	16" Water Main Repair	\$ 7,000	\$ -
17	COMPLETE	Addl gunite for drying bed extension	\$ 2,946	\$ -
18	COMPLETE	KGW - Door 302 added lockset	\$ 345	\$ -
19	COMPLETE	Zenon - GE dimension Clar.Support Grate	\$ 2,815	\$ -
21	COMPLETE	RFI #19, Transformer Relocation	\$ 1,542	\$ -
23	COMPLETE	Temp Power Switchover	\$ 3,070	\$ -
24	DELETION	RFI #024, deleted ARV at sta 227+47	\$ (5,008)	\$ -
26	COMPLETE	SWPPP Maintenance	\$ -	\$ -
27	DELETION	Upper Tank Yard Pad Prep	\$ (492)	\$ -
30	COMPLETE	RFI #060, relocate 12" line for stair conflt	\$ 1,725	\$ -
35	COMPLETE	RFI #041, CIP Line Relocation	\$ 5,561	\$ -
36	COMPLETE	GE Upgraded Maintenance Table	\$ 5,013	\$ -
38	COMPLETE	CIP Heater Control MCC	\$ 4,415	\$ -
39	COMPLETE	FS Structural Consulting	\$ 1,093	\$ -
40	COMPLETE	Additional Spare Parts	\$ 2,600	\$ -
42	COMPLETE	RFI#043.1 Flocculation covers	\$ 29,745	\$ -
43	COMPLETE	RCMS Trailer Power Hookup	\$ -	\$ -
45	COMPLETE	1" Motorized ball valves for chlorination equip	\$ 5,306	\$ -
46	COMPLETE	Temp Lab Water Connection (Operations Expense)	\$ 4,501	\$ -
47	COMPLETE	Generator Pad Size Changes	\$ 8,317	\$ -
49	COMPLETE	ASI#03 additional eyewash/shower in basin	\$ 1,855	\$ -
57	COMPLETE	SWPPP Maintenance	\$ -	\$ -
58/180	COMPLETE	Temp Filter Trailer Connections (Operations Expense)	\$ 94,781	\$ -
60	COMPLETE	AER (E) Fan Demo and Plywood Vents	\$ 5,860	\$ -
61	COMPLETE	Clay Pipe at pump station	\$ 6,487	\$ -
62	COMPLETE	Unsuitable material under pump station	\$ 6,124	\$ -
63	COMPLETE	R&R Siding at West Side Plant 1	\$ 2,120	\$ -
64	COMPLETE	Additional Painting Control Room Ceiling & Walls	\$ 2,230	\$ -
65	DELETION	Delete control panels & VFD for KGW pumps	\$ (9,300)	\$ -
69	COMPLETE	RFI #084, Pump Station Bar Beams	\$ 286	\$ -
70	DELETION	Paint (E) Chlorine Room	\$ 3,280	\$ -
72	COMPLETE	Modify Crane Stops	\$ 4,700	\$ -
75	COMPLETE	RFI#037, chemical conduit trench pathway	\$ 38,430	\$ -
81	COMPLETE	Lightpole at Pump Station	\$ 4,104	\$ -
83	COMPLETE	Wall opening at backwash basins	\$ 4,939	\$ -
86	COMPLETE	Pipe gallery valves and bolts replacement	\$ 5,360	\$ -
87	DELETION	Reverse CE#70 paint (E) chlorine room	\$ (3,280)	\$ -
89	COMPLETE	RFI#102 Underdrain wall elevation descrcpancy	\$ 1,240	\$ -

<u>#</u>	<u>Status</u>	<u>Description</u>	<u>Amt</u>	<u>Remaining</u>
90	COMPLETE	2" FM ARV at septic tank	\$ 1,483	\$ -
93	COMPLETE	Concrete fillet at backwash basin conflick with ladder	\$ 659	\$ -
94	COMPLETE	RFI#081 Waterstop at wet well	\$ 1,185	\$ -
95	COMPLETE	TW bell restrain	\$ 549	\$ -
97	COMPLETE	Slide Gates at flocc basin	\$ 10,328	\$ -
98	COMPLETE	Clean CCT basin	\$ 9,946	\$ -
99	COMPLETE	Grating at overflow channel	\$ 4,976	\$ -
100	COMPLETE	Cable Tray rack in basin (power & signal)	\$ 1,823	\$ -
102	COMPLETE	IP camera upgrade	\$ 456	\$ -
106	COMPLETE	Flocculator surrounding concrete uneven	\$ 3,966	\$ -
107	COMPLETE	Modify flocculation covers for relocated slide gates	\$ 4,025	\$ -
114	COMPLETE	Flocc motor power/signal conduit	\$ 12,533	\$ -
115	COMPLETE	Phone line from (e) termination board to (N) PLC	\$ 3,417	\$ -
116	COMPLETE	Generator Slab duck bank conflict	\$ 425	\$ -
117	COMPLETE	RFI#122 Chemical injectors	\$ 2,829	\$ -
120	COMPLETE	Generator control peripheral module	\$ 2,791	\$ -
121	COMPLETE	RFI#110 safety air exhaust valves	\$ 1,724	\$ -
122	COMPLETE	Plug holes at feed channel pvc	\$ 2,142	\$ -
125	COMPLETE	RFI#145 gable end canopy supports	\$ 11,425	\$ -
129	COMPLETE	RFI#139 ACH & CLS chemical diffusers	\$ 1,612	\$ -
132	COMPLETE	Replace siding ancillary room & flocc basin	\$ 3,680	\$ -
133	COMPLETE	RFI#133 RW sample pump	\$ 4,119	\$ -
134	COMPLETE	Retaining Wall at pipe gallery	\$ 1,467	\$ -
135	COMPLETE	ASI#03 HCL acid fume scrubber	\$ 1,701	\$ -
136	COMPLETE	RFI#144 Neutralization tank LIT connection	\$ 916	\$ -
138	COMPLETE	Future pump pad	\$ 1,349	\$ -
139	COMPLETE	TWPS hatch drain relocation	\$ 516	\$ -
140	COMPLETE	Membrane covers modify attachment	\$ 2,504	\$ -
144	COMPLETE	Collapsed shoring hole at TWBPS	\$ 3,209	\$ -
146	COMPLETE	Overflow through equip blackout	\$ 989	\$ -
148	COMPLETE	Replace lamps of (E) light poles with LED	\$ 2,531	\$ -
151	COMPLETE	RFI#130.1 Modify control room ductwork	\$ 2,024	\$ -
152	COMPLETE	Field fabricate weir for TWBPS	\$ 929	\$ -
153	COMPLETE	Plant 2 at (E) doorway dryrot (Operations Expense)	\$ 2,020	\$ -
154	COMPLETE	Plant 1 siding dryrot at roof line & control room window	\$ 6,005	\$ -
155	COMPLETE	Air compressor switching panel	\$ 3,664	\$ -
156	COMPLETE	2" bulkhead fitting at upper tank yard	\$ 841	\$ -
159	COMPLETE	Replacement of 12" FCA in pipe gallery	\$ 8,129	\$ -
160	COMPLETE	Relocate SCADA server to hallway	\$ 2,195	\$ -
166	COMPLETE	Chemical pipe enclosures	\$ 932	\$ -
168	COMPLETE	ASI#2 added backpulse LIT	\$ 12,224	\$ -
169	COMPLETE	Add room id signage per submittal	\$ 758	\$ -
171	COMPLETE	Interconnect to district internet	\$ 1,165	\$ -
172	COMPLETE	RFI#168 RW pipe encasement & slab modification	\$ 10,212	\$ -
174	COMPLETE	Additional control wires to plate settler	\$ 899	\$ -
175	COMPLETE	RFI#149 PD line routing modification	\$ 5,662	\$ -
176	COMPLETE	RFI#098 Heat Trace TWBPS	\$ 12,880	\$ -
177	COMPLETE	Relocate RW cyanometer	\$ 4,477	\$ -
178	COMPLETE	Temp piping for comissioning	\$ 1,697	\$ -
181	COMPLETE	ASI#02 piping changes to system	\$ 20,066	\$ -
182	COMPLETE	20-FV-350 control wires to LCP-CON-1002	\$ 1,517	\$ -
184	COMPLETE	Temp CL bypass	\$ 408	\$ -
185	COMPLETE	RFI#175 High level alarm in sump pump	\$ 8,186	\$ -
187	COMPLETE	CIP heater relay box relocation	\$ 3,624	\$ -
188	COMPLETE	NaOH tank heat trace panel	\$ 2,824	\$ -
189	COMPLETE	Blower flow switch 24V POWER	\$ 1,446	\$ -
190	COMPLETE	Lower yard vermin hole exposed during pave prep	\$ 1,500	\$ -

<u>#</u>	<u>Status</u>	<u>Description</u>	<u>Amt</u>	<u>Remaining</u>
191	COMPLETE	Screens at flash mix overflow	\$ 652	\$ -
192	COMPLETE	AIT-PH-1750, AIT-PH-101 CIF pump signal to GE Panel	\$ 3,207	\$ -
195	COMPLETE	RFI#1181 relocate feed channel LIT	\$ 1,008	\$ -
196	COMPLETE	RFI#180 Existing pipe gallery sump	\$ 1,090	\$ -
197	COMPLETE	Relocate backpulse LIT	\$ 952	\$ -
			\$ 551,359	\$ -

Non-Completed (Shared) Change Orders:

<u>#</u>	<u>Status</u>	<u>Description</u>	<u>Amt</u>	<u>Remaining</u>
22	APPROVED	Unsuitable soil delays	\$ 17,041	\$ 17,041
52	APPROVED	BWW & reject Flow Meters	\$ 26,653	\$ 26,653
157	APPROVED	Ancillary room (E) soffit opening infill	\$ 2,390	\$ 2,390
167	APPROVED	Access hatch hold opens	\$ 1,033	\$ 1,033
179	APPROVED	Bird netting at canopy	\$ 28,051	\$ 28,051
			\$ 75,168	\$ 75,168

CSD-Only Change Orders:

Completed (CSD-Only) Change Orders:

<u>#</u>	<u>Status</u>	<u>Description</u>	<u>Amt</u>	<u>Remaining</u>
25	COMPLETE	Drying Bed cleanout and sand infill (CSD only)	\$ 13,482	\$ -
34	COMPLETE	Plant 2 SLC Ethernet connection (CSD only)	\$ 8,527	\$ -
			\$ 22,009	\$ -

Non-Completed (CSD-Only) Change Orders:

<u>#</u>	<u>Status</u>	<u>Description</u>	<u>Amt</u>	<u>Remaining</u>
12	APPROVED	Siding Replacement-Hardie Board (CSD only)	\$ 91,466	\$ 18,293

HARD CONSTRUCTION COSTS (via Roebbelen) NO ROEBBELEN BILLING RECEIVED IN MAY

Project Construction Summary								Source of Funding		
Contractor	Work Type	Contract Amount	% Billed to Date	Amount Billed to Date	Amount Billed This Month	Contract Amount Remaining	CSD \$4.358 million	R&B LOC \$4.136 million	CFD 2014 \$3.818m Ph 1 \$0.540m Ph 2	
Roebbelen Construction Management Services	General Conditions	781,205	99%	773,393	-	7,812	278,343	249,361	245,689	
River City Painting	Painting	291,000	100%	291,000	-	-	108,803	84,454	97,744	
GE Technology	Membrane Supplier	2,173,800	100%	2,173,800	-	-	776,751	713,767	683,282	
JD Pasquetti	Sitework	555,659	82%	454,165	-	101,494	213,942	117,474	122,749	
Roebbelen Construction	Fencing	53,640	30%	16,078	-	37,562	5,692	5,402	4,984	
KG Walters Construction	Mechanical & Plumbing	4,893,000	100%	4,893,000	-	-	1,768,515	1,578,949	1,545,537	
Bockmon & Woody Electric	Electrical	2,370,266	100%	2,365,266	-	5,000	842,761	782,171	740,334	
Marquee	Fire Protection	42,500	100%	42,500	-	-	20,319	2,142	20,039	
Contract Changes	Hardie Board, Temp Filtration, Bird Netting, Etc	216,317	79%	169,974	-	46,344	169,974	-	-	
Total Construction Contracts (with 534,318 Contingency = 11,911,705)		11,377,387	98%	11,179,176	-	198,212	4,185,100	3,533,719	3,460,357	
Change Order Summary										
APPROVED CHANGE ORDERS:										
Max Contract Change Order Amount		534,318								
Shared Completed Change Orders (Invoiced/Paid)		451,728					178,444	109,130	164,153	
CSD Only Completed Change Orders (Invoiced/Paid)*		26,510					26,510			
Approved Change Orders (Not Invoiced)		47,117								
Total Completed/Approved CO		525,355								
Amount CO remaining		8,963								
PROPOSED CHANGE ORDERS:										
Amount CO remaining		8,963								
<i>(if Proposed COs are approved)</i>										
OTHER:										
Bay Area Coating Consulting Services	**Contingency amt outside of Roebbelen contract (approved BOD 11/19/15)	15,000	91%	13,622	-	1,378	4,822	4,577	4,223	
Sholl Construction	**Membrane Sealing contingency amt outside of Roebbelen contract	4,576	100%	4,576	-	-	1,620	1,538	1,419	
* CSD Only Change Orders are in addition to the CSD share of \$4.358m										
Total Adjusted Construction Contracts (hard costs + CO's)		11,922,318					4,396,496	3,648,964	3,630,152	
						Total Billed to Date				

SOFT CONSTRUCTION COSTS (CSD Direct Expenses to be shared equally)

Service Cost Summary							Source of Funding		
Item	Company/Agency	Estimated Soft Cost	Contract/Actual Soft Cost	Amount Billed to Date	Amount Billed This Month	Contract Amount Remaining	CSD	R&B LOC	CFD 2014
							\$4.358 million	\$4.136 million	\$3.818m Ph 1 \$0.540m Ph 2
Preconstruction CM Assistance	Roebbelen CMS	49,049	49,049	49,049	-	-	17,363	16,480	15,205
Design Engineering	HDR Engineering	240,000	239,982	239,982	-	-		239,982	
CEQA NOI/MND	HDR Engineering	40,000	71,070	63,559	-	7,511	5,583	53,088	4,889
Design Geotech	Youngdahl and Associates	3,000	2,600	2,600	-	-	920	874	806
Construction Engineering Assistance	HDR Engineering	150,000	276,328	271,492	6,116	4,836	105,415	78,243	87,834
Special Construction Inspection	Youngdahl and Associates	50,000	48,603	48,167	-	436	17,547	15,292	15,328
Misc Fees				709	-	-	251	238	220
SMUD Service	SMUD	5,000	31,632	31,632	-	-	11,198	10,628	9,806
Generator Permit	Sac County Air Quality Mgmt	5,000	5,000	-	-	5,000	-	-	-
State Clearinghouse for CEQA	State of CA	3,000	3,000	-	-	3,000	-	-	-
Fish & Wildlife Agency Permits	State of CA	2,000	2,000	921	-	1,079	326	310	286
Ca Dept Health Review	State of CA	5,000	5,000	-	-	5,000	-	-	-
Road Mitigation	RMA	8,000	12,000	12,000	-	-	4,248	4,032	3,720
CSD Admin, Legal and Engineering (CFD 2014 Max per FSA = \$50K)	CSD	50,000	50,000	273,646	(2,032)	-	155,678	67,968	50,000
Total		610,049	796,264	993,757	4,084	26,861	318,529	487,135	188,093

Grand Total (Construction and soft costs)

12,707,969

12,669,369

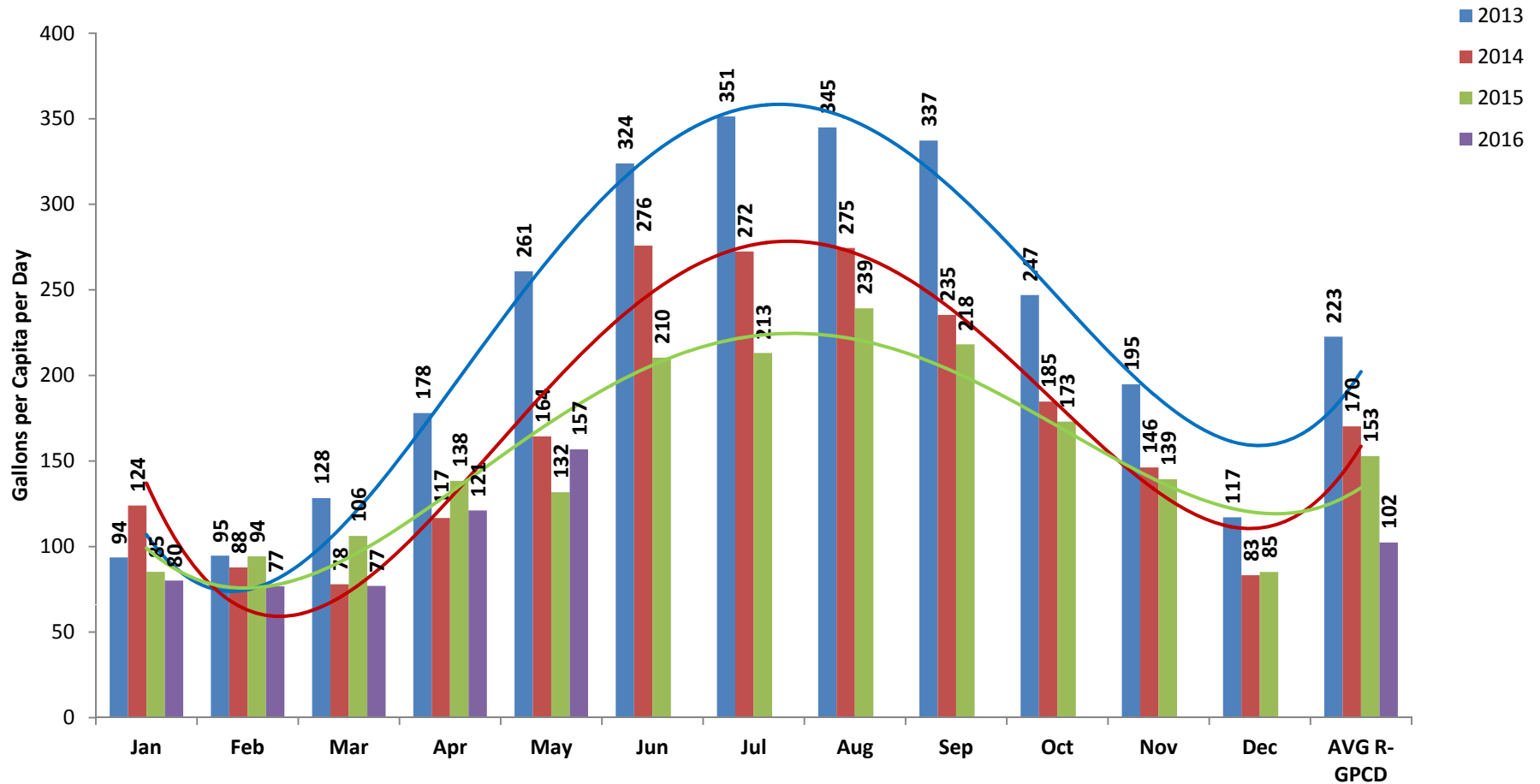
Additional Info	
Total Retainage to Date:	157,031
Note:	
-- As of September 30, 2015, R&B LOC funding cap had been reached.	
-- As of February 29, 2016, CFD 2014-1 funding cap had been reached.	

Total Hard/Soft Costs	4,715,026	4,136,099	3,818,245
Less: Funds Received		(4,136,099)	(3,818,245)
Pending Draw Request		0	0
Total Outstanding Amount		0	0

**CFD 2014-1 Draw Amount Based on Cashflow per FSA

Rancho Murieta - Residential Gallons per Capita per Day

Comparison of 2013, 2014, 2015 and 2016
Residential Potable Water Consumption
Based on 2010 Census of 5,488 population



YTD Conservation achieved May 2014 versus 2013: 24%
 YTD Conservation achieved May 2015 versus 2013: 26%
 YTD Conservation achieved May 2016 versus 2013: 22%

2014 versus 2013 annual conservation: 24%
 2015 versus 2013 annual conservation: 31%
 2016 versus 2013 annual conservation: 32%

MEMORANDUM

Date: June 6, 2016
To: Board of Directors
From: Greg Remson, Security Chief
Subject: Security Report for the Month of May 2016

OPERATIONS

Sergeant Scarzella attended the Sacramento Sheriff's Department (SSD) meeting at Murieta Village. Topics included Intelligence Led Policing, Community Relations Program, Youth Services Program, and how to submit a tip and make a crime report.

Girl Scout Troop 2691 presented the Security Department with a microchip scanner. The scanner reads microchips that have been implanted in a pet which then can be used to identify lost pets and their owners. The Girl Scouts purchased the scanner by fundraising which helped them earn a Bronze Award.

Off-duty Sheriff Deputies and private security officers have been requested for the 4th of July.

Interviews have been held for the vacant Gate Officer positions. Additional interviews will be scheduled.

INCIDENTS OF NOTE

May 1, Sunday, reported at 2:44 p.m. on the 1st Fairway, South Course. Report of a subject on a golf cart taking a table. Subject located, item returned, Pro Shop was notified of circumstances.

May 16, Monday, reported at 4:00 p.m. Theft of recyclables from recycling bin at Stonehouse Park.

May 20, Friday, reported at 12:31 p.m. at Murieta Plaza. Hit & Run. A vehicle was observed hitting another vehicle and leaving. Patrol located a matching vehicle via a witness and surveillance cameras. Resident was contacted on Via Sereno, who confirmed being at the scene but refused to allow Patrol Officer to look at his vehicle. Victim was advised to contact California Highway Patrol (CHP) for a report.

May 23, Monday, reported at 1:43 a.m. near the Post Office. Grand theft. Residents were hanging out in the parking lot. One apparently stole \$1,600 in cash from another at the scene. \$1,200 recovered. SSD was in the area on routine patrol, contacted the group, and arrested the suspect.

May 25, Wednesday, reported at 2:51 p.m. on Guadalupe Drive. Theft of a Donald Trump yard sign.

May 27, Friday, reported at 12:22 p.m. on Colbert Drive. Vandalism. A vehicle that was parked in a driveway was “keyed” overnight.

During the month of May, District Security Patrol Officers also responded to complaints of trespassing and loud music.

RANCHO MURIETA ASSOCIATION COMPLIANCE/GRIEVANCE/SAFETY COMMITTEE MEETING

The meeting was held on May 2, 2016 at the Rancho Murieta Association (RMA) office. There were hearings regarding parking, park hours, speeding, and failure to stop. The next meeting is scheduled for June 6, 2016.

SECURITY DATA UPDATE

The update forms continue to be sent out weekly, by streets. The information in the Security Department computer system is updated as the completed forms are received. This will give us updated information including occupants, phone numbers, vehicles, barcodes, permanent guests and pets.

INCIDENT MAP AND EMERGENCY EXIT MAP

This update has been delayed, but is still planned to add an Incident Map and Emergency Exit Map to the District website. The Incident Map will show locations of incidents of note, such as thefts and vandalism. This will help track any patterns of incidents to help direct patrol resources to those areas. The Emergency Exit Map will show additional exit locations, such as locked gates, that could allow vehicle traffic out of the North and South residential areas in the event of an emergency.

MEMORANDUM

Date: June 9, 2016
To: Board of Directors
From: Paul Siebensohn, Director of Field Operations
Subject: Water/Wastewater/Drainage Report

The following is District Field Operations information and projects staff has worked on since the last Board meeting.

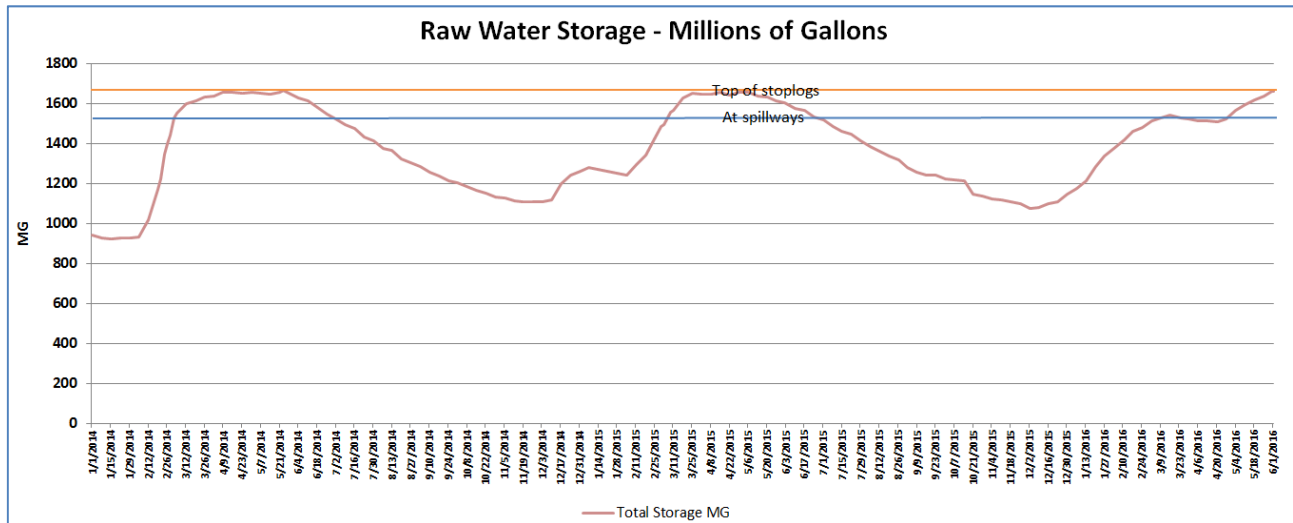
WATER

The new ultrafiltration plant is solely providing the District's water needs, which recently average around 1.9 million gallons per day. Water treatment plant production flow for this past May was 38,042,000 gallons (116.8 acre-feet).

WATER SOURCE OF SUPPLY

The pumping season ended and on June 1, 2016, the combined raw water storage for Calero, Chesbro, and Clementia Reservoirs measured approximately 1,661.4 MG (5099 AF) of which 1,497.4 MG (4,594.8 AF) is usable due to dead storage. For Calero and Chesbro Reservoirs alone, the storage measured 1,320 MG (4,052 AF), or 1,271 MG (3,598 AF) usable. Rainfall totaled 0.21" and evaporation measured 6.32" for May.

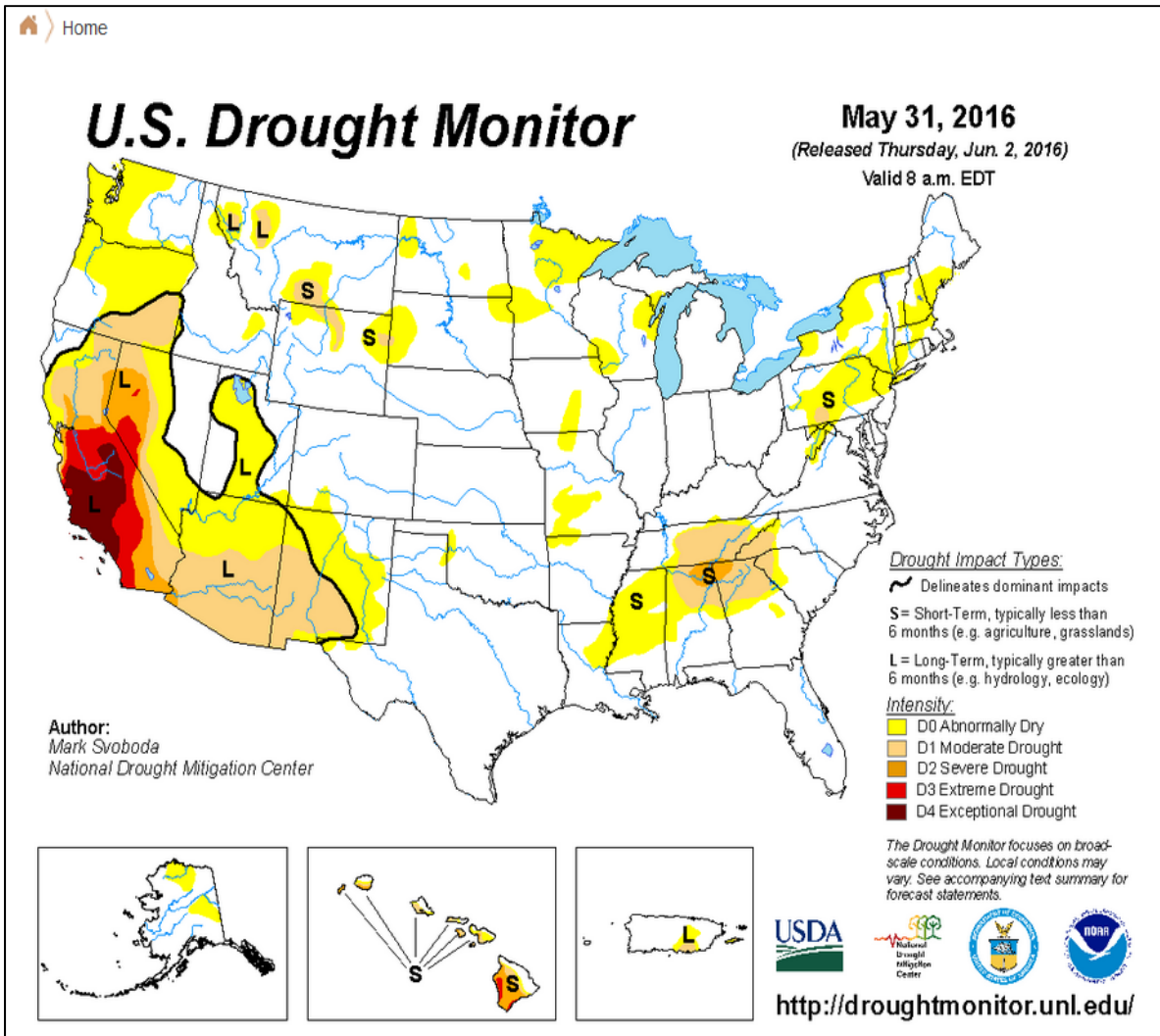
Below is a graphical representation of the storage reservoir levels this year to date.

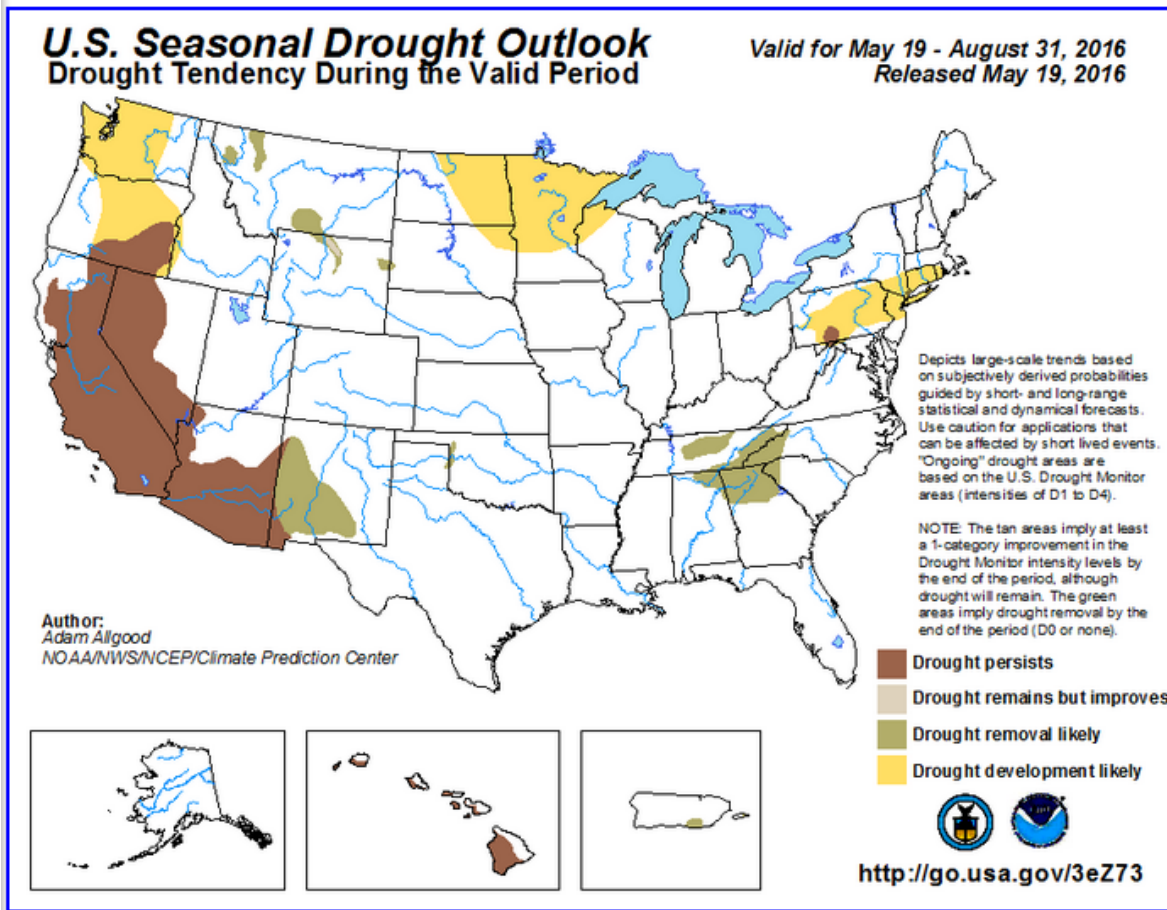


CONSERVATION

For May, water consumption was 32.2% less than in 2013. The residential gallons per capita per day usage was at 157.

The US Drought Monitor graphic for California and our area below shows improvement vs. last month. The US Seasonal Drought outlook continues to show that the drought in our region persists.



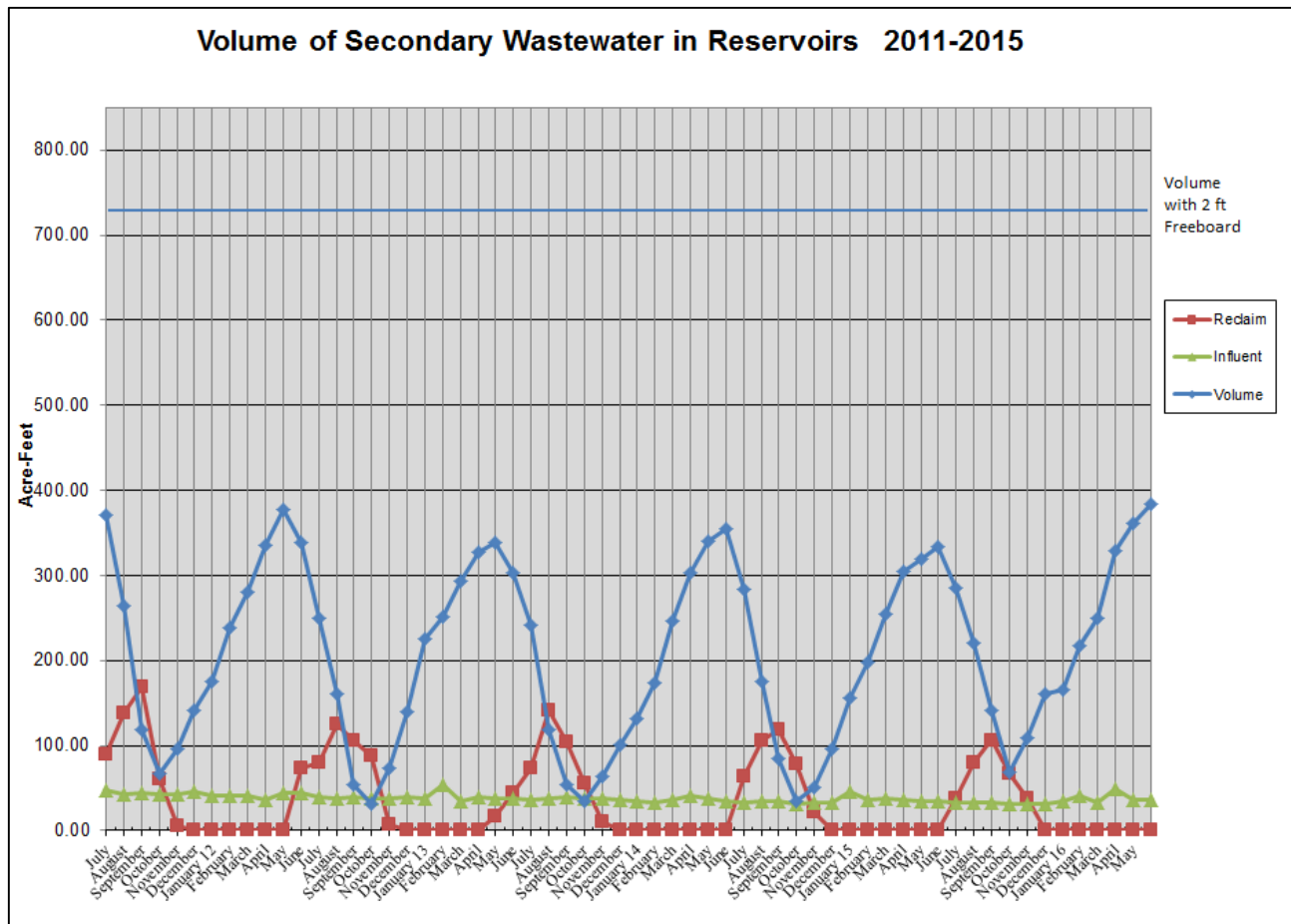


WASTEWATER TREATMENT, COLLECTION AND RECLAMATION

Influent wastewater flow averaged 0.379 million gallons a day, for a total of 11.74 MG, (36 AF) for the month of May. This is approximately 148 gpd per sewer connection. Secondary wastewater storage measured 117.5 MG (360.6 AF) on May 4, 2016 of which 112.6 MG (345.7 acre-feet) is usable volume.

We began supplying recycled water to Rancho Murieta Country Club (RMCC) on June 3, 2016 for their irrigation needs.

The graph below shows where our secondary storage is comparable to previous years, measured on the first Wednesday of each month.



SEWER COLLECTION

Utility staff cleaned the sewer line adjacent to Lindero Lane, sewer lateral “B” in Unit 1 as continued preventative maintenance in that area. No sewer issues this past month in the District’s system.

DRAINAGE

Staff is continuing to cut vegetation in the drainage system. They completed 117 hours of drainage maintenance in May. Work areas included basin 15 in the South and Zone 3 (unit 3) drainages A through F from Camino Del Lago to upper Guadalupe Drive.

CIA DITCH

The CIA is continuing to flow water from the Cosumnes River to the Anderson Ranch.

WATER METERING AND UTILITY STAFF WORK

Utility staff replaced seven (7) ¾” and one (1) MXU radio read unit. Staff was called out for seven (7) water leaks which were all homeowner issues to repair. Staff replaced six (6) service lines and one blow-off valve. Also completed were thirty-four (34) Utility Star work orders, sixteen (16) underground service alerts (USAs), primarily from Greenfield Communications, eight (8) water service restores, and six (6) toilet rebate inspections.

AUGMENTATION WELL

No Update.

RESOLUTION R2016-07

IN HONOR OF MELISSA REHUREK-BENNETT



WHEREAS, Melissa Rehurek-Bennett began her career with the Rancho Murieta Community Services District as a Security Department Gate Officer on August 28, 1999; and

WHEREAS, Melissa has been a part of the success of the Security Department and the Community Services District; and

WHEREAS, Melissa, has endeared herself with many friends and acquaintances in the District and Community; and

WHEREAS, Melissa leaves us, after 16 years of service to the Rancho Murieta residents, fellow employees, and Board of Directors of the Rancho Murieta Community Services District.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of the Rancho Murieta Community Services District commends Melissa Rehurek-Bennett for her years of service to the community and the District, and wishes Melissa a happy and fruitful future.

Gerald Pasek, President

Betty Ferrara, Vice President

Morrison Graf, Director

Michael Martel, Director

Mark Pecotich, Director

MEMORANDUM

Date: June 10, 2016
To: Board of Directors
From: Darlene J. Thiel Gillum, General Manager
Subject: Consider Developer, Cosumnes River Land LLC, Contesting Payment of Communities Facilities Fees as Calculated by the District

RECOMMENDED ACTION

Provide direction to staff.

BACKGROUND

John Sullivan, Cosumnes River Land LLC, is contesting the District's calculation of the fees due upon water permit issue for the Murieta Inn. Mr. Sullivan's belief is that the Water Supply Augmentation Fee and the Capital Improvement Fee should be calculated on an EDU basis of 18 EDU's for the Inn; similar to the calculation methodology for residential permits.

The Financing and Services Agreement, of which Cosumnes River Land LLC is a party, specifies in Article 3.3, Standard District Fees, that the "...fees are documented and established in the District Code and will be charged according to the fees in place at the time of water permit issuance." The District Code, Chapter 8, Communities Facilities Fees, clearly identifies the hotel as commercial type property and, as such, the District has calculated the fees accordingly. The District's calculation of the fees due is attached. The following excerpts are from District Code, Chapter 8 (the relevant sections are in yellow highlight):

3.03 Amount of Community Facilities Fees

The Community Facilities Fees are as follows:

- a. **A Capital Improvement Fee** in the amount of One Thousand One Hundred Eighty Dollars (\$1,180) per EDU to be applied to all undeveloped residential, commercial, and industrial property within the District. This fee is to be paid upon issuance by the District of a water/sewer service permit. **For purposes of determining the amount of the Capital, the following EDU ratios are assigned by property type:**

1. Residential	
<u>Type of Property</u>	<u>EDU</u>
Estate, Cottage, Circle 970's or 9(Y) or Halfplex Lot	1.0 EDU/lot
Townhouse, Murieta Village or Country Club Lodge Lot	0.5 EDU/lot

2. Commercial/Industrial/Municipal

<u>Type of Property</u>	<u>EDU</u>
Business and Professional Office Building	0.3 EDU/1,000 sq. ft.
Retail, Commercial, Clubhouse, Community Buildings, Restaurants, Bars, Cocktail Lounges, Schools, and Training Facility Buildings	0.6 EDU/1,000 sq. ft.
Light Industrial, Equestrian Center & Air port Buildings	0.2 EDU/1,000 sq. ft.
Hotel/Motel Facility Buildings	0.4 EDU/room
Irrigated Lands or Other Miscellaneous Property Uses	1.6 EDU/acre

All Building Areas represent gross floor area.
All Acreage represents gross parcel area.

All properties having a private Fire Department Connection (“FDC”) shall pay, in addition to the fee amounts calculated pursuant to the above EDU ratios, an amount determined in accordance with the following EDU ratios:

4” Diameter FDC	0.40 EDU/connection
6” Diameter FDC	0.50 EDU/connection
8” Diameter FDC	0.60 EDU/connection

- c. A Water Supply Augmentation Fee in the amount of Four Thousand Six Hundred Sixty Dollars (\$4,660.00) per EDU to be applied to: a) all undeveloped residential, commercial, and industrial property within the District which is subject to the Acquisition and Service Agreement (the ASA) recorded in Book 861028 of Official Records at Page 1529, and b) the following properties which are not subject to the ASA: (Amended August, 2014 by Ordinance 2014-02)

1. Rancho Murieta Airport
2. Murieta Airport Business Park
3. Murieta Equine Complex
4. Miscellaneous park sites or portions thereof not otherwise subject to the ASA

This fee is to be paid upon issuance by the District of a water/sewer service permit.

For purposes of determining the amount of the Water Supply Augmentation Fee, the following EDU ratios are assigned by property type:

A. Residential

<u>Type of Property</u>	<u>EDU</u>
Estate lots equal to or greater than 12,000 sq. ft.	1.0 EDU/lot
Estate lots less than 12,000 sq. ft.	0.9 EDU/lot
Cottage and Circle (70' or 90') lots	0.7 EDU/lot
Townhouse, Halfplex or Country Club Lodge lot	0.5 EDU/lot
Murieta Village Lot	0.3 EDU/lot

B. Commercial/Industrial/Municipal

<u>Type of Property</u>	<u>EDU</u>
Business and Professional Office, Airport and Light Industrial Buildings	0.1 EDU/1,000 sq. ft.
Retail, Commercial, Murieta Equestrian Center Buildings	0.2 EDU/1,000 sq. ft.
Clubhouse, Community and Motel/Hotel Facility Buildings	0.5 EDU/1,000 sq. ft.
School Buildings (ADA)	2.0 EDU/100 Students
Training Facility Buildings	0.6 EDU/1,000 sq. ft.
Restaurant, Bar and Cocktail Lounge Buildings	2.0 EDU/1,000 sq. ft.
Irrigated Lands or Other Miscellaneous Property uses	3.5 EDU/acre

All Building Areas represent gross floor area.
 All Acreage represents gross parcel area.

All properties having a private Fire Department Connection (“FDC”) shall pay, in addition to the fee amounts calculated pursuant to the above EDU ratios, an amount determined in accordance with the following EDU ratios:

4” Diameter FDC	0.40 EDU/connection
6” Diameter FDC	0.50 EDU/connection
8” Diameter FDC	0.60 EDU/connection

Murieta Inn Hook-Up fees

	EDU ratio	Calc Basis	Fee	Cost
Water Augmentation			\$ 4,660.00	
Hotel Facility	0.5 per 1000 sq.ft	77626		\$ 180,868.58
Conference rooms (5)	0.5 per 1000 sq.ft	3372		\$ 7,856.76
Spa & Salon	0.2 per 1000 sq.ft	3812		\$ 3,552.78
Resturant, Bar & Lounge	2.0 per 1000 sq.ft	1532		\$ 14,278.24
Fire Dept. Connection 8"	0.6 per Connection	1		\$ 2,796.00
Total WSA				\$ 209,352.36
Recycle Credit			\$ (2,000.00)	
Hotel Facility	0.5 per 1000 sq.ft	77626		\$ (77,626.00)
Conference rooms (5)	0.5 per 1000 sq.ft	3372		\$ (3,372.00)
Spa & Salon	0.2 per 1000 sq.ft	3812		\$ (1,524.80)
Resturant, Bar & Lounge	2.0 per 1000 sq.ft	1532		\$ (6,128.00)
Fire Dept. Connection 8"	0.6 per Connection	1		\$ (1,200.00)
Total Recycle Credit				\$ (89,850.80)
Capital Improvement			\$ 1,180.00	
Hotel	0.4 per room	83		\$ 39,176.00
Conference rooms (5)	0.6 per 1000 sq.ft	3372		\$ 2,387.38
Resturant, Bar & Lounge	0.6 per 1000 sq.ft	1532		\$ 1,084.66
Spa & Salon	0.6 per 1000 sq.ft	3812		\$ 2,698.90
Fire Dept. Connection 8"	0.6 per Connection	1		\$ 708.00
Total Cap Imp				\$ 46,054.93
Prev Infastructure Reimb.	18 per edu	18	\$ 5,900.00	\$ 106,200.00
	<i>Adjusted edu:30 allotted 18 hotel; 12 extended stay</i>			
Security Impact	18 per edu	18	\$ 750.00	\$ 13,500.00
	<i>Adjusted edu:30 allotted 18 hotel ;12 extended stay</i>			
Water meter	2 3/4 and 4"	cost		\$ 3,460.44
	<i>3/4" is for bypass meter; 4" is for hotel service; includes MXUs</i>			
Water meter Inspection	2		\$ 126.50	\$ 253.00
Sewer Inspection	1		\$ 126.50	\$ 126.50
Spray Field Maintenance	18 per edu	18	\$ 225.00	\$ 4,050.00
			Total Fees	\$ 293,146.43
			In-lieu credit applied	\$ (119,501.56)
			Total due	\$ 173,644.87
Recycled Water Mainline construction cost:				\$ 173,606.98
			Net Credit for WSA fee and Recylce Water	\$ (119,501.56)
Remaining in-lieu credit to be applied to extended stay fees				\$ 54,105.42

MEMORANDUM

Date: June 9, 2016
To: Board of Directors
From: Darlene J. Thiel Gillum, General Manager
Paul Siebensohn, Director of Field Operations
Subject: Consider Request from Roebbelen Construction, Construction Manager at Risk, for an Adjustment to the Guaranteed Maximum Budget for the Water Treatment Plant Expansion Project

RECOMMENDED ACTION

Deny Roebbelen's request to increase the Guaranteed Maximum Budget by \$177,866 for the Water Treatment Plant Expansion Project.

BACKGROUND

Roebbelen is requesting that the District provide reimbursement of contingency funding for work that they feel was outside of the original scope of the project now that the Water Treatment Plant Expansion Project (Project) is nearly complete and out of contingency funds. Attached is their letter and supporting documentation.

In September 2013, the District entered into a professional services agreement with Roebbelen Construction Management Services, Inc. to provide the District with construction management services for the Water Treatment Plant Expansion Project. This agreement was designed as a Construction Manager at Risk (CMAR) relationship between the District and Roebbelen with responsibilities from the Design Phase to the Plan Check and Bidding Phase and through the Construction Phase of the Project assigned to Roebbelen. The Project's Trade Contracts were assigned to Roebbelen with the expectation that Roebbelen was to perform as the Project Manager, including evaluation and negotiation of change orders and managing project cost within the Guaranteed Maximum Budget (GMB). One of the main points of the District entering into the CMAR relationship was to ensure the Project was managed by experienced construction project managers, a skill set that the District does not have on staff. In Roebbelen's proposal package, they list Change Orders as a Critical Issue and state that "Change order requests will be thoroughly investigated and denied when there is no merit".

District staff contends that Roebbelen has fallen short on their duty to keep the District informed of potential GMB overruns by accepting the \$177, 866 in change orders (which run from August 4, 2014 to March 7, 2016) and failing to identify these change orders as outside of the original project scope until May 3, 2016. Had Roebbelen conveyed this to the District at the time these change requests were submitted, as was the case with the Bird Netting change request, the District may have decided to postpone the work or have the work performed by District direct contract (or in-house staff) or request Board approval for an increase in the GMB prior to having the work performed.

Of the list of items provided by Roebbelen District staff believes that all of them were properly funded by the contingency and that, at a minimum, \$66,928 of them are clearly within the original project scope.



May 3, 2016

Rancho Murieta Community Services District
15160 Jackson Rd
Rancho Murieta, CA 95683
(916) 354-3700

Dear Board of Directors,

At the start of the water treatment plant project we provided a 30% progress plan completion estimate with a 10% contingency. Once we reach a stage in the plan review where we understand the adequacy of the plans and specs we can then adjust the contingency either up or down. As we progressed through the plan review we provided a follow up estimate and readjusted the contingency to 8%. After the final set of plans were completed and all bids were received the final Guaranteed Maximum Budget (GMB) was set up, and the contingency was adjusted to 5%. Our goal for all projects is to return unused contingency at the conclusion of a project to the owner. Additionally, we try not to arbitrarily ask for too much contingency to inflate the GMB. The water treatment plant expansion would have been spent under the 5% contingency and money would have been returned if we had not assigned some maintenance and plant upgrades that were outside the original scope of work. These maintenance and plant upgrade items that were allocated from project contingency added an additional 1% to the project for a total of 6% total contingency. We are requesting that this 1% for maintenance and plant upgrades get replenished to the contingency.

This letter is a request to replenish the project contingency for work that was directed to be performed, but was outside the original project scope. A total of \$177,866 worth of work was performed on plant operation maintenance and upgrades that was not included in the GMB. Enclosed is a summary of work performed along with the corresponding backup. Throughout the project, these additional items were funded from the project contingency that was built into the original GMB. Upon job budget reconciliation near the conclusion of the project, it was determined that \$177,866 had been directed to be spent on items for Water Treatment Plant upgrades and maintenance items. At the time of the original directives, these items were deemed feasible to be drawn from project contingency as there were funds available and current projections showed an anticipated refund of remaining contingency at project completion. Nearing job completion and trade contractor reconciliation it was determined that the contingency would be overdrawn by \$177,866 to complete all outstanding changes. We are requesting an increase in the project GMB of \$177,866 to refund

1241 Hawks Flight Court
El Dorado Hills, CA 95762
p 916.939.4000
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www.roebbelen.com

Roebbelen Management, Inc.
Roebbelen Contracting, Inc. CA License #734124
Roebbelen Contracting, Inc. NV License #0056512
Roebbelen Contracting, Inc. OR License #124156
Roebbelen Contracting, Inc. WA License #ROEBBC1967KQ
Roebbelen Construction Management Services, Inc. CA License #808764
ISO 9001: 2008 Certified



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contingency for these operation maintenance and upgrade items (outside the GMB; not included in the original scope) to complete the project.

If you have any questions regarding this request, please feel free to contact our office.

Thank you,

Jeff Dees
Project Manager

Owner_Directive

CE #	CE title	CE description	Cost
002	Drying bed extension shotcrete and material change	District request material change from asphalt paving substrate to gunite material for longevity	\$5,648
003	Force main change of material	District request specified material for 2" Force main of Schedule 40 pipe to Schedule 80 pipe	\$2,888
004	2" Conduit for Fiber	District requested 2" schedule 80 conduit to be placed on top of contract force main to create a pathway for future fiber optic cable to be ran for plant communications	\$26,264
005	CLSM trench at lower yard	At lower equipment yard district requested that a 1 ft wide by 60 ft long trench be dug out along the creek fence line and backfilled with light weight concrete to prevent future burrowing vermin from undermining the lower yard through the creek	\$3,300
006	(E) Drying bed cleanout	Per district request the existing north east drying bed required maintenance. This included digging out the sludge that accumulated on top of the drying bed from settle out and transportation to the waste water facility	\$1,882
008	RFI #024, replace corroded FCA	At district request at plant 2 vault we were requested to remove and replace existing flange coupling adaptor that was at the other side of vault from new pipe line connection we were making. This was done as we were in the vault and beneficial for us to preform since connecting pipe was being worked on.	\$6,623
011	NAOH added slab at tank yard	Replace original design asphalt base walkway at upper tank yard adjacent to chemical storage room with a concrete slab for longevity	\$4,091
025	Drying Bed cleanout and sand infill	Per district request the existing north and south western drying bed required maintenance. This including digging out the sludge and sand bedding from the existing drying bed and reinstalling with new material along with offhaul of the existing material to their waste water facility.	\$13,482
36	GE upgraded maintenance table	Per contract GE was to supply a maintenance table for checking for leaks in membrane filters. This cost per district request was to upgrade this table to include a repair kit and compresor for leak detection and repair.	\$5,013
040	GE additional Spare Parts	Additional spare parts to include (1) analog input/output I/O card and (1) discrete input/output I/O card per district request	\$2,600
049	ASI #03 additional eyewash/shower in basin	In main mechanical basin the district requested an additional eye wash be placed for quicker access and safety precaution.	\$1,855
059	RFI #75, added cable tray	Per district request extending the cable tray in the ancillary equipment room to include an additional level for signal and in chemical room extending cable tray from equipment in middle of the room to the end of the room	\$1,823

Owner_Directive

060	AER (E) fan demo and plywood vents	In ancillary equipment at the roof line there was existing fans and switching from previous plant operation. Per district request this cost was to remove the existing fans and switching and cover the opening at the roof with plywood to prevent future heat loss from radiant heaters installed per contract.	\$5,860
064	Additional painting control room ceiling and walls	Per district request additional painting of existing roof plywood and structural members along with outer existing wall	\$2,230
085	Upgraded Citric acid tote	Upon approval of chemical storage totes it was verified that we could upgrade the citric acid container to 356 gallons from 240 and stay within storage parameters without added fire suppression	\$0
086	Pipe gallery valves and bolts replacement	Within existing pipe gallery below control room it was found that existing piping was rusted and needed repair. Contract work in this area was to cap piping and existing valving was to remain. This cost per district request was to remove and replace corroded flanges and bolt sets along with valving since we were in this confined space already performing work	\$5,360
098	Clean (E) CCT basin	Per district request clean the existing chlorine contact basin and make minor repairs. Contract work was to create an extension to this existing basin and build new pump station so we had to drain the entire facility. It was financial proactive to have this done now as the facility was drained and ready and we were in the process of cleaning the new contract portions of the basin.	\$9,946
100	Cable tray rack in basin (power & signal)	In main mechanical basin there was to be conduit run for all power and signal to equipment. Per district request for future ease of access and to keep conduits from off the existing wall space it was elected to provide a cable track rack along the front of the filter basins for all cabling and then disperse to equipment from there.	\$3,157
102	IP camera upgrade	Per district request this cost was to upgrade specified camera system to include an IP camera and equipment upgrades to existing system	\$456
104	Temp power for Zinc skid in feed room		\$1,305
111	New conduit and wire for motorized gate		\$4,006
114	Flocc motor power/signal conduit	Existing Flocculators were to remain per contract. District requested rerouting of existing flocculator power and signal to below concrete deck and introduced into SCADA system.	\$12,533
119	RFI #132, Handrail extension at flash mix		\$1,247
120	Generator control peripheral module		\$2,791

Owner_Directive

121	RFI #110, safety air exhaust valves	Per desitric safety standards all air ball valves specified needed to be changed to safety air exhaust valves allowing the district staff to purge the air build up at each valve locally prior to disconnecting the air line from the pneumatic valve	\$1,724
132	Replace siding ancillary room & flocc basin	At flocculator and ancillary room siding was not part of original scope to be replaced but adjacent to existing siding to be replaced. The district elected to replace water damaged siding outside of Add Alt #1.	\$3,680
138	Future pump pad	Per contract the mechanical contractor was to supply pads for the three planned pump pads. The 4th membrane basin was for future and not part of the expansion project. The district elected to provide the additional pump pad now for future expansion	\$1,349
148	Replace lamps on (E) light poles with LED	Per district request all lightpoles received upgraded lightpole heads to LED for better longevitiy.	\$2,531
156	2" bulkhead fitting at upper tank yard	Per district request they elected to rotate the chemical storage containers at the upper tank yard which caused the connection pions to be rotated and the additional of 2 bulkhead fittings.	\$841
157	Ancillary room (E) soffit opening infill	In ancillary room the outer wall had openings for ventilation since it was previous a wet environment. Now that it was converted per contract to a dry area these opens weren't necessary anymore and the district elected to close them up with plywood.	\$2,390
159	replacement of 12" FCA in pipe gallery	This cost is in addition to the CE #86. CE #86 covered the cost of replacing the valves in the existing pipe gallery. Upon investigation of the replacement of the valves the district elected it was prudent to also include replacement of the flanges and elbows along this pipe network due to corrosion.	\$8,129
160	Relocate SCADA server to hallway	The SCADA server was original shown to be placed adjacent to the SCADA console in the main control room. Per district request the server was relocated to hallway moving it 30 ft away from its original location and not along the cable tray. This cost was for the conduit extension from the cable tray to new location in hallway	\$2,195
163	Safety Air Exhaust Valves	The district elected to replace all ball valves with safety air exhaust valves as part of their district safety policy. This cost was to replace the specified valves already supplied by GE with new safety air exhaust valves.	\$5,570
165	Shelf for ZO pump	The existing Zinc chemical pumps where to be relocated on the pump table. After relocation the district elected to have a shelf built on the back of the new pump panel to attach the existing pumps to for conservation of space.	\$500

Owner_Directive

167	Access hatch hold opens	At backwash basin the access hatches for viewing didn't have hold opens per plan. The district requested that we install hold opens so the hatches could remain open without operator involvement.	\$1,033
169	Add room id signage per submittal	The district selected 5 additional ID signs throughout the project for existing spaces	\$758
175	RFI #149, PD line routing modification	Per district request we were to split the contract pipe into two runs and provide valving for future flow meter connection within new box along with conduit pathway for communication wires.	\$5,662
177	relocate RW cyanometer	Per district request we were to relocate the existing cyanometer from the lab to the ancillary room and provide piping and signal to SCADA for reading of values on control system.	\$4,477
178	Temp piping for comissioning	Cost for the temporary piping for comissioning of the membrane filters. This cost was for the a temp pipe to be ran from the permeate header to tank #3 for recirculation in lieu of a flexible hosing as planned.	\$1,697
184	Temp CL bypass	Per district plant operation the chlorine system required a temporary bypass for relocation. This consisted of a temporary pipe to connect plant 2 while plant 1 was taken down for new equipment installation	\$408
185	RFI #175, High Level alarm in sump pump	Per district request at the lower sump area behind the filters we installed a float and connected to SCADA for a level alarm in case the lower sump area became flooded.	\$8,186
191	Screens at flash mix overflow	At the raw water flash mix inlet the district elected to cover the two rectangular openings with insect screen to avoid the potential of any wildlife from entering the raw water stream.	\$652
196	RFI 180, Existing pipe gallery sump	In existing pipe gallery the district requested a sump pump to remove any water that accumulated in this space. This cost was to provide electrical infastructure for the future sump pump not per plan	\$1,090
204	Install UPS in GE Panel	Within the GE control panel there was no backup power specifield except for the backup generator for the entire project. The district elected to provide a UPS for backup of the GE panel and have the electrical contractor wire in.	\$634
Total			\$177,866

MEMORANDUM

Date: June 10, 2016
To: Board of Directors
From: Darlene J. Thiel Gillum, General Manager
Subject: Consider Approval of Sales Tax Payment on the GE Portion of the Water Treatment Plant Expansion Project

RECOMMENDED ACTION

Approve payment of \$116,575.95 to GE Zenon Environmental Corporation for the sales tax due on the GE portion of the Water Treatment Plant Expansion Project. Funding to come from Water Capital Replacement Reserves.

BACKGROUND

The agreement between the District and GE Water & Process Technologies specifies that the District is to remit California sales tax directly to the State and that GE will provide a breakdown between the taxable and non-taxable portion of their contract services. The attached spreadsheet breaks down the lump sum price into \$1,457,199.39 taxable (for tangible items) and \$724,213.31 non-taxable (for service type items) for a total of \$2,181,413.

Even though the agreement specifies the District is to pay sales tax directly, GE included the sales tax on their invoices, which is a standard practice, and has remitted that payment to California. Per the GE Tax Analyst, the only way that GE would not remit sales tax was if they had a sales tax exempt certificate for the District on file, which they do not have. The District is obligated to pay the sales tax on this contract and should reimburse GE for the sales tax payment.

BSO #	Invoice #	Invoice #	SAP MILESTC	DESCRIPTION	net billing milestone	net invoice	STATE TAX 6.5%			TOTAL INCL TAX	PAID	BALANCE OWING	Customer Cheque number
							COUNTY TAX 1%						
70334738	1	97326689	33987	BILMS: \$108690.00 INITIAL DEPOSIT	\$ 108,690.00	\$ 108,690.00	\$ 8,150.00	\$	\$ 116,841.76	\$ 116,841.76	\$ -	28548	
70334738	2	97450218	34387	BILMS: \$434760.00 APPROVAL OF SHOP DRAWG	\$ 434,760.00	\$ 434,760.00	\$ 32,607.00	\$	\$ 467,367.00	\$ 467,367.00	\$ -	18607	
70334738	3	97530890	36013	BILMS:\$452000.00 DELY DROP SHIP LOAD 1&2	\$ 452,000.00	\$ 452,000.00	\$ 33,900.00	\$	\$ 485,900.00	\$ 485,900.00	\$ -	18615	
70334738	4	97657071	34388	BILMS:\$630000.00 MEMBRANE CASSETTE & MISC	\$ 630,000.00	\$ 630,000.00	\$ 47,250.01	\$	\$ 677,250.01	\$ 677,250.01	\$ -	18622	
70334738	5	97664291	36014	BILMS:\$180000.00 DELIVERY LOAD 3	\$ 180,000.00	\$ 180,000.00	\$ 13,500.00	\$	\$ 193,500.00	\$ 193,500.00	\$ -	18622	
70334738	6	97664311	37543	BILMS: \$7613.00 PLC & REPAIR STN UPGRADE	\$ 7,613.00	\$ 7,613.00	\$ 570.97	\$	\$ 8,183.97	\$ 8,183.97	\$ -	18622	
	7	97698104		Credit Memo 7.5% of \$600K			\$ (45,000.00)	\$	\$ (45,000.00)	\$ (45,000.00)			
		37356		BILMS:\$42280.00 SPARE PARTS								18643 and PAID BY CREDIT	
70334738	8	97848748			\$ 42,280.00	\$ 42,280.00	\$ 3,171.00	\$	\$ 45,451.00	\$ 45,451.00	\$ -	Memo	
70334738	9	97911922	34389	BILMS: \$163035.00 START OF COMMISSIONING	\$ 163,035.00	\$ 163,035.00	\$ 12,227.62	\$	\$ 175,262.62	\$ 175,262.62	\$ -	Paid By Payment-18645	
70334738	10	98046755	34390	BILMS:\$100,000 for PERFORMANCE TEST	\$ 100,000.00	\$ 100,000.00	\$ 7,499.99	\$	\$ 107,499.99	\$ 107,499.99	\$ -		
				Totals to date	\$ 2,118,378.00	\$ 2,118,378.00	\$ 113,876.59	\$	\$ 2,232,256.35	\$ 2,124,756.36	\$ 107,499.99		
70334738		40640		\$63,035 FOR COMPLETION OF PERFORMA	\$ 63,035.00	\$ 63,035.00	\$ 4,727.63	\$	\$ 67,762.63	\$ 67,762.63	\$ -	invoice issued May 4/16	
TOTAL					\$ 2,181,413.00	\$ 2,181,413.00	\$ 118,604.22	\$	\$ 2,300,018.98	\$ 2,124,756.36	\$ 175,262.62		
tax adjustment 0.5% of \$2,181,413.00							\$ 10,907.07	\$	\$ 10,907.07	\$ 10,907.07	\$ -		
tax adjustment 8% of \$724,213.31							\$ (57,937.06)	\$	\$ (57,937.06)	\$ (57,937.06)	\$ -		
tax adjustment already given							\$ 45,000.00	\$	\$ 45,000.00	\$ 45,000.00	\$ -		
TOTAL					\$ 2,181,413.00	\$ 2,181,413.00	\$ 116,574.22	\$	\$ 2,297,988.98	\$ 2,124,756.36	\$ 173,232.62		

Taxable	Pre Tax	w/ 8% tax		\$56,656.64	to be paid by Robbelen
Non taxable	\$1,457,199.39	\$1,573,775.34	\$116,575.95	\$ 116,575.98	to be paid by District
	<u>\$724,213.31</u>	<u>\$724,213.31</u>			
	\$2,181,413.00	\$2,297,988.65			
	pre tax	\$2,181,413.00			
	tax @8%	\$116,575.95			
	Total	\$2,297,988.95			
	Pd by contractor	\$ 2,124,756.36			
	Balance owing	\$173,232.59			
	Pre tax from Contractor	\$56,656.64	outstanding to cover base contract		
	Tax from End user	\$116,575.95	tax portion		

MEMORANDUM

Date: June 6, 2016
To: Board of Directors
From: Improvements Committee Staff
Subject: Consider Approval of Costs for SMUD Power Panel Upgrade for the Wastewater Treatment Plant Solar Array

RECOMMENDED ACTION

Approve up to \$164,000 to Solar City for cost reimbursement for SMUD power panel upgrades to the Wastewater Treatment Plant. Funding to come from Sewer Capital Replacement Reserves.

BACKGROUND

Per SMUD's engineering review of the solar system integration into the Wastewater Treatment Plant (WWTP), it requires a new power panel (utility switchboard), power lines and transformer, and costs at prevailing wages to install them. The existing transformer, power lines, and switchgear are rated at 600 amps and would be upsized to 1,000 amps as the potential output from the photovoltaic system is 721 amps, which exceeds the existing infrastructure. As the system will over-generate power at times, it will back feed SMUD's system; the power lines, transformer, and switchgear need to be upsized to accommodate this. The District will be credited for excess power production through Solar City by Net Metering. Solar City will work with us and SMUD to coordinate and convey what is needed without any mark up to the District. Per the District's contract with Solar City, the District is required to pay for these needed upgrades. See below excerpt from contract.

5. System Installation Includes:

Installation of a solar energy system (includes: design, engineering, permitting, performance bonds, installation, monitoring, rebate application and paperwork processing for solar energy system), **prevailing wage construction.**

6. System Installation Excludes:

Additional or extra construction-related work caused by subsurface, latent or unknown physical conditions at the Premises that differ materially from those ordinarily encountered and generally expected as inherent in System installation at this type of site (including, but not limited to, excavation/circumvention of underground obstacles); upgrades or repair to customer or utility electrical infrastructure; payment bonds; tree removal and tree trimming; and Purchaser's evaluation of the project under the California Environmental Quality Act ("CEQA Evaluation") and the mitigation of any significant environmental impacts disclosed by the CEQA Evaluation (the mitigation costs are referred to as the "CEQA Costs").

If any CEQA Costs should arise, then the Parties will attempt in good faith to negotiate the pricing to address such costs. If: (1) resolution of the CEQA costs cannot be reached; or (2) the CEQA Evaluation discloses any significant environmental impacts that cannot be feasibly mitigated or avoided, then either Party may terminate this Agreement prior to commencement of installation of the System without liability or triggering a default under this Agreement. Either Party's rights under this paragraph shall, unless previously exercised, terminate on the date that is the earlier of (i) 180 days after the Effective Date or (ii) the date on which the conditions to Seller's obligations set forth in Section 6(a) of Exhibit 3 are satisfied.

Attached and below are the estimated costs for the required upgrades to interconnect the PV system at the WWTP site. These costs will be a direct pass through and Solar City will not add any mark-up on these costs in the spirit of keeping this project financially viable for both parties.

Estimated cost for new utility switchboard (see attached) - \$22,170.50

Estimated cost for SMUD (see attached) - \$40,123.10

Estimated cost for new SMUD required Transformer- \$30,000

Estimated cost for EC labor and material to install new gear (see attached) - \$55,570.00

Total estimated cost: \$147,863.6

Staff recommends a contingency of at least 10% be added as these costs are best estimates based off of quotes and the SMUD transformer is still just an estimate as we are still waiting for a formal quote from SMUD. Therefore, we are requesting that \$164,000 be approved.

Solar City previously estimated \$50,000 for this work. Despite these added costs, the District will come out ahead with significant cost savings in the long run as the project impact is approximately \$100,000 over the 20 year life, or \$5,000 per year.

Rancho Murieta Community Service District WWTP

480/277 volts

Telecom

<u>Labor – (loaded cost)</u>	<u>UNITS</u>	<u>QTY</u>	<u>COST/UNIT</u>	<u>COST</u>
Telecom Technician	HRS	100		\$ -
Telecom Engineering	HRS	60		\$ -
Electrical Contractor* This will be a credit back to SolarCity				\$ 6,000.00
Labor Total		160		\$ -

Parts and Material

Wireless Router				\$ -
Cables				\$ -
Turn-key RLH enclosure w/ DC power				\$ -
Total Material				\$ -

Recurring cost

SCADA CIRCUIT	\$0.00
METERING CIRCUIT	\$0.00

Total Estimated Cost - Telecom \$0

EMS

<u>Labor – (loaded cost)</u>	<u>UNITS</u>	<u>QTY</u>	<u>COST/UNIT</u>	<u>COST</u>
OMS Technician	HRS	10		\$0.00
<u>Parts and Material</u>				
Ruggedcom RX1510 Router		1		\$0.00
Serial Module		1		\$0.00
DDS Module		1		\$0.00
Edge RTU		1		\$0.00

Total Estimated Cost - EMS \$0

Metering

<u>Labor – (loaded cost)</u>	<u>UNITS</u>	<u>QTY</u>	<u>COST/UNIT</u>	<u>COST</u>
Metering Tech	HRS	82		\$0
<u>Parts and Material</u>				
Jemstar meter		1		\$0
CT, Indoor 400:5, #10013844		3		\$0.00

Total Estimated Cost - Metering \$0

Line

<u>Labor – (loaded cost)</u>	<u>UNITS</u>	<u>QTY</u>	<u>COST/UNIT</u>	<u>COST</u>
	HRS		Varies	\$23,905.58

Parts and Material

Transformer Upgrade	1	\$ 22,217.52	\$22,217.52
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Total Estimated Cost - Line	\$46,123.10
-----------------------------	-------------

Total Estimated Cost	\$40,123.10
-----------------------------	--------------------

Total recurring cost (direct fiber link)	\$61.74/month
--	---------------



Powering forward.
Together.

cho Murieta Community Service District Waste Water Treatment Plant PV Requirements--600kW Metering

SMUD will provide the meters for the meter panel in the switchgear.

SMUD generation meter requires auxiliary power from the same circuit as the SMUD RTU. 120-480 volts to be brought into the meter section. This circuit should not be fed from the generation circuit. Per site visit in February 25, power will be supplied from a dedicated sub-SMUD will order CTs (order lead time is 10 weeks) and install them.

SMUD will provide the necessary metering CTs for the PV generation meter.

SMUD will need to review and approve the cut sheets for the switchgear before it is ordered.

SMUD needs to ensure SMUD metering is built out in a separate section from the developer's Developer purchases switchgear that complies with SMUD Electric Service Requirements

(ESR) and Electric Utility Service Equipment Requirements Committee (EUSERC)--order lead

If the developer would like to meter, the developer is responsible for purchasing and installing their own separate metering equipment and will install it in their section of the switchgear. The developer cannot attach to the SMUD metering equipment or allow their metering equipment to

Telecommunications

SMUD will order a 56k circuit from AT&T. This is a point-to-point circuit used for real time data tr

SMUD will purchase the telemetry enclosure with thermostat, exhaust fan, batteries, and power

SMUD will purchase and install RTU and serial server in the new enclosure

SMUD will terminate the RTU and metering cables

Developer will order a plain old telephone service (POTS) from AT&T.

Developer will mount the new telemetry enclosure per SMUD approved location

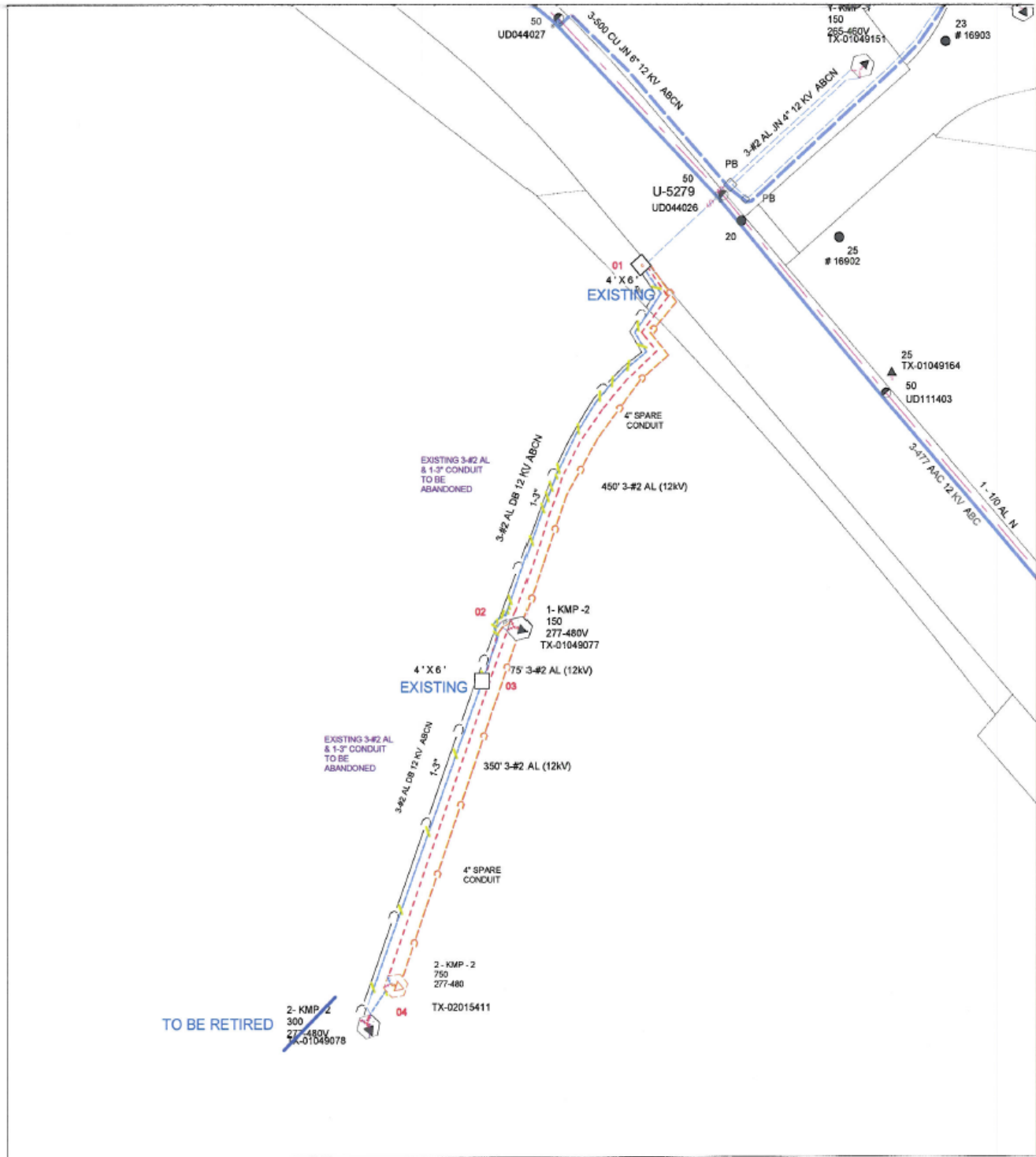
Developer will install conduit and two CAT5e shielded cables from the new telemetry cabinet

Developer will install conduit and two CAT5e shielded cables from the new telemetry cabinet

Developer install 120VAC outlet in the new enclosure. Developer is responsible for termination of the power cables. Per site visit on February 25, 2016, power will be supplied from a

Line Work

SMUD will install two 4" conduits from the pull box at Jackson Highway to the new



AS-BUILT	Foreman:
OH Phasing noted on	Date Initials
	Trench Inspection:

Job Name: RANCHO MURIETA PV INSTALATION



Wesco Distribution

2800 Mead Avenue
Santa Clara, CA 95051
Office (408) 562-0402
Fax (408) 562-0481

QUOTATION for:

**“Rancho Murieta Community
Service District - WWTP
JB9561033 Case7928362”**

May 16, 2016
Negotiation No.: SF010226X6K3

EQUIPMENT SUMMARY & SELLING POLICY

Wesco Dist. is pleased to offer the following Scope of Work and Bill of Material for your consideration. The Bill of Material is in accordance with our interpretation of the Plans and Specifications. This offer is subject to your approval and is conditional upon your acceptance of the applicable Eaton Electrical. Selling Policy listed below.

Schedules are based on current factory scheduling. Please contact your Eaton Electrical sales engineer or distributor if different dates are required. Shipment Dates are based on returned Approval Drawings marked “RELEASED FOR MANUFACTURE”.

Equipment	Price	Weeks for Approval Drawings Submittal	Weeks to ship After <u>Release</u> of Order
1200A PRLC SWITCHBOARD	\$21,100	1 WEEK	8 – 10
1000A FUSES (KLU-1000)	\$970.50	1 WEEK	STOCK

Job is quoted:

- Per Plan Drawings and Spec Sections
Comments and special conditions as noted.
- Per Plans Only – No Specs
- Per Customer's Take Off – Verbal
- Per Customer's Take Off – Written
- Other:

Unless otherwise noted:

- Fuses, Field Testing, Coordination Study, Transformer Lugs & Vibration Mountings are NOT included unless otherwise noted.
- No Addendum Included.
- Includes Addenda #

Respectfully,
Josh Teck
Projects Specialist
jteck@wesco.com

COMMENTS & SPECIAL CONDITIONS

1. **Eaton standard 1-year warranty applies. Additional 3-year warranty is available for 4% price adder per Selling Policy 25-000.**
2. **Shipping terms are FOB plant. There is a 2% adder for FOB jobsite(destination).**
3. **Any change in this BOM may impact package price.**
4. Offer is valid for 30 days
5. Cable terminations use mechanical type lugs. Mechanical lugs will accept either copper or aluminum cables. Compression type lugs are available at an additional charge.
6. Freight is by common carrier – specific delivery windows cannot be guaranteed. Additional costs will be incurred for specific delivery windows or other forms of delivery including but not limited to flat bed and lift gate.
7. Proposed equipment is finished using Eaton Corp. standard application process and colors.
8. Equipment quoted is Eaton Corp. standard unless otherwise noted.
9. Safety switches, enclosed circuit breakers, starters, lighting contactors, or other miscellaneous equipment are not included unless listed as a separate item within this bill of material.
10. No fuses are included in this quote unless listed as a separate item within this bill of material.
11. Safety switches, enclosed circuit breakers, starters, lighting contactors, transformers and other miscellaneous equipment do not include nameplates.
12. Dry type transformers, if supplied do not include primary or secondary terminal lugs.
13. Dry type transformers, if supplied do not include vibration isolations supports.
14. Spare parts or extra material are not included unless listed as a separate item within this bill of material; this includes but not limited to touch-up pain, breaker lifting devices, fuses, spare fuse cabinets, thermal heaters, spare circuit breakers, accessory kits, and/or test kits.
15. Standard Eaton Corp. warranty is applicable for (12) months from date of installation or (18) months from date of shipment, whichever comes first.
16. All orders are subject to Eaton Selling Policy 25-000.
17. Field start-up, field testing, witness testing, training, factory test reports, or seismic calculations are not included unless listed as a separate item within this bill of material.
18. Under there are different or additional terms and conditions contained in master agreement that modify WESCO's standard terms, buyer agrees that this quote and any resulting PO will be governed by WESCO's terms and conditions dated 011107 available @ www.wesco.com/terms_and_conditions_of_sale.pdf, which terms are incorporated herein by reference and made part hereof. Please contact seller identified on this quote if you require a printed copy.

Project Name: SC - JB-9561033 Case 7928362
Ranch
General Order No: SSF0688973

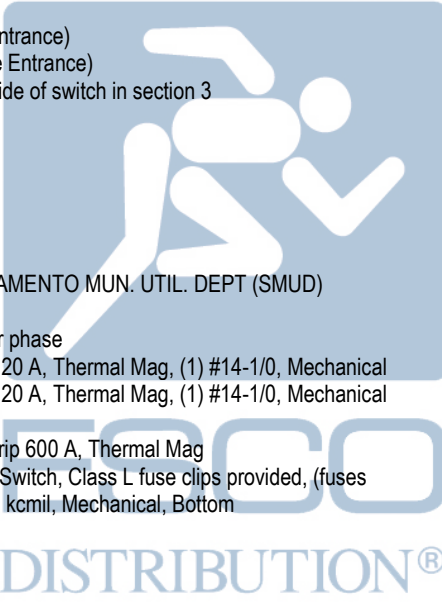
Negotiation No: SF010226X6K3
Alternate No: R001

Item No.	Qty	Product	Description
	1	Switchboards	Pow-R-Line C Switchboard, Front Access/ Front and Rear Align, Type 3R (nonwalk-in) Flat Roof 480Y/277V 3-Phase 4-Wire, 1200 Aluminum, Minimum Interrupt Rating: 35kA, Bus Bracing Rating: 65kA

Designation 1000a SE 3

Qty List of Materials

- 1 Pow-R-Line C
- 3 Type 3R (nonwalk-in) Flat Roof
- 1 Service Entrance Label
- 1 Seismic Freestanding Label (IBC/CBC Seismic Qualified)
- 1 Service entrance with solar switchboard
- 1 1200 Amp AL Main Structure
- 1 1000A Utility Metering - SACRAMENTO MUN. UTIL. DEPT (SMUD)
- 2 Utility Meter Socket
- 2 Vertical Isol. Barrier (Service Entrance)
- 3 Horizontal Isol. Barrier (Service Entrance)
- 1 Cts to be mounted on the load side of switch in section 3
- 1 Provide CPT in section 2 2kva
- 1 switch visible blade for solar
- 1 1200 Amp AL Main Structure
- 6 Nameplate
- 4 Thermal Mag Trip - Standard
- 1 1200 Amp AL Main Structure
- 1 1200A Utility Metering - SACRAMENTO MUN. UTIL. DEPT (SMUD)
- 1 Ground fault protection
- 1 switch needs 5 0 500kcmils per phase
- 1 20A 3P [FD 225A Frame], Trip 20 A, Thermal Mag, (1) #14-1/0, Mechanical
- 2 20A 1P [FD 100A Frame], Trip 20 A, Thermal Mag, (1) #14-1/0, Mechanical
- 1 3P [FD 225A Frame] Provision
- 1 600A 3P [LGE 600A Frame], Trip 600 A, Thermal Mag
- 1 1200A 3 Pole Bolted Pressure Switch, Class L fuse clips provided, (fuses provided by others), (4) #4-500 kcmil, Mechanical, Bottom



Eaton Selling Policy 25-000 applies.

All orders must be released for manufacture within 90 days of date of order entry. If approval drawings are required, drawings must be returned approved for release within 60 days of mailing. If drawings are not returned accordingly, and/or if shipment is delayed for any reason, the price of the order will increase by 1.0% per month or fraction thereof for the time the shipment is delayed.

Switchboard General Information

Pow-R-Line C - Specifications

Quantity: 1
 Alignment: Front Access/ Front and Rear Align
 Service: 480Y/277V 3-Phase 4-Wire Minimum Interrupt Rating: 35 kA

Bus Specifications

Bus Amps: 1200 Bus Bracing Rating: 65kA
 Neutral Amps: 1200
 Bus Material: Aluminum Heat Test
 Aluminum .25 X 2.0 Ground Bus Bolted To Frame, (1) #6-350 kcmil
 Ground Lug

Incoming Information

Terminals, Mechanical, Bottom, See Utility Specifications
 Incoming Entry: Bottom Incoming Location: Left
 Incoming Qty & Size: Terminals, Mechanical, Bottom, See Utility Specifications

Structure Specifications

Service Entrance
 Enclosure Type: Type 3R (nonwalk-in) Flat Roof
 House Keeping Pad: Seismic Label (IBC/CBC Seismic Qualified)
 Refer to seismic installation data sheet TD01508002E and drawing 1A32497 for details.

Special Notes Description

1 Service entrance with solar switchboard	CN78041
1 Cts to be mounted on the load side of switch in section 3	CN143571
1 Provide CPT in section 2 2kva	CN39953
1 switch visible blade for solar	CN44462
1 switch needs 5 0 500kcmils per phase	CN57988

Utility Specifications

Struct # 1

1000 Amps Util. Mtr. Compt. - SACRAMENTO MUN. UTIL. DEPT (SMUD)
 Utility Service Requirements Page References:
 Lug Drillings Per Dwg. : 347
 CT Compartment Per Dwg. 320
 UGPS Per Dwg. 345
 Meter Door per Dwg. 332
 13J Meter Socket(s)
 LUGS
 (4) 500 kcmil

Utility Specifications

Struct # 3

1200 Amps Util. Mtr. Compt. - SACRAMENTO MUN. UTIL. DEPT (SMUD)
 Utility Service Requirements Page References:
 Lug Drillings Per Dwg. : 347
 CT Compartment Per Dwg. 322/330
 Meter Door per Dwg. 332
 13J Meter Socket(s)
 LUGS
 None

The information on this document is created by Eaton Corporation. It is disclosed in confidence and it is only to be used for the purpose in which it is supplied.	PREPARED BY	DATE	Eaton		SumterSC
	KARI DESOTO	5/16/2016	JOB NAME	SC - JB-9561033 Case 7928362 Ranch	
	APPROVED BY	DATE	DESIGNATION	1000a SE 3	
	VERSION	TYPE	DRAWING TYPE		
	8.0.10.0	Switchboards	CustAppr		
NEG-ALT Number	REVISION	DWG SIZE	G.O.	ITEM	SHEET
SF010226X6K3-R001	0	DwgA	SSF0688973		1 of 4

Enclosure properties

Struct #

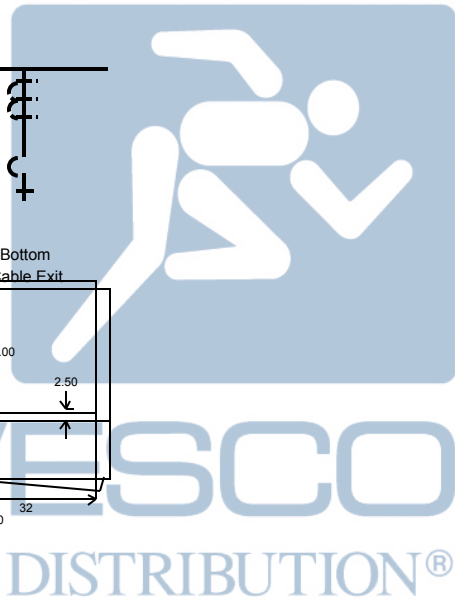
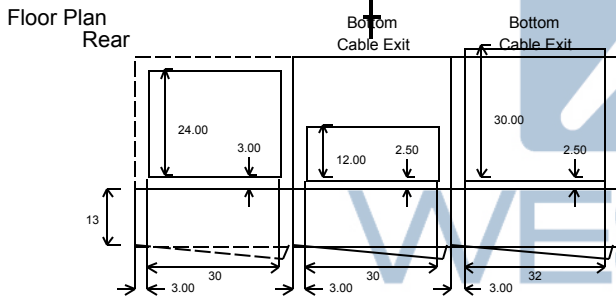
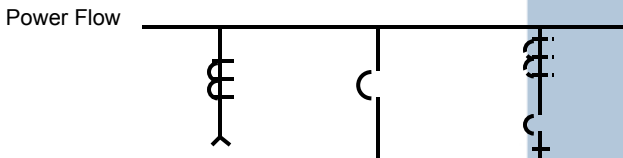
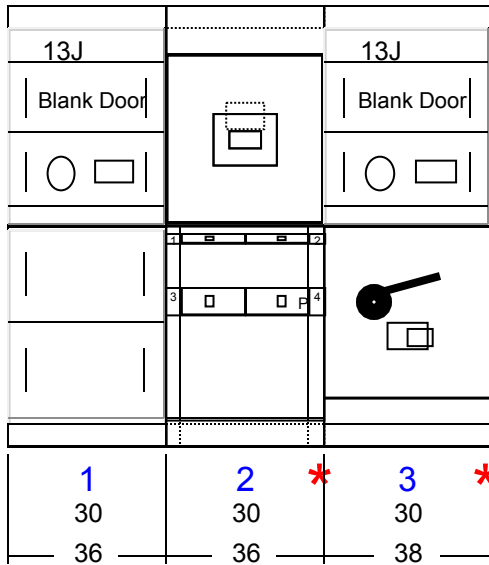
1	Description/Modifications Incoming Utility Structures (Incoming Utility Section) Vertical isolating barrier Horizontal isolating barrier
2	Main device (2000A max) feeding ONLY 22x chassis feeders (Main Structure) Horizontal isolating barrier
3	Utility Structures (Utility Structure) Vertical isolating barrier Horizontal isolating barrier



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PREPARED BY KARI DESOTO	DATE 5/16/2016	Eaton		SumterSC	
APPROVED BY	DATE	JOB NAME SC - JB-9561033 Case 7928362 Ranch	DESIGNATION 1000a SE 3		
VERSION 8.0.10.0	TYPE Switchboards	DRAWING TYPE CustAppr			
NEG-ALT Number SF010226X6K3-R001	REVISION 0	DWG SIZE DwgA	G.O. SSF0688973	ITEM	SHEET 2 of 4



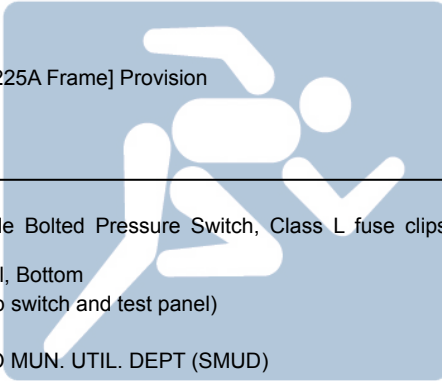
Total of 3 Structures, Total Weight of 1996 Weight-Lbs. with Front Hinged Doors.
 Total of 3 Structures, Total Width of 110 Inches with Front Hinged Doors.

Structure	1	2	3		
Ship-Inches		72.00	38.00		
Ship-MM		1828	965		
Width-Inches	36.00	36.00	38.00		
Width-MM	914	914	965		
Depth(Inner)-In.	30.00	30.00	30.00		
Depth(Inner)-MM	762	762	762		
Depth(Outer)-In.	43.00	43.00	43.00		
Depth(Outer)-MM	1092	1092	1092		
Height-Inches	90.00	90.00	90.00		
Height-MM	2286	2286	2286		
Weight-Lbs.(Est.)	540	676	780		
Weight-Kg.(Est.)	244	306	353		

The information on this document is created by Eaton Corporation. It is disclosed in confidence and it is only to be used for the purpose in which it is supplied.	PREPARED BY	DATE	Eaton SumterSC		
	KARI DESOTO	5/16/2016	JOB NAME	SC - JB-9561033 Case 7928362 Ranch	
	APPROVED BY	DATE	DESIGNATION	1000a SE 3	
	VERSION	TYPE	DRAWING TYPE		
	8.0.10.0	Switchboards	CustAppr		
NEG-ALT Number	REVISION	DWG SIZE	G.O.	ITEM	SHEET
SF010226X6K3-R001	0	DwgA	SSF0688973		3 of 4

Switchboard Units Information

Str#	Unit	Description/Modifications	Nameplate
1		1000A Utility Metering - SACRAMENTO MUN. UTIL. DEPT (SMUD)	
2		Main Breaker - Ind Mtd-600A 3P [LGE 600A Frame], Trip 600 A.Thermal Mag	
1		Feeder Breaker - Chassis Mtd-20A 1P [FD 100A Frame], Trip 20 A.Thermal Mag Terminals, Mechanical, (1) #14-1/0 Neutral Terminal, (1) #14-1/0	
2		Feeder Breaker - Chassis Mtd-20A 1P [FD 100A Frame], Trip 20 A.Thermal Mag Terminals, Mechanical, (1) #14-1/0 Neutral Terminal, (1) #14-1/0	
3		Feeder Breaker - Chassis Mtd-20A 3P [FD 225A Frame], Trip 20 A.Thermal Mag Terminals, Mechanical, (1) #14-1/0 Neutral Terminal, (1) #14-1/0	
4		Feeder Breaker - Chassis Mtd-3P [FD 225A Frame] Provision Neutral Terminal, (1) #14-1/0	
3		Feeder Switch - Ind Mtd-1200A 3 Pole Bolted Pressure Switch, Class L fuse clips provided, (fuses provided by others) Terminals, Mechanical, (4) #4-500 kcmil, Bottom Ground fault protection (with electric trip switch and test panel)	
		1200A Utility Metering - SACRAMENTO MUN. UTIL. DEPT (SMUD)	



The information on this document is created by Eaton Corporation. It is disclosed in confidence and it is only to be used for the purpose in which it is supplied.

PREPARED BY KARI DESOTO	DATE 5/16/2016	Eaton	SumterSC
APPROVED BY	DATE	JOB NAME SC - JB-9561033 Case 7928362 Ranch	DESIGNATION 1000a SE 3
VERSION 8.0.10.0	TYPE Switchboards	DRAWING TYPE CustAppr	
NEG-ALT Number SF010226X6K3-R001	REVISION 0	DWG SIZE DwgA	G.O. SSF0688973
		ITEM	SHEET 4 of 4

**632BOCKMON AND WOODY ELECTRIC CO., INC.
INDUSTRIAL, COMMERCIAL, & INSTITUTIONAL WIRING**

P.O. BOX 1018
STOCKTON CA. 95201
PHONE: (209) 464-4878
FAX: (209) 464-2615
LICENSE NO. 588308

BID PROPOSAL (REV 1)

DATE: 4/5/2016

ATTN: David Lantis
COMPANY: Solar City

Project: Rancho Murieta Community Service District – WWTP 769.42KW PV System

Ladies & Gentlemen:

Bockmon & Woody Electric Co. Proposes to bid on the referenced project as a subcontractor for the electrical portion of the work required under the general contract and any modifications.

Our proposal is according to the provisions and terms of the contract documents. Our bid price will be per the Plans Dated 3/29/2016 sales tax included.

The specification sections for the scope of work quoted by Bockmon & Woody Electric are as follows: Electrical, No Specification Received

Bockmon & Woody Electric Co., Inc. recognizes Addendums: NONE

**This bid proposal is good for 30 days.

**Work to be completed on a reasonable schedule.

**Subcontractor shall not be responsible for safety violations by others.

Base Bid

Labor	\$
Material	\$
Equipment	\$
TOTAL	\$

Add Alt#1 – Extend Feeder from (E) SES to new MSB

Labor	\$
Materials	\$
TOTAL	\$

Add Alt#2 – Install SMUD pad, Primary & Secondary

Labor	\$ 30,570.00
Material	\$ 20,000.00
Equipment	\$ 5,000.00
TOTAL	\$ 55,570.00

TOTAL	\$
--------------	----

SCOPE OF WORK BASE BID:

1. Install new 1000Amp Switchgear on new Concrete pad
2. Provide Concrete housekeeping pad for new Gear
3. Re-Feed existing 600A SES from New Switchgear
4. Install AC Disconnect
5. Install PV Production meter
6. Install 480V AC load Centers at array
7. Provide & Install Underground & Above ground conduit and wiring for AC System
8. Provide & Install Underground Conduits & PVC Risers at each array for DC Cabling. DC Cables provided and installed by Solar City
9. Provide & Install EMT 1" Conduits & Wiring from LC Panels to Inverters on Racks at Arrays
10. Provide all Excavation, Backfill, and Compaction from Building to AC Combiner panels. Backfill With Native Soils
11. Provide Monitoring Pipe and CAT5 per plans
12. All other Electrical Scope is by others
13. Install a Total of 25 Inverters including Uni-strut Support Rack supported to RBI post. Solar City to provide inverters. AC/DC/ Monitoring pipes will be terminated and ready for Solar City to Pull DC wiring.
14. Provide Labels for AC Equipment only
15. Provide testing of AC Cables only

Add Alt#1 Scope:

16. Additional Distance to Refeed existing SES to new location of new MSB shown on drawings dated 3/29/2016

Add Alt#2 Scope:

17. Install 4" Underground Conduit for SMUD Primary Conductors. Provide Excavation & Backfill. MAX Distance of 250' is in the estimate.
18. Install Solar City Furnished Utility Transformer pad. B&W provide grounding and set pad. Transformer by SMUD.
19. Install Secondary Conduits and Conductors from SMUD Transformer to new MSB per Solar city plans. Terminate all conductors. Provide all Trenching and Backfill.

Exclusions:

1. Cost of permits, fees, & bonds
2. All Primary & Secondary SMUD Conduit & Wire is Excluded
3. Rock Excavation, using Explosives, If encountered additional compensation will be required.
4. Furnishing all Panels, Inverters, Transformers & Disconnects
5. Fencing Enclosures
6. Steel Pipe Supports for inverters provided by others
7. Installation of Modules
8. Installation of Racking systems
9. Special Freight
10. Internet connections / wiring / conduits by others

11. Transformers provided by others
12. Monitoring equipment
13. Any additional work that is not listed in this proposal
14. Structural Steel
15. DC work
16. Fence Grounding
17. Bollards
18. Utility Fees
19. Engineered Seismic studies
20. Tree Demo/Removal
21. Surveying
22. Site Water
23. ADA Improvements
24. Repairing any damages done by others
25. Temporary Power and Maintenance of Temp Power
26. Temporary Fencing & Toilet
27. All Overtime and/or Premium Time

We appreciate the opportunity of offering our scope and proposal for your consideration. Should there be any questions, please feel free to contact us at your convenience.

Sincerely,
Bockmon & Woody Electric Co., Inc.

Gary M. Woody
Project Manager / Estimator

APPROVED BY _____

DATE _____

MEMORANDUM

Date: June 10, 2016
To: Board of Directors
From: Darlene J. Thiel Gillum, General Manager
Subject: Discuss Sacramento Central Groundwater Authority Membership

RECOMMENDED ACTION

Provide direction to staff and District Legal Counsel.

BACKGROUND

At the June 8, 2016 Board meeting of the Sacramento Central Groundwater Authority (SCGA), action was taken to approve a new finance methodology used to calculate SCGA Member Contributions. Under this new methodology, the District's annual contribution increases from \$6,000 to \$18,000. All SCGA members are receiving substantial increases in their annual contributions. The primary driving factor behind this increase is the anticipated cost of complying with the Sustainable Groundwater Management Act (SGMA) and working through the Groundwater Sustainability Plan process.

The SCGA was formed by a Joint Powers Agreement on August 29, 2006 as an off-shoot from the Water Forum. The District was a participant and signor on the Water Forum Agreement and, as a result, rolled into membership on the SCGA. The District is within the boundaries of the SCGA. The purpose of the SCGA is to manage the Central Basin (now commonly referred to as the South American Basin), which underlies the SCGA service area, and implement the Groundwater Management Plan (GMP) developed by the Sacramento County Groundwater Forum. The GMP includes a conjunctive use program, which is the planned management and use of both groundwater and surface water in order to maintain the sustainable yield of the Basin (this is the District's primary nexus to the SCGA).

Recall that there is a pending basin boundary adjustment request submitted to the Department of Water Resources (DWR) by the Sloughouse Resource Conservation District (SRCD), which would place the majority of the District in the Cosumnes Sub-basin as far as SGMA management and compliance. SRCD expects a determination by DWR on their basin boundary adjustment request in August 2016. District staff has reservations about continuing participation in the SCGA and paying the sizable increase in SCGA annual contributions, which are primarily related to SGMA compliance activities, when the District may be under a different basin for SGMA compliance in the near future.

MEMORANDUM

Date: June 9, 2016
To: Board of Directors
From: Darlene J. Thiel Gillum, General Manager
Subject: Consider Adoption of District Ordinance O2016-02 Amending District Code Chapter 2, Board of Directors Rules and Procedures, and Revising Board Guidelines and Policies

RECOMMENDED ACTION

Adopt District Ordinance O2016-02, amending District Code Chapter 2, Board of Directors Rules and Procedures and revising Board Guidelines and Policies.

BACKGROUND

The purposes of this ordinance are to revise, clarify and update the District's policies and procedures applicable to its Board of Directors as currently set forth in Chapter 2 (Board of Directors Rules and Procedures) of the District Code, the Board of Directors Guidelines, and District Policy Nos. 2005-6 (Ethics Policy for Board of Directors), 2008-01 (Guideline for Adopting Ordinances), 2008-02 (Guideline for Adopting Resolutions), and 2012-1 (District Response to Public Comments). This ordinance is adopted pursuant to Government Code section 61060 and other applicable law.

At the May 18, 2016 Board meeting, Darlene Thiel Gillum informed the Board that per Government Code, a Director cannot be District General Manager or Treasurer. This discovery made a correction to the previous version of the Chapter 2 code and Ordinance necessary. The correction is reflected in the attached Ordinance and Chapter 2 of the code.

Suzanne worked with Katrina Gonzales, from Bartkiewicz, Kronick, & Shanahan, several months ago on cleaning up the many District policies and code that addressed the same topic in several different documents. The result of their effort is this amended Chapter 2 of the District Code and District Board Guidelines.

This is the third and final reading. No public comments or opposition has been received.

ORDINANCE #O2016-02

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT AMENDING DISTRICT CODE CHAPTER 2, BOARD OF DIRECTORS RULES AND PROCEDURES, AND REVISING BOARD GUIDELINES AND POLICIES

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

Section 1. Purpose and Authority. The purposes of this ordinance are to revise, clarify and update the District's policies and procedures applicable to its Board of Directors as currently set forth in chapter 2 (Board of Directors Rules and Procedures) of the District Code, the Board of Directors Guidelines, and District Policy Nos. 2005-6 (Ethics Policy for Board of Directors), 2008-01 (Guideline for Adopting Ordinances), 2008-02 (Guideline for Adopting Resolutions), and 2012-1 (District Response to Public Comments). This ordinance is adopted pursuant to Government Code section 61060 and other applicable law.

Section 2. Amendment. Chapter 2 of the District Code is hereby amended to read as follows:

Section 1.00 Authority of the Board of Directors

The Board of Directors is the governing body of the District and determines all questions of District policy. The Board shall act only at regular meetings, regular adjourned meetings, special meetings or emergency meetings.

All District powers shall be exercised and performed by the Board as a body. Individual Board members, except as provided in this chapter or in the Board Guidelines, shall have no independent authority to act on behalf of the District or the Board, or to direct District staff.

Section 2.00 Board Officers

The officers of the Board shall consist of a President and Vice President. At its regular meeting in December following a general election, the Board shall elect one of its members as President and one of its members as Vice President. The term of office for President and Vice President shall be for two years; provided, however, that the President and the Vice President serve at the pleasure of the Board and may be changed at any time with or without cause. In the event of a vacancy, the office may be filled immediately by election of the Board. The President and Vice President may serve for a total of two terms or four years.

2.01 Duties of the President: The President shall have the following duties:

- (a) To preside over Board meetings and preserve order and decorum.
- (b) To determine questions of order and enforce rules of the Board, subject to appeal to the entire Board.
- (c) To call special meetings.
- (d) To execute all ordinances and resolutions for the District, except as otherwise authorized by the Board.
- (e) To appoint Board committees.
- (f) To act as spokesperson for the Board with respect to its actions and policies. This provision, however, shall not preclude any other Board member from making appropriate comments within the scope of his or her position.

2.02 Duties of the Vice President: In the absence of the President or vacancy in the office of the President, the Vice President shall perform the duties of the President.

Section 3.00 Appointments by the Board

3.01 The Board shall, as necessary, hire a General Manager and appoint a District Treasurer. The General Manager may also act as District Secretary, but no Director shall be appointed as General Manager, District Treasurer, or District Secretary, or any other compensated employee of the District. The General Manager, District Secretary or a third party may also be appointed as the District Treasurer.

3.02 The Board may also appoint and employ, fix the compensation of, and prescribe the duties and authorities of other officers, employees, attorneys, engineers, and other professional consultants as necessary or convenient for the business of the District.

Section 4.00 Method of Transacting Business

The Board shall conduct District business in accordance with the Board Guidelines as adopted and amended from time to time by the Board.

Section 5.00 Records of the Board of Directors

Public records of the Board shall be open to inspection as provided in the California Public Records Act and District Policy No. 2010-01 (Public Records Information Requests), as such policy may be amended from time to time.

Board agendas, notices, minutes and recordings of all special and regular Board meetings shall be retained by the District in accordance with District Policy No. P2015-08 (Document Retention), as such policy may be amended from time to time.

Section 6.00 Board Guidelines.

The Board by resolution may adopt and from time to time amend guidelines concerning Board meetings, rules of proceedings, committees, director and officer roles, conflicts and ethics, and other Board-related matters.

Section 3. Adoption of Updated Board Guidelines. The Board hereby adopts the updated Board Guidelines, attached hereto and incorporated herein as Appendix A. These new guidelines supersede the guidelines previously adopted by the Board. The Board Guidelines may be amended from time to time by resolution of the Board of Directors.

Section 4. Supersede. This Ordinance supersedes and repeals existing District Code chapter 2, the ordinances that adopted and amended chapter 2, District Policy Nos. 2005-6, 2008-01, 2008-02 and 2012-1, and all 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 30 days after its adoption.

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 prepare and publish a summary of this ordinance once, with the names of the members voting for and against the ordinance, in a newspaper published in the District within 15 days after the adoption of this ordinance.

INTRODUCED by the Board of Directors on the 20th day of April 2016.

PASSED AND ADOPTED by the Board of Directors of the Rancho Murieta Community Services District at a regular meeting on the 15th day of June 2016 by the following roll call vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

Gerald Pasek, President, Board of Directors

Attest:

Suzanne Lindenfeld, District Secretary

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APPENDIX A
Board Guidelines

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RANCHO MURIETA COMMUNITY SERVICES DISTRICT

DISTRICT CODE
CHAPTER 2

BOARD OF DIRECTORS RULES AND PROCEDURES



Amended [June 15, 2016](#)-by
Ordinance [2016-02](#) ~~[2010-04](#)~~

DISTRICT CODE

CHAPTER 2 RULES AND PROCEDURES OF THE BOARD OF DIRECTORS OF THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Section 1.00 Authority of the Board of Directors

The Board of Directors is the governing body of the District and determines all questions of District policy. The Board shall act only at regular meetings, regular adjourned meetings, special meetings or emergency meetings.

All District powers shall be exercised and performed by the Board as a body. Individual Board members, except as provided in this chapter or in the Board Guidelines, shall have no independent authority to act on behalf of the District or the Board, or to direct District staff.

Section 2.00 Board Officers

The officers of the Board shall consist of a President and Vice President. At its regular meeting in December following a general election, the Board shall elect one of its members as President and one of its members as Vice President. The term of office for President and Vice President shall be for two (2) years; provided, however, that the President and the Vice President serve at the pleasure of the Board and may be changed at any time with or without cause. In the event of a vacancy, the office may be filled immediately by election of the Board. The President and Vice President may serve for a total of two (2) consecutive terms or four years.

- 2.01 Duties of the President: The President shall have the following duties:
- (a) To preside over Board meetings and preserve order and decorum.
 - (b) To determine questions of order and enforce rules of the Board, subject to appeal to the entire Board.
 - (c) To call special meetings.
 - (d) To execute all ordinances and resolutions for the District, except as otherwise authorized by the Board.
 - (e) To appoint Board committees.
 - (f) To act as spokesperson for the Board with respect to its actions and policies. This provision, however, shall not preclude any other Board member from making appropriate comments within the scope of his or her position.
- 2.02 Duties of the Vice President: In the absence of the President or vacancy in the office of the President, the Vice President shall perform the duties of the President.

Section 3.00 Appointments by the Board

- 3.01 The Board shall, as necessary, hire a General Manager and appoint a District Treasurer. The General Manager may also act as District Secretary, but no Director shall be appointed as General Manager, District Treasurer, ~~or~~ District Secretary, or any other compensated employee of the District. The General

Manager, District Secretary or a third party may also be appointed as the District Treasurer.

- 3.02 The Board may also appoint and employ, fix the compensation of, and prescribe the duties and authorities of other officers, employees, attorneys, engineers, and other professional consultants as necessary or convenient for the business of the District.

Section 4.00 Method of Transacting Business

The Board shall conduct District business in accordance with the Board Guidelines as adopted and amended from time to time by the Board.

Section 5.00 Records of the Board of Directors

Public records of the Board shall be open to inspection as provided in the California Public Records Act and District Policy No. 2010-01 (Public Records Information Requests), as such policy may be amended from time to time.

Board agendas, notices, minutes, and recordings of all special and regular Board meetings shall be retained by the District in accordance with District Policy No. 2011-11 (Document Retention), as such policy may be amended from time to time.

Section 6.00 Board Guidelines

The Board, by resolution, may adopt and from time to time amend guidelines concerning Board meetings, rules of proceedings, committees, director and officer roles, conflicts and ethics, and other Board-related matters.



BOARD GUIDELINES

GUIDELINES FOR CONDUCTING RANCHO MURIETA COMMUNITY SERVICES DISTRICT BUSINESS

2016 Edition



Purpose:

PROVIDE THE DIRECTORS WITH INFORMATION THAT WILL ASSIST THEM IN CARRYING OUT THEIR DUTIES AND RESPONSIBILITIES AS ELECTED PUBLIC OFFICIALS OF THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT AND ASSIST THE PUBLIC IN UNDERSTANDING HOW THE DISTRICT'S BOARD OF DIRECTORS CONDUCTS ITS BUSINESS.

DISCLAIMER: These guidelines are intended to assist in conducting the business of the District. However, these guidelines are not to be construed to impose upon the District any obligation not otherwise required by law, and nothing herein is intended to impose a mandatory legal duty upon the District, its Board members, staff, employees, agents or representatives. Failure to comply with these guidelines shall not, in itself, invalidate any action of the District or the District Board, nor shall it confer upon any person a cause of action against the District, its Board members, staff, employees, agents, representatives, or any other person or entity.

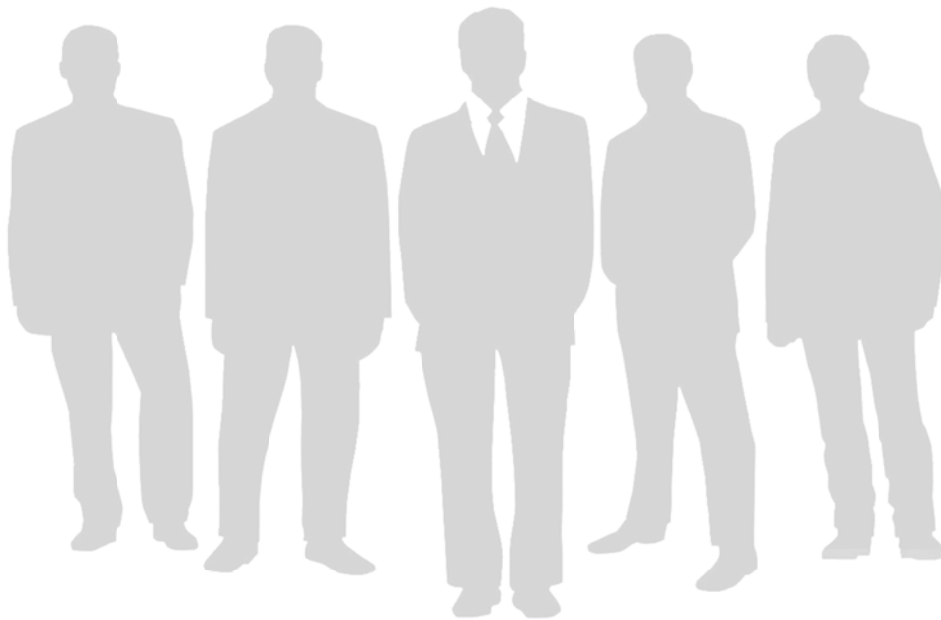


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CHAPTER 1

INTRODUCTION

These Guidelines for Conducting Board Business (“Guidelines”) describe the methods, means, customs and practices that the Board of Directors (“Board”) employs in exercising its authority, complying with various legal requirements, working with the public and Rancho Murieta Community Services District (“District”) staff, and otherwise conducting the District’s business.

The Board is the governing body of the District and determines all questions of District policy. It is ultimately responsible and accountable to the people of the District and exercises its powers pursuant to the Community Services District Law, *California Government Code*, section 61000 et seq., and other applicable laws.

No individual member of the Board has any individual authority to bind the District, since only the Board as a whole can exercise its authority.

The roles, responsibilities, duties, and authority of the Board and individual Directors are explained more fully in the various sections of these Guidelines.

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CHAPTER 2

PREPARATION FOR BOARD MEETINGS

All Board meetings are open to the public and are subject to the provisions of the Brown Act.

With limited exceptions, all Board meetings must be publicly noticed in advance of the meeting in order to inform the public about the business of the District and to provide an opportunity for public participation.

District staff prepares a detailed agenda packet summarizing the business to be transacted at a Board meeting. Agenda packets are delivered to Directors and are available to the public at that time. Materials for the closed session portion of the agenda are not made public.

The Board agenda packet may include various pieces of information for any given item, as described below.

RECOMMENDED ACTION AND BACKGROUND

The Recommended Action and Background are a one- or few-page summary of an item. Each item to be considered by the Board (including matters on the Consent Calendar as well as those listed as Board Business) will have Recommended Action and Background. It includes the following information.

Title of Item

The title is a brief description that reveals the nature of the item. The title is the same on the Recommended Action and Background as on the agenda, and wording must comply with Brown Act requirements to provide a brief general description of the item. The title determines what action the Board is allowed to take or the nature of the information that the Board may receive. For example, if an item is identified on the agenda face sheet as being for Discussion or for Information, the Board may not vote on that item at that meeting. This requirement ensures that the public is properly informed of what action the Board may take so they can decide whether or not to participate.

Presenter Information

This identifies which staff member or Director will present the item and the nature of the presentation (verbal, slides, etc.).

Form of Action

The form of action (motion, resolution or ordinance) required by the Board is noted.

Committee Review and Recommendation

If an item was reviewed by Committee, the name of the committee, the date it last discussed the item and its recommendation are noted as applicable.

General Counsel Review

When staff has received General Counsel's review or opinion concerning an item, the Recommended Action and Background notes that fact, unless the opinion was provided confidentially.

Costs and Funding Source

The cost (known or estimated) associated with a recommended action is noted, along with its funding source. The Recommended Action and Background only notes the cost of the item being presented to the Board for

discussion. For example, if approval of a \$250,000 consulting agreement associated with a \$10 million project is being considered, the cost noted is \$250,000. When the Board certifies an Environmental Impact Report (EIR) on a \$5 million project, the cost shown on the Recommendation and Background is \$0 as there is no additional cost to the District associated with the certification.

Recommendation

The General Manager's recommendation for action is presented at the top of the Recommended Action and Background. The recommendation is phrased in such a way so that if a Director concurs, he/she may read or make specific reference to the recommendation when making a motion.

Background

The balance of the Recommended Action and Background provides a short general summary of the action being considered by the Board. Additional details are provided in staff reports or other documents.

Staff Reports

One or more staff reports may be include for an item if the Board needs more information than can be provided in the one-page Recommended Action and Background.

Action Document

The recommended action document (resolution or ordinance) typically follows the Recommended Action and Background.

Reports

Reports, or their executive summaries, may be attached if they are needed for the Board to consider and deliberate.

CHAPTER 3

PREPARATION FOR COMMITTEE MEETINGS

Traditionally, the Board has established various Committees based on specific subject matter to facilitate the Board's consideration of District business. Committee structure and membership are proposed by the Board President and confirmed by the Board. This is done every year in December. There is no legal requirement for the Board to form committees.

Committee meetings serve as venues for developing and deliberating issues before they reach the entire Board for consideration. A Committee, by itself, can take no action; only the Board can take action. Committees may provide on-going guidance to staff so long as that guidance is consistent with the broad policy direction set by the Board.

As is done for Board meetings, District staff prepares a detailed agenda packet summarizing the business to be transacted at each Committee meeting. The agenda packets are delivered to Committee members and are also made available to the public at that time.

SCHEDULING AND ATTENDANCE

Standing Committee meetings are generally scheduled monthly, quarterly or annually depending on the needs of the District. Monthly Committee meetings occur on a fixed schedule (e.g., the first Tuesday and Thursday of each month). Committee meetings generally occur during the daytime work hours (from 8:00 a.m. to 5:00 p.m.)

It is recognized that some Directors are employed or conduct their own business during those hours and may have expected or unexpected conflicts in schedule between Committee meetings and their own employment or business needs. It is also recognized that rescheduling Committee meetings due to conflicts in Directors' schedules can make it difficult for the public to attend, can create scheduling difficulties for interested parties and consultants who are often present for discussion of an item and can increase the workload for District staff.

In order to minimize these impacts while allowing flexibility in schedules for Directors, the following principles should be kept in mind:

- The public has a right to easy, timely and predictable access to the deliberations of the Board of Directors and its committees.
- The District shall schedule and hold Committee meetings only when needed to conduct District business.
- To the greatest extent practicable, Committee meetings should be scheduled on a regular, predictable basis. Directors and staff should make a deliberate effort to attend Committee meetings as scheduled.
- Often a Director or key staff member knows of an upcoming schedule conflict well in advance. Examples are planned business trips or vacations. ACWA or CSDA conferences or other activities in which the District has a business interest.
- Both Directors and staff have a responsibility to bring such conflicts in schedule to the attention of the others affected so that a Committee meeting can be rescheduled well in advance.

- Directors may, within the requirements of the Brown Act, attend Committee meetings via teleconference when they are unable to attend in person. Directors should make teleconferencing arrangements with staff well in advance and always before agendas are posted so that the requirements of the Brown Act are satisfied.
- If a Director is unable to attend a Committee meeting as scheduled, it is his/her responsibility to consider the following options:
 - If applicable, ask an alternate to attend the meeting.
 - Arrange for attendance at the meeting via teleconference.
 - Do not attend, recognizing that the meeting may only involve one committee member, and the recommendation, if any, may only reflect one committee member's views.
 - Request rescheduling, realizing that this may impact the public, support personnel and consultants, and District staff. The other Committee member must agree to the new schedule.

Posting

For regular Committee meetings, the agendas are generally prepared and posted on the Friday immediately preceding the week during which the Committee meets. This is required for regular meetings held on Monday afternoons and conservatively meets the posting requirement for meetings on any other day of the week. For Monday morning meetings, the agenda is posted on the previous Thursday to meet the 72 hour posting requirement.

For Special Committee meetings, there is a 24-hour posting requirement. It is the District's administrative goal to post agendas for all Special Committee meetings on the Friday immediately preceding the week during which the Committee meets or earlier, conservatively meeting the posting requirement. Occasionally, the need for a special meeting arises mid-week; in those cases the agenda must be posted 24 hours in advance of the meeting.

In addition, a Committee may, on a two-thirds vote (unanimous for a two-member committee), add an item to the agenda of that Committee meeting if the need to discuss that item became known after publication of the agenda and if the Committee members who are present determine that there is a need for immediate action.

Preparation

The agenda packets for each Committee are delivered to the Committee members on Friday or Saturday of the week preceding the meeting (or as soon as possible). The agenda packets are also made available to the public at the same time. Directors prepare for Committee meetings by studying the agenda packet in detail in advance of the meeting.

If a Director has questions about the information in the packet, he/she should contact the General Manager, department managers or District Secretary for clarification or for further explanation. Committee business is transacted in the most complete, efficient and effective manner when Directors have reviewed and understand the information and issues presented for consideration by the time they arrive at the Committee meeting.

Format

Staff work on any given agenda item can be in various stages of completion at the time it is presented to the Committee. Often the work is not in final form and the materials presented to the Committee are less formal than those presented to the Board.

The material presented to a Committee may be in the form of a final or draft Summary and Recommendation, a memorandum from the General Manager or District staff, executive summaries or excerpts from draft or final reports, simple tables, drawings, spreadsheets, PowerPoint presentations, or similar work.

Staff will continue to work on items after the Committee agenda has been posted. As a result, District staff will often bring additional written material to a Committee meeting so as to present the latest information about the topic.

On occasion, the agenda will note, "Material will be forthcoming" or similar words. This is only done when the work is not completed by the preceding Friday. District staff strives to avoid this approach, as it compromises a Committee member's ability to prepare properly for the meeting.

Anticipated Time

Staff estimates how long the Committee will take to hear and transact the item. These estimates are intended to help manage time during Committee meetings but do not limit the actual time that the Committee may spend on any item.

COMMITTEE RECOMMENDATIONS TO THE BOARD

A Committee can make any of the following recommendations to the Board:

- A recommendation to approve/adopt is given when the Committee endorses the General Manager's recommendation or, alternatively, develops a recommendation of its own to present to the Board. In the latter case, both the General Manager's recommendation and that of the Committee is presented to the Board.
- A recommendation to disapprove is less common and occurs when Board action is required on a matter (keeping in mind a Committee cannot kill an item) or in those instances when the General Manager's recommendation differs from the consensus developed by a Committee.
- A neutral recommendation occurs in those instances when a Committee is split on a matter.
- No recommendation occurs when the Committee specifically decides not to make a recommendation; in such instances, the Committee's discussions, if any, are summarized for the Board.
- An informational recommendation is made when the Committee desires input from the Board in order to complete its deliberation; in this instance the item is calendared for discussion only by the Board (no action) and subsequently returns to the Committee for additional discussion and deliberation.

CHAPTER 4

BOARD MEETINGS AND COMMITTEE MEETINGS AND ALLOWABLE DISCUSSIONS

COMPLIANCE WITH THE BROWN ACT

The District's Board meetings are conducted consistent with the Ralph M. Brown Act ("Brown Act"); Gov't Code sections 54950 et seq.

REGULAR MEETING DATES AND TIMES

The regular meetings of the District Board of Directors shall be held on the third Wednesday of each calendar month, with the open session commencing at 5:00 p.m. Closed sessions at these meetings may occur before or after the open session at the time set in the notice of the posted meeting agenda. The open sessions of the regular meetings will be in the District Boardroom at 15160 Jackson Road, Rancho Murieta, CA. If the regular meeting date falls on a legal holiday, the regular meeting shall be held on the next ensuing full business day or to another specified date. The agenda for regular Board meetings shall be posted in a public place and on the District's website at least 72 hours prior to the meeting.

ADDITIONAL TYPES OF BOARD MEETINGS

In addition to regular meetings, where most District business is conducted, there are three additional types of Board meetings: special, adjourned, and emergency.

Special Board Meetings

Occasionally, special Board meetings are held to discuss a special topic, conduct a workshop or, if necessary or convenient, to hold a meeting at a time or date other than the regular Board meeting. Special Board meetings may be called at any time by the Board President or by a majority of the Board. They may be held at a time and place desired by the Board but generally must be convened within the District's service area. Written notice must be given to Directors and the public 24 hours in advance of a special Board meeting. The agenda for a special Board meeting must specify the time and place of the special meeting and the business to be transacted, and must be posted in a public place and on the District's website at least 24 hours prior to the meeting.

Adjourned Board Meetings

After any regular or special Board meeting has been called to order, it may be adjourned by (a) loss of a quorum, or (b) motion made, seconded and approved by a majority of the Board to adjourn the meeting to another date, time and place if the business of that meeting has not been completed or if the Board's deliberations would benefit from continuing the meeting at another time or in another location. Also, if less than a quorum is present, the Board members who are present (or, if none are present, the General Manager) can adjourn the meeting to another date, time and place. A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the District Boardroom within 24 hours after the time of adjournment.

Emergency Board Meetings

The Board may hold an emergency Board meeting when prompt action is necessary due to the disruption or threatened disruption of public facilities. There are two levels of emergency: emergency and dire emergency. An emergency is a work stoppage, crippling activity or other activity that severely impairs public health, safety or both, as determined by a majority of the Board. A meeting to deal with such a situation may be called on one hour's notice to the newspapers and media outlets that have requested notice of such meetings. A dire emergency is a crippling disaster, mass destruction, terrorist act, or threatened terrorist act that poses peril so

immediate and significant that the only requirement is that notice must be given to newspapers and media outlets that have requested notice of meetings at or near the time Directors are notified of the meeting.

Board Meetings Outside District Service Area

Regular or special meetings of the Board may be held at a District-owned facility outside the District's service area, provided that the topics of the meeting are limited to items directly related to that facility. There are other limited times when a Board meeting may be held outside the District boundaries (examples include but are not limited to multi-agency meetings, meetings with General Counsel, or meetings to inspect real property). District General Counsel should be consulted for the particular requirements related to these and other limited exceptions.

TYPES OF COMMITTEES AND COMMITTEE COMMUNICATION

General Rules Governing Committees

The Board President may appoint Board members to serve on the various types of committees described below. No more than two (2) Board members may serve on any one committee. Other Board members may attend committee meetings as observers in accordance with the Brown Act, but shall not participate in committee discussions. Any standing Board committee or committee that has members of the public serving as a committee member shall comply with the open meeting and other applicable requirements in the Brown Act.

Whenever a committee is formed, each committee shall, upon request or whenever necessary to update the Board on its activities, give a report at the Board's regular meetings and bring recommendations to the Board. Committee members shall notify the General Manager of items, if any, to be placed on the Board meeting agenda no later than 2:00 p.m. five business days prior to the meeting date.

Standing Committees

A Standing Committee is one with a particular subject matter jurisdiction. The Board establishes each Committee's charter. A Standing Committee may deliberate and recommend changes in District policy or direction to the entire Board but may not itself take action or otherwise create or change policy. The Committee makes recommendations to the Board upon matters within its scope. Currently, the Board's Standing Committees include the following:

- **Improvements Committee**: This Committee shall study, advise, and make recommendations to the Board concerning the following matters: (a) plans, specifications, and bids; (b) the initiation, scheduling, contracting, and performance of construction work, capital improvements, and the equipment and materials to be used, replaced, or disposed of by the District; (c) the operation and maintenance of District facilities; (d) construction claims; (e) employment of engineering consultants and related consultants; (f) general matters relating to energy; (g) annexations, reorganizations, and other matters for consideration by the Sacramento County Local Agency Formation Commission (LAFCo); (h) facility expansions necessitated by proposed development; and (i) other matters as directed by the Board.
- **Finance Committee**: This Committee shall study, advise, and make recommendations to the Board concerning the following matters: (a) preparation of preliminary budgets; (b) disposition and investment of reserve funds; (c) compliance with District's investment policy; (d) changes to or adoption of new fees and rates; (e) insurance matters; (f) audit reports and financial statements; (g) employment of auditors, financial consultants and insurance consultants; (h) audits of monthly expenditures; and (i) other matters as directed by the Board.

- Personnel Committee: This Committee shall study, advise, and make recommendations to the Board concerning the following matters: (a) the District's organizational structure and flow of authority and responsibility; (b) periodic independent review of the organization, classification, duties, salaries and salary ranges of employees and preparation and submittal of recommendations regarding employee salaries and benefits to the Finance Committee for consideration in preparing the District budgets; (c) employer-employee relations and employment rules and policies; (d) matters concerning equal employment opportunities, affirmative action, and employee health and safety; (e) matters concerning employees who are appointed by the Board; (f) employment of personnel consultants; and (g) other matters as directed by the Board.
- Security Committee: This Committee shall study, advise, and make recommendations to the Board concerning the following matters: (a) operation of and policies relating to gate and patrol functions; (b) public safety and health issues affecting the community; (c) special events affecting public safety; (d) interface with homeowners' association representatives regarding security; and (e) other matters as directed by the Board.
- Parks Committee: This Committee shall study, advise, and make recommendations to the Board concerning the following matters: (a) the District's representation on the Parks Committee as established pursuant to the 1990 and 1991 Park Development Agreements; (b) the District's involvement in public community parks within Rancho Murieta; (c) utilization of District properties for park and recreation purposes; and (d) other matters as directed by the Board.
- Communication and Technology Committee: This Committee is responsible for ensuring that information regarding District affairs is adequately and properly communicated to its constituents and the public at large, and developing ways to use technology to better serve the District and its customers. Toward these ends, the Committee shall study, advise, and make recommendations to the Board concerning the following matters: (a) development of the District's communication plan; (b) the goals, frequency, message, audience and costs of the various communication methods used by the District; (c) the District's web page, District field trips and open house, District brochures and bill stuffers, personal appearances by District officers and staff, and newspaper and media coverage; (d) responses to requests for political or legislative support, including letter writing campaigns or de minimis financial support, from various District membership organizations (i.e., CSDA, ACWA, Regional Water Authority, etc.); (e) technology improvements (software and hardware); (f) policies and procedures relating to the District's use of technology; (g) consultation with various community organizations concerning available technology; and (h) other matters as directed by the Board.
- Regional Water Authority (RWA): The mission of the Regional Water Authority is to serve and represent regional water supply interests and assist RWA members in protecting and enhancing the reliability, availability, affordability and quality of water resources. Activities of this committee include: (a) assisting, where appropriate, the voluntary consolidation of services provided by existing industry/trade associations and water utility support groups within RWA; (b) developing and providing subscription-based (i.e., paid for by participating RWA members) support services, projects and programs of mutual interest to RWA members, or groups of members, or certain other subscribers; (c) facilitating discussion of and action on matters of regional priority and interest; (d) coordinating and implementing regional water master planning, grant-funding acquisition, and related planning efforts; and (e) providing a unified voice for advocating and responding to legislative. Regulatory and policy matters of importance to the region's water supply. The Board shall appoint two representatives to RWA from the Board, or executive staff, or a combination thereof, either of whom may cast a single vote on the District's behalf at RWA meetings.

- **Joint Security Committee:** This Committee shall study, advise, and make recommendations to the Board concerning the following matters: (a) special events within the District or affecting a homeowner's association, Rancho Murieta Country Club, or other community-based associations within the District; (b) public safety events affecting to community; (c) enforcement of homeowner association covenants, conditions and restrictions; (d) incidents of note within the District or affecting various associations within the District; and (e) other matters as directed by the Board.

Ad Hoc Committees

Ad Hoc Committees may be created by the Board to undertake special assignments on its behalf. An Ad Hoc Committee shall exist for a specified term or until its special assignments are completed, whichever comes first, but its existence may be extended by action of the Board.

Subcommittees

Subcommittees may be created by any Standing Committee of the Board to undertake specific assignments on behalf of the Standing Committee. The Standing Committee creating a Subcommittee shall establish the term of such subcommittee, as it deems desirable. Unless otherwise specified, members of a Subcommittee shall be appointed by the Chairman of the Subcommittee's parent Committee.

Communications Among and Between Committee Members

The Brown Act prohibits Directors from conducting District business outside Board or Committee meetings. The normal definition of a meeting is the congregation of a majority of the members of a legislative body at the same time and place, including by teleconference or electronic means, to hear, discuss or deliberate upon any item that is within the subject matter jurisdiction of the legislative body. However, it is also possible to impermissibly develop a collective consensus among a majority of the Board without three (3) members being physically present at the same time and place, such as by serial communications by Directors.

The Brown Act states that "a majority of the members of a legislative body shall not, outside a meeting authorized by this chapter, use a series of communications of any kind, direct or through intermediaries, to discuss, deliberate or take action any on item of business that is within the subject matter jurisdiction of the legislative body" (Government Code section 54952.2(b) (1)). The Brown Act does not impose an absolute prohibition on all discussion outside meetings that may involve a majority of Directors; it allows a Board member or District employee to engage in separate conversations or communications outside of a meeting to answer questions or provide information concerning matters within the Board's purview, if such Board member or District employee does not communicate to other Board members the comments or position shared by the Board member. (Government Code section 54952.2(b)(2)).

There are three (3) basic ways to comply with the Brown Act while employing Committees. Each alternative employs a different strategy to guard against improper deliberations or the development of a collective consensus in violation of the Brown Act. This does not diminish the importance of following the procedures regarding communication between committees discussed below.

- The first alternative is to ensure that no two (2) Committees consider the same policy matters. This is the reason for developing a mission statement within the charter of each Committee.
- The second alternative entails creating a new Committee specific to a major topic of importance as a separate Standing Committee and carving out the subject matter of the new committee from the existing Standing committees. This approach avoids the same issue being addressed serially in more than one Standing Committee, so that three (3) Directors would not have deliberated on the same topic except at a Board meeting. While this approach could sidestep many Brown Act issues, there

may be practical difficulties in actually carrying it out, given possible interrelationships of the subject matter of a new Committee with the traditional Committees.

- The third alternative is to have a given subject handled in its entirety by the Board and thereby avoiding any separate Committee deliberations.

Directors should remember that any form of communications between or among Board members has the potential to result in impermissible discussion or consensus-building outside noticed Board meetings. The most reliable way to avoid improper communication is to transmit information between Committees only through the General Manager. Standing Committees must avoid deliberating on the same subjects. It is the responsibility of the General Manager to identify when this is happening or could happen, and to take action.

OPEN VERSUS CLOSED SESSION DISCUSSIONS

Board and Committee meetings can have open as well as closed session topics for discussion.

Open Session Discussions

The Board and its Committees transact the vast majority of the public's business in open session. Open sessions are those portions of the Board or Committee meetings that are open to the public and during which the public can address the Board or Committee and comment on any item of business being considered or on any matter within the Board's subject matter jurisdiction or the Committee's charter that is not on the agenda.

Closed Session Discussions

A closed session may be held on any subject authorized under the Brown Act. Closed sessions must be properly disclosed and described in the agenda as required by the Brown Act. (Government Code section 54954.5.) Neither the Board nor its Committees shall keep minutes of their closed sessions. Prior to holding a closed session on any matter, the Board President or Committee Chair shall refer to the closed session item or items by reference to the appropriate agenda item number(s). In the closed session, the Board or Committee shall consider only those matters covered in the agenda.

The Brown Act authorizes, among other things, closed sessions to give direction to District negotiators for labor contracts with District employees and for the acquisition or disposal of real property; to confer with legal counsel regarding claims or threats of litigation, initiation of litigation, or to discuss existing litigation in which the District is involved; to evaluate the performance of a public employee, when dealing with the hiring, dismissal or discipline of a public employee; or to discuss certain security matters.

Matters discussed in closed session are strictly confidential. Disclosure of information from a closed session may prejudicially impact District interest and can result in (1) the possible censure by the Board of a Director who breaches the confidentiality requirement; (2) the issuance of an injunction against such conduct by a court; or (3) in an appropriate case, criminal penalties. Therefore, a Board member shall not disclose confidential information that has been received for, or during, a closed session meeting of the Board or of a Committee to a person not authorized to receive the information, unless the Board or Committee authorizes such disclosure. This, however, does not prohibit any of the following: (1) making a confidential inquiry or complaint to a district attorney or grand jury concerning a perceived violation of law; (2) expressing an opinion concerning the propriety or legality of actions taken by the District in closed session, including disclosure of the nature and extent of the allegedly illegal action; or (3) disclosing information acquired by being present in a closed session that is not confidential information. Prior to disclosing confidential information pursuant to (1) or (2), above, however, a Board member shall first bring the matter to the attention of either the President of the Board or the full Board, to provide the Board an opportunity to cure an alleged violation. To protect the confidentiality of information presented in

closed session, staff normally will collect all written material distributed during the session at the end of the session.

After any closed session, the Board or Committee shall reconvene into open session and publicly report any action taken (including the roll call vote, if any) during the closed session to finally approve a real property acquisition; to appoint, employ, dismiss, accept the resignation of, or otherwise affect the employment status of a District employee; or to finally approve a labor contract. For the report back obligations relating to pending litigation, the Board shall consult with General Counsel. (Government Code section 54957.1.)

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Chapter 5

THE BOARD MEETING AGENDA

The Board meeting agenda is an informational, decision-making and management tool. It presents the issues under consideration by the Board and provides a brief general description of business to be discussed and actions the Board will consider taking. The agenda is accompanied by a packet of supporting materials designed to aid in decision-making by presenting in sufficient factual detail the issues and options associated with each item of business.

The General Manager, in consultation with the Board President, shall set the agenda. Committee recommendations on topics to be included on the agenda shall be given to the General Manager. Individual Directors may request items to be placed on the agenda by notifying the General Manager of their request no later than 2:00 p.m. five business days prior to the meeting date.

The District Secretary is responsible for preparing the regular meeting agenda and special meeting notice/agenda for Board meetings, and for posting and mailing the agenda at least 72 hours before each regular meeting and at least 24 hours before each special meeting. The agenda must specify the time and location of the meeting and contain a brief general description (generally no more than 20 words) of each item of business to be transacted or discussed at the meeting.

The agenda of each Board meeting includes the elements described below.

Call to Order

The President of the Board shall strike the gavel and begin the Board meeting. In the absence of the President, the Vice President shall call the meeting to order. In the absence of both the President and Vice President, the District Secretary shall call the meeting to order.

Roll Call, Determining and Maintaining a Quorum

The District Secretary calls the roll of the Directors and records the names of those present and those absent in the minutes of the meeting. If a Director enters the meeting late or departs early, those times are also recorded in the minutes. If a quorum of the Board (three (3) Directors) is not present, no further proceedings or discussion may occur and the General Manager announces that the meeting is adjourned for lack of a quorum.

The Board must maintain a quorum throughout the meeting in order to conduct business. However, the meeting may be adjourned with less than a quorum by those Directors who are present; if no Director is present, the General Manager can adjourn the meeting.

Adopt Agenda

At this point in the meeting, a Director or the General Manager has an opportunity to propose re-arranging the order of the items on the agenda. The Board President will re-arrange agenda items if the need should arise. For example, a closed session may be moved to an earlier time in a meeting, or a Board Business item may be moved ahead of another item due to some unusual circumstances or if audience members are present for a particular agenda item. Timed items, such as hearings, cannot be heard earlier than the time published.

Special Announcements and Activities

During this section of the meeting, the General Manager, or staff members designated by the General Manager, addresses the Board with matters such as introducing new District employees, acknowledging employee promotions and certifications, acknowledging or giving a special award or recognizing an event, local students or dignitaries.

If neither the President nor Vice President is present, the General Manager would at this point ask for a motion to name a President Pro-tem for that meeting. If the motion is made, seconded, and passed (requires a 3-0 vote) the Director so named presides over the meeting. If there is no such motion or second, or if the motion does not pass, the General Manager presides over the meeting but cannot make motions or seconds, vote on any item, or enter into policy level deliberations and discussions.

Closed Session

Closed Sessions are usually held at the beginning of the meeting, but may be held at the end of a meeting at the time set forth in the notice of the posted meeting agenda.

Reports from Closed Session

Upon returning to open session, the Board President or General Counsel will announce any reportable action taken in closed session. Such reports are required by law.

Public Comment

At every Board meeting, members of the public are allowed to address the Board on any item of interest within the subject matter jurisdiction of the Board that is not already included on the posted agenda. The Board President asks anyone desiring to make public comments to state his/her name and address so that the minutes accurately reflect the speakers identity and affiliation and so that the District can contact the speaker if necessary. The President calls speakers to the lectern and asks them to identify themselves, announce their item and address the Board.

Public comments are limited to three minutes per speaker, unless extended by the President. Board members may briefly respond, request staff to report back on the matter, or ask clarifying questions, but cannot take any action on, discuss or debate the matters not on the agenda that are presented during the public comment period unless the Board makes one of the determinations required under Government Code section 54954.2. Members of the public may also make requests to have items placed on a future agenda during the public comment portion of the meeting. After considering such a request, the Board may provide direction to the General Manager regarding including that item on future Board or Committee agendas.

Consent Calendar

Matters listed under the consent calendar are considered routine and generally are acted upon by a motion and a second of the Board and passed by a roll call vote indicating a majority vote. Directors normally do not discuss consent calendar matters. These items include the approval of previous Board meeting minutes, receiving and filing of reference correspondence, receiving and filing of various staff reports, the approval of the list of District bills paid, and other routine informational items.

Items may be removed from the Consent Calendar in three (3) ways.

- If a Director has an unanswered question or concern about any of the items listed on the Consent Calendar, he/she may request that the matter be removed prior to a motion being made and approved. Any such request by a Director is automatically granted. When a Director wishes to pull an item from the consent calendar for discussion, it is helpful if he/she contact the General

Manager before the Board meeting to explain his/her concern. This enables staff to provide information that might be needed to further the Board's discussion.

- On occasion, the General Manager may request that the President remove an item from the Consent Calendar. Typically, this occurs so staff can clarify for the record any matters in the written material provided to the Board, to present new information that came to staff's attention subsequent to the preparation of the agenda, or for other similar administrative reasons.
- A member of the audience may also request that the Board remove an item from the Consent Calendar so that it may be discussed. Any such request must be made prior to the time the Board votes on the matter as part of the Consent Calendar. Any such request from a member of the public will only be granted if a Director agrees that the item should be removed from the Consent Calendar and makes a Director request. Nevertheless, any member of the public has a right to comment on any item on the Consent Calendar. The member of the public should identify what items he/she is commenting upon and proceed to make his/her comments. Such commenting does not automatically require that the Board remove the item from the Consent Calendar unless a Director so requests for discussion or a separate vote.

Once any item is removed from the Consent Calendar, the remaining items are considered and decided by a single motion. The removed items are then discussed and considered individually.

Staff Reports

The General Manager and District staff report on upcoming events, recent occurrences, pending projects and matters, and other informational matters that are of significance to the District.

Board Correspondence

The agenda will list all correspondence received by the District that is addressed or copied to the Board. This agenda listing informs the public what has been received and documents that all material sent to the Board have been transmitted to the Board. Generally, staff makes the listing but if Directors have received correspondence that has not been sent to staff, the Director should make an announcement. The announcement should identify the sender, the subject, the form of communication (letter, e-mail, etc.) and the date on the correspondence.

All Board correspondence reported under this item (as well as material first made available on any agenda item at the Board meeting) is maintained by the District in accordance with the Brown Act (Government Code section 54957.5). This information is available for inspection by the public upon request.

Board Business

Board business is the section of the agenda where the Board considers and decides matters that require substantive discussion or conducts formal public hearings when required to do so by an applicable law or regulation. Some items involve an action by the Board, others are informational. In some cases, the Board will discuss a matter without making a decision and refer the matter back to staff or a Standing Committee for further development. *See Chapter 4 – Transacting Board Business for Appropriate Protocol.*

Review and Select Conference/Education Opportunities

This is the section of the meeting where Directors request Board approval to attend various conference or education opportunities. Also at this time, Directors must provide brief reports on meetings that they have attended at the District's expense as required by Government Code section 53232.3(d). (AB 1234)

Meeting Dates/Times

During this section of the meeting, the Board acknowledges the dates and times for the next month’s Board and Standing Committee meetings.

Comment/Suggestions – Board Members and Staff

During this section of the meeting, Directors and staff are invited to comment on their District-related activities or to suggest new ideas and concepts.

Adjournment

The Board meeting will adjourn by the making of a motion, a second and a call for a vote. The meeting may be adjourned if there is less than a quorum present by action of those Directors who remain in attendance; if no Director is present, the General Manager may adjourn the meeting. Occasionally, meetings are adjourned in memory of a loved one or close friend of the District or in honor of a significant event.

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CHAPTER 6

PLACING AN ITEM ON THE BOARD OR COMMITTEE AGENDA

SOURCES OF ITEMS

Items on the Board agenda originate from a variety of sources: the General Manager, Standing committees, Directors and the public.

Items Originating from the General Manager

Many items on the agenda originate with the General Manager and District staff. The following types of items are typical:

- Matters on which policy direction from the Board is required or desired.
- Items with over-arching policy implications (e.g., labor negotiations, budgeting, and strategic planning).
- Action required by law (e.g., consolidation of District elections, amending a Conflict of Interest Code).
- Intermediate actions in the overall implementation of a Board-approved project or program (e.g., awarding construction contracts, considering an environmental review document).
- Discretionary decisions for which authority has not been delegated to the General Manager.
- Informational items to keep the Board current on a matter or to allow them to discuss the implications of continuing on a previously agreed course of action.
- Items with critical timing needs.
- Proclamations honoring special events or individuals.

Items Originating from a Board Committee

A Director may bring up a new item at a Committee meeting. However, in such cases, the advance notice requirements of the Brown Act only allows the Committee to decide to place such a matter on a future agenda; the matter cannot be discussed at the meeting at which it was first verbally mentioned. Committee recommendations may be referred to the Board and may include items that are routine business, new ideas developed by Committee or unusual matters.

Items Originating from or of Interest to a Director

Any Director may request that an item be placed on a future Committee or Board agenda during the Director Comment section of a Board meeting. If time allows, a Committee may review the matter prior to discussion by the Board. The Director who originated the item contacts the General Manager to more fully explain the issue so that staff can prepare a Recommended Action and Background (which allows the Board to discuss the matter). The Director who placed the item on the agenda is cited as the reference and is expected to lead the discussion.

For any matter referred to or being discussed by a Committee, the Committee shall report its findings back to the Board and capture its deliberations in the notes prepared by the Committee. If, after reviewing the notes prepared by the Committee, a Director wishes to have a matter discussed by the full Board, the Director may state

this request at a Board meeting or notify the General Manager. The General Manager shall then notify the Committee of the Director's request and schedule the matter for discussion at the next reasonably available Committee meeting. This process allows the Committee to complete its work and respond to concerns raised. Following that Committee meeting, the General Manager shall place the matter on the Board agenda for discussion at the next reasonably available Board meeting.

Items Originating from the Public

Members of the public may request to have an item placed on a future Board or Committee agenda during the Public Comment portion of a Board or Committee meeting. The General Manager in consultation with the President considers and decides such requests of the public to have an item placed on a future agenda. The Board generally may not discuss the matter brought up by the public at the same meeting at which it is first verbally mentioned.

PLACING AN ITEM ON A COMMITTEE AGENDA

Committee agenda items originate from the General Manager or his/her staff, the Board, or a Director.

All matters typically go to Committee prior to being placed on the Board agenda. The General Manager decides which Committee reviews an item based on the nature of the item and the charter of each Committee.

The Board may refer an item to a Committee for consideration or further discussion. This typically occurs when new matters are brought to the attention of the Board by a Director or by the public.

ITEMS THAT DO NOT REQUIRE COMMITTEE REVIEW

The Board's system of Standing Committees that review matters within their subject matter jurisdiction is one way the Board uses to efficiently conduct its business. It also creates opportunities for public involvement in Board deliberations in a less formal manner than at a Board meeting. However, there are several matters that do not require Committee review, either because they are routine or because it is proper or legally require that only the full Board consider them. The following items may be placed directly on a Board agenda without Committee review.

Administrative Matters

- Proclamations
- Notifications (training, conferences, etc.)
- Board Organizational Matters (appointment of Board President or Vice President)
- Appointment of Committees

Board Oversight

- Performance Evaluation (General Manager or General Counsel)
- Mandated Reports
- Consideration of Conference Attendance

Procedural Streamlining

- Second reading of an Ordinance.

- Acceptance of projects.

- Acceptance of developer improvements.
- Intention to levy assessments in existing assessment Districts (mandated notification step in anticipation of formal action later).
- Follow-up of items for action previously presented in workshops for discussion.
- Any item with a critical timing need when a Committee meeting cannot be effectively scheduled.
- Any other item as determined by the Board.

District-Wide Matters

- Items with over-arching policy implications (e.g., budgeting, strategic planning).
- General informational items that keep the Board current on a matter or allow them to discuss the implications of continuing with a previously agreed upon course of action.
- Presentations requested by the Board.
- Actions required by law (e.g., consolidation of District elections, amending conflict of interest codes).

Matters that Should be Considered Only by the Full Board to Protect the District's Interest

- Personnel appeals (that are before the Board and on which the Board must be unbiased and rule on the record before them).
- Environmental review documents where the administrative record must be developed in front of the entire Board.

CHAPTER 7

TRANSACTIONING BOARD BUSINESS

Items presented for consideration at Board meetings generally are handled in a consistent manner to ensure that:

- Pertinent facts associated with a matter are presented not only for the benefit of the Board but also for the benefit of any member of the public who is present;
- Actions taken by the Board are properly approved; and
- The Board takes action only on items that are scheduled for action on the agenda. For example, the Board may discuss but not taken action on an item that is identified as being for Discussion and Information or as a Special Announcement.

RULES OF ORDER FOR BOARD AND COMMITTEE MEETINGS

Action items shall be brought before and considered by the Board by motion in accordance with the following rules of order.

- **Obtaining the Floor:** Any Director desiring to speak should address the Board President and upon recognition by the President may address the subject under discussion.
- **Motions:** Any Board member, including the President, may make or second a motion. A motion shall be brought and considered as follows: (1) A Director makes a motion; (2) another Director seconds the motion; and (3) the President states the motion. Once the President states the motion, it is open to discussion and debate. Before voting on any motion, the President should ask for any comments from the public audience. After the matter has been fully debated (subject to a motion to close debate and vote immediately, discussed below), the President will call for the vote.
- **Secondary Motions:** Ordinarily, only one motion may be considered at a time, and a pending motion must be voted on before the Board considers any other motion or business. However, there are a few exceptions to this general rule where a secondary motion concerning the main motion may be made and considered before voting on the main motion. The secondary motion exceptions are the following:
 - Motion to Amend: A main motion may be amended before it is voted on, either by the consent of the Board members who moved and seconded, or by a motion to amend, which is then seconded and approved by the Board. After approving an amendment by consent or by motion to amend, the Board then proceeds to consider the main motion as amended.
 - Motion to Table: A main motion may be indefinitely tabled before it is voted on by a motion to table, which is then seconded and approved by the Board. After approving a motion to table, the main motion is not further considered at that meeting and remains tabled until placed on a subsequent meeting agenda.
 - Motion to Postpone: A main motion may be postponed to a specified date and time by a motion to postpone, which is then seconded and approved by the Board. After approving a motion to postpone, the main motion is not further considered at that

meeting and is then reconsidered at the date and time specified in the motion to postpone.

- Motion to Refer to Committee: A main motion may be referred to a Board committee for further study, recommendation, and report back to the Board by a motion to refer to a specified committee, which is then seconded and approved by the Board.
- Motion to Close Debate and Vote Immediately: Debate on a main motion may be closed by a motion to close debate and vote immediately, which is then seconded and approved by the Board.
- Motion to Adjourn: A meeting may be adjourned before voting on a main motion by a motion to adjourn, which is then seconded and approved by the Board. After approving a motion to adjourn, the meeting then immediately adjourns without further consideration of the main motion.

These rules of order are intended to be informal and applied flexibly. The Board prefers a flexible form of meeting and therefore does not conduct its meetings under formalized rules (e.g., Robert's Rules of Order). If a Director believes order is not being maintained or procedures are not adequate, then he or she may raise a point of order to the President. A point of order does not require a second. If the ruling of the President on the point of order is not satisfactory, then it may be appealed by motion (which does require a second) to the full Board. A majority vote of the Board will govern and determine the point of order.

MAJORITY VOTE REQUIRED

A majority of the entire Board shall constitute a quorum for the transaction of business. A majority vote is required for any action to be taken by the Board (i.e., there must be a minimum of three affirmative votes) unless a different voting requirement to approve a particular action is specified under state law (e.g., to adopt a resolution if necessary to condemn real property or to add an emergency item to an agenda (which require a super-majority vote)). In those cases, General Counsel will provide guidance. Unless a Board member expressly abstains from voting, a director's silence will be recorded as an affirmative vote. An express abstention will not be counted as an affirmative vote.

ACTIONS TAKEN BY THE BOARD

The Board shall act only by ordinance, resolution or motion.

Ordinance

An ordinance is the most formal of actions that can be taken by the Board. Ordinances are used to establish the local laws that are within the District's power to enact and are applicable throughout the District. Ordinances may apply only to matters not preempted or superseded by federal or state law. An ordinance is the authorizing instrument to change the District Code, which is a compilation of the rules and regulations of the District. Ordinances also may be used to set the District's rates and charges after consultation with General Counsel. State law requires that District ordinances be published or posted. In some cases, a public hearing is required prior to consideration. An ordinance generally becomes effective 30 days after adoption unless it expressly provides otherwise. Ordinances remain in full force and effect until repealed, modified or superseded by the Board in another ordinance or by action of the voters through initiative or referendum. Everyone at the District, including the Board, is bound by the requirement of an ordinance (and the Code it may establish or amend). Ordinances are the law of the District and are enforced by staff. Only the Board itself may waive, modify or suspend an ordinance by the enactment of a subsequent ordinance. The only way to change an ordinance is to pass an ordinance that revises the original ordinance.

Additional District guidelines for considering and adopting ordinances:

- The form of enacting clause of all ordinances passed by the Board shall be: “The Board of Directors of the Rancho Murieta Community Services District ordains as follows.”
- With the exception of urgency ordinances, no ordinance may be passed within five (5) days of its introduction. Two readings of the ordinance are required: One to introduce the ordinance, and a second to adopt the ordinance. Reading of the ordinance in full may be waived by a motion approved by a majority vote of the Board.
- Ordinances (other than urgency ordinances) may be adopted only at regular meetings of the Board.
- If an ordinance is altered substantively after its introduction, the ordinance must be reintroduced and may be passed only at a regular meeting held five days after its reintroduction.
- For ordinances that propose rate increases for water, sewer or solid waste service, the Board must conduct a public hearing on the proposed rate increase at least 45 days after mailed notice of such proposal to record property owners. The Board must consider all written protests against the proposed rate increase and, if written protests are presented by a majority of affected property owners in the District, the District may not proceed with the rate increase.
- All ordinances shall be signed by the President and attested by the District Secretary.

After an ordinance has been adopted and signed by the Board President and District Secretary, the ordinance must be published in full one time, within 15 days of the date of adoption, in a newspaper of general circulation in the District. The publication must include the names of the Board members voting for and against the ordinance.

Resolution

A resolution constitutes a more formal written expression of the will of the Board as the District’s legislative body. Resolutions represent an official Board action or position taken on a particular issue that may be more temporary in nature than an ordinance but for which a separate permanent record is needed or desired. Resolutions preserve the history of the action taken in a separate official instrument in addition to documentation in the Board’s minutes. A resolution becomes effective immediately and remains in effect until rescinded, cancelled or superseded by Board action by means of a new resolution. Resolutions typically are used to adopt policies, approve agreements (e.g. master agreements, construction agreements, public facilities planning agreements, and transfer agreements), award contracts for materials or services, approve memoranda of understanding with bargaining groups, award pay for performance, and establish or amend job classifications. Resolutions, if properly written, can be used to change the rates and charges that the District imposes for the privilege of receiving service. Given the nuances of the law in this area, General Counsel should always be consulted to determine the proper instrument for approving rates and charges.

Motion

The Board uses a motion to submit a matter for action. A motion can be a parliamentary tool used by a member of the Board (plus another member who seconds the motion) to place a matter before the entire Board for its consideration. A motion also can be a legislative action used to authorize or approve action on simple matters that are routine in nature, such as approving direction to staff, communicating a District position, approving a task order, increasing a purchase order amount, or approving a proclamation. The minutes of the Board meeting document the Board’s determination on the matters. A motion is always used to place a proposal before the Board to approve a resolution or adopt an ordinance.

TRANSACTING BUSINESS ON AN ITEM

Introducing an Item

The Board President announces each agenda item, referencing the item number and the nature of the matter.

Staff Presentation

The General Manager or, at the General Manager's discretion, a staff member, summarizes the item being considered, including background, pertinent facts and details, analyses conducted by staff, and options available for the Board's consideration. On occasion, a consultant may assist the General Manager or staff in presenting an agenda item.

Staff Recommendation

The General Manager usually makes a recommendation on each action item. The recommendation is identified in the Recommended Action section of the staff report. The General Manager often delegates this responsibility to Department Managers.

Clarifying Questions

Directors ask questions of the presentation and offer general comments about the subject matter after the staff presentation. Questions and comments at this time are to clarify the matter and the recommendation. Debates or deliberations occur after public comment and after a motion has been made.

Committee Recommendation

If a Standing Committee has reviewed the matter, the outcome of its discussion will be noted in the Summary and Recommendation included in the Board agenda packet. Should any of the Directors on the Committee so desire, this is the time to state the Committee's recommendation and the reasons for it.

Public Comment

The Board President then opens up the agenda item to the public for comment. The public must have an opportunity to comment on every agenda item. Sometimes this is done through a public hearing when such a hearing is required by law. Other times, the President simply asks the audience if there are any comments. The President will ask speakers to state their name and address for the record and for the benefit of others in the audience. If it is obvious that no potential speakers are present, there is no need to formally call for public comment. A member of the public should be permitted to speak only once, and public comments are limited to three minutes per speaker, unless otherwise allowed or extended by the President. In the event the District receives written correspondence from the public on the matter after publication of the agenda, that written correspondence will be presented to the Board at this time.

- Any person who desires to address the Board at length on a matter which is not on the agenda must make a request to do so to the District Secretary at least five business days before the meeting. The General Manager in consultation with the President will decide whether to include the requested item on the agenda. Failure to request to appear, however, shall not prevent any person from addressing the Board at the general public comment time designated on the agenda.
- Manner of Addressing the Board by an Individual: A member of the public addressing the Board may give his or her name. All remarks shall be addressed to the Board as a body, not to any individual Director or staff person. No person, other than a Director, the General Manager or the District General Counsel, and the person having the floor, shall be permitted to enter into any general discussion without the President's permission.
- Manner of Addressing the Board by a Group of Persons: Whenever members of the public wish to address the Board on the same subject matter, it shall be proper for the President to request that a spokesperson be chosen by the group to address the Board and, in case additional matters are to

be presented at the time by any other member of that group, to limit the number of persons so addressing the Board, so as to avoid repetition. The President may set a time limit for each side of an issue.

- Government Code section 54957.9 permits the Board to clear the room if the meeting is willfully interrupted so as to render further conduct of the meeting infeasible.
- All written or electronic correspondence addressed to the Board shall be sent to the District office. Copies of such correspondence and written responses in reply thereto, if any, shall be distributed to each Board member and included on the agenda for the next regular Board meeting, depending on the date of receipt or the response required by such correspondence.

Motion and Second

After public comment, a Board member may make a motion regarding the action to be taken on the item. The motion must be seconded before additional debate or discussion on the matter is permitted. No discussion may occur on a motion without a second. A motion fails if it does not receive a second.

Discussion

After a motion is properly made and seconded, the Board discusses the merits of the item in an attempt to reach a decision. During this time, the Board may ask staff or the public additional questions or seek the advice of the General Manager or General Counsel. As discussion by the Board ensues, the motion may be amended or withdrawn or a substitute motion offered. These actions must follow the procedures adopted by the Board.

Decision

When the Board President senses that a discussion has run its course or when a motion to call the question is properly made and seconded, the Board President calls for a vote on the motion on the floor. After hearing the results, the Board President announces the vote. Voting may be by voice or roll call.

MINUTES

The District Secretary shall prepare and maintain written minutes of each Board meeting. The Board minutes shall include at least the following information: names of the Directors and staff present at the meeting; brief summary of the discussion of the Board on each agenda item considered; names of the Directors who make and second ordinances, resolutions and motions; and, the ayes and noes taken upon all action items. Any Director may request that a brief abstract of his or her statement either in support or opposition of any matter be entered in the minutes.

DEVIATIONS FROM PROCEDURES

No deviation from or failure to follow the procedures set forth in these Guidelines shall invalidate any action or decision of the Board.

CHAPTER 8

EFFECTIVE PARTICIPATION IN BOARD MEETINGS

The following ground rules apply to all Directors.

- Come to meetings prepared. Contact the General Manger ahead of any meeting if you have clarifying questions or need additional background. Many times your questions can be answered without taking up meeting time. Also, it helps staff to understand your concerns ahead of the meeting so they can be prepared with the information you need.
- During the meeting, express your thoughts and support them whenever possible with facts, figures and references. Specifically identify your sources of information so as to establish their credibility with your colleagues. More specific statements are more persuasive to your colleagues on the Board than generalized statements. Examples: (a) I spoke with ____, who is the President of the homeowners association and he/she would like the District to _____” is better than “The public thinks that we should do _____;” (b) “(specific name) told me _____” is better than “I was told that _____;” (c) “(specific organization) has a concern with _____” is better than “Everyone thinks that _____.
- Be creative. Innovative ideas supported by sound reasoning are welcome on complicated matters when the Board is attempting to arrive at a consensus.
- Take a positive approach. Keep an open mind. When a Director proposes an idea, look for the value in that idea.
- Be enthusiastic.
- Stay on the subject. Do not introduce other agendas. Keep your comments brief but long enough to establish your point.
- When you do not understand what someone is saying, ask for clarification. Make criticism positive and constructive. Direct critical comments to the issues being discussed, not toward the person expressing the idea.
- Protect the rights of others to have their opinions and feelings heard. Encourage silent members to participate.
- Help the Board President when others take up outside issues. Interrupt gently and say, “We’re getting a little off the subject here, maybe we should get back to our topic.”
- Share your thoughts. Holding back when you have an idea robs the Board and staff of your knowledge and opinion and prevents further development of your idea. Have confidence in yourself and speak up.
- Protect ideas. Help the Board President set an atmosphere where people will feel comfortable expressing ideas even if they are not perfect. When someone begins attacking another’s idea, say, “That idea probably has faults, most ideas do. Let’s just let ideas come out for now and evaluate them later.”

- Attend and participate. Be on time and stay for the entire meeting. Advise the General Manager or District Secretary if you are unable to attend or know you will be arriving late or leaving early.
- Be an active listener. Be open-minded: listen and consider all points of view.
- At all times, ask yourself, “What, right now, would help the Board move ahead and get this problem solved? What can I do to help the Board function more effectively? How can I help?”
- Always remember that civil discourse is one of the keys to effective communication.

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CHAPTER 9

DIRECTOR ROLES AND DUTIES

THE BOARD OF DIRECTORS

The Board of Directors is the legislative body that holds governing authority for the District. The Board of Directors' roles and responsibilities are as follows:

- ❖ Establish policies, procedures and regulations for District operations;
- ❖ Establish and oversee the District's finances and its budgets, program, and performance;
- ❖ Provide the resources needed by management and staff to carry out District policy;
- ❖ Determine the mission of the District;
- ❖ Approve and ensure the implementation of the District's Strategic Plan and vision; and
- ❖ Appoint and evaluate the General Manager and General Counsel.

Directors

Apart from his/her normal functions as part of the Board of Directors, each individual Director's roles and responsibilities are as follows:

- ❖ Function only as one member of the Board
- ❖ Have no individual authority (other than responsibilities of the President and Vice President of the Board as described elsewhere);
- ❖ May not commit, nor represent that they commit, the District to any policy, act, or expenditure; and
- ❖ Support decisions made by the Board (even when the Board decision conflicts with his/her individual position).

CODE OF CONDUCT

In order to ensure cooperation and a good working relationship among Board members, the following rules should be observed:

- The dignity, style, values and opinions of each Board member shall be respected.
- Responsiveness and attentive listening in communication is encouraged.
- The needs of the District's constituents should be the priority of the Board members.
- The primary responsibility of the Board members is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to District staff.
- Board members should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues are to be avoided.
- Differing viewpoints are healthy in the decision making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board takes action,

Board members should commit to supporting the action and not to create barriers to the implementation of the action.

- Board members should practice the following procedures:
 - In seeking clarification on informational items, Board members may directly approach District staff to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision making.
 - In handling complaints from District residents and property owners, the complaints should be referred directly to the General Manager.
 - In handling items related to safety, concerns for safety or hazards should be reported to the General Manager as soon as possible. Emergency situations should be dealt with immediately by seeking appropriate assistance.
 - In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, the concerns should be referred directly to the General Manager.
- When approached by District personnel concerning specific District policy, Board members should direct inquiries to the appropriate staff supervisor. The chain of command should be followed.
- The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.
- When responding to constituent requests and concerns, Board members should be courteous, responding to individuals in a positive manner and routing their questions through the General Manager or responsible management personnel.
- Board members should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.
- Board members are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

CHAPTER 10

ETHICS AND CONFLICTS OF INTEREST

RESPONSIBILITIES OF PUBLIC OFFICE

Board members are obligated to uphold the Constitution of the United States and the Constitution of the State of California. Board members shall comply with all applicable laws regulating their conduct, including but not limited to conflict of interest and financial disclosure laws. Board members shall work in cooperation with other public officials unless prohibited from so doing by law or officially recognized confidentiality of their work. Board members shall maintain the highest standard of personal honesty and fairness in carrying out their duties.

All Board members are required to take at least two hours of ethics training every two years and receive a certificate of completion as required by Government Code sections 53234-53235.2. New Board members need to complete the training within one year of taking office. The District must keep records indicating when each Board member has completed the training and who provided the training for five years.

FAIR AND EQUAL TREATMENT

Board members shall not, in the performance of their official functions, discriminate against any person on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, sex, sexual orientation, medical condition, physical or mental disability, genetic information, gender, gender identity, gender expression, or military and veteran status of any person. A Board member will not grant any special consideration, treatment or advantage to any person or group beyond that which is available to every other person or group on similar circumstances. (See, e.g., California Constitution, article 1, section 31; Age Discrimination in Employment Act of 1967; Americans with Disabilities Act of 1990; Fair Employment and Housing Act; Rehabilitation Act of 1973; Title VII of the Civil Rights Act of 1964; Labor Code, section 1102.1.)

PROPER USE AND SAFEGUARDING OF DISTRICT PROPERTY AND RESOURCES

Except as specifically authorized, a Board member shall not use or permit the use of District owned vehicles, equipment, telephones, materials or property for personal use, convenience or profit. A Board member shall not ask or require a District employee to perform services for his or her personal convenience, benefit or profit or the convenience, benefit or profit of another Board member or District employee. Each Board member must protect and properly use any District asset within his or her control, including information recorded on paper or in electronic form. Board members shall safeguard District property, equipment, moneys and assets against unauthorized use or removal, as well as from loss due to criminal act or breach of trust. Board members are responsible for maintaining written records, including expense accounts, in sufficient detail to reflect accurately and completely all transactions and expenditures made on the District's behalf, in accordance with the District's policy for reimbursement of expenses of Board members (District's Travel/Reimbursement Policy, Policy No. 2009-07).

USE OF CONFIDENTIAL INFORMATION

A Board member is not authorized, without approval of the Board, to disclose information that qualifies as confidential information under applicable provisions of law to a person not authorized to receive it, that (1) has been received for, or during, a closed session meeting of the Board, (2) is protected from disclosure under the attorney/client or other evidentiary privilege, or (3) is not required to be disclosed under the California Public Records Act. A Board member who willfully and knowingly discloses, for financial gain, confidential information received by him or her in the course of his or her official duties may be guilty of a misdemeanor under Government Code section 1098 (Government Code section 54963).

CONFLICTS OF INTEREST

A Board member shall not have a financial interest in a contract with the District, or be a purchaser at a sale by the District or a vendor at a purchase made by the District, unless the Board member's participation was authorized under Government Code section 1090. A Board member shall not participate in the discussion, deliberation or vote on a matter before the Board, or in any way attempt to use his or her official position to influence a decision of the Board, if he or she has a prohibited interest with respect to the matter, as defined in the Political Reform Act, Government Code Section 81000, and following, relating to conflicts of interest, and as further defined in the Fair Political Practices Commission's ("FPPC") regulations.

If a member of the Board believes that he or she may be disqualified from participation in the discussion, deliberations or vote on a particular matter due to conflict of interest, the following procedure will be followed: (a) if the Board member becomes aware of the potential conflict of interest before the Board meeting at which the matter will be discussed or acted on, the Board member shall notify the District's General Manager of the potential conflict of interest, so that a determination can be made as whether it is a disqualifying conflict of interest; (b) if it is not possible for the Board member to discuss the potential conflict with the General Manager before the meeting, or if the Board member does not become aware of the potential conflict until during the meeting, the Board member shall immediately disclose the potential conflict during the Board meeting, so that there can be a determination whether it is a disqualifying conflict of interest; and (c) upon a determination that there is a disqualifying conflict of interest, the Board member shall not participate in the discussion, deliberation or vote on the matter for which a conflict of interest exists, which will be so noted in the Board minutes.

A Board member shall not recommend the employment of a relative by the District. In addition, a Board member shall not recommend the employment of a relative to any person known by the Board member to be bidding for or negotiating a contract with the District.

A Board member who knowingly asks for, accepts or agrees to receive any gift, reward or promise thereof for doing an official act, except as may be authorized by law, may be guilty of a misdemeanor under Penal Code section 70 (Government Code section 1090 et seq. and 81000 et seq.).

Board members shall at all times comply with the District's Conflict of Interest Code as set forth in District Code Chapter 3.

SOLICITING POLITICAL CONTRIBUTIONS

Board members are prohibited from soliciting political funds or contributions at District facilities. A Board member shall not accept, solicit or direct a political contribution from any person or entity who has a financial interest in a contract or other matter while that contract or other matter is pending before the District. A Board member shall not use the District's seal or stationery in any solicitation for political contributions contrary to state or federal law

"REVOLVING DOOR" POLICY

For a period of one year after leaving office, Board members shall not represent for compensation non-governmental entities before the District in violation of Government Code section 87406.3.

Nothing in this section is intended or will be applied to prevent a former Board member from participating in meetings of the Board in the same manner as other members of the public.

REPORTING OF IMPROPER ACTIVITIES: PROTECTION OF WHISTLEBLOWERS

The General Manager has primary responsibility for (1) ensuring compliance with the District's Personnel Manual, and ensuring that District employees do not engage in improper activities; (2) investigating allegations of

improper activities; and (3) taking appropriate corrective and disciplinary actions. The Board has a duty to ensure that the General Manager is operating the District according to law and the policies approved by the Board. Board members are encouraged to fulfill their obligations to the public and the District by disclosing to the General Manager, to the extent not expressly prohibited by law, improper activities within their knowledge. Board members shall not interfere with the General Manager's responsibilities in identifying, investigating and correcting improper activities, unless the Board determines that the General Manager is not properly carrying out these responsibilities. Nothing in this section affects the responsibility of the Board to oversee the performance of the General Manager.

A Board member shall not directly or indirectly use or attempt to use the authority or influence of his or her position for the purpose of intimidating, threatening, coercing, commanding or influencing any other person for the purpose of preventing such person from acting in good faith to report or otherwise bring to the attention of the General Manager or the Board any information that, if true, would constitute: a work-related violation by a Board member or District employee of any law or regulation; waste of District funds; abuse of authority; a specified and substantial danger to public health or safety due to an act or omission of a District official or employee; use of a District office or position or of District resources for personal gain; or a conflict of interest of a Board member or District employee.

A Board member shall not use or threaten to use his or her official authority or influence to effect any action as a reprisal against another Board member or District employee who reports or otherwise brings to the attention of the General Manager any information regarding the subjects described in this section.

Any person who believes that he or she has been subjected to any action prohibited by this section may file a confidential complaint with (1) the General Manager, or (2) a Board member, if the complaint involves the conduct of the General Manager, who will thereupon refer the matter to the full Board to investigate the complaint. Upon the conclusion of the investigation, the General Manager (or the Board in case of a complaint against the General Manager) will take appropriate action consistent with the District's Personnel Manual and applicable law.

CHAPTER 11

GENERAL MANAGER'S ROLE

Legal Requirements

The Community Services District Law, the enabling statute under which the District was organized and now operates, defines the General Manager as the highest level management appointee who is directly responsible to the Board for the implementation of the policies established by the Board (see Government Code section 61002(f), 61040 and 61050 et seq.). The General Manager serves as the District's Chief Executive Officer and is responsible for the day to day operations and functions of the District.

The primary powers and duties of the General Manager specified by the law are as follows (Government Code section numbers are shown in parentheses):

- Implement the policies established by the Board for the operation of the District (61051);
- Appoint, supervise, discipline and dismiss District employees, consistent with the employee relations system and rules established by the Board (61051);
- Supervise the District's facilities and services (61051);
- Supervise the District's finances (61051);
- If authorized by the Board, transfer funds between budget categories, other than transfers from the designated reserve for capital outlay (61111(b)); and,
- Prepare and file various reports.

The General Manager may not be a member of the Board (61040(e)) but may serve as the District Treasurer (61050(c)). Traditionally, the Board has appointed another individual to serve as the District Treasurer. A member of the Board also may not serve as the District Treasurer. (61040(e)). The Community Services District Law specifies that the General Manager serves at the pleasure of the Board and that the Board sets the compensation of the General Manager (61050(d) and (e)).

Practice Based on Good Governance

The role of the General Manager is also defined by the relationship between the position and the Board. In its simplest form, the relationship is defined as the Board setting policy for the District or providing policy level guidance to the General Manager, and the General Manager being responsible for implementing those policies. The General Manager is responsible for the performance of the District within policy and budget criteria established by the Board and is accountable to the Board for all aspects of District operation. As such, the Board views all organizational successes and failures as those of the General Manager.

The Board's primary connection to the operational aspects of the District is through the General Manager. Decisions or instructions of individual Directors or Committees are not binding on the General Manager, who can only take direction from the Board. The Board can only give direction to the General Manager and not to other District managers or staff. The General Manager is available to all Directors to discuss District issues and strategies. The General Manager is the clearinghouse for all informational requests originating from Directors.

The Board establishes the General Manager’s annual performance plan and typically evaluates the performance of the General Manager on an annual basis, but can do so more frequently if the situation warrants.

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CHAPTER 12

WORKING WITH DISTRICT STAFF

The District's success in efficiently accomplishing its mission is partly due to the direct and regular access staff has to Directors. This helps in that decisions are made in real time, with minimal re-work. However, even with the real-time communication that occurs at Committee and Board meetings, there are times when a Director needs additional information from staff. The following guidelines will enable a Director to quickly and efficiently get needed information without disrupting staff's routine work.

- Always start with the General Manager, as he/she can obtain an answer or get the right person involved in the discussion, as needed.
- If the General Manager is unreachable, contact the Director of Administration.
- If neither the General Manager nor Director of Administration is available, contact one of the senior managers.
- The District Secretary can help you at any time with administrative matters (e.g. scheduling, expense reports, requirements such as Fair Political Practices Commission forms, travel arrangements, etc.).
- The District's Human Resources staff can help a Director at any time with issues dealing with a Director's personnel benefits or issues of a similar personal nature.

Given the workload that staff faces and the General Manager's expectation that each senior manager (and employee) is responsible to complete assigned work, it is important that management has the ability to adjust staff's priorities and not be surprised.

When discussing a matter with staff, please keep in mind the following principles:

- Do not create assignments for staff. It is quite easy for staff to interpret an innocent question or comment from a Director as direction to drop current assignments and undertake some project, research or investigation, creating risk that important priorities and assignments are not completed on time or that the District does not fulfill commitments made to others (very often customers).
- Take any information as work in progress. Be cautious with the use of information. What is heard from a staff member may not be what the General Manager ultimately recommends. Very often, there are differences of opinion among staff as an issue is vetted prior to being presented to the Board. In addition, the General Manager's opinion given at an early point in a project may change as more information becomes known and before the matter is formally presented to the Board. Finally, keep in mind that it is hard for some staff members to say, "I don't know," when talking to a Director.
- Request information judiciously. The District is a public agency and therefore very little information, other than personal data about employees or customers, cannot be disclosed to Directors. However, take care not to overwhelm the General Manager and staff with requests for information.

- Let the General Manager know if disappointed by a response. Since the Board judges the General Manager on the performance of the whole staff, inform the General Manager when improvement is needed.

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CHAPTER 13

THE ROLE OF GENERAL COUNSEL AND SPECIAL COUNSEL

THE ROLE OF LEGAL COUNSEL

The primary obligations of both General Counsel and Special Counsel are to ensure that the District complies with applicable law, provide legal advice and opinions when requested, advice on available legal options, including advantages and disadvantages of each option related to a specific matter, and advice of legal risks and liabilities. (When the term Legal Counsel is used throughout this document, it shall mean both General Counsel as well as Special Counsel). The public official receiving that advice has the right to make policy decisions, based on the legal options provided and legal risk associated with each option.

General Counsel

The Community Services District Law provides that a District may engage professional services including Legal Counsel (Government Code section 61060(g)). The District Board of Directors appoints the General Counsel. The General Counsel serves as the primary legal advisor, is responsible for day to day legal questions and provides ongoing legal advice and opinions regarding the long term interests of the District. The General Counsel is expected to provide high quality, trustworthy and responsive legal counsel in a professional manner to assist in accomplishing the District's goals and objectives. When necessary, the General Counsel represents the District in litigation matters and before administrative agencies and, in some instances, manages Special Counsel appointed for a particular matter. The General Counsel should seek to practice preventative law in an effort to help the District recognize and manage risks in a timely and effective manner. Preventative law can limit the expenditure of District resources to defend legal actions, reduce the frequency and severity of disputes, and help the District maintain a positive image in the community.

Special Counsel

The District may, at the District's sole discretion and with or without approval or consultation with General Counsel, hire outside Special Counsel. However, the District may, but is not required, to seek General Counsel's assistance in determining whether to utilize outside Special Counsel and in the selection process. The retention of Special Counsel may be necessary based on any number of factors, including the need for highly specialized knowledge, the provision of a defense by an insurer or should a conflict of interest arise with the General Counsel on a particular matter. Unless prevented by a conflict of interest, General Counsel should facilitate and cooperate in the retention of Special Counsel services to ensure the District receives accurate and cost-effective legal advice and services.

The District as a Client

While the general practice of the District is for the Board to delegate day to day management authority to the General Manager, it is important to remember that Legal Counsel to the District represents the entity rather than any natural person (i.e. Legal Counsel is not the attorney for any individual Director, District employee or officer). The client in such a representation is the entity itself as embodied in the "highest authorized officer, employee, body or constituent overseeing the particular engagement" (California Rules of Professional Conduct, Rule 3-600(A)). In the case of the District, the highest authorized authority is generally the Board of Directors. The Board may delegate this authority to the General Manager by action of the Board duly taken. The most common points of contact for legal counsel are the General Manager, District's senior management and to a lesser extent, other District employees and individual Directors.

During the course of representation, the Legal Counsel may become aware of information that indicates that the interests of a District official or employee may not be aligned with the interests of the District. Should such situations arise, Legal Counsel's duty of loyalty and confidentiality is owed to the District and not the individual.

Hiring and Termination

General Counsel and Special Counsel are hired by and may only be terminated by the Board unless those actions have been delegated to the General Manager by duly taken action of the Board.

Regular Performance Evaluations

The Board, with the assistance of the General Manager, may establish the General Counsel's annual performance plan and may evaluate performance on an annual basis, or when the Board deems it appropriate.

PROTECTING ATTORNEY-CLIENT PRIVILEGE, ATTORNEY WORK PRODUCT DOCTRINE AND MAINTAINING THE CONFIDENTIALITY OF COMMUNICATIONS WITH COUNSEL

Protecting both the Attorney-Client Privilege and the Attorney-Work Product Doctrine and maintaining confidentiality of communications between the District and Legal Counsel are vital to ensuring the District's ability to confide freely in its attorneys.

Attorney-Client Privilege

The District, acting through Legal Counsel, may claim the Attorney-Client Privilege (see, generally, California Evidence Code section 954). However, the privilege only protects communications and only extends to information given for the purpose of obtaining legal representation. Core information is not necessarily protected and the information may not be privileged simply because it has been told or provided to the General Counsel. The privilege may be waived if the confidential communications are disclosed to third parties.

Attorney-Work Product Doctrine

The Attorney-Work Product Doctrine protects the work of the attorney and includes the legal theories and strategies of legal counsel. Attorney-work product may be found in interviews, statements, memoranda, correspondence, briefs, mental impressions, personal beliefs, and countless other forms. The Attorney-Work Product Doctrine is broader than the attorney-client privilege in that protects materials prepared by the attorney, whether or not disclosed to the client and materials prepared by third parties for the attorney (see Laguna Beach County Water District v. Sup. Ct. (Woodhouse) (2004) 124 Cal.App.4th 1453 and Code of Civil Procedure section 2018).

Whenever a Director receives a work product from an attorney, that work product must not be transmitted to a third party. The Director shall also take great care in managing that document, keeping it only as long as needed and destroying or returning copies to the District or Legal Counsel.

Confidentiality of Communications

The duty of confidentiality is broader than the Attorney-Client Evidentiary Privilege and the Attorney-Work Product Doctrine. Legal Counsel's duty of confidentiality runs to the District itself, including the Board of Directors as a whole, rather than to an individual Board member, District official or employee (see, generally, Business & Professions Code section 6068). When an individual Board member receives advice from Legal Counsel, that advice is provided to the Director in his or her official capacity and the advice is subject to disclosure to the entire Board.

Information and advice provided to the Board of Directors or Legal Counsel during a closed session is generally confidential and may also be privileged. It is important to note that a Board member may inadvertently waive the attorney-client privilege by discussing closed session matters with third parties. Directors and others present at a closed session should take care to prevent unauthorized disclosure of confidential information. There is a particular risk of breach of confidentiality when a Director maintains material distributed in a closed session in personal files.

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CHAPTER 14

EFFECTIVE COMMUNICATIONS

GENERAL DIRECTOR GUIDELINES

- Make no promises for the Board or the District.
- Be aware of how various forms of communication affect how messages are received: formal versus informal, written versus verbal, in-person versus over the phone versus electronic. Strive to use each form at the appropriate time.
- Confer with the General Manager when in doubt – staff is always available to advise you on how best to proceed.
- Maintain neutrality when required by not discussing nor commenting upon matters that are quasi-judicial in nature such as, but not limited to, administrative hearings on personnel matters or environmental impact reports, until the entire record is presented to the full Board; it is imperative that a Director maintain an open mind on such matters until after all information has been entered into the public record and presented to the full Board.

Communicating with the Public

- A Director can always communicate with District constituents.
- Inform the General Manager as soon as possible about concerns you have heard from your constituents. Many times the concern can be handled administratively or is already a work in progress.
- Don't make personal comments or promises for the District because only the Board can commit the District to an action or policy.
- Understand that very often there is a fair amount of background to an issue and you may have heard only one perspective.

Communication with Other Agencies

- It is acceptable to attend meetings of other public agencies and it is good to introduce yourself so everyone knows you are present.
- If you are speaking for the District at another agency's public meeting, always clearly state that what you are saying has been approved by the Board and do not deviate from the message or position.
- Be clear when the Board has no position on an issue.
- Take opportunities to develop relationships but always in a way that supports Board policy and avoids accusations of deal-making.
- Be positive and cooperative in comments and attitudes about people and other agencies (particularly in public).

- Communicate in a way that builds positive relationships.

Speaking as a Private Individual

- If you speak as a private citizen at a public gathering, clearly state that you are doing so.
- Keep in mind that even when you say you are speaking as a private individual, many in your audience nevertheless hear your comments in light of your position as a Director of the District.
- Apply common sense.
- Avoid personal statements that might be interpreted as District policy.
- Support District policy, avoiding personal statements that conflict with policy and identify when your personal opinions deviate from Board policy as determined by the Board majority.
- It is acceptable to speak as an individual on issues not related to District business, but make it clear that your remarks are solely your own.

Communicating with the Media

If you choose to talk with the media, the following practices can help you present your thoughts effectively.

- Do not use the phrase, “No comment,” as this phrase has been stigmatized and may be interpreted negatively.
- Feel free to refer media inquiries to the General Manager or confer with the General Manager prior to speaking with the media to ensure that you are fully briefed on the facts associated with the topic at hand.
- Feel free to use and ask staff to prepare talking points so as to convey a consistent message about District actions.
- Clarify when your view is dissenting, but support adopted Board policy even when you are in the minority. Don’t stimulate or inflame controversy.
- If you communicate with the media before you vote on a matter, you can inadvertently become a party to a serial meeting in conflict with the Brown Act if the media were to poll other Directors and share with them your predisposition on a matter.

Communicating with Liaison Committees

- At meetings of a Joint Powers Authority (JPA), your role is different from that of your role at a liaison meeting because you also serve as a Director of the JPA, which is an independent government agency.
- When serving on a JPA Board, the California Attorney General has opined and the Joint Powers Act suggests that a Director has independent discretion apart from the agency to which Board he or she was elected. In other words, a JPA Director owes his or her primary duty to the JPA when acting in that capacity. However, since a District Director usually serves on a JPA Board at the pleasure of the District Board, the District Board can terminate the Director’s appointment to the JPA at its sole discretion and without showing cause for the termination of that appointment.

- Subject to the points above it, if the District Board has discussed a matter and arrived at a decision, the JPA representative should advocate and vote as decided by the District Board.
- Problems can arise when there is a conflict around a specific issue, either between the best interest of the JPA versus the best interest of the District or between the majority District position and the representative's individual view. In such situations, prior consultation with the General Manager or General Counsel is advised.
- The Board President considers the individual views of the Director when making or suggesting appointments to JPA positions so as to avoid potentially awkward situations.
- If the representative knows there is a serious personal conflict, he or she can ask to be replaced by the alternate for those meetings dealing with the issues of concern.
- Matters discussed in a closed session of the JPA are subject to the same confidentiality obligations as a District closed session. However, there are certain exceptions and exemptions to this general rule. Specific concerns over what may be discussed with the District Board and under what circumstances should be addressed with the General Counsel.

Building Goodwill with Other Agencies

- Remain positive in outlook, comments and tone, particularly in public.
- Work on building and improving positive relationships and mending previously strained relationships.
- Remember that the professional staff of the District and other agencies can and do work things out with input and guidance from their respective Boards. Sometimes it may be more effective to not say anything.
- Learn about and understand the interests and needs of the other agencies.
- Informal interactions help build connections better than formal interactions.
- Do not force relationships; work on them to the extent they are needed.
- There is an appropriate time and place for applying pressure to get desired results; grandstanding at public meetings rarely achieves this purpose.
- Whatever happens, model good behavior, keep communications professional and civil, and always show others the same respect you hope to receive in return.

Communicating in Writing

Refer to District policy and consult with the General Manager on all correspondence and other written communications. Follow District policy regarding Board correspondence.

Communicating Electronically

- All communications to and from a Director related to District business, including email, mobile to mobile texting, mobile instant messaging, computer based instant messaging, chat logs, and similar modes of electronic communication, are very likely to be considered a public record (even those originating from your personal e-mail) and are subject to disclosure under the Public Records Act to the same extent as traditional written materials.

- Electronic communications are potentially discoverable if legal proceedings are involved.
- Keep in mind that these forms of electronic communication are often retained by and can be retrieved from electronic devices, software programs, and the companies that provide such services even if you delete from your display.
- When you receive an e-mail related to District business, consider:
 - Copying the e-mail (and any response you make) to the General Manager;
 - Using the e-mail response as an opportunity to open a subsequent verbal communication with the constituent; and
 - Referring the matter to the General Manager for assistance in preparing a response (with suggestions for what might be included in the response).
- When writing back, refer to and rely on Board policy to address the concerns raised.
- Be careful about using Reply to All and using features that automatically fill in e-mail addresses when emailing or posting on discussion boards, social media messages and social networking sites. This can lead to inadvertent serial meetings that are prohibited by the Brown Act.

DRAFT

MEMORANDUM

Date: June 10, 2016
To: Board of Directors
From: Darlene J. Thiel Gillum, General Manager
Subject: Consider Adoption of Resolution R2016-04, Fiscal Year 2016-2017 Budget and Capital Projects

RECOMMENDED ACTION

Adopt Resolution 2016-04, a Resolution adopting the proposed budget for fiscal year 2016-2017, including Capital Projects.

BACKGROUND

The proposed budget maintains a zero increase on the average bill for a residential metered lot, with monthly usage of 1,700 cf of water) as compared to last year's average bill of \$173.15. This net zero affect is accomplished by a 1.2% increase in the proposed rates for Water and a (1.9%) decrease in the proposed rate for Sewer. All other rates and special taxes are recommended to have no change in rate.

There has been no change in the proposed budget since the May 18, 2016 Board of Directors meeting.

Revenue assumptions used in this proposed budget are:

1. Sacramento County property tax allocation is projected to increase approximately \$49,000 due to the change in appraised value from June 2014 to estimates at June 2016 (and an increase of 31 in the number of parcels).
2. Growth of 6 new residential connections during the fiscal year.
3. Water consumption is projected at 75% of 2013 consumption.
4. Security reserves are funded by the transfer of approximately \$65,000 of Sacramento County property tax revenues to Security; a net of \$45,680 to reserves.

Budget assumptions and cost impact by fund:

Security –	
Revenue Budget: Increase of \$14,990	
Operating Budget: Increase of \$15,030	
Net Change: (\$ 40)	
Revenues	
1. Residential – conversion of the Retreats West to developed property	\$3,180
2. Commercial – conversion of Murieta Inn to developed property	\$11,810
Expenses	
1. Wages – Represented per MOU; Unrepresented 2.0%	\$6,500
2. Elimination of District Employer Paid Member Contribution for PERS Classic members	(\$4,913)
3. PERS Employer contribution rate of 8.880% plus \$2,985/month for PERS Classic members (effective rate 16.524%) (2015-16 effective rate 15.403%)	\$3,834
4. PERS PEPRA Employer contributions	\$3,590
5. Medical (premium increase 1/1/17 of 7%)	\$3,457
6. Employer costs (taxes and insurance)	(\$541)
7. IT Equipment, Maintenance, Services	(\$3,710)
8. Telephones	\$1,930
9. Vehicle Fuel	(\$2,590)
10. Training/Safety	(\$2,700)
11. Supplies	\$1,000
12. Consulting (Organizational Study)	\$21,000
13. Miscellaneous/Other Items	(\$2,187)
14. General Fund Allocation	(\$9,640)
15. Security reserve collection \$45,680 (no change)	

Water –	
Revenue Budget: Decrease of (\$74,370)	
Operating Budget: Decrease of (\$74,116)	
Net Change: (\$ 254)	
Revenues	
1. Residential – Projected growth – 6 units Usage based on 75% of 2013 actual	(\$33,260)
2. Commercial – Usage based on 75% of 2013 actual	(\$36,940)
3. Miscellaneous revenues	(\$4,170)
Expenses	
1. Wages – Represented per MOU; Unrepresented avg 2.8%	\$13,020
2. Employer Costs	\$7,730
3. Power – Source of Supply – SMUD 2.5% rate increase/surcharge elimination	(\$17,100)
4. Power – Water Treatment – SMUD 2.5% rate increase/Solar Power reduction (planned for July 2016)	(\$35,060)
5. Power – Transmission & Distribution – 2.5% rate increase	\$3,000
6. Maintenance/Repairs – support for new TOC meter	\$5,930
7. Dam Inspection – 5% rate increase	\$2,154
8. Equipment Rental – reduction for purchase of backhoe	(\$16,000)
9. Vehicle Fuel – reduction in price per gallon	(\$2,050)
10. Regional Water Authority – brought in line with actual	\$2,500
11. Dam Liability Coverage – new coverage	\$13,170
12. Telephones – additional lines/wi-fi for new WTP	\$1,380
13. IT Equipment, Maintenance, Services	(\$1,280)
14. Memberships (RWA miscoded to this line item in 2014-15)	(\$7,000)
15. Non-routine Maintenance & Repair	(\$25,000)
16. Miscellaneous/Other Items	(\$1,040)
17. General Fund Allocation	(\$18,470)

Sewer –	
Revenue Budget:	Decrease of (\$20,643)
Operating Budget:	Decrease of (\$20,250)
Net Change:	\$ 393
Revenues	
1. Residential – variance in planned growth from last year	(\$26,990)
2. Commercial – conversion of Murieta Inn to developed property	\$7,836
3. Miscellaneous revenues	(\$1,490)
Expenses	
1. Wages – Represented per MOU; Unrepresented avg 2.8%	\$10,004
2. Employer Costs	\$5,580
3. Power – SMUD 2.5% rate increase/Solar Power reduction (planned for Sept 2016)	(\$25,200)
4. Equipment Rental - reduction for purchase of backhoe	(\$5,800)
5. Chemicals – brought in line with historical trend	(\$12,260)
6. Sludge Removal – added one additional service trip	\$4,750
7. Vehicle Fuel – reduction in price per gallon	(\$990)
8. IT Equipment, Maintenance, Services	(\$1,280)
9. Telephones	\$160
10. Memberships	\$2,700
11. Non-routine Maintenance & Repair	0
12. Reserves Expenditures	\$16,836
13. Miscellaneous/Other Items	\$650
14. General Fund Allocation	(\$13,500)

Drainage –	
Revenue Budget:	Increase of \$2,134
Operating Budget:	Increase of \$2,030
Net Change:	(\$ 104)
Revenues	
1. Residential – conversion of the Retreats West to developed property	\$1,020
2. Commercial – conversion of Murieta Inn to developed property	\$1,115
Expenses	
3. Wages – Represented per MOU; Unrepresented avg 2.8%	\$1,630
4. Employer Costs	\$1,010
5. Chemicals	\$2,600
6. Miscellaneous/Other Items	(\$310)
7. General Fund Allocation	(\$2,770)

Summary of Wages and Employer Costs changes for Field Operations in total	
1. Wages –avg increase of 2.8%	\$24,651
2. Elimination of District Employer Paid Member Contribution for PERS Classic members	(\$6,208)
3. PERS Employer contribution rate of 8.880% plus \$2,985/month for PERS Classic members (effective rate 16.524%) (2015-16 effective rate 15.403%)	\$13,568
4. PERS PEPRA Employer contributions	(\$808)
5. Medical (premium increase 1/1/17 of 7%)	\$7,294
6. Employer costs (taxes and insurance)	\$1,419

Solid Waste –	Cost Impact
Revenue Budget: Increase of \$3,342	
Operating Budget: Increase of \$3,360	
Net Change: \$ 18	
Revenues	
1. Increase in service for conversion of the Retreats West to developed property	\$3,342
Expenses	
1. Increase in service for conversion of the Retreats West to developed property; slight reduction in contract rate	(\$980)
2. Household Hazardous Waste Event	\$6,710
3. General Fund Allocation	(\$2,370)

Admin (General Fund) –	
Revenue Budget: Increase of \$48,960	
Operating Budget: Increase of \$ 1,480	
Net Change: \$47,480	
Revenues	
1. County Assessor Valuation Report estimates an increase in appraised property value of \$22.5m	\$48,960
Expenses	
1. Wages – Represented per MOU; Unrepresented 2.0%	\$13,000
2. Elimination of District Employer Paid Member Contribution for PERS Classic members	(\$5,533)
3. PERS Employer contribution rate of 8.880% plus \$2,985/month for PERS Classic members (effective rate 16.524%) (2015-16 effective rate 15.403%)	\$6,012
4. PERS PEPRA Employer contributions	\$774
5. Medical (premium increase 1/1/17 of 7%)	(\$27,537)
6. Employer costs (taxes and insurance)	\$518
7. Information Systems Maintenance	(\$1,950)
8. Legal Services	\$18,000
9. Telephones	(\$600)
10. Power – 2.5% rate increase/solar power reduction planned for Sept 2016	(\$1,500)

11. Director Expense Reimbursement	(\$1,800)
12. Election Costs	\$5,000
13. Copy Machine Lease/Maintenance	(\$1,450)
14. Miscellaneous/Other Items	(\$1,404)

Sample Bill

The attached Sample Bill shows the affect of the proposed rate adjustments according to the most recent budget draft (also attached). The average monthly bill for a residential metered lot, based on the above recommendations, reflects a net zero increase.

Budget Summaries by fund

Budget Summaries by fund are provided to aid in the comparison of changes in the 2016-17 proposed budget with the 2015-16 adopted budget and also the 2015-16 projected annual expenses.

Capital Project Listing

The Capital Project Listing for FY16-17 is attached. One new project is added; the purchase of a replacement utility vehicle for Field Operations.

RESOLUTION NO. R2016-04

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT APPROVING THE BUDGET FOR FISCAL YEAR 2016-17

WHEREAS, District departments have submitted estimates of budget requirements for Fiscal Year 2016-2017 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 2016-2017; and

WHEREAS, a public presentation and hearing were conducted for the budget for the Fiscal Year 2016-2017 on May 18, 2016 at 5:00 p.m. in the Board Room at 15160 Jackson Road, Rancho Murieta, California.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that (1) the proposed budget for Fiscal Year 2016-2017, 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 2016-2017; and (2) the District's 2016-2017 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.

PASSED AND ADOPTED this 15th day of June 2016, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Gerald Pasek, President of the Board
Rancho Murieta Community Services District

[SEAL]

Attest:

Suzanne Lindenfeld, District Secretary

MEMORANDUM

Date: June 6, 2016
To: Board of Directors
From: Darlene J. Thiel Gillum, General Manager
Subject: Consider Adopting of Ordinance O2016-03 - Proposed Service Charge Increases and Special Tax Adjustments

RECOMMENDED ACTION

1. Acknowledge the Second Reading of Ordinance O2016-03, and
2. Adopt Ordinance O2016-03, an Ordinance adopting the proposed service charge increases and Special Tax adjustments.

BACKGROUND

A Public Hearing was held at last month's Board meeting, following staff's presentation of the proposed rate increases. No comments were received on the proposed rate increases at the public hearing. The District received 1 letter of protest against the proposed rate increase.

The first reading of Ordinance O2016-03 was waived last month. Once published, no increase to the rates and maximum special taxes is allowed without republishing the ordinance.

Rate Adjustment Overview

The effect of the proposed rate changes on the average monthly bill for a residential metered lot is a zero change. This 'zero impact' is achieved by off-setting the needed rate increase for Water services by a decrease in rates for Sewer services. Impacts to individual customer bills will vary depending on the monthly amount of water used by each customer. Customers that use more than the monthly average of 1,700 cubic feet will see an increase in their monthly bill; those that use less than the monthly average usage will see a decrease in their monthly bill. The other service rates are not changing in 2016-17.

The District's ability to achieve the 'zero impact' is a result of cost savings achieved primarily in the cost of power as a result of implementing solar power at the Wastewater Treatment Plant and the Water Treatment Plant; cost savings in equipment rental as a result of purchasing a backhoe in 2015; reductions in healthcare cost as a result of employee coverage elections; and re-aligning projected cost with historical trend in some budget categories. In addition, there are projected increases in revenue as a result of the forthcoming development at The Retreats West and Murieta Gardens.

WATER

The proposed 2016-17 monthly bill increase for an average consumption residential metered lot is projected to be \$.80 or 1.2%.

	Current Rate 2015-16	Proposed 2016-17
Base Charge (w/o reserve contribution)	\$33.22	\$33.90
Reserve Contribution	\$6.39	\$6.39
Total Base Charge	\$39.83	\$40.29
Debt Service Charge (repay internal borrowing)	\$6.00	\$6.00
Usage Charge (per cf)	\$.0163	\$.0165
<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 		

SEWER

The proposed 2016-17 monthly bill decrease for a residential metered lot is projected to be (\$.88) or (1.9%).

	Current Rate 2015-16	Proposed 2016-17
Base Charge (w/o reserve contribution)	\$40.22	\$39.34
Reserve Contribution	\$6.31	\$6.31
Total Base Charge	\$46.53	\$45.65
<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 monthly special tax rate for Drainage is not proposed to increase; however, the annual maximum tax rate will increase 2%.

Developed Property	Current Rate 2015-16	Proposed 2016-17	Max Rate 2016-17
Residential (per lot)			
Metered	\$4.82	\$4.82	\$4.92
Unmetered	\$4.82	\$4.82	\$4.92
The Villas	\$3.22	\$3.22	\$3.28
Murieta Village	\$3.22	\$3.22	\$3.28
Non-Residential (per acre)			
1 Retail	\$24.115	\$24.115	\$24.597
2 Industrial/Whse	\$25.620	\$25.620	\$26.132
3 Light Industrial	\$19.591	\$19.591	\$19.983
4 Office	\$22.607	\$22.607	\$23.059
5 Landscape (golf course/park sites)	\$4.522	\$4.522	\$4.612
6 Murieta Equestrian Center	\$1.745	\$1.745	\$1.780
7 RMCC (club house and parking)	\$0.000	\$0.000	\$0.000
8 Airport	\$2.009	\$2.009	\$2.049
9 Geyer Property	\$15.071	\$15.071	\$15.372
Undeveloped Property			
Residential & Non-Residential	\$2.846	\$2.846	\$2.903

SECURITY

The monthly special tax rate for Security is not proposed to increase; however, the annual maximum tax rate will increase 2%.

Developed Property	Current Rate 2015-16	Proposed 2016-17	Max Rate 2016-17
Residential (per lot)			
Inside Gates			
Metered	\$27.47	\$27.47	\$28.02
Unmetered	\$21.97	\$21.97	\$22.41
Outside Gates	\$6.62	\$6.62	\$6.75
Non-Residential (per Building square foot)			
1 Highway Retail	\$.2475	\$.2475	\$.2525
2 Other Retail/comm.	\$.0267	\$.0267	\$.0272
3 Industrial/Whse/Lt Industrial	\$.0582	\$.0582	\$.0594
4 Office	\$.0140	\$.0140	\$.0143
5 Institutional	\$.0140	\$.0140	\$.0143
6 Public Utility	\$.0444	\$.0444	\$.0453
7 Murieta Equestrian Center	\$.0041	\$.0041	\$.0042
8 RMCC	\$.0697	\$.0697	\$.0711
9 Airport	\$.0176	\$.0176	\$.0180
Undeveloped Property (per acre)			
Inside Gates	\$23.2341	\$23.2341	\$23.6988
Outside Gates	\$3.4624	\$3.4624	\$3.5316

SOLID WASTE

The monthly rate for Solid Waste service is not proposed to increase.

	Current Rate 2015-16	Proposed 2016-17
38 gallon container (T38)	\$17.88	\$17.88
64 gallon container (T64)	\$19.61	\$19.61
96 gallon container (T96)	\$29.19	\$29.19
Extra Cart (38 gallon)	\$8.09	\$8.09
Extra Cart (64 gallon)	\$10.06	\$10.06
Extra Cart (96 gallon)	\$21.35	\$21.35
Extra Recycle Cart	\$6.45	\$6.45
Extra Yard Waste Cart	\$6.45	\$6.45
Dumping/Extra Special Trash Cart – 38 gal	\$7.08	\$7.08
Dumping/Extra Special Trash Cart – 64 gal	\$11.92	\$11.92
Dumping/Extra Special Trash Cart – 96 gal	\$17.89	\$17.89
Yard Waste Exemption	(\$2.00)	(\$2.00)
Sac County Surcharge	\$1.18	\$1.18

A comparison of the proposed rate increase by fund is shown in the table below:

	Current Rate 2015-2016	Proposed Rate 2016-2017	Percent Increase
Security	\$27.47	\$27.47	0%
Water			1.2%
Base Charge	\$39.83	\$40.29	
Consumption/cubic foot	\$.0163	\$.0165	
WTP Debt Service Charge	\$6.00	\$6.00	
Sewer	\$46.53	\$45.65	(1.9%)
Drainage	\$4.82	\$4.82	0%
Solid Waste			0%
64 gallon container	\$19.61	\$19.61	
Sac County Surcharge	\$1.18	\$1.18	

ORDINANCE NO. O2016-03

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

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 2016-17 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 2016-17 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 effective July 1, 2016:

Section 7.05 Rates for Metered Service.

(a) General metered service shall be as follows:

MONTHLY CHARGES

Basic Service Charge	\$33.90/mo
Reserve Contribution	<u>\$ 6.39/mo</u>
Total Basic Service Charge	\$40.29/mo

Usage charge per cubic foot:

Basic volumetric rate per cubic foot	\$ 0.0165-3/cu. ft.
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Debt Service Charge	\$ 6.00/mo
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(b) Metered service to residential lots at Murieta Village shall be as follows:

MONTHLY CHARGES

Basic Service Charge	\$33.90/mo
Reserve Contribution	<u>\$ 6.39/mo</u>
Total Basic Service Charge	\$40.29/mo

Usage charge per cubic foot:

Basic volumetric rate per cubic foot	\$ 0.0165/cu. ft.
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Debt Service Charge	\$ 6.00/mo
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(c) Non-Residential metered service shall be as follows:

MONTHLY CHARGES

Basic Service Charge for non-residential shall be based 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	\$ 0.0165/cu. ft.
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Debt Service Charge for non-residential metered service shall be calculated on number of meters and an EDU basis for each customer multiplied by the Debt Service Charge reflected in Section 7.05(a) above.

II) The Sewer Code, Chapter 15, Section 7.00 Rates and Charges, is amended as follows effective July 1, 2016:

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		\$39.34 per month
Reserve contribution		<u>\$ 6.31 per month</u>
Total monthly service charge		\$45.65 per month

Murieta Village, per unit		
Base rate		\$39.34 per month
Reserve contribution		<u>\$ 6.31 per month</u>
Total monthly service charge		\$45.65 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, 2016, 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.

<u>LAND USE</u>		Monthly Special Tax Rates Fiscal Year 2016-17	Monthly Special Tax Rates Maximum Ceiling Rate Year 2016-17
DEVELOPED PROPERTY			
Residential			
-Metered Developed	Per Lot	\$ 4.82	4.92
-Unmetered Developed	Per Lot	\$ 4.82	4.92
-The Villas	Per Lot	\$ 3.22	3.28
-Murieta Village	Per Lot	\$ 3.22	3.28
Non-Residential			
-Retail	Per Acre	\$ 24.115	24.597
-Industrial/Warehouse	“	\$ 25.620	26.132
-Light Industrial	“	\$ 19.591	19.983
-Office	“	\$ 22.607	23.059
-Landscaped Areas (golf course & park site)	“	\$ 4.522	4.612
-Murieta Equestrian Center	“	\$ 1.745	1.780
-RMCC (club house & parking)	“	\$ 0.000	0.000
-Airport	“	\$ 2.009	2.049

-Geyer Property	“	\$ 15.071	15.372
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UNDEVELOPED PROPERTY
Uses Drainage System

-Residential and Non-Residential	Per Acre	\$ 2.846	2.903
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IV) The Security Code, Chapter 21, Section 5.00 Security Tax, is amended as follows:
 Commencing July 1, 2016, property within the District shall be assessed a monthly security tax as follows. The maximum tax rates shown reflect annual adjustments, per Section 5.00:

		Monthly Special Tax Rates Fiscal Year 2016-17	Monthly Special Tax Rates Maximum Ceiling Rate Year 2016-17
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DEVELOPED PROPERTY

Residential			
Inside Gates			
- Metered	Per Lot	\$ 27.47	28.02
- Unmetered	Per Lot	\$ 21.97	22.41
Outside Gate	Per Lot	\$ 6.62	6.75

Non-Residential

- Highway Retail	Per Building Sq. Ft.	\$ 0.2475	0.2525
- Other Retail/Commercial	“	\$ 0.0267	0.0272
- Industrial/Warehouse/Lt Industrial	“	\$ 0.0582	0.0594
- Office	“	\$ 0.0140	0.0143
- Institutional	“	\$ 0.0140	0.0143
- Public Utility	“	\$ 0.0444	0.0453
- Equine Complex	“	\$ 0.0041	0.0042
- RMCC	“	\$ 0.0697	0.0711
- Airport	“	\$ 0.0176	0.0180

UNDEVELOPED PROPERTY

- Inside Gates	Per Acre	\$23.2341	23.6988
- Outside Gates	Per Acre	\$ 3.4624	3.5316

V) The Solid Waste Collection and Disposal Code, Chapter 31, Section 4.0 Collection Rates, is amended as follows effective July 1, 2016:

Section 4.03 Collections Rates. The monthly service charge shall be:

(1) Garbage Collection Services

38 gallon cart	\$ 17.88
64 gallon cart	\$ 19.61
96 gallon cart	\$ 29.19

(2) Additional Garbage Carts

38 gallon cart	\$ 8.09
64 gallon cart	\$ 10.06
96 gallon cart	\$ 21.35

(3) Additional Recycling Cart (in excess of 1 recycled cart)	
38 gallon cart	N/A
64 gallon cart	\$ 6.45
96 gallon cart	\$ 6.45
(4) Additional Green Waste Cart (in excess of 2 green waste carts)	
38 gallon cart	N/A
64 gallon cart	\$ 6.45
96 gallon cart	\$ 6.45
(6) Dumping Extra/Special Trash Cart per Occurrence	
38 gallon cart	\$ 7.08
64 gallon cart	\$ 11.92
96 gallon cart	\$ 17.89
(7) Sacramento County Surcharge	\$ 1.18

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 30 days after its adoption.

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 18th day of May, 2016.

PASSED AND ADOPTED by the Board of Directors of the Rancho Murieta Community Services District, Sacramento County, California, at a meeting held on June 15, 2016, by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Gerald Pasek, President of the Board
Rancho Murieta Community Services District

[seal]

ATTEST:

Suzanne Lindenfeld, District Secretary

MEMORANDUM

Date: June 9, 2016
To: Board of Directors
From: Darlene J. Thiel Gillum, General Manager
Subject: Consider Approval of Third Amendment to California Waste Recovery Systems
2013 Contract

RECOMMENDED ACTION

Approve the Third Amendment to the 2013 Contract between Rancho Murieta Community Services District and California Waste Recovery Systems for solid waste collection and disposal.

BACKGROUND

California Waste Recovery Systems (CWRS) has been providing refuse services for Rancho Murieta since November 2005. The current contract amendment for fiscal year 2015-2016 rates expires on June 30, 2016. The CWRS contract specifies the calculation of any rate increase based on the combination of several industry indices. The rate adjustment for the 2016-2017 fiscal year is a slight decrease of .75%. The amended contract between Rancho Murieta Community Services District (District) and CWRS will be effective July 1, 2016 through June 30, 2017.

**Third Amendment to
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 Third 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 23, 2016 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 Third 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, 2016 to June 30, 2017, is substituted and amended in this Third Amendment.

Except for the amendments and/or additions stated in the First Amendment, effective on July 1, 2014 thru June 30, 2015; and the Second Amendment, effective July 1, 2015 thru June 30, 2016, and this Third Amendment, all other provision of the agreement remain in full force and effect, effective July 1, 2016 thru June 30, 2017.

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

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

THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Darlene J. Gillum, General Manager

Gerald Pasek, Board President

Date

Date

CALIFORNIA WASTE RECOVERY SYSTEMS, LLC

Dave Vaccarezza
Owner

Date

Exhibit 1
**CONTRACTOR COLLECTION SERVICE RATES WITHOUT
FRANCHISE FEE**
EFFECTIVE 07/01/2016

A. COLLECTION SERVICES

1	Garbage Cart Sizes (gallons)	38	64	96
2	Disposal Charge Per Ton – Solid Waste	\$30.00		
3	Monthly Per Unit Solid Waste Generation Factor	0.03	0.08	0.2
4	Disposal Element	\$1.02	\$2.22	\$5.23
5	Monthly Collection Element	\$15.27	\$15.69	\$22.21
6	TOTAL MONTHLY COLLECTION RATE (Lines A4 + A5)	\$16.29	\$17.91	\$27.44

B. ADDITIONAL CARTS

1	Garbage Cart Sizes (gallons)	38	64	96
2	MONTHLY COST FOR EACH ADDITIONAL GARBAGE CART	\$8.03	\$9.98	\$21.20
3	MONTHLY COST FOR EACH ADDITIONAL RECYCLING CART IN EXCESS OF ONE(1) RECYCLING CART	N/A	\$6.39	\$6.39
4	MONTHLY COST FOR EACH ADDITIONAL GREEN WASTE CART IN EXCESS OF TWO (2) GREEN WASTE CARTS	N/A	\$6.39	\$6.39

C. DISCOUNT FOR GREEN WASTE EXEMPTION

1	Garbage Cart Sizes (gallons)	38	64	96
2	MONTHLY DISCOUNT FOR GREEN WASTE EXEMPTION	\$2.00		

D. ADDITIONAL LARGE ITEM COLLECTION SERVICE RATE (ON-CALL)				
1	Additional Large Item Size	1 Cu. Yd.		
2	Disposal Charge Per Ton – Large Item	\$30.00		
3	Per Unit Large Item Generation Factor	0.05		
4	Disposal Element (Line D2 multiplied by Line D3)	\$1.50		
5	Collection Element	\$36.13		
6 TOTAL LARGE ITEM COLLECTION RATE (Lines D4 + D5)		\$37.63		
E. EXCESS CART EXCHANGE SERVICE RATE (Each occurrence)				
1	Garbage Cart Sizes (gallons)	38	64	96
2 EXCESS CART DELIVERY SERVICE RATE		\$17.60		
F. EMERGENCY SERVICE RATES				
1	Laborer (per hour)	\$43.26		
2	Automated truck (Heil) with driver (per hour)	\$113.80		
3	Front loader truck (White) with driver (per hour)	\$107.48		
4	Roll off truck (White) with driver (per hour)	\$107.48		
5	Foreman and pickup (GMC) (per hour)	\$63.21		
6	Transfer truck and trailer with driver (White/Wilkins) (per hour)	\$113.80		
G. EXTRAS/SPECIAL RATES FOR DUMPING TRASH CARTS				
1	Garbage Cart Sizes (gallons)	38	64	96
2 Rate for Dumping Extra/Special Trash Cart per Occurrence		\$7.08	\$11.92	\$17.88

MEMORANDUM

Date: June 6, 2016
To: Board of Directors
From: Finance Committee Staff
Subject: Consider Approval of Annual Audit Engagement Letter

RECOMMENDED ACTION

To approve the annual audit engagement letter with Larry Bain, CPA for the 2015-2016 audit.

DISCUSSION

The audit covers the District wide Financial Statements and Community Facilities District 2014-1 (CFD 2014-1) Financial Statements. The not-to-exceed fee for the District and CFD 2014-1 audits is \$13,900 and \$4,000, respectively. The District audit is paid from operating budget and the CFD 2014-1 audit is paid from administration fees collected in the special assessment levy.

Attached is the engagement letter to perform the 2015-16 financial audit for the District and the CFD #2014-1. Mr. Bain's proposal anticipates that the audit will commence on September 6, 2016 and that the draft audit report will be issued in October 2016. In keeping with the SCO requirement for audit engagement partner rotation, which is required for the 2018/2019 fiscal year, Larry plans to transition that role to his partner, Susan, for the 2018/2019 fiscal year audit. Mr. Bain's transition plan has been approved by his AICPA peer reviewer and it satisfies the SCO audit engagement partner rotation requirement.

The Finance Committee recommends approval.

LARRY BAIN, CPA

AN ACCOUNTING CORPORATION

2148 Frascati Drive, El Dorado Hills, CA 95762 / 916.601-8894
lbain@sbcglobal.net

May 17, 2016

Board of Directors
Rancho Murieta Community Services District
15160 Jackson Road
Rancho Murieta, CA 95683

We are pleased to confirm our understanding of the services we are to provide Rancho Murieta Community Services District for the fiscal years ended June 30, 2016. We will audit the financial statements of the business-type activities and the aggregate discretely presented component units, including the related notes to the financial statements, which comprises the basic financial statements of Rancho Murieta Community Services District as of and for the fiscal years ended June 30, 2016. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Rancho Murieta Community Services District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Rancho Murieta Community Services District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1) Management's Discussion and Analysis

We have also been engaged to report on supplementary information other than RSI that accompanies Rancho Murieta Community Services District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

1) The Schedules of Operating Revenues for the Water, Sewer, Drainage, Solid Waste and Security Funds

Audit Objective

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with modified cash basis of accounting. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Rancho Murieta Community Service District's financial statements. Our report will be addressed to governing board of Rancho Murieta Community Services District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unqualified (unmodified), we will discuss the reasons

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with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. You agree to assume all management responsibilities for any nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of the respective financial position of the business-type activities of the Rancho Murieta Community Services District and the respective changes in financial position and where applicable, cash flows, in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon]. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the

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reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors or any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors are limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Rancho Murieta Community Services District's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

LARRY BAIN, CPA

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Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

The workpapers for this engagement are the property of Larry Bain, CPA and constitute confidential information. However, we may be requested to make certain workpapers available to regulatory agencies pursuant to authority given to it by law or regulations. If requested, access to such workpapers will be provided under the supervision of Larry Bain, CPA. Furthermore, upon request, we may provide photocopies of selected workpapers to the regulatory agency. The regulatory agency may intend, or decide; to distribute photocopies or information contained therein to others, including to governmental agencies.

We expect to begin our audit on September 6, 2016 and to issue our reports no later than October 2016. Larry Bain is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses will not exceed \$13,900 for the District audit and \$4,000 for the CFD 2014-1 audit. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 45 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

LARRY BAIN, CPA

AN ACCOUNTING CORPORATION

We appreciate the opportunity to be of service to Rancho Murieta Community Services District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Larry Bain, CPA
An Accounting Corporation

RESPONSE:

This letter correctly sets forth the understanding of Rancho Murieta Community Services District.

By: _____

Title: _____

Date: _____

MEMORANDUM

Date: June 9, 2016
To: Board of Directors
From: Darlene J. Thiel Gillum, General Manager
Subject: Consider Approval of Master Lease/Purchase Agreement with Hoblit Chrysler Jeep Dodge for Security Vehicle

RECOMMENDED ACTION

Approve the Master Lease with Option to Purchase Agreement with Hoblit Chrysler Jeep Dodge for a security patrol vehicle, in an amount not to exceed \$240 a month, for 48 months, for a total of \$11,520.00. Funding to come from Security Capital Replacement Reserves.

BACKGROUND

At the March 9, 2016, the Board of Directors approved \$10,000 for down payment on a new Security patrol vehicle. A Request for Proposal went out for the purchase/lease of a new patrol vehicle. Hoblit Chrysler Jeep Dodge responded with the best proposal.

Hoblit Chrysler Jeep Dodge requires that the governing body of the Lessee at either a special or regular meeting makes the determination that the Master Lease with Option to Purchase Agreement (attached for review) and the Vehicle Schedule, which is Exhibit A and Exhibit B on the lease, are in the best interest of the District. The lease is for four (4) years at an annual interest rate of 5.85%.

Lease agreement has been forwarded to Richard Shanahan, District legal counsel, for review.



Municipal Customer Check List

Customer: Rancho Murieta Community Service District
Address : 15160 Jackson Road
 Rancho Murieta CA 95683

Date : 6/7/2016

Loan Admin: Dan Coners
Phone: 631-531-0944
Email: dconers@santander.us

Dealer: Hoblit Chrysler Jeep Dodge
Address: 333 Main Street
 Woodland CA 95695

Quantity	Serial Number(s)	Type,Make,Model
1	1C4NJPBB2GD649747	2016 Jeep Patriot Sport

Document	Information Needed / How to Complete	Included
Municipal Lease Agreement	No edits or insertions on original documents Signed by authorized representative	X
Certificate of Insurance	Listing Santander Bank N.A as Loss Payee with Liability insurance evidencing minimum coverage of \$1,000,000 liability and \$100,000 property damage. Maximum deductible of \$2,500 Complete insurance carrier and agent information within contract (page 2)	X
Exhibit A & B Description of Vehicles and Payment Schedule	Verify payment terms Sign and dated	X
Opinion of Counsel	Signed and Dated (pg 3)	X
8038 (8038-G)	Signed and Dated	X

The following documents are required ONLY if an X is indicated		
Invoice Instructions	Invoice Attention: Address: Phone Number:	

All documents required on the customer checklist must be sent and approved prior to funding

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MASTER LEASE WITH OPTION TO PURCHASE AGREEMENT

Lessee: Rancho Murieta Community Service District
15160 Jackson Road
Rancho Murieta CA 95683

Lessor: Hoblit Chrysler Jeep Dodge
333 Main Street
Woodland CA 95695

Dated as of 6/7/2016

This Master Lease with Option to Purchase Agreement dated as of the date listed above is between Lessor and Lessee listed directly above. Lessor desires to lease to Lessee from time to time the Vehicles described in Exhibit "A" of Vehicle Schedules (each a "Schedule") to be attached hereto and Lessee desires to lease the Vehicles from Lessor subject to the terms and conditions of this Agreement which are set forth below.

I. Definitions:

Section 1.01. Definitions. The following terms will have the meanings indicated below unless the context clearly requires otherwise:

"Agreement" means this Master Lease with Option to Purchase Agreement. "Budget Year" means the Lessee's fiscal year. "Commencement Date" is the date when Lessee's obligation to pay rent begins. "Vehicles" means the vehicles listed on Exhibit "A" to each Schedule and all replacements thereof and repairs thereto. "Lease" means this Agreement and an individual Schedule hereto which shall collectively constitute the terms and conditions applicable to the lease of the Vehicles subject thereto. "Lessee" means the entity listed above as Lessee and which is leasing the Vehicles from Lessor under the provisions of this Agreement and a Schedule. "Lessor" means the entity originally listed above as Lessor or any of its assignees. "Lease Term" means the Original Term and all Renewal Terms applicable to a Lease. "Original Term" means the period from the Commencement Date until the end of the Budget Year of Lessee. "Renewal Term" means the annual term which begins at the end of the Original Term or any previous Renewal Term and which is simultaneous with Lessee's Budget year. "Rental Payments" means the payments Lessee is required to make under this Agreement as set forth on Exhibit "B" of each Schedule made subject hereto. "State" means the state in which Lessee is located.

II. Lessee Warranties

Section 2.01. Lessee represents. Warrants and covenants as follows for the benefit of Lessor or its assignees: (a) Lessee is the State or a political subdivision of the State within the meaning of Section 103(c) of the Internal Revenue Code of 1986, as amended, (the "Code"). Lessee is authorized under the Constitution and laws of the State to enter into this Agreement and each Schedule, and has used such authority to properly execute and deliver this Agreement and each Schedule. Lessee has followed all proper procedures of its governing body in executing this Agreement and each Schedule. The Officer of Lessee executing this Agreement and any Schedule has the authority to execute and deliver this Agreement and such Schedule. This Agreement and each Schedule constitute a legal, valid, binding and enforceable obligations of the Lessee in accordance with their terms. (b) Lessee shall use the Vehicles only for essential, traditional government purposes. (c) Lessee has never non-appropriated funds under an agreement similar to this Agreement. (d) Lessee presently intends to continue this Agreement and each Schedule for the Original Term and all Renewal Terms applicable thereto. The official of Lessee responsible for budget preparation will include in the budget request for each Budget Year the Rental Payments to become due in such Budget Year, and will use all reasonable and lawful means available to secure the appropriation of money for such Budget Year sufficient to pay the Rental Payments coming due therein. Lessee reasonably believes that moneys can and will lawfully be appropriated and made available for this purpose. (e) Upon request by Lessor, Lessee will provide to Lessor with current financial statements. (f) Lessee has not issued, and reasonably anticipates that it and its subordinate entities will not issue, tax-exempt obligations (including this Agreement and Schedules thereto) in the amount of more than \$10,000,000 during the current calendar year; hereby designates this Agreement and each Lease as a "qualified tax-exempt obligation" within the meaning of Section 265(b)(3) of the Code; and agrees that it and its subordinate entities will not designate more than \$10,000,000 of their obligations as "qualified tax-exempt obligations" during the current calendar year. (g) Lessee will take no action that will cause the interest portion of the Rental Payments to become includible in gross income of the recipient for federal income tax purposes, and will take all action legally within its power necessary to ensure that such interest portion does not become includible in gross income of the recipient for federal income tax purposes.

III. Acquisition of Vehicles, Rental Payments and the Purchase Option Price

Section 3.01. Acquisition. Upon agreement by Lessor and Lessee as to the lease of any Vehicles and applicable lease terms, Lessee shall be solely responsible for the ordering of the Vehicles and for the delivery, inspection and acceptance of the Vehicles. Lessor shall furnish to Lessee a Schedule relating to such Vehicles, which shall become effective upon the execution and delivery of such Schedule, all documents contemplated hereby and thereby with respect to such Schedule, and Lessee's written acceptance of such Vehicles. Nothing herein shall obligate Lessor to lease any Vehicles to Lessee until Lessor shall have concurred in writing to the lease of such Vehicles.

Section 3.02. Rental Payments. Lessee shall pay Rental Payments, from any and all legally available funds, exclusively to Lessor or its assignees in lawful money of the United States of America. The Rental Payments shall constitute a current expense of the Lessee and shall not constitute an indebtedness of the Lessee. Lessor shall have the option to charge additional interest at the highest lawful rate on any Rental Payment received later than the due date. The Rental Payments will be payable without notice or demand.

Section 3.03. Rental Payments Unconditional. Except as provided under Section 4.01, THE OBLIGATIONS OF LESSEE TO MAKE RENTAL PAYMENTS AND TO PERFORM AND OBSERVE THE OTHER COVENANTS CONTAINED IN THIS AGREEMENT OR ANY SCHEDULE SHALL BE ABSOLUTE AND UNCONDITIONAL IN ALL EVENTS WITHOUT ABATEMENT, DIMINUTION, DEDUCTION, SET-OFF OR DEFENSE.

Section 3.04. Purchase Option Price. Upon 30 days written notice, Lessee shall have the option to pay, in addition to the Rental Payment, the corresponding Purchase Option Price listed on Exhibit B of the applicable Schedule. If Lessee chooses this option and pays the Purchase Option Price and any other amounts then due to Lessor then Lessor will transfer any and all of its rights, title and interest in the Vehicles subject to such Lease to Lessee.

Section 3.05. Lease Term: The Lease Term of each Lease shall be the Original Term and all Renewal Terms thereunder until all the Rental Payments are paid as set forth on Exhibit B to the applicable Schedule except as provided under Section 3.04, Section 4.01 or Section 9.01, if, after the end of the budgeting process which occurs at the end of the Original Term or any Renewal Term, Lessee has not terminated a Lease pursuant to Section 4.01 then the Lease Term shall be extended into the next Renewal Term and the Lessee shall be obligated to make all the Rental Payments relating thereto that come due during such Renewal Term.

Section 3.06. Disclaimer of Warranties. LESSOR MAKES NO WARRANTY OR REPRESENTATION, EITHER EXPRESS OR IMPLIED, AS TO THE VALUE, DESIGN, CONDITION, MERCHANTABILITY, AND FITNESS FOR PARTICULAR PURPOSE OR ANY OTHER WARRANTY WITH RESPECT TO THE VEHICLES. LESSOR SHALL NOT BE LIABLE FOR ANY INCIDENTAL, INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGE ARISING OUT OF THE ACQUISITION, OPERATION, POSSESSION, STORAGE OR USE OF THE VEHICLES BY LESSEE.

IV. Non-Appropriation

Section 4.01. Non-Appropriation. If insufficient funds are available in Lessee's budget for the next Budget Year to make the Rental Payments for the next Renewal Term with respect to any Lease, then Lessee shall have the option to terminate such Lease at the end of the current Budget Year. Lack of a sufficient appropriation shall be evidenced by the passage of an ordinance or resolution by the governing body of Lessee specifically prohibiting Lessee from performing its obligations under such Lease and from using any moneys to pay the Rental Payments due under such Lease for a designated Budget Year and all subsequent Budget Years. If Lessee chooses this option, then all obligations of the Lessee under such Lease regarding Rental Payments for all remaining Renewal Terms relating thereto shall be terminated at the end of the then current Original Term or Renewal Term of such Lease without penalty or liability to the Lessee of any kind provided that if Lessee has not delivered possession of the Vehicles subject to such Lease to Lessor as provided herein and conveyed to Lessor or released its interest in the Vehicles by the end of the last Budget Year for which Rental Payments were paid, the termination shall nevertheless be effective but Lessee shall be responsible for the payment of damages in an amount equal to the amount of the Rental Payments thereafter coming due under such Lease which are attributable to the number of days after such Budget Year during which Lessee fails to take such actions, and for any other loss suffered by Lessor as a result of Lessee's failure so take such actions as required. Lessee shall immediately notify the Lessor as soon as the decision to non-appropriate is made. If such non-appropriation occurs, then Lessee shall deliver the applicable Vehicles to Lessor or to a location designated by Lessor at Lessee's expense. Lessee shall be liable for all damage to such Vehicles other than normal wear and tear. If Lessee fails to deliver such Vehicles to Lessor, then Lessor may enter the premises where such Vehicles are located and take possession of the Vehicles and charge Lessee for costs incurred.

V. Insurance, Damage, Insufficiency of Proceeds, Lessee Negligence

Section 5.01. Insurance. Lessee shall maintain both casualty insurance and liability insurance at its own expense with respect to the Vehicles. Lessee shall be solely responsible for selecting the insurer(s) and for making all premium payments. (a) Lessee shall insure the Vehicles against any loss or damage with the standard all-risk coverage then in use in the State in an amount at least equal to the then applicable Purchase Option Price of the Vehicles. (b) The liability insurance shall insure Lessor from all liability from injury, death or property damage in any way arising from the condition or operation of the Vehicles. (c) All insurance policies shall be so written or endorsed such that Lessor and its assignees are named additional insured and loss payees and that all losses are payable to Lessee and Lessor or its assignees as their interests may appear. Lessee shall furnish to Lessor certificates evidencing such coverage throughout the Lease Term.

Initials _____

Section 5.02. Damage to or Destruction of Vehicles. Lessee assumes the risk of loss or damage to the Vehicles. At the option of Lessor, Lessee shall either (1) apply the Net Proceeds to replace or repair the Vehicles or (2) apply the Net Proceeds to the applicable Purchase Option Price. For purposes of this Section and Section 5.03, the term "Net Proceeds" shall mean the amount of insurance proceeds collected from all applicable insurance policies after deducting all expenses incurred in the collection thereof.

Section 5.03. Insufficiency of Net Proceeds. If there are no Net Proceeds for whatever reason or if the Net Proceeds are insufficient to pay in full the cost of any replacement or repair of the Vehicles, then Lessee shall, at the option of Lessor, either complete such replacement or repair and pay any costs thereof in excess of the amount of the Net Proceeds or apply the Net Proceeds to the Purchase Option Price and pay the deficiency to the Lessor.

Section 5.04. Lessee Negligence. Lessee assumes all risks and liabilities, whether or not covered by insurance, for loss or damage to the Vehicles and for injury to or death of any person or damage to any property. Lessee hereby assumes responsibility for and agrees to reimburse Lessor for all liabilities, obligations, losses, damages, penalties, claims, actions, costs and expenses (including reasonable attorneys' fee(s) incurred by or asserted against Lessor that relate to or arise out of a claim, suit or proceeding, based in whole or in part upon the negligent conduct of Lessee, its officers, employees and agents, to the maximum extent permitted by law.

VI. Title and Security Interest

Section 6.01. Title. Title to the Vehicles shall vest in Lessee when Lessee acquires and accepts the Vehicles. Title to the Vehicles will automatically transfer to the Lessor in the event Lessee non-appropriates under Section 4.01 or in the event Lessee defaults under Section 9.01.

Section 6.02. Security Interest. To secure the payment of all Lessee's obligations under each Lease, Lessee hereby grants so Lessor a security interest under the Uniform Commercial Code and applicable common law constituting a first lien on the Vehicles subject thereto. The security interest established by this Section includes not only all additions, attachments, repairs and replacements to the Vehicles but also all proceeds therefrom. Lessee agrees that Lessor may execute and/or record such additional documents including financing statements, affidavits, notices, and similar instruments, for and on behalf of Lessee which Lessor deems necessary or appropriate to perfect Lessor's security interest in the Vehicles. Lessee shall be responsible for obtaining certificates of title for the Vehicles from the appropriate State department and shall ensure that Lessor is listed as first lien holder thereon. Lessor shall have authority, upon filing of the manufacturer's certificate of origin for any Vehicle with the appropriate State department, to require such department to note Lessor's security interest and/or lien on its records and the certificate of title for such Vehicle.

VII. Assignment

Section 7.01. Assignment by Lessor. All of Lessor's rights, title and/or interest in and to each Lease are assigned to Santander Leasing, LLC, 3 Huntington Quad Suite 101N Melville, NY 11747, and Lessee is hereby given notice thereof. Lessee shall pay all Rental Payments due under each Lease to or at the direction of Santander Leasing, LLC. Such rights, title, and/or interest in and to each Lease may be reassigned in whole or in part to one or more assignees or sub-assignees by the owner thereof at any time without the consent of Lessee. No such assignment shall be effective as against Lessee until there shall have been filed with Lessee written notice of assignment identifying the assignee. Lessee shall pay all Rental Payments due under any subsequently assigned Lease to or at the direction of the assignee named in the notice of assignment. Lessee shall keep a written record of all such assignments.

VIII. Maintenance of Vehicles

Section 8.01. Lessee shall keep the Vehicles in good repair and working order. Lessor shall have no obligation to inspect, test, service, maintain, repair or make additions to the Vehicles under any circumstances. Lessee will be liable for all damage to the Vehicles, other than normal wear and tear, caused by Lessee, its employees or its agents. Lessee shall pay for and obtain all permits, licenses and taxes necessary for the operation, possession, storage or use of the Vehicles. Lessee shall not during the Lease Term create, incur or assume any liens or encumbrances of any kind with respect so the Vehicles except those created by this Agreement. The Vehicles are and shall at all times be and remain personal property. Lessee shall allow Lessor to examine and inspect the Vehicles at all reasonable times.

IX. Default

Section 9.01. Events of Default defined. The following events shall constitute an "Event of Default" with respect to a Lease: (a) Failure by Lessee to pay any Rental Payment listed on Exhibit "B" to the Schedule for fifteen (15) days after such payment is due according so the Payment Date listed on Exhibit "B". (b) Failure to pay any other payment required so be paid under the Lease as the time specified herein and therein and a continuation of said failure for a period of fifteen (15) days after written notice by Lessor that such payment must be made. If Lessee continues to fail to pay any payment after such period, then Lessor may, but is not obligated to, make such payment and charge Lessee for all costs incurred plus interest at the highest lawful rate. (c) Failure by Lessee to observe and perform any warranty, covenant, condition, promise or duty under the Lease for a period of thirty (30) days after written notice specifying such failure is given so Lessee by Lessor, unless Lessor agrees in writing to an extension of time. Lessor will not unreasonably withhold its consent to an extension of time if corrective action is instituted by Lessee. Subsection (c) does not apply to Rental Payments and other payments discussed above. (d) Any statement, material omission, representation or warranty made by Lessee in or relating to the Lease which proves so be false, incorrect or misleading on the date when made regardless of Lessee's intent and which materially adversely affects the rights or security of Lessor. (e) Any provision of the Lease ceases to be valid for whatever reason and the loss of such provision, would materially adversely affect the rights or security of Lessor. (f) Lessee admits in writing its inability to pay its obligations or Lessee defaults on one or more of its other obligations or Lessee applies or consents to the appointment of a receiver to manage its affairs or makes a general assignment for the benefit of creditors.

Section 9.02. Remedies on Default. Whenever any Event of Default exists with respect to a Lease, Lessor shall have the right to take one or any combination of the following remedial steps: (a) With or without terminating the Lease, Lessor may declare all Rental Payments and other amounts payable by Lessee thereunder to the end of the then current Budget Year so be immediately due and payable. (b) With or without terminating the Lease, Lessor may require Lessee at Lessee's expense to redeliver any or all of the Vehicles subject thereto to Lessor to a location specified by Lessor. Such delivery shall take place with in 15 days after the event of default occurs. If Lessee fails to deliver such Vehicles, Lessor may enter the premises where the Vehicles are located and take possession of the Vehicles and charge Lessee for cost incurred. Notwithstanding that Lessor has taken possession of such Vehicles, Lessee shall be obligated to pay the remaining Rental Payments due up until the end of the then current Original Term or Renewal Term. Lessee will be liable for any damage to the Vehicles caused by Lessee or its employees or agents. (c) If the Lease is terminated, sell the Vehicles subject thereto and retain all sale proceeds. (d) Lessor may take whatever action at law or in equity that may appear necessary or desirable to enforce its rights.

Section 9.03. No Remedy Exclusive. No remedy herein conferred upon or reserved to Lessor is intended so be exclusive and every such remedy shall be cumulative and shall be in addition so every other remedy now or hereafter existing at law or in equity. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or shall be construed so be a waiver thereof.

X. Miscellaneous

Section 10.01. Notices. All notices shall be sufficiently given and shall be deemed given when delivered or mailed by registered mail, postage prepaid, to the parties at their respective places of business as first set forth herein or as the parties shall designate hereafter in writing.

Section 10.02. Binding Effect. This Agreement and each Lease shall inure to the benefit of and shall be binding upon Lessee and Lessor and their respective successors and assigns.

Section 10.03. Severability. In the event of any provision of this Agreement or any Lease shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof or thereof.

Section 10.04. Amendments, Addenda. Changes or Modifications. This Agreement and any Lease may be amended, added so, changed or modified by written agreement duly executed by Lessor and Lessee.

Section 10.05. Execution in Counterparts. This Agreement and each Lease may be simultaneously executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

Section 10.06. Captions. The captions or headings in this Agreement do not define, limit or describe the scope or intent of any provisions or sections of this Agreement.

Section 10.07. Entire Writing. This Agreement and all Schedules constitute the entire writing between Lessor and Lessee. No waiver, consent, modification or change of terms of this Agreement or any Lease shall bind either party unless in writing and signed by both parties, and then such waiver, consent, modification or change shall be effective only in the specific instance and for the specific purpose given. There are no understandings, agreements, representations, conditions, or warranties, express or implied, which are not specified herein regarding this Agreement, any Lease, any Schedule or the Vehicles. Any terms and conditions of any purchase order or other documents submitted by Lessee in connection with this Agreement or any Lease which are in addition to or inconsistent with the terms and conditions of this Agreement or any Lease will not be binding on Lessor and will not apply to this Agreement or such Lease.

Initials _____

Lessee Rancho Murieta Community Service District, CA

LESSOR Hoblit Chrysler Jeep Dodge

By: _____

By: _____

Typed Name and Title: _____

Typed Name and Title: _____

Attested By: _____

Typed Name and Title: _____

Vehicle Schedule No. 000

EXHIBIT A - DESCRIPTION OF VEHICLES

RE: Master Lease with Option to Purchase Agreement dated 6/7/2016 between Hoblit Chrysler Jeep Dodge (Lessor) and Rancho Murieta Community Service District, CA (Lessee)

Below is a detailed description of all Vehicles including quantity, model number and serial number subject to this Vehicle Schedule:

Quantity	Serial Number(s)	Type, Make, Model
1	1C4NJPBB2GD649747	2016 Jeep Patriot Sport

VEHICLE LOCATION Complete only if Vehicles will not be garaged at Lessee's address

Address	City	State
County		

EXHIBIT B - SCHEDULE OF PAYMENTS

Date	Payment	Interest	Principal	Purchase Option
6/7/2016				10,249.26
7/7/2016	240.00	49.97	190.03	10,059.23
8/7/2016	240.00	49.04	190.96	9,868.27
9/7/2016	240.00	48.11	191.89	9,676.38
10/7/2016	240.00	47.17	192.83	9,483.55
11/7/2016	240.00	46.23	193.77	9,289.78
12/7/2016	240.00	45.29	194.71	9,095.07
1/7/2017	240.00	44.34	195.66	8,899.41
2/7/2017	240.00	43.38	196.62	8,702.79
3/7/2017	240.00	42.43	197.57	8,505.22
4/7/2017	240.00	41.46	198.54	8,306.68
5/7/2017	240.00	40.50	199.50	8,107.18
6/7/2017	240.00	39.52	200.48	7,906.70
7/7/2017	240.00	38.55	201.45	7,705.25
8/7/2017	240.00	37.56	202.44	7,502.81
9/7/2017	240.00	36.58	203.42	7,299.39
10/7/2017	240.00	35.58	204.42	7,094.97
11/7/2017	240.00	34.59	205.41	6,889.56
12/7/2017	240.00	33.59	206.41	6,683.15
1/7/2018	240.00	32.58	207.42	6,475.73
2/7/2018	240.00	31.57	208.43	6,267.30
3/7/2018	240.00	30.55	209.45	6,057.85
4/7/2018	240.00	29.53	210.47	5,847.38
5/7/2018	240.00	28.51	211.49	5,635.89
6/7/2018	240.00	27.48	212.52	5,423.37
7/7/2018	240.00	26.44	213.56	5,209.81
8/7/2018	240.00	25.40	214.60	4,995.21
9/7/2018	240.00	24.35	215.65	4,779.56
10/7/2018	240.00	23.30	216.70	4,562.86

11/7/2018	240.00	22.24	217.76	4,345.10
12/7/2018	240.00	21.18	218.82	4,126.28
1/7/2019	240.00	20.12	219.88	3,906.40
2/7/2019	240.00	19.04	220.96	3,685.44
3/7/2019	240.00	17.97	222.03	3,463.41
4/7/2019	240.00	16.88	223.12	3,240.29
5/7/2019	240.00	15.80	224.20	3,016.09
6/7/2019	240.00	14.70	225.30	2,790.79
7/7/2019	240.00	13.61	226.39	2,564.40
8/7/2019	240.00	12.50	227.50	2,336.90
9/7/2019	240.00	11.39	228.61	2,108.29
10/7/2019	240.00	10.28	229.72	1,878.57
11/7/2019	240.00	9.16	230.84	1,647.73
12/7/2019	240.00	8.03	231.97	1,415.76
1/7/2020	240.00	6.90	233.10	1,182.66
2/7/2020	240.00	5.77	234.23	948.43
3/7/2020	240.00	4.62	235.38	713.05
4/7/2020	240.00	3.48	236.52	476.53
5/7/2020	240.00	2.32	237.68	238.85
6/7/2020	240.00	1.15	238.85	0.00
Totals:	11,520.00	1,270.74	10,249.26	

Insurance Information

Insurance Carrier: _____

Agents Name _____

Address: _____

City and State: _____

Telephone _____

Fax: _____

Initials _____

Acceptance of Vehicles Certification. By signing and attesting directly below, Lessee hereby certifies that the Vehicles described in Exhibit A to this Vehicle Schedule have been delivered in accordance with Lessee's specifications. Lessee further certifies that it has conducted such inspection and/or testing of the Vehicles as it deems necessary and hereby acknowledges that it accepts the Vehicles for all intended purposes.

Resolution and Authorization. By signing and attesting directly below, Lessee hereby warrants and certifies that the governing body of the Lessee at either a special or regular meeting has determined that the Master Lease with Option to Purchase Agreement identified above and this Vehicle Schedule (the "Lease") are in the best interests of the Lessee and the governing body did at such meeting approve the entering into of the Lease by the Lessee and specifically designated and authorized the individual(s) who have signed directly below to execute this Lease on Lessee's behalf along with any related documents necessary to the consummation of the transaction contemplated by the Lease.

Lessee Rancho Murieta Community Service District, CA

LESSOR Hoblit Chrysler Jeep Dodge

By: _____

By: _____

Typed Name and Title: _____

Typed Name and Title: _____

Attested By: _____

Typed Name and Title: _____

Opinion of Counsel. As legal counsel to Lessee, I have reviewed the Master Lease with Option to Purchase Agreement identified above, any applicable amendments thereto and this Vehicle Schedule and Exhibits A and B thereto, as well as such other materials necessary for this opinion. Based upon such review, it is my opinion that the Master Lease with Option to Purchase Agreement and this Vehicle Schedule thereto have been duly authorized, approved, executed and delivered by Lessee, and constitute a valid and binding contract of Lessee enforceable against Lessee in accordance with their terms, except to the extent limited by State and Federal laws affecting remedies and by bankruptcy, reorganization or other laws of general application relating to or affecting enforcement of creditors' rights.

By: _____

Typed Name and Title: _____

Date: _____

Information Return for Tax-Exempt Governmental Obligations

► Under Internal Revenue Code section 149(e)
 ► See separate instructions.

OMB No. 1545-0720

Caution: If the issue price is under \$100,000, use Form 8038-GC.

Part I Reporting Authority		If Amended Return, check here <input type="checkbox"/>
1 Issuer's name Rancho Murieta Community Service District, CA		2 Issuer's employer identification number (EIN) 68-0000805
3a Name of person (other than issuer) with whom the IRS may communicate about this return (see instructions) Darlene Gilum		3b Telephone number of other person shown on 3a 916-354-3700
4 Number and street (or P.O. box if mail is not delivered to street address) 15160 Jackson Road	Room/suite	5 Report number (For IRS Use Only) 3
6 City, town, or post office, state, and ZIP code Rancho Murieta CA 95683		7 Date of issue 6/7/2016
8 Name of issue N/A		9 CUSIP number
10a Name and title of officer or other employee of the issuer whom the IRS may call for more information (see instructions) Debby Bardberry		10b Telephone number of officer or other employee shown on 10a 916-354-3700

Part II Type of Issue (enter the issue price). See the instructions and attach schedule.

11 Education	11		
12 Health and hospital	12		
13 Transportation	13		
14 Public safety	14		
15 Environment (including sewage bonds)	15		
16 Housing	16		
17 Utilities	17		
18 Other. Describe ►	18		
19 If obligations are TANs or RANs, check only box 19a		<input type="checkbox"/>	
If obligations are BANs, check only box 19b		<input type="checkbox"/>	
20 If obligations are in the form of a lease or installment sale, check box		<input type="checkbox"/>	

Part III Description of Obligations. Complete for the entire issue for which this form is being filed.

	(a) Final maturity date	(b) Issue price	(c) Stated redemption price at maturity	(d) Weighted average maturity	(e) Yield
21	6/2020	\$ 10249.26	\$	4.00 years	5.85 %

Part IV Uses of Proceeds of Bond Issue (including underwriters' discount)

22 Proceeds used for accrued interest	22		
23 Issue price of entire issue (enter amount from line 21, column (b))	23		
24 Proceeds used for bond issuance costs (including underwriters' discount)	24		
25 Proceeds used for credit enhancement	25		
26 Proceeds allocated to reasonably required reserve or replacement fund	26		
27 Proceeds used to currently refund prior issues	27		
28 Proceeds used to advance refund prior issues	28		
29 Total (add lines 24 through 28)	29		
30 Nonrefunding proceeds of the issue (subtract line 29 from line 23 and enter amount here)	30		

Part V Description of Refunded Bonds. Complete this part only for refunding bonds.

31 Enter the remaining weighted average maturity of the bonds to be currently refunded	►	_____ years
32 Enter the remaining weighted average maturity of the bonds to be advance refunded	►	_____ years
33 Enter the last date on which the refunded bonds will be called (MM/DD/YYYY)	►	_____
34 Enter the date(s) the refunded bonds were issued (MM/DD/YYYY)	►	_____

Part VI Miscellaneous

- 35** Enter the amount of the state volume cap allocated to the issue under section 141(b)(5)

35		
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- 36a** Enter the amount of gross proceeds invested or to be invested in a guaranteed investment contract (GIC) (see instructions)

36a		
------------	--	--
- b** Enter the final maturity date of the GIC ▶ _____
- c** Enter the name of the GIC provider ▶ _____
- 37** Pooled financings: Enter the amount of the proceeds of this issue that are to be used to make loans to other governmental units

37		
-----------	--	--
- 38a** If this issue is a loan made from the proceeds of another tax-exempt issue, check box ▶ and enter the following information:
- b** Enter the date of the master pool obligation ▶ _____
- c** Enter the EIN of the issuer of the master pool obligation ▶ _____
- d** Enter the name of the issuer of the master pool obligation ▶ _____
- 39** If the issuer has designated the issue under section 265(b)(3)(B)(i)(III) (small issuer exception), check box ▶
- 40** If the issuer has elected to pay a penalty in lieu of arbitrage rebate, check box ▶
- 41a** If the issuer has identified a hedge, check here ▶ and enter the following information:
- b** Name of hedge provider ▶ _____
- c** Type of hedge ▶ _____
- d** Term of hedge ▶ _____
- 42** If the issuer has superintegrated the hedge, check box ▶
- 43** If the issuer has established written procedures to ensure that all nonqualified bonds of this issue are remediated according to the requirements under the Code and Regulations (see instructions), check box ▶
- 44** If the issuer has established written procedures to monitor the requirements of section 148, check box ▶
- 45a** If some portion of the proceeds was used to reimburse expenditures, check here ▶ and enter the amount of reimbursement ▶ _____
- b** Enter the date the official intent was adopted ▶ _____

Signature and Consent	Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that I consent to the IRS's disclosure of the issuer's return information, as necessary to process this return, to the person that I have authorized above.			
	▶ _____ Signature of issuer's authorized representative		▶ _____ Date	
	▶ _____ Type or print name and title			
Paid Preparer Use Only	Print/Type preparer's name		Preparer's signature	
	Date		Check <input type="checkbox"/> if self-employed	
	Firm's name ▶		Firm's EIN ▶	
	Firm's address ▶		Phone no.	

MEMORANDUM

Date: June 8, 2016
To: Board of Directors
From: Paul Siebensohn, Director of Field Operations
Subject: Project updates for Solar and Midge Fly Ad Hoc Committee

SOLAR POWER INSTALLATION

We are continuing to work with SMUD and Solar City to revise the solar array layout by the water plant to fit within our property boundaries, meet SMUD's requirements, and keep the kW output as proposed. It is SMUD's recommendation that a 10' horizontal clearance (20' wide from pole to pole) is kept from the center of a power pole and lines in order to maintain a safe working clearance for their line crews. I have asked SMUD to provide documentation as to if this is a requirement, such as in a code or policy, or just a recommendation. They provided a drawing from SMUD that shows that this is a recommendation but are waiting for a more firm answer. In the meantime, I am working with Solar City on a revised site plan in case we must change it.

Solar City anticipates beginning the solar array installation next to the Wastewater Reclamation Plant the week of June 13, 2016. They reported that they were slightly delayed due to the reviews and resubmittals of the construction plan with Sacramento County. The WWTF project completion is anticipated to be October 20, 2016.

If things go well with SMUD and Sacramento County, the water plant solar array installation may move forward the week of June 27, 2016.

MIDGE FLY AD HOC COMMITTEE

Nothing new to report. Next meeting is June 27, 2016.

MEMORANDUM

Date: June 10, 2016
To: Board of Directors
From: Darlene J. Thiel Gillum, General Manager
Subject: Receive Updates

PARKS COMMITTEE

At the last Parks Committee meeting on June 2, 2016, the question was raised regarding the District conducting a new Parks Fee Study and how the District could implement any new Parks Fees that are in conflict with the Parks Development Agreements. This question raises a valid point in that the PDAs specify that the District "...shall not include as a component of its community facilities fee to be imposed on the lands of Landowners any amount for the purposes of park acquisition or development." Dick Shanahan and I will lead the discussion at Wednesday's Board meeting to identify alternatives available to the District. At a minimum, the proposed plan of action is for the Board to discuss and agree upon the District's purpose statement for its involvement with the Parks and the Parks Committee Operating Guidelines.

See attached documents for the proposed purpose statement and comments on the Operating Guidelines.

PENDING AND PROPOSED LAND DEVELOPMENT PROJECTS

An additional seven (7) water permits were issued for The Retreats West in May 2016 (a total of 11 have been issued to date).

Paul and Kevin Kennedy are continuing to work with Mike Robertson and John Sullivan on the sewer study for The Retreats North and East.

Stakeholder Meetings

The first of the Rancho North Stakeholder Group meetings was held on June 3, 2016. The group consists of representatives from the District, Rancho Murieta Country Club, Rancho Murieta Association, SOLOS, Development/Applicant team, Murieta Trails Stewardship, adjacent landowner, Sacramento County staff, and Sacramento County Board of Supervisors. The first meeting was an informational meeting to discuss the purpose and role of the group and the rules of engagement. The primary purpose of the meetings is for information sharing to generate ideas, but not resolutions, regarding the proposed Rancho North development. The next meeting scheduled for June 23, 2016 will address technical aspects/constraints of the project and public services, such as water/sewer/drainage/reclaimed water and road circulation/access. The District's engineers, John Griffin (Coastland) and Kevin Kennedy (Kennedy/Jenks), will attend as observers in order for them to hear first-hand the discussion surrounding water/sewer/drainage/reclaimed water. The group recognized that the discussion of these topics may need to be carried forward to the next meeting.

ESCUELA GATE

The District sent a letter to Supervisor MacGlashan last week requesting that the County look for a source of funding to support the construction of the left turn lane from Stonehouse Road onto Escuela Drive.

CSD Parks Role Position Statement - The following was compiled from the 1998-1999 Rancho Murieta Parks and Recreation Plan.

Rancho Murieta Community Services District (CSD) serves as a single vote member of the Rancho Murieta Parks Committee. The Committee oversees parks and recreation needs necessary to support our current and future community residents following the governance established by the Committee. CSD will support the following goals as stated in the Rancho Murieta Parks and Recreation Master Plan providing our vote is discussed and agreed to by the CSD Board:

- *To preserve open space for present and future recreational needs utilizing the natural resources available*
- *To protect and preserve the natural habitats, including the oak woodlands and riparian areas, unique to Rancho Murieta for the enjoyment and use of existing and future residents*
- *To require the dedication of sufficient park lands and open space corridors associated with new development in an orderly manner*
- *To coordinate existing open space and parks with future open space and parks, maintaining a balance between active and passive recreation opportunities*
- *To plan for a park system which will serve the needs of all ages and interest groups within the community*
- *To coordinate park site acquisition, development and recreation programs with the Elk Grove School District, the homeowners associations at Rancho Murieta, the Rancho Murieta Country Club, and the Sacramento County Parks and Recreation Department*
- *To promote recreation and related activities that appeal to the physical, mental, social and cultural interests of the Rancho Murieta residents on a fair and equitable fee basis*
- *To promote a well-balanced, diversified and quality recreation program in both passive and active areas of recreation that offer opportunities for developing leisure skills, providing new experiences, and the enjoyment of participation*
- *To establish a multi-use trail and parkway system*
- *To promote self-help and self-actualizing programs for citizens and organizations in developing their own recreation activities*
- *To provide a comprehensive citizen involvement program that promotes and encourages participation by individuals and community organizations*
- *To promote maximum cooperation among governmental and private agencies in order to provide services and facilities through joint agreements in planning, reciprocating, and consolidating of resources that would benefit all segments of the community*
- *To provide a balanced capital improvement program for park and recreation facilities within the District to serve the needs of its residents*
- *To provide a level of park facility and equipment maintenance that meets acceptable standards for the safe operation and usage by residents, guests, and staff (Note: RMA provides maintenance)*
- *To retain the existing quality of life at Rancho Murieta through the proper preservation, planning, and development of park and recreation facilities*
- *To provide adequate neighborhood park facilities within walking distance of each resident of the community*
- *To meet the acceptable park and recreation standards by providing at least five acres of developed (neighborhood and community) parks for every 1,000 residents of the community*
- *To encourage the development of sidewalks on at least one side of the street in all newly developed areas to assist the trails system.*
- *To collect Community Parks Fees prior to issuing water permits for any parcels on which the developer is in breach of the applicable Parks Development Agreement.*

RMCS D's Draft Parks *Committee* Operating Guidelines

January 27, 2016

RMA comments in red

March 16, 2016

The purpose of the Parks Operating Guidelines is to provide a general understanding of how the Parks Committee conducts business related to the development of parks and collection of parks fees.

There are three Parks Development Agreements (PDAs) currently in place today. These agreements govern the parties' obligations in developing, funding and constructing both Neighborhood Parks and Community Parks, which are identified on the Park Facilities Matrix.

- Sept. 19, 1990 RMA, CSD, Winncrest Homes, F.N. Projects, and N.T. Hill (Rancho Murieta South)
- Feb. 20, 1991 RMA, CSD, Rancho Murieta Properties Inc, CBC Builders, SHF Acquisitions (Rancho Murieta North)
- June 28, 1991 RMA, CSD, PTF (Rancho Murieta North)

1. Section 5A of the PDAs establishes the Parks Committee (five members) comprised of two RMA appointees, one CSD appointee, one RMPI appointee, and one appointee from Landowners other than RMPI. Upon completion of the Community Park facilities described in Ex. D the Landowner members shall be replaced by RMA appointees. Since the PDAs are silent regarding transfer of property ownership, it is assumed that the Landowner seats on the Parks Committee are transferred to successors in interest.

The PDAs are not silent on the issue of successors in interest and they don't all say one RMPI and one non-RMPI.

Sept 19, 1990 (South) "Two reps appointed by the landowners or their successors in interest"

Feb 20, 1991 (North) "One rep appointed by RMPI and one rep appointed by landowners other than RMPI or their successors in interest"

Jane 28, 1991 (North) "One rep appointed by RMPI and one rep appointed by landowners other than RMPI or their successors in interest"

2. The Parks Committee is responsible for the review and approval of construction plans, and the quality of the plans, for consistency with the PDAs. Inconsistent plans may be approved by the Parks Committee provided implementation of the inconsistent plans will not disrupt the overall implementation of the Parks and quality of the Park Development Plan.

3. Exhibit C of the PDAs, the Park Facilities Matrix, defines existing parks, proposed parks, physical characteristics, funding, and features/improvements. The Park Facilities Matrix will be reviewed at each Parks Meeting to reflect the current status of park projects. The Park Facilities Matrix may be updated for relocation of parks or changes in park size upon the mutual written consent of the Parks Committee and the landowner, or its successor in interest, of the undeveloped property subject to the change. **Only parks that are on land subject to an existing PDA may be added to the Matrix.** However, any such change is subject to Sacramento County approval.
4. Exhibit D of the PDAs identifies the original Park Financing Plan, which outlines the initial parks budget ~~by~~**for** Neighborhood Parks and Community Parks. Exhibit D also identifies the financial obligation of developers and RMA.
 - Landowners are responsible for financing Neighborhood Parks and Facilities.
 - RMA and Landowners are jointly responsible for financing Community Parks and Facilities.

Additional language to be added: If park fees aren't paid to the Parks Fund within 30 days from when the funds are due, that entity (developer or RMA) will have its voting rights suspended until all fees are paid.

5. Exhibit E of the PDAs identifies the pedestrian and bike trail system that is to be developed by Landowners. The locations identified in the original Exhibit E are conceptual only. The final pedestrian and bike trail configuration shall be identified on final residential maps approved by Sacramento County. In addition, any changes to Exhibit E are subject to Parks Committee consent, which shall not be unreasonably withheld.

The Parks Committee adopted an addendum to the PDAs on April 16, 2004 (new location for river crossing) and a standard for trail construction on Feb 28, 2003.

Additional language: The PDAs say that the developer must develop a system of pedestrian and bike trails, constructed to the standards and specifications approved by the Parks Committee, and deed the trails to RMA as separate parcels or easements

6. RMA is responsible for the collection of Park related fees (both Neighborhood and Community park fees). RMA ~~determines~~ **calculates** the annual escalation for the Park Fees ~~per~~ **based on the escalation factor specified** in the PDAs.
7. Per the PDAs, properties that annex into RMA pay their Park Fees at the time of annexation into RMA. The Mutual Benefit Agreement addresses the payment of Park Fees for properties that do not annex into RMA, **specifically, that the fees are due and payable upon recordation of the final subdivision map for the subdivision phase.**

8. RMA will be responsible for maintaining the Parks Development funds in a separately identifiable account which is audited **or reviewed** annually. Taxes on related interest income will be paid from the Park Development Fund.
9. RMA will provide detailed accounting of the Parks Development Fund, denoting cash in and cash out, taxes paid, and interest accrued for Neighborhood and Community Parks' contributions individually and in **a summary of credits approved by the Parks Committee for RMA's future obligations under the PDAs** ~~for the RMA Parks Development funds at each Parks Meeting.~~ **RMA, to meet its obligations, has the option of using credits or by remitting funds.**
10. The use of Parks Development funds will be reviewed and agreed upon by majority vote of the Parks Committee effectively determining the identification and prioritization of park development for those Park Facilities identified in the Park Facilities Matrix.
11. For clarification purposes, the RMA Parks Development Reserves ~~Fund~~ is unrelated to ~~the any~~ fees collected pursuant to the PDAs. ~~This Reserve Fund represents monies~~ **These funds are owned by RMA and have been** collected by RMA since 2004 to fund RMA's future obligations under the PDAs. ~~These Reserve Funds will be transferred to the Park Development Fund from time to time to satisfy RMA's obligation toward the construction of Community Parks, unless the Parks Committee has approved an 'in-lieu' credit~~ **See number 9 above**
12. The obligation for bridge project reimbursements, owed to the Parks Committee by Rancho Murieta North developers, of \$178,500 is memorialized in Sacramento County documentation. As development on the North progresses, the County will collect fees from the North Developer and remit payments to the ~~RMA Park Development Reserve Fund~~ **Park Fund.**
13. The PDAs expressly limit the use of Park Development Funds for the construction of Park Facilities identified on the Park Facilities Matrix. RMA provides for the maintenance of parks through separate funding sources. Maintenance issues or expenses are not under the purview of the Parks Committee **nor are Parks Funds to be used for park maintenance.**
14. Parks construction related items, **to be funded by Parks Funds**, identified by the RMA Board, the CSD Board, or the Landowner will be brought to the Parks Committee for consideration of inclusion on the Park Facilities Matrix **only for properties identified in the PDAs as land subject to the agreements.**

*****Most of the items are redundant as the language is already contained in the PDAs*****

JUNE 10, 2016

COMMENTS FROM DIRECTORS REGARDING PARKS COMMITTEE OPERATING GUIDELINES

Director Pecotich:

- Item 1 - Agree with the need for clarity on developer voting members. Here is another example where the PDAs conflict and clarity is needed. We need to further discuss this if the Parks Committee is currently with two (what could be interpreted as) 'RMPI' votes. However, we also do not have any active developments occurring other than North Properties. If another development began, it would make sense to allow that developer to participate in Parks.

- Item 3 - Adding the statement, 'Only Parks that are on land subject to an existing PDA may be added to the Matrix' is limiting. I do not believe this accounts for the 140+ acre Park that will eventually exist on the Cosumnes River which the community will likely be responsible for to some degree since the County has no funding. Also in this arrangement, we would have never been able to use Anderson Field. Suggest removing the sentence so we do not box ourselves in. A similar statement was added to Item 14 that should be reconsidered.

D Gillum comment: the PDAs only cover parks/property behind the gates on the North and South. And the Parks Committee is authorized only by the PDAs; therefore, parks outside of the PDAs are not under the purview of the Parks Committee. As such, Anderson Field and the County Park are not subject to the PDAs or use of Parks Funds.

- Item 4 - Since roughly 2005 (at least from what I've been told) Community and Neighborhood Parks fees have been co-mingled to pay for all Rancho Murieta Parks needs on both the North and South. Therefore, we should add a statement here that is encompassing of current practice: 'Neighborhood and Community Parks fees are combined into one pool and can be used for all types of Parks and Park-like facilities as identified on the Parks Matrix, regardless of payment by a North or South developer.'

- Item 5 - This comment, 'and a standard for trail construction on Feb 28, 2003' needs to be removed relative to the 2nd sentence of Item 5 (referencing 'conceptual'). Exhibit E is very outdated when compared to the current natural trail system that exists in Rancho Murieta. The majority of trails that exist are natural surface used by hikers, trail runners, dog walkers, bird watchers, cyclists, and equestrians. Through Parks, we need to revisit the 'trail standard' of pavement everywhere which is also incredibly costly to build and maintain. Suggest we agree to what Exhibit E was for cost and scope negotiation purposes and then redraw Exhibit E to reflect a more robust paved Class I and Class II (for ADA needs) and Class III multiuse natural surface trail system through the Parks Committee (per the 'standards and specifications approved by the Parks Committee' statement). The trail diagrams proposed at the developer town hall session in 2015 reflect this idea.

Director Ferraro:

Here is my response to the Boards agreement to give input on the guidelines you provided to us at the May Board meeting. Thanks to Dick S. the black wording look great to me, however I don't agree with several of the red RMA changes which I will go over item by item below. I have already given you my input from the many years I was the CSD Rep. on the Parks Committee and Dick is working on the last one as to the collection of fees.

The red RMA wording that I don't agree with are as follows:

#1. The only history point that is missing from the past agreements is the 1989 agreement Dick B. presented to the Board. There was typing error in the last date showing Jane instead of June. I don't recall the words (South) in the Sept. 1990 or the word (North) used in the two 1991 agreements.

D. Gillum comment: the words "South" or "North" are not specifically used in the PDAs; however, the land descriptions and the developers that are party to the agreements identify which area within the community the agreement covers. The addition of "South" and "North" in the Guidelines are merely added to aid the reader in deciphering which agreement applies to what properties.

#3. The RMA red wording doesn't explain how the current additions listed below the Community and Neighborhood parks on the Parks Matrix got there when they were never presented, discussed, and voted on at a Parks Committee meeting. There was no Sacramento County approval either so the statement is not valid.

D. Gillum comment: the Sacramento County approval statement is valid as the PDAs require such approval. Keep in mind that the Guidelines are not meant to document history but to be a quick guide to the reader of the PDA requirements and the operations of the Parks Committee.

#4. The addition language to be added in red: payment of fees due stated nothing about the credits RMA plans to use instead of money from their Parks Reserve Fund. I would like Dick to address his thoughts about this additional statement since no definition of due dates for funding appears in the statement.

#5. Again I don't agree with the standards for trail construction in the April 2004 addendum. The trail system on the South was streets not trails and the current trail from the bridge to River Park occurred with pressure from the South community to get it paved and correct drainage installed across private property. This addendum needs to be reviewed and corrections made as necessary. The additional language part add to the end of the sentence ..." Upon land development completion "

#6. Like #4 Dick with Board approval is looking into the funding.

#8. Omit the red words "or reviewed". Add after the words Park Development Fund ..."and will appear on the monthly budget accounting for the Parks Committee."

#9. Eliminate all red words as the credits approval process needs to be reviewed in the PDAs.

#11. Keep in all sentences in black and cross out the red sentences that were inserted as the RMA Reserve Funds are all lumped together on their accounting budget sheet so separating out the Parks funding is impossible to determine.

#14. The red sentences have not been upheld by RMA currently. Additions have been made without being on the Parks Committee agenda, with a motion, discussion, and a vote of the attending quorum.

D. Gillum comment: Keep in mind that the Guidelines are not meant to document history but to be a quick guide to the reader of the PDA requirements and the operations of the Parks Committee.

Since RMA in red continues to say language is already contained in the PDAs, I would like them to state which PDA, what page and what line item so we can determine this for ourselves. This is my input on the Parks Operating Guidelines. I 'm still working on the idea of a CSD mission statement. I have a problem with the past history of being recognized as advisory since CSD doesn't contribute funding to the park system.

Director Graf:

Although the Operating Guidelines feel somewhat disjointed I unfortunately don't feel that I have enough of the background information to object or recommend changes to the RMA comments.



**California Special
Districts Association**
Districts Stronger Together

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

2016 BOARD ELECTIONS

MAIL BALLOT INFORMATION

Dear Member:

A mail ballot has been enclosed for your district's use in voting to elect a representative to the CSDA Board of Directors in your Network for Seat B.

Each of CSDA's six (6) networks has three seats on the Board. Each of the candidates is either a board member or management-level employee of a member district located in your network. Each Regular Member (district) in good standing shall be entitled to vote for one (1) director to represent its network.

We have enclosed the candidate information for each candidate who submitted one. Please vote for **only one** candidate to represent your network in Seat B and be sure to sign, date and fill in your member district information. If any part of the ballot is not complete, the ballot will not be valid and will not be counted.

Please utilize the enclosed return envelope to return the completed ballot. Ballots must be received at the CSDA office at 1112 I Street, Suite 200, Sacramento, CA 95814 by **5:00pm on Friday, August 5, 2016**.

If you do not use the enclosed envelope, please mail in your ballot to:

California Special Districts Association

Attn: 2016 Board Elections

1112 I Street, Suite 200

Sacramento, CA 95814

Please contact Charlotte Lowe toll-free at 877.924.CSDA or charlottel@csla.net with any questions.

**GINGER ROOT
CLERK OF THE BOARD OF DIRECTORS
AND GENERAL MANAGER / EXECUTIVE OFFICER
CANDIDATE FOR SIERRA NETWORK – SEAT B
CSDA BOARD OF DIRECTORS
COUNTRY CLUB SANITARY DISTRICT
EASTSIDE RURAL FIRE DISTRICT
LINCOLN RURAL FIRE DISTRICT
TRACY RURAL FIRE DISTRICT
TUXEDO COUNTRY CLUB RURAL FIRE DISTRICT
4330 NORTH PERSHING AVENUE, SUITE B-1
STOCKTON, CALIFORNIA 95207-6965
(209) 956-3516**

.....
I have served eight years as a member of the CSDA Board of Directors. I am currently on the CSDA Fiscal Committee and the Audit Committee. I want to continue to serve you as a Director.

I bring fiscal, budget, and financial knowledge to the Board. I am detail oriented and research oriented. The five Districts I work with are in stable financial positions.

All five of my five Districts are members of California Special Districts Association. Those Boards of Directors nominated me for the position of Director of CSDA. I have been working with Special Districts for twenty-seven years as an independent contractor, and prior to that, I was a staff accountant for a CPA firm with Special Districts as my specialty.

I attend and support CSDA functions as a representative of my Boards of Directors. In addition, I will represent you.

I have a strong commitment to community service

If you have any questions, please call me at the above telephone number.

I would appreciate your vote.

Thank you,

Ginger Root



California Special
Districts Association
Districts Stronger Together

2016 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: GINGER ROOT

District/Company: LINCOLN RURAL COUNTY FIRE PROTECTION DISTRICT

Title: CHIEF ADMINISTRATIVE OFFICER / CLERK OF THE BOARD OF DIRECTORS

Elected/Appointed/Staff: APPOINTED

Length of Service with District: 1976 - CURRENT

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

CURRENTLY ON THE BOARD OF DIRECTORS OF CSDA

ATTEND ALL CONFERENCES, LEGISLATIVE DAYS, COMPLETED SDLA

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

NO

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

TREASURER - SAN JOAQUIN COUNTY FIRE CHIEFS' ASSOCIATION

4. List civic organization involvement:

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after June 2, 2016 will not be included with the ballot.

Candidate Statement

Gil Albiani

Cosumnes Community Services District – Director of the Board

A sincere thank you to my colleagues on the Cosumnes Community Services District for nominating me for a position on the California Special Districts Association Board.

Thank you also for your consideration and your support.

I have served as a Board member of the Cosumnes CSD since 2004 and I am a past President of the Board. I have extensive and varied board member experience, having served on the Board of the California Association of Realtors, the Sacramento Metro Chamber, where I currently serve as a PAC member and Methodist Hospital Sacramento.

I am a past Chair of the California State Fair Board of Directors having been appointed by two separate Governors. I served as President of the Board of the Sacramento Association of Realtors in 1990, the American Lung Association of Sacramento in 1999, and Mercy Foundation in 2004. I currently serve as a Board member of the Dignity Health Sacramento Service Area.

With this varied experience I bring to the position of Board member an understanding of the role a Board member plays. In every position I have been blessed to have served, I have always been looked upon as an idea person. I bring to the position of Board member the wisdom that comes with age, but the energy and enthusiasm of a teenager.

Your vote will be appreciated and you can rest assured that you will never regret it.

Sincerely,





California Special Districts Association
Districts Stronger Together

2016 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information MUST accompany your nomination form and Resolution/minute order:

Name: Gil Albiani

District/Company: Cosumnes Community Services District

Title: Director of the Board

Elected/Appointed/Staff: Elected

Length of Service with District: 12 years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

Attended educational events, Legislative Days and a conference in W. Virginia. Limited participation on Legislative Committee.

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

Board Member, California Association of Realtors, CA National Guard Association.

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

Board Member, Sacramento Metro Chamber of Commerce. Chaired two Mello Roos Tax Campaigns for the Elk Grove Unified School District (EGUSD). Ran two campaigns for Assembly. Chaired EGUSD Finance Committee.

4. List civic organization involvement:

EGUSD Bond Election, Sacramento County Planning Commission General Plan Committee. Chaired Mercy Foundation, Sacramento Association of Realtors Board, American Lung Association Sacramento, two Capital Campaigns for St. Maria Goretti Church, CA State Fair Board of Directors. Currently member of the Dignity Health Board and serving on Mercy Foundation Board. Former member of the Methodist Hospital Board.

****Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after June 2, 2016 will not be included with the ballot.**

Candidate statement for Paul R. Green Jr.

I am running for CSDA Board of Directors Seat B. Please find below information regarding my candidacy:

I would like to become a member of your Board because I feel I have a very well rounded background in many different types of Special Districts. I feel my past experience with the challenges of several types of Special Districts would be useful to your organization. I am retired so I will have the time needed to focus my full attention on the many issues that affect Special Districts. Below is a listing of the more pertinent Boards and committees I have served on:

I currently serve on the following Boards:

- Commissioner, Sacramento County Local Agency Formation Commission (LAFCo)
- Board member, Rio Linda/Elverta Community Water District
- Board member, Association of California Water Agencies Joint Powers Insurance Authority (ACWA/JPIA)
- Board member, Sacramento Ground Water Authority (SGA) governing Board.
- Board member, McClellan Restoration Advisory Board

Boards formerly served on:

- California Contractors State License Board
- Grant Joint Union School District
- California Legal Compliance review committee President, North Highlands Visions Task Force North Highlands Recreation and Parks District
- President, Neighborhood accountability Board, North Highlands

Military Service

- Senior Master Sergeant, USAF, Ret. 24 years served.

Captain, On-air Fundraising Committee

KVIE Public Television

October 1994-June 2007 (12 years 9 months) Sacramento, California Area



California Special
Districts Association
Districts Stronger Together

2016 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Paul R. Green Jr.
District/Company: Rio Linda / Elverta Community Water Dist.
Title: Board member
Elected/Appointed/Staff: Elected
Length of Service with District: 3 1/2 YRS

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

~~YES~~ NO

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

ACWA/JPIA, ACWA

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

LAFCO

4. List civic organization involvement:

RVIB CHANNEL 6

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after June 2, 2016 will not be included with the ballot.

CONFERENCE/EDUCATION SCHEDULE

Date: June 6, 2016
To: Board of Directors
From: Suzanne Lindenfeld, District Secretary
Subject: Review Upcoming Conference/Education Opportunities

This report is prepared in order to notify Directors of upcoming educational opportunities. Directors interested in attending specific events or conferences should contact me to confirm attendance for reservation purposes. The Board will discuss any requests from Board members desiring to attend upcoming conferences and approve those requests as deemed appropriate.

Board members must provide brief reports on meetings that they have attended at the District's expense. (AB 1234).

The upcoming conferences/educational opportunities include the following:

CALIFORNIA SPECIAL DISTRICT ASSOCIATION (CSDA)

Special District Leadership Academy	July 10-13, 2016	Napa Valley
Annual Conference	October 10-13, 2016	San Diego

GOLDEN STATE RISK MANAGEMENT ASSOCIATION (GSRMA)

No Information Currently Available on Upcoming Conferences.

ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA)

No Information Currently Available on Upcoming Conferences.