



## RANCHO MURIETA COMMUNITY SERVICES DISTRICT

15160 Jackson Road, Rancho Murieta, CA 95683

Office - 916-354-3700 \* Fax - 916-354-2082

### FINANCE COMMITTEE

*(Directors John Merchant and Tim Maybee)*

Regular Meeting

May 8, 2019 at 9:00 a.m.

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

### AGENDA

- 1. Call to Order**
- 2. Comments from the Public**
- 3. Budget Review**
- 4. Review District Financial Report Improvements Consulting Work**
- 5. UOP Co-Op Intern Rate of Pay**
- 6. Discuss Use of WTP Expansion Deposit for Delinquent Installments of CFD# 2014-1**
- 7. Directors and Staff Comments/Suggestions [no action]**
- 8. Adjournment**

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

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

## MEMORANDUM

Date: May 2, 2019  
To: Finance Committee  
From: Tom Hennig, Director of Administration  
Subject: Approve CO-OP Internship Program Hourly Pay Rate

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### RECOMMENDED ACTION

Approve the UOP CO-OP Internship program pay rate of \$20.00 an hour.

### BACKGROUND

District Administration has developed a strategy to complete project related work by partnering with the University of Pacific's School of Engineering. This program is named the UOP Cooperative Education Internship Program, CO-OP. The District's job posting for CO-OP Internship position is included as Attachment A. UOP's School of Engineering requires students to complete a six-month paid Cooperative Internship as part of their graduation requirement. UOP is the only University west of the Mississippi that has CO-OP as a graduation requirement. This will be the first year that the District is participating with UOP. Attachment B, UOP CO-OP Partnerships brochure and Attachment C, CO-OP Employer List, provides an overview on the process and scope of the program.

The duties of the Intern will be to support a variety of the District operations based on department needs and the availability of a specific CO-OP Intern skill set. For example, the first intern proposed is majoring in Engineering Management. Their focus will be to assist District Administration staff with scanning escrow files into the document management system and to update operational management procedures. Both of these primary tasks will improve District operations by leveraging existing technologies such as Electronic Document Management and Microsoft SharePoint. Each task supports the Board's number one goal of improving the financial operations for the District. Future CO-OP students would potentially focus on Civil Engineering, Engineering Management, Computer Engineering/Science or any other specific initiative within the District.

The hourly pay rate for the UOP CO-OP Intern is proposed to be \$20.00. This rate was determined based on the review of rates being paid by other companies associated with the program. Below is a list of the hourly pay for Interns from a recent UOP survey. The Intern is scheduled to begin work May 20, 2019. Funding for the Intern is available as part of the General Manager Initiatives for the current fiscal year. Funding for FY 2019-20, in the amount of \$20,000, will be included as part of the temporary staffing account budget request.

Major	Avg Hourly Pay
Bioengineering	\$21.83
Civil Engineering	\$19.41
Computer Engineering	\$24.22
Computer Science	\$25.07
Electrical Engineering	\$24.03
Engineering Management	\$23.14
Engineering Physics	\$23.97
Mechanical Engineering	\$19.64
Graduate – College Student	\$33.65

# Rancho Murieta Community Services District

## Civil Engineering & Computer Engineering

### Paid Internships

*Mission Statement – The mission of the Rancho Murieta Community Services District is to take a leadership role in responding to the needs of the residents. The District will deliver superior community services efficiently and professionally at a reasonable cost while responding to and sustaining the enhanced quality of life the community desires*

## The Organization

**Rancho Murieta Community Services District** (District) provides essential services to an area of 3,500 acres (covering roughly five and a half square miles) located in the beautiful wooded hills of eastern Sacramento County. The approved master plan calls for residential development on 1,920 acres with single-family residences, townhouses, apartments, and manufactured homes for a total of 5,189 units. Current estimates indicate Rancho Murieta has over 2500 households with a population of over 6,000 persons. The community is a balanced blend of both custom and production homes, townhouses, mobile homes, and a thriving retail complex. Also, an airport, office building, fire station, and equestrian center, are located in the District. The District currently maintains over \$43,000,000 in plant, property and equipment assets. The District acts as the local government, providing the following essential services:

- Water supply collection, treatment, and distribution;
- Wastewater collection, treatment, and reuse;
- Storm drainage collection, disposal, and flood control;
- Security;
- Solid waste collection and disposal.

A combination of taxes and fees fund these services.

The District's affairs are directed and governed by a five-member Board of Directors elected at large by registered voters within the jurisdiction. Policy direction is set by the Board of Directors and administered by the General Manager. The District's General Manager is Mark Martin, appointed in 2017.

## The Community

Rancho Murieta, California, located 25 miles from downtown Sacramento, (map provided at [www.rmcsd.com](http://www.rmcsd.com)) is nestled below the foothills of the Amador and El Dorado County wine regions. This master planned community has developed steadily for the past 25 years, with an emphasis on preserving an unparalleled quality of life. The community continues to be one of the best-kept secrets in Northern California. The private, gated community of Rancho Murieta offers both privacy and security (provided by the District) and proudly boasts of two championship golf courses at the Rancho Murieta Country Club.



*Aerial view of community from Lookout Hill*

Rancho Murieta is served by the award-winning Elk Grove Unified School District (<http://www.egusd.k12.ca.us/>) and has some of the highest graduation standards in the State of California. Schools serving Rancho Murieta include Cosumnes River Elementary School, T.R. Smedberg Middle School and Sheldon High School.

## The Position

### Engineering Intern

Spend your UOP Co-op Internship with our Field Operations Department or Administrative team to get hands-on Computer or Engineering experience in CAD, SharePoint, plan reviews and/or project management.

#### We are looking for Interns who meet most criteria listed below:

- Students pursuing a major in Civil or Computer Engineering.
- Coursework or experience with Hydrology, Open Channel Flows, Drafting and Surveying.
- Coursework or experience with GIS, CAD, SharePoint.
- Enjoy being in the field (sunshine, fresh air, gentle breezes, hot summer sun).
- Very proficient Microsoft Office (Word, Outlook, Excel) skills.

#### During your six-month Internship you could be:

- Gathering Field Data.
- Consolidation of District as-built plans in AutoCAD.
- Preparing maps and reports using GIS.
- Assisting staff during the planning, design, construction and post-construction activities.
- Building GIS shapefiles from as-built CAD maps for Board presentations and developer meetings.
- Working with SharePoint to build collaboration sites with District staff and Board use.
- Developing workflow procedures and working with Electric Document Management.



*Fish ladders at Grantees Dam*

GIS,

## **Selection Process**

The Rancho Murieta Program is open to undergraduate (Junior or Senior) and graduate level students participating in the UOP Engineering Co-op program.

- Requires GPA of 2.5 or higher.
- Pass a pre-employment screening process to include a fingerprint background check.
- Proof of enrollment will be required prior to starting employment.
- Available to work full-time (40 hours/week) during the six-month internship with limited flexibility.
- Position does not include benefits.

## **Application Process:**

**We will only be accepting applications through Tiger Jobs. You will need the following prior to employment:**

- Fully-completed Tiger Jobs Employment Application. We are very interested in learning about your school projects, volunteer events and/or extracurricular activities.
- Attach a resume and cover letter (these are helpful and appreciated when reviewing the applications).
- If selected for an internship, you will be required to complete a standard RMCS D application.

## **The Compensation**

The compensation for the position will be \$20.00 per hour, paid bi-weekly.

## **To Be Considered**

Interested candidates are strongly encouraged to submit their resume and transcripts via Tiger Jobs:

The District will conduct preliminary interviews February 21, 2019. The recruitment process will involve a final on-site interview, at the District Office.

Should you have any questions regarding this position, please call Tom Hennig at (916) 354-3700. For further information about the Rancho Murieta Community Services District, visit our website at [www.ranchomurietacsd.com](http://www.ranchomurietacsd.com).

*Rancho Murieta Community Services District is an equal employment opportunity employer and encourages all qualified individuals to submit an application for this exceptional career opportunity.*

Attachment B: UOP CO-OP Partners Brochure:



# CO-OP PARTNERSHIPS

**OTHER WAYS TO SUPPORT CO-OP?**

**GUEST LECTURERS + INFO SESSIONS**  
We invite employers to visit campus and talk about their company and answer questions from prospective CO-OP students. Students have the opportunity to learn how their classroom education applies to real world expectations, and employers begin to develop relationships with the next generation of engineers and computer scientists.

**MENTORING 1:1**  
Are you interested in getting involved more directly? Perhaps working with a student in a mentoring capacity would be a great fit. Let us help match you with a student who is pursuing a degree in your field!

**INDUSTRY PARTNERS FUND**  
The School of Engineering and Computer Science created this fund in response to the high demand from corporate partners who want to support the CO-OP program in new ways. Gifts to this fund are used to directly support student endeavors such as: travel to conferences and career fairs, professional conference fees, "A New Suit" program for students embarking on CO-OP interviews, and living expenses for students away from home during their CO-OP.

OFFICE OF COOPERATIVE EDUCATION  
3601 PACIFIC AVENUE, STOCKTON, CA 95211  
209.946.7499 | COOPOFFICE@PACIFIC.EDU | ENGINEERING.PACIFIC.EDU

UNIVERSITY OF THE PACIFIC  
School of Engineering and Computer Science



**WHAT IS CO-OP?**

Cooperative Education (CO-OP), which serves as the core of our internship program, is a 3-way partnership between an employer, student, and the University of the Pacific. Our students complete academic and professional enrichment courses before they participate in 6 to 7 months of paid industry experience. While on CO-OP, students benefit from applying academics to real-world scenarios and projects. Employers benefit from the new, energetic, progressive, and cutting-edge ideas students contribute to their business.

**WHY CO-OP IS IMPORTANT?**

A CO-OP partnership enables employers to develop and mentor next-gen engineers and computer scientists while benefiting from students' knowledge and use of industry best practices, modern programs, and latest equipment. CO-OP students allow employers to grow their employment pipeline and also provide assistance and relief to the existing workforce.

**STUDENT CONCENTRATIONS:**  
Bioengineering  
Civil Engineering  
Computer Engineering  
Computer Science  
Electrical Engineering  
Engineering Management  
Engineering Physics  
Mechanical Engineering

**WHO ARE OUR STUDENTS?**

Students who have achieved junior status and successfully completed required courses may participate in the CO-OP program. Required courses include: fundamental engineering or computer science classes, professional development, and laboratory experiences that will best prepare students for the transition into industry.

**CO-OP SESSIONS**  
Employers hire students for one session or both, but a CO-OP student is required to only work during one of those sessions. Overlap of students during summer months allows outgoing students to train incoming students, reducing time and effort needed from supervisors and permanent employees.



**RECRUITMENT PHASE:** February - May  
**WORK PHASE:** May - December  
**SITE VISIT PHASE:** July - October



**RECRUITMENT PHASE:** September - December  
**WORK PHASE:** January - August  
**SITE VISIT PHASE:** April - June

**RECRUITMENT PHASE**

- 1 Invitations are sent out to employers to join CO-OP program
- 2 Employers hold info sessions and interviews for CO-OP positions
- 3 Employers hire students based on need and talent

**WORK PHASE**

- 4 Students begin their 6 to 7 month CO-OP experience

**SITE VISIT PHASE**

- 5 Meetings with students and their supervisors to assess progress

*University of Pacific's CO-OP program is a tremendous resource for NVIDIA. The quality of the students has been so good that my lab only looks to Pacific to fill our intern positions. And with the experience the students get during their co-op terms with companies like ours, they become better candidates for our full-time positions. Five of the seventeen full-time engineers in my lab are former interns from Pacific.*

Keith Seto  
Director, Performance Group  
NVIDIA Corp

## Attachment C: CO-OP Employer List

In the last 3 years, UOP students have completed their CO-OP at the following companies.

### **BIOENGINEERING**

Abbott Laboratories	Edwards Lifesciences	RefleXion Medical, Inc.
Augmenta Bioworks, Inc.	Inogen	Silk Road
CA Department of Water Resources	Intrexon Corporation	U.S. Department of Agriculture
Central Contra Costa Sanitary Dist.	Martino & Luth	University of the Pacific, Biology
City of Manteca, Public Works	Novanta Corporation	Vocera Communications
Constellation Brands	Ouster	Wellman's Center of Photomedicine
E & J Gallo	Orthofix	

### **CIVIL ENGINEERING**

AECOM	Dokken Engineering	South Tahoe Public Utility District
Bay Cities Paving & Grading, Inc.	Great Lakes E & I	Stantec Consulting Services
BKF Engineers	HDR, Inc.	Sukut Construction
CA Department of Water Resources	JCWagner & Associates, Inc.	Superior Elect. Mech. and Plumbing
Central Contra Costa Sanitary Dist.	KANE GeoTech	Teichert Construction
CH <sub>2</sub> M Hill Associates	Kennedy Jenks Consultants	Terracon
City and County of San Francisco	Kimley Horn	The Dutra Group
City of Manteca, Public Works	Kjeldsen, Sinnock & Neudeck, Inc.	Turner Construction
City of Modesto, Public Works	Knife River Construction	VVH Consulting Engineers
City of Stockton, Public Works	MCR Engineering	W.L. Butler Construction
Clark Pacific	Plant Construction Company	West Yost Associates
Crawford and Associates Inc.	Siegfried Engineering Inc.	

### **COMPUTER ENGINEERING**

Aruba, a HPE Company	Continental Automotive Holding	Nvidia
Abbott Laboratories	E & J Gallo Winery	Open Networking Foundation
Capital Insurance Group	Intel	Panasonic
City of Stockton, IT	Intuitive Surgical	RefleXion Medical, Inc.
City of Stockton, Public Works	Lawrence Livermore National Labs	University of the Pacific, OIT
Collins Electrical Company, Inc.	Mirantis	Vocera Communications

### **COMPUTER SCIENCE**

Aruba, a HPE Company	Holt of California, IT	Orthofix
Athena Technology Solutions	Intel	San Joaquin County, Public Works
Cisco	Lawrence Livermore National Labs	University of the Pacific, OIT
City of Stockton, IT	Lemelson-MIT Program	VSP Global
E & J Gallo Winery	Nvidia	Vocera Communications
Flextronics Developer	Open Networking Foundation	

### **ELECTRICAL ENGINEERING**

Aruba, a HPE Company	Holt of California, IT	San Luis & Delta-Mendota Water
Abbott Laboratories	Ichor Systems Inc.	Stella Technology
CA Department of Water Resources	InSynergy Engineering, Inc.	Teledyne Controls
Carollo Engineers	Intel	The Aerospace Corporation
City of Stockton, Public Works	Northrop Grumman	Tierra Luna Engineering
Damatt Engineering, Inc.	Nvidia	Verizon Wireless
E & J Gallo Winery	Omron Adept Technologies	Vocera Communications
Guntert & Zimmerman	Sacramento Municipal Utility Dist.	Wilab Energy

## **ENGINEERING MANAGEMENT**

Abbott Laboratories  
BKF Engineers  
Central Contra Costa Sanitary Dist.  
City of Manteca, Public Works  
Collins Electrical Company, Inc.  
Constellation Brands  
Construction Testing Services  
Daimler AG  
Delicato Family Vineyards

E & J Gallo Winery  
G3 Enterprises  
Granite Construction  
Guntert & Zimmerman  
Holt of California  
Knife River Construction  
NALCO  
Niagara Bottling  
O.C. Jones and Sons

Pavement Engineering  
Persistent Systems Inc.  
San Joaquin County, Capital Projects  
San Joaquin County, Public Works  
Teichert Construction  
The Dutra Group  
TriTechnic, Inc.  
West Yost Associates

## **ENGINEERING PHYSICS**

Abbott Laboratories  
Damatt Engineering Inc.  
CA Department of Water Resources  
Lawrence Berkeley National Lab

Ichor Systems Inc.  
Mission Support & Testing Services  
Quality Sound Systems Integration  
RefleXion Medical, Inc.

Reynolds Systems Inc.  
Teichert Construction  
University of the Pacific, OIT  
Vector Technologies

## **MECHANICAL ENGINEERING**

Abbott Laboratories  
Altec, Inc.  
CA Department of Water Resources  
Caldera Medical  
Central Contra Costa Sanitary Dist.  
City of Manteca, Public Works  
City of Stockton, Public Works  
Constellation Brands  
Daimler Trucks North America  
Delicato Family Vineyards  
E & J Gallo Winery  
Edwards Lifesciences

Excelsior  
Foster Farms  
Frito-Lay  
G3 Enterprises  
Guntert & Zimmerman  
Habitat for Humanity of SJC  
Harley Davidson  
Kohana Coffee  
Mission Support & Testing Services  
NASA, Armstrong Flight Research  
Niagara Bottling  
O.C. Jones and Sons

Orthofix  
Panasonic R&D Co. of America  
Parker Hannifin, Racor Division  
Proco Products  
RSS Manufacturing  
Teichert Construction  
TriContinent  
Trincherro Family Estates  
Tri-Technic, Inc.  
RGA Design  
Sugar Bowl Bakery  
UTC Aerospace



## MEMORANDUM

Date: May 6, 2019  
To: Finance Committee  
From: Mark Martin, General Manager  
Subject: Community Facilities District (CFD) 2014-1 Delinquent Installments – Discussion of Request by Developer to Utilize \$540,000 Phase 2 Water Treatment Plan (WTP) Reserved Funds as a One-Time Source to Cover a Portion of Direct Levy Delinquencies on Selected Parcels

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Community Facilities District (CFD) No. 2014-1 was formed and bonds issued in 2015 as a means for property owners of developable lands to help fund their share of the District's water treatment plant expansion needed to accommodate future development.

At the April 17, 2019 Board meeting, staff presented information related to the status of delinquent payment of direct-levy assessments for six CFD 2014-1 parcels. As of April 3, 2019, the total outstanding delinquencies on six parcels were \$539,756.47 with additional penalties of \$107,992.92, for a total of \$647,754.39 outstanding with beginning delinquencies aged one year and four months.

The next direct-levy tax payments on CFD 2014-1 parcels were due April 10, 2019. As of May 6, 2019, research via the County's Online Property Tax Bill Information System, indicates that the April 10, 2019 direct-levy assessments on at least seven parcels related to CFD 2014-1 are unpaid. The April 10, 2019 unpaid assessments represent an addition to the existing delinquencies of approximately \$344,492 in direct levies and penalties for a current outstanding delinquency of around \$992,246. We do not believe this number includes additional penalties likely incurred on already outstanding delinquencies. It should be noted that a quick review of parcels under active development, those within the Murieta Gardens area, showed those parcels to be current on their direct levy assessments.

Toward the end of the April 17, 2019 discussion, Mr. Sullivan, representing CFD 2014-1 parcel owners, proposed the District direct \$540,000 in funds that were reserved out of the \$4,358,245 landowner obligation for a future Phase 2 expansion of the Water Treatment Plant (WTP) as a one-time source of funds to pay off direct levy delinquencies for selected CFD 2014-1 parcels. Mr. Sullivan argued the Phase 2 expansion was not anticipated for years and the Developer could use those funds to help pay some of the delinquencies on developer owned properties. He mentioned the Developer was willing to put some other instrument in place to maintain the obligation, however, the exact nature and surety of the proposed instrument was unclear.

If the Board wishes to pursue Mr. Sullivan's proposal, a dismissal of or change to the Phase 2 expansion obligation will require amendment of the Rancho Murieta North and Murieta Gardens Financing and Services Agreement (FSA) that required the \$540,000 be used as the landowner's share of the incremental costs for the balance of its purchased capacity comprising Phase 2 of the WTP Improvements. Additionally, the release and redirection of these funds obligated to the already-identified future development water needs without a solid backfill could trigger a significant and potentially costly revisit of existing water studies to justify redirection of the funds to the benefit of property owner(s) away from their original intended purpose, not to mention further analysis of the bond to confirm the potential impacts of the removal of a large portion of the bond from the structure of the bond itself. The \$540,000 for WTP 2 was carved out of a total of \$4,358,245 bond proceeds directed specifically to the bond's Acquisition and Construction Fund. The bond's Fiscal Agent Agreement states

the following under Section 3.8 Acquisition and Construction Fund – *“The moneys in the Acquisition and Construction Fund shall be applied exclusively to pay the Project Costs and Costs of Issuance.”* There is no discussion of use of the funds for other purposes. In addition to legal review to confirm whether or not such a proposal could be accomplished due to covenant restrictions of the bond, one more legal question to answer would be whether or not the funds could be used to the benefit of some of the CFD 2014-1 parcels but not all.

The purpose of this discussion is for the Directors to weigh in, before further significant District resources are expended on the required analyses, on whether to proceed and commit serious resources or deny the request outright.