



RANCHO MURIETA COMMUNITY SERVICES DISTRICT REGULAR BOARD MEETING MINUTES

November 17, 2021

Call to Order Open Session 5:00 p.m.

1. CALL TO ORDER/ROLL CALL

President Maybee called the Regular Board Meeting of the Board of Directors of Rancho Murieta Community Services District to order at 5:00 p.m. in the District meeting room, 15160 Jackson Road, Rancho Murieta. Director's present were Tim Maybee, John Merchant, Linda Butler, and Martin Pohll. Director Jenco was absent. Also present were Tom Hennig, General Manager; Paula O'Keefe, Director of Administration; Michael Fritschi, Director of Operations; Kelly Benitez, Security Supervisor; Richard Shanahan, District General Counsel; and Amelia Wilder, District Secretary.

2. CONSIDER ADOPTION OF AGENDA

Motion/Maybee to adopt the Agenda. Second/Merchant. All in Favor. Motion Passes.

3. CONSENT CALENDAR

Motion/Maybee to approve Consent Calendar. Second/Butler. Roll Call Vote: Ayes: Maybee, Merchant, Butler, Pohll. Noes: None. Absent: Jenco. Abstain: None.

4. STAFF REPORTS

Under Agenda Item 7A, Mr. Hennig gave a summary of activities during the previous month, highlighting the following topics:

- Covid Response
- Fire Hydrant Issue
- Reservoir Levels
- Hot Air Balloon Incident
- Public Records Act (PRA) Requests
- Riverview Tree Mitigation
- Rancho Murieta North Update
- Laguna Joaquin Update
- AB 170 State Funded Projects
- Potential Infrastructure Project Funding
- Outreach/Advocacy
- General Staffing Update
- Conference/Education Opportunities
- Employee Announcements, Promotions, Commendation, and Kudos

Under Agenda Item 7B, Paula O'Keefe, Director of Administration, gave the Board the Administration/Finance Report. She highlighted the following topics:

- Monthly Budget to Actuals
- Procurement and Contracts
- Capital Improvement Projects Updates
- Reserve Fund Purchases Authorized by the General Manager
- Reserve Funds Balance Sheet

- Interfund Borrowing
- Utility Billing
- Aging Report
- Security Opinion Poll

Under Agenda Item 7C, Kelly Benitez, Security Supervisor, updated the Board with a summary of September's activities in the Security Department, including:

- Operations Update
- Rancho Murieta Association Activity
- Murieta Village Activity
- Rancho Murieta Commercial Owners Association Activity
- Incidents of Note
- RMA Violation Report
- Gate Entries and Gate Entries Denied Reports
- Cases by Breakdown Report

There was a discussion concerning a previous report format which included the total number of citations written by CSD Patrol and the number upheld by RMA. Directors requested this information be added back to the report.

Under Agenda Item 7D, Michael Fritschi, Director of Operations, gave a summary of the utility update, including:

- Improvements Committee Updates
- Raw Water Delivery & Storage
- Water and Wastewater Treatment Facilities Production
- Field Utility Service
- Site Development Storm Water Best Management Practice (BMP)
- Operations Staffing

5. REVIEW DISTRICT MEETING DATES/TIMES FOR NOVEMBER 2021

The Directors asked that the Security and Personnel Committee Meetings be cancelled and that an earlier time for the Board Meeting be scheduled.

6. CORRESPONDENCE

The Board was presented with a letter from Pamela Haines, praising Utility Worker James Colas for his efforts in blocking the drains on Camino del Sol with sandbags prior to the recent storm.

7. COMMENTS FROM THE PUBLIC

None.

8. AUTHORIZE PURCHASE OF TWO UTILITY TRUCKS CIP #22-01-01 AND CIP #22-02-01

Mr. Hennig Presented the topic. **Motion/Maybee** to approve the purchase of two utility trucks CIP #22-01-01 and CIP #22-02-01. **Second/Merchant. Roll Call Vote: Ayes: Maybee, Merchant, Butler, Pohll. Noes: None. Absent: Jenco. Abstain: None.**

9. AWARD TWO PROFESSIONAL SERVICE CONTRACTS WITH SOLITUDE LAKE MANAGEMENT

Mr. Fritschi presented the contracts to the Board. There was a discussion about the budgeting of these contracts. **Motion/Maybee** to award two professional service contracts with SOLitude Lake Management. **Second/Merchant. Roll Call Vote: Ayes: Maybee, Merchant, Butler, Pohll. Noes: None. Absent: Jenco. Abstain: None.**

10. APPROVE RESOLUTION AUTHORIZING RANCHO MURIETA COMMUNITY SERVICES DISTRICT RECEIPT AND APPROPRIATION OF SB170 FUNDS AND AUTHORIZE GENERAL MANAGER TO EXECUTE AGREEMENT WITH DEPARTMENT OF WATER RESOURCES

Mr. Hennig gave a brief history of the item, and process necessary to move forward with this project. **Motion/Maybee** to approve Resolution R2021-05 Authorizing Rancho Murieta Community Services District Receipt And Appropriation Of SB170 Funds And Authorize General Manager To Execute Agreement With Department Of Water Resources. **Second/Merchant. Roll Call Vote: Ayes: Maybee, Merchant, Butler, Pohll. Noes: None. Absent: Jenco. Abstain: None.**

11. DIRECTOR COMMENTS/SUGGESTIONS

Director Maybee thanked Staff.

12. ADJOURNMENT

Motion/Maybee to adjourn at 7:01 p.m. **Second/Butler. Roll Call Vote: Ayes: Maybee, Merchant, Butler, Pohll. Noes: None. Absent: Jenco. Abstain: None.**

Respectfully submitted,



Amelia Wilder

District Secretary