



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 Martin Pohll)

Regular Meeting

July 6, 2021 at 10:00 a.m.

This meeting will be held via ZOOM video conference only. You can join the conference by (1) logging on to <https://us02web.zoom.us/j/89173748184>, entering Meeting ID no. 891 7374 8184, and using the audio on your computer, or (2) dialing into 1-669-900-9128 and entering the meeting code 891 7374 8184. Those wishing to join with audio only can simply call the telephone number above and enter the code. Participants wishing to join the call anonymously have the option of dialing *67 from their phone. Please refer to your telephone service provider for specific instructions. ***PLEASE NOTE – MOBILE DEVICE USERS MAY NEED TO INSTALL AN APP PRIOR TO USE AND MAC AND PC DESKTOP AND LAPTOP USES WILL REQUIRE YOU TO RUN A ZOOM INSTALLER APPLICATION – PLEASE FOLLOW DIRECTIONS AS PROVIDED BY ZOOM. IT IS RECOMMENDED YOU ATTEMPT TO LOGIN AT LEAST 5 MINUTES BEFORE THE START OF THE MEETING.***

AGENDA

1. Call to Order
2. Comments from the Public
3. Finance Monthly Updates
 - Recruitment
 - Review Budget to Actuals Report Formatting Changes
 - ERP Update
4. Discuss the Chart of Accounts
5. Discuss Reserve Policy Parameters
6. Discuss SB129 - \$1.3 million State Allocation for CIP Projects
7. Discuss Security Service Opinion Survey Update
8. Directors and Staff Comments/Suggestions
9. Adjournment

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In compliance with the Americans with Disabilities Act, if you are an individual with a disability and you need a disability-related modification or accommodation to participate in this meeting or need assistance to participate in this teleconference meeting, please contact the District Office at 916-354-3700 or awilder@rmcsd.com. Requests must be made as soon as possible.

Note: This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of this posting is July 2, 2021. Posting locations are: 1) District Office; 2) Rancho Murieta Association; 4) Murieta Village Association.

MEMORANDUM

Date: July 2, 2021
To: Board of Directors
From: Paula O'Keefe, Director of Administration
Subject: Monthly Finance Updates

Finance Updates

Recruitment

Lars Roundy is the District's new Office Technician and has hit the ground running. Lars comes to us from Sac Metro Fire and is an excellent addition to our team. We are still recruiting for Accountant and Accounting Manager, while interviewing applicants as they come in. We have two interviews scheduled July 7 for the Accounting Manager and will fill the Accountant position once the Accounting Manager is on board. Manoj Pal, who works as a contractor through Robert Half, is currently filling the role of Accountant and is also an excellent asset to the team.

Standard Monthly Reports

As reported in the June Finance committee meeting the monthly budget to actuals reports have a new look that displays the monthly budgetary data in a more transparent way, specifically removing two columns and adding calculations to reflect the percentage of budget used. This new format provides a clearer picture of District operational expenditures and revenues and trends in relation to the projected budget, as well as the remaining amount of budget appropriation.

ERP

The District held its pre-proposal vendor teleconference on July 1 to walk potential ERP vendors through the District, its' needs and requirements, to assist in answering any questions the vendors may have prior to proposal submission. Staff are confident based on the response received the District will be able to develop and implement the right solution to meet the District's needs.

MEMORANDUM

Date: June 29, 2021
To: Finance Committee
From: Paula O'Keefe, Director of Administration
Subject: Discussion of SB129 and Funding Opportunity

RECOMMENDED ACTION

Discussion item only.

BACKGROUND

On April 27th, at the request of Assemblymember Kenneth Cooley, former Director of Field Operations submitted a request for funding in the amount of \$1,273,700 to fund three CIPs:

- Water Treatment Plant Chlorine Gas to Bleach Conversion, in the amount of \$352,940
- Granlees Diversion Intake Site Restrictions, in the amount of \$170,760
- Tertiary Reclamation Plan-Permanent Chlorine Contact Chamber, in the amount of \$750,000

On June 30, District staff received a call from Assemblymember Cooley informing us of an award in the amount of \$1.3 million to complete these projects.

Special Districts are typically left out of special state and federal funding opportunities for various reasons and we were very fortunate to have Assemblymember Cooley think of us and our needs when asked to provide projects for this special round of funding. Very few Special Districts were awarded funding for projects in the California FY 2021-22 budget and we are very grateful for the Assemblyman for his efforts in securing the funds for our projects.

SUMMARY

Staff will bring both a recognition to Assemblymember Cooley at the July Board meeting and a report to accept the funds from the State in the amount of \$1,300,000.

**PROJECT TITLE: WATER TREATMENT PLANT CHLORINE GAS TO BLEACH
CONVERSION - IMPROVEMENT FUND**



Ton cylinders of chlorine gas

CAPITAL PLAN	Water Improvement Reserves
CIP #	21-02-1
PROJECT BASIS:	System Conversion to bleach for water disinfection
DESCRIPTION:	Eliminate the use of chlorine gas at the Water Plant for potable water disinfection by converting to using industrial strength sodium hypochlorite (bleach).
REGULATORY ISSUES:	Safer product for staff; Substantially less regulatory oversight and required staff training; Mitigates risk to community from transport, storage and use of chlorine gas. Filing of a Management of Change with Sacramento County Environmental Management Department will be required.
RISK ASSESSMENT:	Provides a safer alternative for the neighboring community vs the potential of a catastrophic chlorine gas leak and chlorine gas deliveries through community and neighboring roadways.
PROJECT BUDGET:	\$352,940 (2017 figure)
BASIS OF COST EST:	Cost estimates are from the 2017 Coastland Capital Improvement fee study, based on removal of gas feed system, procurement and installation of chemical feed skids for bleach injection; engineering for design, plans, bid packet, submittal review and as-builts; contractor procurement and placement of tanks, building tank pads, and installing piping and feed equipment appurtenances. https://www.ranchomurietacsd.com/files/c82d2d87d/agenda+11+c+Ord+2017-02+Fee+Study+Report+%28Final+110817%29.pdf

PROJECT TITLE: GRANLEES DIVERSION INTAKE SITE RESTRICTIONS

CAPITAL PLAN Water – Replacement Reserves
CRP # 21-07-1
PROJECT BASIS: Protect our source water intake and facilities, as well as restrict access for safety concerns.

ENVIRONMENTAL OR REGULATORY ISSUES: None

RISK ASSESSMENT: Medium

PROJECT BUDGET: \$170,760 estimated

BASIS OF COST EST: HDR Study. See tables of project items and costs in following tables.

AREA	ELEMENT	RECOMMENDED PLAN
Fencing and General Access: Dam, Forebay & Fish Ladder	North Shore	Install 6' tall chain link fencing with 3-strand barbed wire topper.
	North Shore	Install double-swing vehicular access gate.
	North Shore	Install "Danger/No Trespassing" Signs
	South Shore	Install 6' tall chain link fencing with 3-strand barbed wire topper.
	South Shore	Install "Danger/No Trespassing" Signs
Fencing and General Access: Canal & Canal Crossings	Signage	Install "Danger/No Trespassing" Signs
	Fencing	Install 6' tall chain link fencing with 3-strand barbed wire topper.
Forebay	Guardrail	Install 42" tall metal pipe guardrail.
	Guardrail Gate	Install 42" tall metal pipe guardrail gate with spring-mounted hinge.
	Grating / Cover	Install new grating over existing steel beams.
	Access Hatch	Install hatch in forebay cover for ladder access to forebay interior.
	Access Ladder	Install one ladder inside forebay and one from forebay wall down to dam crest and north shore fish ladder.
	Safety Rack	Install safety rack upstream of two 3'x3' intake openings.

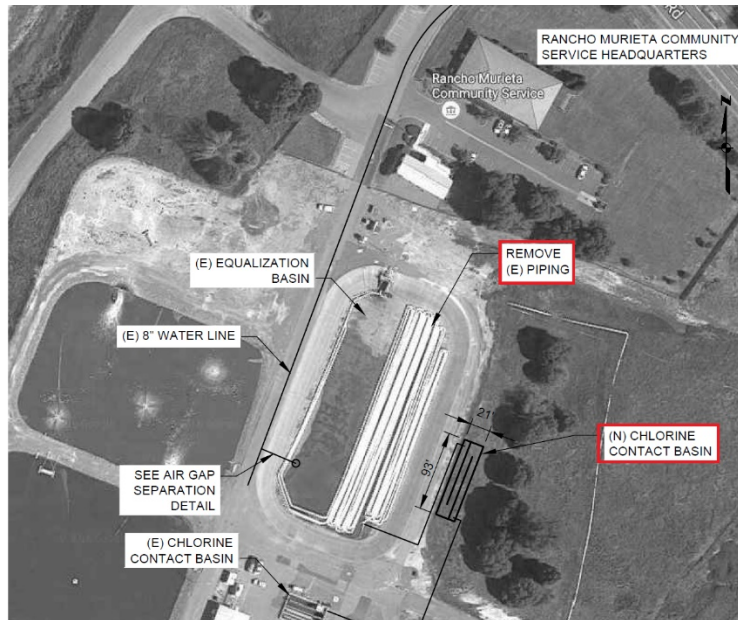
AREA	ELEMENT	RECOMMENDED PLAN
	Sluice Gate	Install two 3'x3' sluice gates to act as bulkhead on forebay intakes for forebay maintenance.
Fish Ladder on South Shore	Guardrail	Install 42" tall metal pipe guardrail.
Upstream Canal Crossing	Replace Crossing	Install new concrete canal crossing.
Downstream Large Canal Crossing	Replace Crossing	Install new timber crossing and underlying FRP aqueduct.
Downstream Small Canal Crossing	Replace Crossing	Install new concrete canal crossing.

Estimated costs based on conceptual level analysis for the recommended alternatives, broken into project element, are presented below:

Table ES-2 - Conceptual Level Cost Estimate

Project Element	Conceptual Level Cost
Mobilization, Demolition & Earthwork	\$32,600
Fencing and General Access: Dam, Forebay & Fish Ladder	\$14,000
Fencing and General Access: Canal & Canal Crossings	\$19,700
Forebay	\$52,800
Fish Ladder on South Shore	\$6,800
Upstream Canal Crossing	\$1,100
Large Downstream Canal Crossing	\$14,800
Small Downstream Canal Crossing	\$500
Contingencies (20%)	\$28,460
Estimated Project Total	\$170,760

PROJECT TITLE: TERTIARY RECLAMATION PLANT-PERMANANET CHLORINE CONTACT CHAMBER



CAPITAL PLAN

SEWER – Replacement Reserves

CRP #

22-04-2

PROJECT BASIS:

Current chlorine contact system utilizes 20 inch schedule 40 PVC pipe which was a interim solution to meet modal chlorine contact requirements for disinfection of tertiary treated water in 2005.

DESCRIPTION:

Tertiary treatment and disinfection consists of two dissolved air floatation units, two rapid sand filters, a chlorine gas feed system, the original chlorine contact basin, and 6,600 linear feet of chlorine contact pipe installed in a concrete lined equalization basin. The design capacity of the tertiary treatment plant is 3.0 MGD, however the disinfection system (i.e., modal contact time) currently has a rated capacity of only 2.3 MGD. After going through tertiary and disinfection facilities, the final effluent is stored in the equalization basin prior to reuse. This project would be to remove the pvc piping system and replace it with a permanent concrete chlorine contact basin, as step towards allowing for maximum production flow.

ENVIRONMENTAL OR REGULATORY ISSUES:

N/A

RISK ASSESSMENT:

N/A

PROJECT BUDGET:

\$750,000 estimated

BASIS OF COST EST:

Engineer’s estimate from Preliminary Design Report developed by Aecom, adjusted annually.

Background information:

A. Disinfection Facilities Upgrade	
Existing Contact Basin Modal Contact Time	27 minutes at 3.0 MGD ¹
Required Modal Contact Time	90 minutes (minimum)
Additional Modal Contact Time Required	63 minute (minimum)
New Contact Basin Efficiency (Assumed Baffling Factor)	90%
Required Contact Basin Volume	145,835 gal, minimum; 146,610 gal actual
Length to Width to Depth Ratios	Target 40:1:1.5; Actual 40:1:1.4
Length (without walls)	280 ft total (3 passes, each at 93.33 ft long)
Width (without walls)	21 ft total (3 passes, each at 7 ft wide)
Depth (without walls)	10 ft

OPINION OF PROBABLE CONSTRUCTION COST

KENNEDY/JENKS CONSULTANTS

Project: Rancho Murneta

Prepared By: JLH

Building Area: Disinfection Facilities Upgrade

Date Prepared: 167001100

Estimate Type: Conceptual
 Preliminary (w/o plans)
 Design Development @ Construction
 Change Order
 % Complete

Current at ENR _____
 Escalated to ENR _____
 Months to Midpoint of Construct _____

Spec. No.	Item No.	Description	Qty	Units	Materials		Installation		Sub-contractor		Total
					\$/Unit	Total	\$/Unit	Total	\$/Unit	Total	
		Demo Existing 20" CCP	6,600	LF			8.00	52,800			52,800
		Demo Concrete Anchors for CCP	207	CY			150.00	30,979			30,979
		New Chlorine Contact Tank									
		Excavation	1,441	CY			10.00	14,406			14,406
		Shoring	2,440	VSF	10.00	24,400	12.00	29,280			53,680
		Base Slab	92	CY	250.00	23,111	200.00	18,489			41,600
		Tank Exterior Walls	136	CY	300.00	40,687	400.00	54,222			94,909
		Tank Center Walls	71	CY	300.00	21,333	400.00	28,444			49,777
		Backfill	516	CY			5.00	2,581			2,581
		Chlorine Injection Systems									
		Misc. Sitework	1				40,000.00	40,000			40,000
		Subtotals				109,511		271,201			380,713
		Division 1 Costs	@	10%		10,951		27,120			38,071
		Subtotals				120,462		298,322			418,784
		Taxes - Materials Costs	@	8.75%		10,540					10,540
		Subtotals				131,003		298,322			429,324
		Taxes - Labor Costs	@	5.00%				14,916			14,916
		Subtotals				131,003		313,238			444,240
		Contractor Markup for Sub	@	12%							
		Subtotals				131,003		313,238			444,240
		Contractor OH&P	@	15%				46,986			66,636
		Subtotals				150,653		360,223			510,876
		Estimate Contingency	@	30%							153,263
		Subtotals									664,139
		Escalate to Midpoint of Construct	@	3%							664,139
		Estimated Bid Cost									665,000
		Total Estimate									665,000

Estimate Accuracy
 +50% -30%

Currently, the disinfection facilities have a rated capacity of 2.3 MGD and consist of an existing chlorine contact basin (CCB) and chlorine contact pipe (CCP). The CCP will be removed and an additional chlorine contact chamber will be added to increase disinfection facilities capacity from 2.3 to 3.0 MGD. The proposed chlorine contact chamber is shown in Figure 13.

As described in *WWRP Modified Chlorine Contact Disinfection System Compliance Report* (HSe, July 2006), the CCB was tested in 2003 for actual modal contact time at a flow of 1 and 3 MGD. The estimated modal contact time through the CCB at 3 MGD is 27 minutes. In accordance with Title 22, *disinfected tertiary recycled water* requires a minimum 90 minute modal contact time, therefore the proposed chlorine contact chamber is to have minimum modal contact time of 63 minutes.

A new concrete chlorine contact chamber is proposed to be installed next to the existing equalization basin at the WWRP to increase disinfection capacity. A 90 percent efficiency (e.g., baffling factor) was assumed for sizing of the new contact chamber. The new chlorine contact chamber will provide approximately 146,610 gallons for additional disinfection contact time and will consist of three passes following a serpentine configuration. The proposed

chamber dimensions are 280 ft long, 7 ft wide and 10 ft deep,¹ which equate to a length to width to depth ratio of 40:1:1.4, which is close to the target length to width to depth ratio of 40:1:1.5.

The water surface elevation of the new chlorine contact chamber will approximately match the elevation of the existing chlorine contact basin. The water surface elevation immediately downstream of the new chlorine contact chamber will approximately match the elevation of the existing equalization basin.

This improvement also includes the removal and disposal of the existing 20-inch CCP located inside the equalization basin.

Replacement of the third Tertiary Pump Station feed pump to the dissolved air flotation (DAF) units (\$100,000 allocation indicated in Table 11) is also required to increase WWRP production capacity from 2.3 to 3.0 MGD.

¹ Dimensions do not include thickness of contact chamber walls.