



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

15160 JACKSON ROAD
RANCHO MURIETA, CALIFORNIA 95683
916-354-3700
FAX – 916-354-2082

AGENDA

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

REGULAR BOARD MEETING

October 20, 2021

Closed Session 4:00 p.m./Open Session 5:00 p.m.
District Administration Building – Board Room
15160 Jackson Road
Rancho Murieta, CA 95683

BOARD MEMBERS

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

STAFF

Tom Hennig	General Manager
Paula O’Keefe	Director of Administration
Richard Shanahan	District General Counsel
Amelia Wilder	District Secretary
Kelly Benitez	Security Supervisor
Michael Fritschi	Director of Operations

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

October 20, 2021

REGULAR BOARD MEETING

Call to Order

Closed Session 4:00 p.m./Open Session 5:00 p.m.

Note that this meeting will be held in-person at the address set forth above, and not via videoconference. In order to comply with the state's COVID-related Guidance for the Use of Face Coverings, all attendees must wear a mask.

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

AGENDA

ESTIMATED RUNNING TIME 5:00

1. CALL TO ORDER - Determination of Quorum –President Maybee **(Roll Call)**

2. CONSIDER ADOPTION OF AGENDA **(Motion)**

The Board will discuss items on this agenda, and may take action on those items, including informational items and continued items. No action or discussion will be undertaken on any item not appearing on the agenda, except that (1) directors or staff may briefly respond to statements made or questions posed during public comments on non-agenda items, (2) directors or staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities, (3) a director may request staff to report back to the Board at a subsequent meeting concerning any matter or request staff to place a matter on a future Board meeting agenda, and (4) the Board may add an item to the agenda by a two-thirds vote determining that there is a need to take immediate action and that the need for action came to the District's attention after posting the agenda.

*The running times listed on this agenda are only estimates and may be discussed earlier or later than shown. At the discretion of the Board, an item may be moved on the agenda and or taken out of order. **TIMED ITEMS** as specifically noted, such as Hearings or Formal Presentations of community-wide interest, will not be taken up earlier than listed.*

3. CLOSED SESSION

- A. Closed session for public employee performance evaluation of the General Manager position
- B. Closed session conference with Board Chair Tim Maybee as District designated labor negotiator regarding the unrepresented employee in the General Manager position

4. OPEN SESSION/REPORT ACTION FROM CLOSED SESSION

5. CONSENT CALENDAR **(Motion) (Roll Call Vote)** (5 min.) All items in this agenda item will be approved as one motion if they are not excluded from the motion adopting the consent calendar.

A. Approval of Board Meeting and Committee Meeting Minutes

- 1. September 15, 2021 Regular Board Meeting Minutes

2. *October 5, 2021 Improvements Committee Meeting Minutes*
3. *October 5, 2021 Finance Committee Meeting Minutes*
4. *October 7, 2021 Communications and Technology Committee Meeting*
5. *October 7, 2021 Security Committee Meeting Minutes*
6. *October 14, 2021 Special Personnel Committee Meeting Minutes*

B. Approval of Bills Paid Listing September, 2021

6. STAFF REPORTS (Receive and File)

- A. General Manager's Report
- B. Administration/Financial Report
- C. Security Report
- D. Utilities Report

7. REVIEW DISTRICT MEETING DATES/TIMES FOR NOVEMBER 2021

- A. Personnel – November 2, 2021 at 7:30 a.m.
- B. Improvements – November 2, 2021 at 8:00 a.m.
- C. Finance – November 2, 2021 at 10:00 a.m.
- D. Communications – November 4, 2021 at 8:30 a.m.
- E. Security – November 4, 2021 at 10:00 a.m.
- F. Regular Board Meeting – November 17, 2021- Open Session at 5:00 p.m.

8. CORRESPONDENCE

9. 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 agendaized. Members of the public wishing to address a specific agendaized 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 agendaized 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.

10. PRESENTATION OF PLAQUE RECOGNIZING RICHARD BRANDT (Discussion/Action)

11. CONSIDER RESOLUTION R2021-04 RECOGNIZING GATE OFFICER RICK DIAS (Discussion/Action) (Motion) **(Roll Call Vote)**

12. PRESENTATION FROM CAL WASTE DISCUSSING UPDATES ON THE RECYCLED FOOD CONTAINER ISSUES (Receive and File)

13. DISCUSS SAMPLE SECURITY SURVEY OPINION POLL QUESTIONS (Discussion/Action)

14.DISCUSS TELECOMMUNICATIONS MEETINGS TO LIMIT COVID CONCERNS PER AB 361

(Discussion/Action) (Motion) **(Roll Call Vote)**

15.CONSIDER APPROVAL OF AMENDED AND RESTATED GENERAL MANAGER EMPLOYMENT AGREEMENT WITH TOM HENNIG (Discussion/Action) (Motion) **(Roll Call Vote)**

16.CONSIDER ADOPTION OF VARIOUS PERSONNEL RELATED ITEMS (Discussion/Action) (Motion) **(Roll Call Vote)**

- A. *Updates to Personnel and Pay for Performance Manuals*
- B. *Gate and Patrol Officer Reclassifications*
- C. *Addition of Two Accounting Technician Positions*
- D. *2021 Unrepresented Salary Schedule*

17. DIRECTOR COMMENTS/SUGGESTIONS

In accordance with Government Code 54954.2(a), directors and staff may make brief announcements or brief reports of their own activities. They may ask questions for clarification, make a referral to staff or take action to have staff place a matter of business on a future agenda.

18. ADJOURNMENT (Motion)

In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item and is distributed less than 24 hours prior to a special meeting, will be made available for public inspection in the District offices during normal business hours. If, however, the document is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting.

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

Note: This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of this posting is October 15, 2021. Posting locations are: 1) District Office; 2) Rancho Murieta Post Office; 3) Rancho Murieta Association; 4) Murieta Village Association.

5A1. September 15, 2021 Regular Board Meeting Minutes - Pending

MEMORANDUM

Date: October 8, 2021
To: Board of Directors
From: Improvements Committee Staff
Subject: October 5, 2021, Improvements Committee Meeting Minutes

1. CALL TO ORDER

Director Jenco called the meeting to order at 8:00 a.m. via ZOOM video conference. Present were Director Jenco and Director Pohll. Present from District staff were Tom Hennig, General Manager; Paula O'Keefe, Director of Administration; Michael Fritschi, Director of Operations; and Amelia Wilder, District Secretary.

2. PUBLIC COMMENT

Richard Gehrs confirmed that there was not a packet for this month's meeting.

3. DISCUSS LAGUNA JOAQUIN SEDIMENT PROJECT

Michael Fritschi, Director of Field Operations, discussed the significance of the project. We have received a quote from West Yost to create and manage the RFP project. He said that he sees the project happening in the late summer so that evaporation can reduce the amount of water in the basin. He discussed the responsibility of the \$1 million plus project, who will be responsible for the cost, and that it might be advantageous to have RMA as the lead agency on this project. First, we need to see what RMA's commitment to this project is, then put out a bid for RFP's.

Director Jenco added that he attended a meeting with the RMA Landscape Committee where they discussed a proposal to fill in the fingers of the basin, which would lessen the available amount of silt for the Midge Flies to breed in, potentially reduce the smell that comes from the basin, and the amount of material that would need to be removed. It was suggested that a meeting be set up with RMA and CSD to discuss this idea.

4. DISCUSS STEPS AND TIMELINE FOR GRANLEES INTAKE IMPROVEMENTS

Tom Hennig, General Manager, informed the Committee that the Department of Water Resources will be administering the funds promised to the District as part of SB129. We are waiting to see how we will get the money.

Director Jenco asked if we have started any drawings for the project. Mr. Hennig stated that we have updated the drawings from years ago. We will bring them to the Committee.

5. UPDATE ON HOLE 14 CULVERT REPLACEMENT RFP – CIP #20-07-2

Mr. Hennig discussed the bid that the District released. We received two bids and they both came back with estimated charges of two to three times what we had budgeted for the work. The culvert is failing, and we have been putting the work off since 2017.

Director Jenco recommended that we table this project and return to the Board for more money.

6. DISCUSS PIPE FROM CLEMENTIA TO BASS LAKE

Mr. Hennig reported that he thinks this is something the District should consider if we don't start getting more recycled water. We have had less recycled water this year due to the hot summer. This should not be a difficult project.

7. DISCUSS BYPASS PIPE TO ALLOW CSD TO RUN WATER FROM CALERO TO CLEMENTIA

Mr. Hennig discussed the options to run water from Calero to Clementia without shutting down the Wastewater Treatment Plant.

Director Pohll asked if we were going to raise the level of Clementia. Mr. Hennig explained that RMA has been using this time, when the water in the Reservoir is low, to clean up the excess organic debris. They are dragging material out from the swimming area. The Reservoir will be filled in the winter.

8. DISCUSS DROUGHT CONSERVATION EFFORTS

Mr. Hennig informed the Committee that there has not been a mandate to conserve water from the Governor. We have done a good job conserving water. We should be able to fill the Reservoirs this winter.

Mr. Jenco discussed the potential to have more recycled water from the new houses being built.

9. DIRECTOR AND STAFF COMMENTS/SUGGESTIONS

Director Pohll discussed the Storm Water Prevention Plan (SWPPP) in place for the Riverview Development. Mr. Hennig informed the Committee that a meeting was planned with the Developers to review their plans for erosion. Reynen and Bardis has taken out a bond with the County that would pay for any shortfalls.

Director Pohll asked if there was any update on the trail. Mr. Hennig said he would find out about it.

10. ADJOURNMENT

Director Jenco adjourned the meeting at 8:30 a.m.

MEMORANDUM

Date: October 13, 2021
To: Board of Directors
From: Finance Committee Staff
Subject: October 5, 2021, Finance Committee Meeting Minutes

1. CALL TO ORDER

Director Merchant called the meeting to order at 10:00 a.m. via ZOOM video conference. Present were Director Merchant and Director Pohll. Present from District staff were Tom Hennig, General Manager; Paula O'Keefe, Director of Administration; Kelly Benitez, Security Supervisor; Michael Fritschi, Director of Operations; and Amelia Wilder, District Secretary.

2. COMMENTS FROM THE PUBLIC

None.

3. FINANCE MONTHLY UPDATES

Paula O'Keefe, Director of Administration, reported that Staff are working on closing FY 2020-21. The representative from our utility billing software company will be onsite the week of October 25 to work with Staff. Administrative Staff will be training with Tyler Technologies October 6, and the office will be closed. Director Merchant asked when the audit needed to be complete. Ms. O'Keefe let him know that they are typically completed by December 1st.

4. DISCUSS SAMPLE SECURITY SURVEY OPINION POLL QUESTIONS

Tom Hennig, General Manager, introduced Timothy McLarney, President of True North Research, who reviewed the sample questions in detail. The Committee members would like to take this to the Board.

5. DISCUSS LATE FEES, DELINQUENCIES AND WATER SHUTOFF

Ms. O'Keefe discussed the extension of the Water Shutoff Moratorium until December 31, 2021. The District has posted this information on the website and Facebook, and we are encouraging all residents with outstanding bills to contact the District Office to set up a pay arrangement.

Mr. Hennig pointed out that there is a link on our website with information on financial assistance.

6. DIRECTOR AND STAFF COMMENTS/SUGGESTIONS

Mr. Hennig reminded the Committee that the District office will be closed October 6, for Staff training.

Director Merchant discussed the possibility of a Special Board Meeting to discuss the Security Poll Questions.

7. ADJOURNMENT

The meeting was adjourned at 11:15 a.m.

MEMORANDUM

Date: October 13, 2021
To: Board of Directors
From: Communication & Technology Committee Staff
Subject: October 7, 2021, Communication & Technology Committee Meeting Minutes

1. CALL TO ORDER

Director Merchant called the meeting to order at 8:45 a.m via ZOOM video conference. The meeting was called to order late due to technical difficulties. Present were Director Butler and Director Merchant. Present from District staff were Tom Hennig, General Manager; Paula O’Keefe, Director of Administration; Michael Fritschi, Director of Operations; Kelly Benitez, Security Supervisor; and Amelia Wilder, District Secretary.

2. COMMENTS FROM THE PUBLIC

None.

3. MONTHLY WEBSITE AND SOCIAL MEDIA UPDATE

Amelia Wilder, District Secretary, gave an update of the statistics related to the number of visits per page to Facebook and RMCS.com. As a follow up to Director Merchant’s question at the September Committee meeting concerning why people in China would be looking at our website, Mr. Hennig informed him that we can’t determine who is looking at our website, it could be programmers we have working on some of our programs.

Director Merchant asked that the Tax Worksheet be moved to the front page of the website.

4. DISCUSS TELECOMMUNICATIONS MEETINGS TO LIMIT COVID-19 CONCERNS PER AB 361

Mr. Hennig informed the Committee that the State of California has released regulations that will allow the Board to have meetings via Zoom. We would like to have the Board meet via Zoom for Committee meetings and have Board meetings in person. A Staff Report is sufficient to reaffirm the desires of the Board, and a formal action is not required.

Richard Gehrs commented that he felt this policy was inconsistent because some meetings will be in person while others are on Zoom.

Director Merchant informed him that there was not enough room in the District’s conference room (where Committee meetings are held) to practice social distancing.

The Committee recommended taking this to the Board. ***This item will be on the October 20, 2021 Board Agenda.***

5. KEEPING TRACK OF CURRENT ISSUES REPORT

Mr. Hennig discussed the current items that the District is working on, elaborating the CAL CAD system that is being designed. This system will map the Districts infrastructure.

Michael Fritschi added that we are hoping that staff can update it in the field.

Director Butler asked if we have a way to monitor the lake levels and Mr. Hennig let her know that we monitor them weekly. Staff is working to get familiar with how to manage it.

Director Merchant said he would like to do an appraisal of the storage capacity of all of the reservoirs.

There was a discussion about the technologies currently available to map the capacity of reservoirs.

Director Butler asked Staff to add the Integrated Water Master Plan to the field operations report. She would also like to let the residents know by way of a letter when Staff will be replacing the meter. Currently a notice is placed on their door. Staff will report back on the current process next month.

Director Merchant would like a monthly update in the Finance meeting and the Finance Report to the Board on the implementation of the ERP system.

Mr. Hennig noted we would like to update all of our meters. Staff is preparing a project to present if the government asks for any “shovel ready” projects. 90% of our water meters are the old style, which cannot be read automatically.

Director Butler also revisited a report concerning old issues.

6. DISCUSS WATER SHUTOFF MORATORIUM EXTENDED TO DECEMBER 31, 2021

Mr. Hennig informed the Committee that the moratorium enacted by Governor Newsome on April 2, 2020 which prohibited water district’s from disconnecting residential water service for lack of payment was set to expire on September 30, 2021. This moratorium was extended and will now expire on December 31, 2021. We continue to work with customers who are not current on their bills. This has been added to the Website and Facebook and will be added to the November Pipeline.

7. UPDATE ON WEBSITE FAQ’S

Director Butler asked for clarification on the money the District received from Reynen and Bardis as a reimbursement for the Van Vleck spray field.

8. DIRECTOR AND STAFF COMMENTS

Mr. Hennig mentioned that the District Office was closed October 6 for Staff training.

9. Adjournment

The meeting was adjourned at 9:59 a.m.

MEMORANDUM

Date: October 14, 2021
To: Board of Directors
From: Security Committee Staff
Subject: October 7, 2021 Security Committee Meeting Minutes

1. CALL TO ORDER

Director Maybee called the meeting to order at 10:00 a.m. via ZOOM video conference. Present was Director Maybee. Present from District staff were, Tom Hennig, General Manager; Paula O'Keefe, Director of Administration; Ron Greenfield, Acting Director of Field Operations; Kelly Benitez, Security Supervisor; Tina Talamantes, Interim Security Supervisor; and Amelia Wilder, District Secretary.

2. COMMENTS FROM THE PUBLIC

None. Director Maybee asked that we move Item # 4 in front of Item # 3.

3. INTRODUCTION OF KELLY BENITEZ, SECURITY SUPERVISOR

Tina Talamantes, Interim Security Supervisor introduced Kelly Benitez, the District's new Security Supervisor. Mr. Benitez gave the Committee a brief career history, stating that after completing his military service, he joined the Los Angeles Police Department, where he stayed for 20 years. He then moved to the bay area to be closer to family and worked at the San Rafael Police Department for two and a half years, then he worked in investigations with the City of San Francisco Police Department until accepting the position with Rancho Murieta.

4. MONTHLY UPDATES

Tina Talamantes, Interim Security Chief, began with the Operations Updates, noting we are continuing to train Staff from ABA Protection, Inc., who will serve as contract security for the District for the next three years. There will not be any more Sherriff coverage on Friday and Saturday nights, the Martel group will hire SSD and ABA for Summerfest.

We are waiting on the new cameras to be installed at the Reservoirs.

She reviewed the two Informational Bulletins issued last month. The first was for a stolen air conditioner on Cantova way, and the second was for a robbery at the Pro Shop.

Tom Hennig, General Manager asked that a procedure be set up that will notify all of the General Managers and Board members of events that happen before the information is released to the public.

5. SECURITY SERVICE OPINION SURVEY UPDATE

Ms. Talamantes informed the Committee that we had the four resident working groups to help True North determine the questions that will be asked during the survey.

6. DIRECTOR & STAFF COMMENTS

Mr. Hennig stated that CSD is following up on the hot air balloon incident and sending the company a letter. He continued with an update on gate entries, informing the Committee that he is working with RMA to develop a vendor list.

Director Maybee said he realizes that Staff is being stretched and the Board is patient.

Ms. Talamantes let everyone know that she will stay on as a Retired Annuitant after Mr. Benitez is trained and she will work on special projects.

6. ADJOURNMENT

The meeting adjourned at 10:30 a.m.

DRAFT

**5A6. October 12, 2021 Special Personnel Committee Meeting Minutes
- Pending**

5B. September Bills Paid Listing - Pending

6A. General Manager's Report - Pending

6B. Administration/Financial Report - Pending

MEMORANDUM

Date: October 14, 2021
To: Board of Directors
From: Kelly Benitez, Security Supervisor
Subject: Security Update Report for the Month of September

On October 7, 2021 the Security Committee met and discussed the following items:

- Security Service Update
- ABDI Continental Software Update
- Security Vehicle Replacement

OPERATIONS UPDATES

The Department is currently working on the following projects:

- CSD has received a new batch of resumes for Gate Officer and will begin interviews in October to fill 2 vacancies.
- Patrol non-covered shifts: 164 YTD hours total.
- North Gate: PO has been requested for Watchdog Surveillance to install PoE extenders for the cameras/internet; Outside lane gate – modification being done for the housing that the sensor is mounted on. (sensor already installed)
- ABDI Software Upgrade Project: ABDI will be updated to a newer gate access system – Continental. Contracts are complete for this project. Estimated time for implementation: Dec 2021.

Rancho Murieta Association activity:

We continue to work with the RMA Leadership on a regular basis. Our focus is to improve our level of service and have positive contacts with residents. The following list is the current focus of our meetings.

- General non-arch rules enforcement (see Violation Summary Report): continued to attend RMA Compliance meetings.
- Stop Sign enforcement – enforcement missions conducted each week; other violations issued during regular patrol
- Speed enforcement –enforcement missions conducted each week during the daytime hours only; other violations issued during regular patrol
- Cameras at Lakes: RMA Maintenance to install poles for camera setup. Watchdog Security will install the cameras and is awaiting power/internet to the Lake areas. Project in progress.
- Security Supervisor had a direct meeting with GM at RMA, items discussed were future good relationships and communications.
- Security Supervisor attended the Fire Safe Council meeting. Council discussed fire hazards and evacuation plan.

Murieta Village activity:

- Regular patrol activity

Rancho Murieta Commercial Owners Association activity:

- Regular patrol activity

Rancho Murieta Association
Violation Item Summary Report -- 2021
(This report includes RMA & CSD issued violations)

Violation Item Summary Report	Jan		Feb		March		April		May		June		July	
	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA
Motor vehicle violations:														
Motorcycle														
No drivers license			1		2		1						1	
Speeding	5	38	1	17	12	39	20	15	7	12	8	12	2	5
Speeding - twice speed limit														
Stop signs				3	1	4	1	3		1	4		2	
Bus stop signs														
Use of streets	1													
Parking:														
Driveway parking	4		1	31	17		16		9	1	1	17	3	9
Guest parking			3	8		2				1		3	1	1
Overnight street parking	13		4	2	14	2	10		11		5	6	2	5
Unauthorized Vehicle (24 hr pass)		2		1	4	2	3	1	3		2	2	1	
Accumulation/dumping of debris		1				1		1		1				
Advertising signs														
Barbeques, open fires, bonfires					2			1						
Carrying passengers/overloaded cart													1	
Clothes lines														
Commercial vehicle lettering									1		1	1		1
Construction overnight parking														
Park hours / curfew	8				5		2		1		9		5	
Decorative lights						1								
Discharge of firearm														
Dog park investigations														
Dwelling exterior alterations														
Failure to identify														
Fences, screens & enclosures														
Guest w/o resident in comm areas					3		1				2			
Home business activities														
Noxious activities					1		1			1	2		1	
Open garage doors														
Pets - off leash / teathered / noise		1		1			2			2		2		
Property maintenance		3		1		11		19		11		12		18
Sign rules														
Skating in common area														
Sports equip/trampoline/basketball							1							
Storage of building materials				1				1				1		
Stored vehicles												1	2	3
Trash containers								1						
Use of common areas & facilities				2	1									
Vandalism														
Vehicle repair or maintenance														
Village/Villas violations														
Working days & hours	2													
Total Violations	33	45	10	67	62	62	58	42	32	30	34	57	21	42
Citations written by RMCS		33		10		62		58		32		34		21
Citations written by RMA		45		67		62		42		30		57		42
Total Violations		78		77		124		100		62		91		63

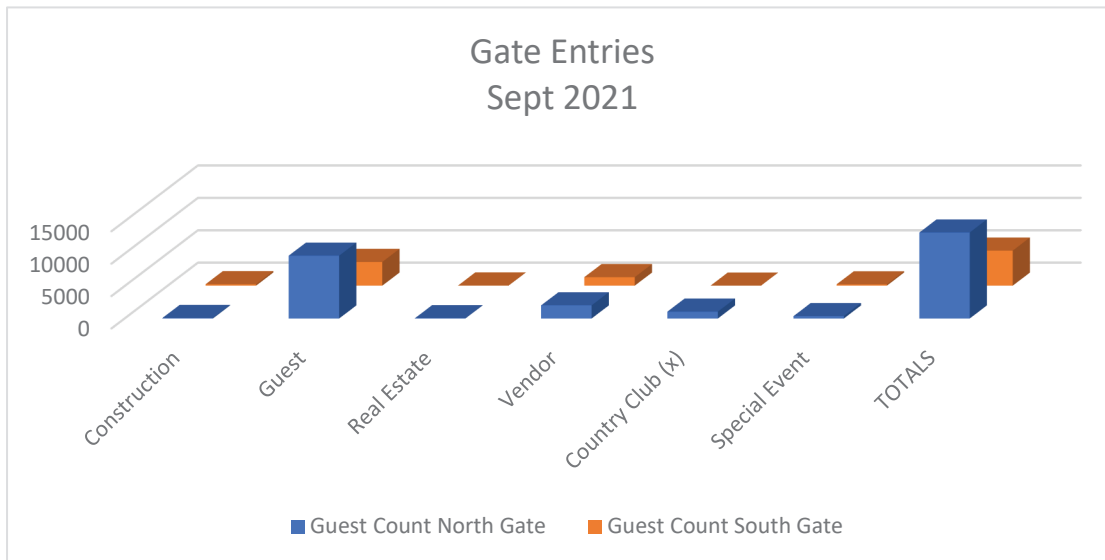
Violation Item Summary Report	August		September		October		November		December		Totals	
	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA
Motor vehicle violations:												
Motorcycle											0	0
No drivers license											5	0
Speeding	21	21	22	15							98	174
Speeding - twice speed limit											0	0
Stop signs	4	4	1	13							13	28
Bus stop signs											0	0
Use of streets	3	0									4	0
Parking:												
Driveway parking	7	5	7	20							65	83
Guest parking	1	2	1	15							6	32
Overnight street parking	7	0	13	6							79	21
Unauthorized Vehicle (24 hr pass)	5	2	3	5							21	15
Accumulation/dumping of debris				1							0	5
Advertising signs											0	0
Barbeques, open fires, bonfires											2	1
Carrying passengers/overloaded car											1	0
Clothes lines											0	0
Commercial vehicle lettering											2	2
Construction overnight parking											0	0
Park hours / curfew	16	0	2								48	0
Decorative lights											0	1
Discharge of firearm											0	0
Dog park investigations											0	0
Dwelling exterior alterations											0	0
Failure to identify											0	0
Fences, screens & enclosures											0	0
Guest w/o resident in comm areas	1										7	0
Home business activities											0	0
Noxious activities											5	1
Open garage doors											0	0
Pets - off leash / teathered / noise											2	6
Property maintenance		2		6							0	83
Sign rules											0	0
Skating in common area											0	0
Sports equip/trampoline/basketball											1	0
Storage of building materials											0	3
Stored vehicles	1	4		8							3	16
Trash containers											0	1
Use of common areas & facilities											1	2
Vandalism											0	0
Vehicle repair or maintenance	1										1	0
Village/Villas violations											0	0
Working days & hours											2	0
Total Violations	67	40	49	89	0	0	0	0	0	0	366	474
Citations written by RMCS		67		49				0		0		366
Citations written by RMA		40		89				0		0		474
Total Violations		107		138				0	0	0	0	840

Gate Entries by Type

September 1-30, 2021

Pass Type	Guest Count North Gate	Guest Count South Gate	Count by Pass Type
Construction	81	219	300
Guest	9691	3658	13349
Real Estate	45	22	67
Vendor	2028	1309	3337
Country Club (x)	1059	2	1061
Special Event	366	195	561
TOTALS	13270	5405	18675

Prior Month Totals: 10117 5281 15398

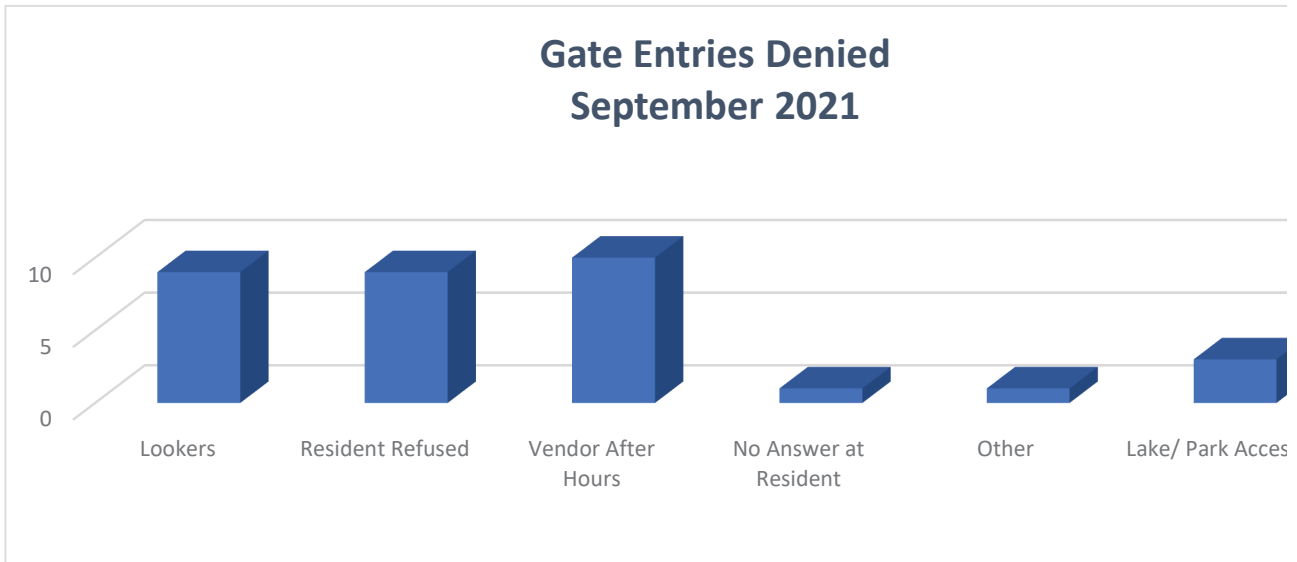


* Totals through Sept 30 2021.

Gate Entries Denied September 2021

	Lookers	Resident Refused	Vendor After Hours	No Answer at Resident	Other	Lake/ Park Access
All Gates	9	9	10	1	1	3

Prior Month Totals: 4 6 11 1 2 3





Rancho Murieta CSD Security

15160 Jackson Rd
Rancho Murieta, CA 95662

Cases - Breakdown by Type

911 HANG UP	1
ABANDONED DISABLED VEH	3
ALARM	12
ANIMAL COMPLAINT	5
ASSAULT	1
ASSIST OTHER AGENCY	7
BURGLARY	1
CITATION	4
DISTURBANCE	4
ESCORT	5
EXTRA PATROL	32
FIRE	1
FOLLOW UP	7
GUN SHOTS	2
INTOXICATED PERSON	1
IRRIGATION DAMAGE	1
JUVENILE DELIQUENCY	1
LOST/FOUND PROPERTY	1
MEDICAL AID	9
MISCELLANEOUS	20
OPEN DOOR	3
PARKING	18
PETTY THEFT	2
REFUSED ENTRY	33

RESIDENT COMPLAINT	13
RMA RULE VIOLATION	13
SAFETY ADVISAL	1
SPEEDING COMPLAINT	26
STOP SIGN VIOLATION	1
SUSPICIOUS ACTIVITY	4
SUSPICIOUS PERSON	9
SUSPICIOUS VEHICLE	13
TRAFFIC ENFORCEMENT	25
TRASH-PICK UP	3
TRESPASSING	5
VANDALISM	10
VEHICLE ACCIDENT	7
WATER LEAK	3
WELFARE CHECK	8
Total	315



INCIDENTS OF NOTE
September 1-30, 2021

September 13, 2021: Burglary– OE3 School

Patrol responded to a break in and theft. OE3 security officer stated that on 09/12/2021 at approximately 1540 hours, an unknown suspect gained entry into school building and removed \$3,000.00 of equipment. Video surveillance revealed the suspect removed the items from the school and dumped the items into a trash can on school property. SSD notified.

September 13, 2021: Assault-Battery-Equestrian center:

Patrol responded to a battery on a female. The suspect was GOA however, through camera footage the suspect was identified as the same suspect in the burglary at the OE3 School. SSD advised on both.

September 17, 2021: Vandalism – XXXX Lago Drive 14 Park

Patrol responded to a report of numerous vehicles with slashed tires. There were 5 victims total, SSD reports were generated. Security personnel assisted with canvas of area of additional witness and video with negative results. CSD Provided extra patrol.

August 22, 2021: Grand Theft -XXXX Cantova Way (Updated)

Patrol respond to a report of an Air Conditioner theft stolen from the outside of the building. SSD responded for a report. (Informational Bulletin distributed by CSD). Update the suspect was identified from our security camera. SSD indicated the suspect was wanted for other 459s, arrest pending ID of driver in video.

Patrol Coverage:

Patrol experienced shifts without coverage during the month of September due to Covid-19 issue and bereavement leaves. Coverage was short at various parts of the month.

2021 YTD TOTAL: 164 hours

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MEMORANDUM

Date: October 15, 2021
To: Board of Directors
From: Michael Fritschi, Director of Operations
Subject: Operations Report

On October 5, 2021 the Improvements Committee met and discussed the following items:

- Laguna Joaquin Sediment Project
- Steps and Timeline for Granlees Intake Improvements
- Hole 14 Culvert Replacement RFP – CIP #20-07-2
- Pipe from Clementia to Bass Lake
- Bypass Pipe to Allow CSD to Run Water from Calero to Clementia
- Drought Conservation Efforts

Over the next several months the Board will note changes in the Operations Report. These changes are an attempt to make the monthly report more concise and user friendly. Please provide feedback if there is additional information that you would like to see or an alternate preference for data arrangement.

Water Delivery & Storage

The District raw water deliveries to the South Golf Course and Agricultural uses totaled 83.5 acre-ft for the month of September (and year to date). As of September 30, year to date potable water production totaled 1,793 acre-ft, 175 acre-ft (10.8%) higher than September 2020 year to date use. Development water use accounts for 5.5% of the increased production. The June hydrant leak accounts for 10% of the increased production.

As of September 30th, the total water stored between Clementia, Chesbro, and Calero totaled 3,967 acre-ft, 10.5% less than September 30, 2020.

Water Treatment Facility

The water plant will soon be alternating water facility shut downs for winter maintenance as the annual demand drops off.

Wastewater Facility

Recycled water delivery was reduced to 1 million gallons per day (mgd) to extend the recycled water season to the 22nd of October. The year to date recycled water production is 410.8 acre-ft, nearly 14.5% less than September 30, 2020. September 30, wastewater storage available for production is 70.4 acre-ft, about 10.3% less than September 2020.

Table 1. September Water & Recycled Water Production – (mgal = million gallons)

	September 2021		September 2020		difference from 2020	%diff
	mgal	acre-ft	mgal	acre-ft		
Recycled Water Production	22.65	83.49	37.78	139.23	-55.75	-40.0%
Potable Water Production	66.03	243.35	64.39	237.31	6.04	2.5%

Table 2. Year to Date Water & Recycled Water Production

	Year to Date 2021		Year to Date 2020		difference from 2020	%diff
	mgal	acre-ft	mgal	acre-ft		
Recycled Water Production	111.46	410.80	130.34	480.39	-69.59	-14.5%
Potable Water Production	486.43	1,792.78	438.97	1,617.85	174.92	10.8%

Table 3. Additional Raw Water Use for September 2021 & Year to Date

	September 2021		year to date	
	mgal	acre-ft	mgal	acre-ft
South Course (from Clementia)	9.93	36.59	85.64	315.63
Agricultural (from Clementia)	12.73	46.92	12.73	46.92
Riverview (potable)	2.25	8.27	2.64	9.71

Table 4. September 30, 2021 vs September 30, 2020 Stored Water

	September 2021		September 2020		difference from 2020	%diff
	mgal	acre-ft	mgal	acre-ft		
Cementia Storage	219.13	807.62	277.87	1,024.11	-216.49	-21.1%
Chesbro Storage	342.62	1,262.75	333.2	1,228.04	34.72	2.8%
Calero Storage	514.66	1,896.82	591.21	2,178.95	-282.13	-12.9%
All Raw Water Reservoirs	1,076.41	3,967.20	1,202.28	4,431.10	-463.90	-10.5%
Wastewater Storage Reservoir available for production	19.10	70.39	21.29	78.47	-8.08	-10.3%

Field Utility Service

The utility field service crew responded to (33) Utility Star work orders, (19) 811 USA locates, (20) homeowner calls, and 1 sewer response. Three water leaks were repaired, and (1) fire hydrant was repaired. The utility crew cleaned out portions of zone 2 and 3 of the drainage and weed control area. Sewer cleaning will begin in October.

Contracts/Projects

Geographical Information System (GIS) – The District has begun the process of adding information to the GIS program. Currently the District has tax lot information and water meter information. The District will be meeting with CALCAD to discuss the addition of storm drain, water and wastewater piping, manholes, security cameras, and other relevant data. In addition, the District will be evaluating ways to add trackable preventative maintenance and repair activities as information layers within the program. The theory is that the GIS system will be a one-stop location for District utility data and maintenance management moving forward.

Hole 14 Culvert Replacement – The District received 2 bids for the Hole 14 Culvert replacement project from M-3 Construction and Wunschel & Sons, INC for \$256,414 and \$168,510 respectively. It was also noted that the Wunschel bid did not include prevailing wage labor escalation. While the District had budgeted \$40,000 for the project, Joe Domenichelli noted that he expected the project to fall in the \$100,000 - \$120,000 range. The project is currently being placed on hold and will likely be re-bid next year or next fiscal year.

SCADA– SCADA is an acronym (supervisory control and data acquisition) that describes the District’s computerized automation of the water and wastewater system. Staff will be meeting with Cascade Integration & Development to see if they are a good fit for the District. Staff will be evaluating the integrator for competence, trust, and the ability to serve the District on a timely basis.

SOLitude Lake Management – The District will be negotiating a contract with SOLitude for ongoing Reservoir and treatment lagoon management. Beginning with a one-time treatment for the wastewater lagoons, the contract will expand treatment to a regularly scheduled regimen to maintain the integrity of the District lagoons and reservoirs.

Water Sodium Hypochlorite (NaOCl) – The District is in the process of obtaining a quote from West Yost & Associates for sodium hypochlorite design services for the chlorine gas to sodium hypochlorite conversion project for the District Water Treatment Plant.

Wastewater Disinfection Upgrade - Joe Domenichelli will be providing the District with an estimate of the cost to continue the installation of Sodium Hypochlorite at the wastewater treatment facility. The District has also requested a quote from West Yost & associates to complete a brief analysis to determine if moving forward with UV disinfection versus Sodium Hypochlorite can result in reduced lifecycle costs for recycled water disinfection. Staff will be touring the Jackson California wastewater treatment facility to see the UV disinfection system in operation.

Development

As the MS4 holder, the District has been inspecting the Riverview and Murieta Marketplace developments for erosion control and stormwater best management practice (bmp) compliance. The District has a part time inspector utilized to observe site construction and the District meets weekly to review site compliance. Sacramento County inspectors are also providing technical support.

Riverview – Mass grading has continued through September. Notification was sent to the site developer based on noted minor stormwater site deficiencies. Site development has been responsive and compliant and have installed proper stormwater erosion control per approved plans and District requests. The utilization of the Karsten Drive access is still under negotiation.

Murieta Marketplace – Fueling tanks have been installed at Lot 11 of the Murrieta Marketplace. Notification was sent to the site developer based on noted minor stormwater site deficiencies. Site development has been very responsive and compliant and have installed proper stormwater erosion control per approved plans and District requests.

Retreats - Work is expected to begin in the Retreats toward the later half of October.

Rancho Murieta Community Services District

November 2021

Board/Committee Meeting Schedule

November 2, 2021

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

November 4, 2021

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

November 17, 2021

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



RESOLUTION 2021-04

IN RECOGNITION OF RICK DIAS

***WHEREAS,** Rick Dias worked with Rancho Murieta Community Services District as a Gate Officer since May 12 1994; and*

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

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

***WHEREAS,** Rick's unwavering commitment, willingness and ability to understand and respond to the concerns of the people of Rancho Murieta, has made a substantial contribution to the betterment of the Community of Rancho Murieta.*

***NOW THEREFORE BE IT PROCLAIMED,** this 20th day of October in the year 2021, that the Board of Directors of the Rancho Murieta Community Services District, do hereby commend Rick Dias for his time-honored legacy of dedication, enthusiasm and outstanding public service given to the Rancho Murieta community for the past twenty-seven years.*

Tim Maybee, Board President

Randy Jenco, Vice - President

Linda Butler, Director

John Merchant, Director

Martin Pohll, Director

12. Presentation from Cal Waste Discussing Updates on the Recycled Food Container Issues – Pending



Section 1: Introduction to Study

Hi, may I please speak to _____. My name is _____, and I'm calling from TNR on behalf of the Rancho Murieta (MUR-ee-Eta) Community Services District. We're conducting a survey of voters about important issues in the community and I'd like to get your opinions.

If needed: This is a survey about important issues in your community. I'm NOT trying to sell anything and I won't ask for a donation.

If needed: The survey should take about 10 minutes to complete.

If needed: If now is not a convenient time, can you let me know a better time so I can call back?

If the person asks why you need to speak to the listed person or if they ask to participate instead, explain: For statistical purposes, at this time the survey must only be completed by this particular individual.

Section 2: Quality of Life & Local Issues

Q1	To begin, how long have you lived in Rancho Murieta (MUR-ee-Eta)?		
	1	Less than 1 year	
	2	1 to 4 years	
	3	5 to 9 years	
	4	10 to 14 years	
	5	15 to 19 years	
	6	20 years or longer	
	7	I don't live in Rancho Murieta	<i>Terminate</i>
	99	Prefer not to answer	
Q2	How would you rate the overall quality of life in your community? Would you say it is excellent, good, fair, poor or very poor?		
	1	Excellent	
	2	Good	
	3	Fair	
	4	Poor	
	5	Very Poor	
	98	Not sure	
	99	Prefer not to answer	

Q3	If you could change <i>one</i> thing to make Rancho Murieta (MUR-ee-Eta) a better place to live, what change would you like to see?							
	<i>Record verbatim first response</i>							
	2	No changes needed/Everything is fine						
	98	Not sure						
	99	Prefer not to answer						
Q4	Next, I'm going to read a list of issues facing your community and for each one, please tell me how important you feel the issue is to <u>you</u> , using a scale of extremely important, very important, somewhat important or not at all important. Here is the (first/next) issue: _____. Do you think this issue is extremely important, very important, somewhat important, or not at all important?							
	<i>Randomize</i>		Extremely Important	Very Important	Somewhat Important	Not at all Important	Not sure	Prefer not to answer
A	Maintaining local streets and roads		1	2	3	4	98	99
B	Managing growth and development		1	2	3	4	98	99
C	Preventing trespassing in the community		1	2	3	4	98	99
D	Improving public safety		1	2	3	4	98	99
E	Preventing local tax increases		1	2	3	4	98	99
F	Protecting local property values		1	2	3	4	98	99
G	Maintaining a low crime rate		1	2	3	4	98	99
H	Preparing for emergencies and natural disasters		1	2	3	4	98	99
I	Maintaining an ample supply of safe drinking water		1	2	3	4	98	99
J	Preventing unauthorized access to Calero (Kuh-LAIR-o) and Chesbro (CHEZ-bro) reservoirs		1	2	3	4	98	99

Section 3: Initial Ballot Test		
Next year, voters in your community may be asked to vote on a local ballot measure. Let me read you a summary of the measure:		
Q5	<p>In order to:</p> <ul style="list-style-type: none"> Prevent crime and better protect the lives and property of Rancho Murieta residents and businesses Provide additional patrols by Sheriff's deputies and security staff And continue gated security 24 hours per day, year round <p>Shall the Rancho Murieta Community Services District measure be approved levying \$298 annually per residential property behind the gates (with other rates applying to multifamily, commercial, and outside the gates), providing 800 thousand dollars annually until ended by voters, with all money staying local?</p> <p>If the election were held today, would you vote yes or no on this measure? <i>Get answer, then ask:</i> Would that be definitely (yes/no) or probably (yes/no)?</p>	
	1	Definitely Yes
	2	Probably Yes
	3	Probably No
	4	Definitely No
	98	Not Sure
	99	Prefer not to answer
		<i>Skip to instruction preceding Q7</i>
		<i>Skip to instruction preceding Q7</i>
		<i>Ask Q6</i>
		<i>Ask Q6</i>
		<i>Ask Q6</i>
		<i>Skip to instruction preceding Q7</i>
Q6	Is there a particular reason why you do not support or are unsure about the security measure I just described? <i>If yes, ask:</i> Please briefly describe your reason.	
	<i>Record Verbatim Response - Record first response.</i>	
	2	No
	98	Not sure
	99	Prefer not to answer

Section 4: Tax Threshold							
<i>Ask Q7 if respondent lives behind gates.</i>							
Q7	The measure I just described would raise money through annual property taxes paid by residential and commercial property owners. However, the amount to be charged to each parcel has not been determined yet and will depend on whether the property is inside or outside the gates.						
	If you knew that your household would pay an additional _____ per year, would you vote yes or no on the measure? <i>Get answer, then ask: Would that be definitely (yes/no) or probably (yes/no)?</i>						
<i>Read in sequence starting with the highest amount (A), then the next highest (B), and so on. If respondent says 'definitely yes', record 'definitely yes' for all LOWER dollar amounts and go to next section.</i>							
	<i>Ask in Order</i>	Definitely Yes	Probably Yes	Probably No	Definitely No	Not Sure	Prefer not to answer
A	298 dollars	1	2	3	4	98	99
B	248 dollars	1	2	3	4	98	99
C	198 dollars	1	2	3	4	98	99
<i>Ask Q8 if respondent lives outside gates (Murieta Gardens II & Murieta Village)</i>							
Q8	The measure I just described would raise money through annual property taxes paid by residential and commercial property owners. However, the amount to be charged to each parcel has not been determined yet and will depend on whether the property is inside or outside the gates.						
	If you knew that your household would pay an additional _____ per year, would you vote yes or no on the measure? <i>Get answer, then ask: Would that be definitely (yes/no) or probably (yes/no)?</i>						
<i>Read in sequence starting with the highest amount (A), then the next highest (B), and so on. If respondent says 'definitely yes', record 'definitely yes' for all LOWER dollar amounts and go to next section.</i>							
	<i>Ask in Order</i>	Definitely Yes	Probably Yes	Probably No	Definitely No	Not Sure	Prefer not to answer
A	198 dollars	1	2	3	4	98	99
B	148 dollars	1	2	3	4	98	99
C	98 dollars	1	2	3	4	98	99

Section 5: Services & Improvements							
Q9	The measure we've been discussing would provide funding for a variety of security services and improvements.						
	If the measure passes, would you favor or oppose using some of the money to: _____, or do you not have an opinion? <i>Get answer, if favor or oppose, then ask: Would that be strongly (favor/oppose) or somewhat (favor/oppose)?</i>						
	<i>Read A, B & C first, then randomize remaining items.</i>	Strongly Favor	Somewhat Favor	Somewhat Oppose	Strongly Oppose	No Opinion	Prefer not to answer
A	Continue providing security gate officers 24 hours per day, year round, to control community access and prevent trespassing	1	2	3	4	98	99
B	Provide private security patrols and emergency response 24 hours per day, year round.	1	2	3	4	98	99
C	Provide additional patrols by Sheriff's deputies with full law enforcement powers	1	2	3	4	98	99
D	Better enforce speed limits and safe driving practices	1	2	3	4	98	99
E	Reduce vandalism, graffiti, and property damage	1	2	3	4	98	99
F	Reduce trespassing by non-residents	1	2	3	4	98	99
G	Enforce RMA rules	1	2	3	4	98	99
H	Deter major crimes including burglary and theft	1	2	3	4	98	99
I	Patrol open space areas to reduce trespassing and fire risk	1	2	3	4	98	99
J	<i>Others?</i>	1	2	3	4	98	99

Section 6: Positive Arguments							
What I'd like to do now is tell you what some people are saying about the measure we've been discussing.							
Q10	Supporters of the measure say: _____. Do you think this is a very convincing, somewhat convincing, or not at all convincing reason to SUPPORT the measure?						
	<i>Randomize. Split Sample C1 & C2</i>	Very Convincing	Somewhat Convincing	Not At All Convincing	Don't Believe	Don't Know/No Opinion	Prefer not to answer
A	All money raised by this measure will be spent to provide security, safety, and law enforcement services in Rancho Murieta. The money can't be taken away by the State or used for other purposes.	1	2	3	4	98	99

B	There will be a clear system of accountability including independent audits, citizen oversight, and annual reports to the community to ensure that the money is spent properly.	1	2	3	4	98	99
C1	One of the main reasons people move to Rancho Murieta is to be in a safe, gated community with private security. If we want to keep our community safe, we need to support this measure.	1	2	3	4	98	99
C2	The choice is ours - we can invest in keeping Rancho Murieta a safe and secure place to live, or we can cut back on private security and be like any other community.	1	2	3	4	98	99
D	Earlier this year, California made more than 76,000 (seventy-six thousand) prisoners eligible for early parole, which means a lot more criminals are being released into our area. This measure provides the funds needed to combat crime in our community.	1	2	3	4	98	99
E	This measure will ensure that we always have a security officer available to respond quickly to emergencies - day or night. If we cut back on security, that won't be the case.	1	2	3	4	98	99
F	By keeping our community safe and secure, this measure will help protect our property values and keep Rancho Murieta a special place to live.	1	2	3	4	98	99
G	The District does not receive the revenues needed to continue providing security services at their current levels. If this measure doesn't pass, the District will be forced to cut back on security officers and security patrols.	1	2	3	4	98	99

Section 7: Interim Ballot Test	
Sometimes people change their mind about a measure once they have more information about it. Now that you have heard a bit more about the measure, let me read you a summary of it again:	
Q11	<p>In order to:</p> <ul style="list-style-type: none"> Prevent crime and better protect the lives and property of Rancho Murieta residents and businesses Provide additional patrols by Sheriff's deputies and security staff And continue gated security 24 hours per day, year round <p>Shall the Rancho Murieta Community Services District measure be approved levying \$298 annually per residential property behind the gates (with other rates applying to multifamily, commercial, and outside the gates), providing 800 thousand dollars annually until ended by voters, with all money staying local?</p> <p>If the election were held today, would you vote yes or no on this measure? <i>Get answer, then ask: Would that be definitely (yes/no) or probably (yes/no)?</i></p>
1	Definitely Yes

2	Probably Yes	
3	Probably No	
4	Definitely No	
98	Not Sure	
99	Prefer not to answer	

Section 8: Negative Arguments

Next, let me tell you what opponents of the measure are saying.

Q12	Opponents of the measure say: _____. Do you think this is a very convincing, somewhat convincing, or not at all convincing reason to OPPOSE the measure?						
	<i>Randomize</i>	Very Convincing	Somewhat Convincing	Not At All Convincing	Don't Believe	Don't Know/No Opinion	Prefer not to answer
A	Property owners are already paying the District a lot of money for water, sewer, and security. The District has plenty of money - they just need to do a better job managing it.	1	2	3	4	98	99
B	Many of our residents and local businesses have been hit hard by the pandemic and are struggling to stay afloat. Now is <i>not</i> the time to raise taxes.	1	2	3	4	98	99
C	This tax will last forever. There is no expiration date.	1	2	3	4	98	99
D	The tax amount will automatically increase 3% every year.	1	2	3	4	98	99
E	They should outsource security to a private company. We'd get more for our money.	1	2	3	4	98	99

Section 9: Final Ballot Test

Now that you have heard a bit more about the measure, let me read you a summary of it one more time:

Q13	<p>In order to:</p> <ul style="list-style-type: none"> Prevent crime and better protect the lives and property of Rancho Murieta residents and businesses Provide additional patrols by Sheriff's deputies and security staff And continue gated security 24 hours per day, year round <p>Shall the Rancho Murieta Community Services District measure be approved levying \$298 annually per residential property behind the gates (with other rates applying to multifamily, commercial, and outside the gates), providing 800 thousand dollars annually until ended by voters, with all money staying local?</p> <p>If the election were held today, would you vote yes or no on this measure? <i>Get answer, then ask:</i> Would that be definitely (yes/no) or probably (yes/no)?</p>
-----	---

	1	Definitely Yes	<i>Skip to intro preceding Q15</i>
	2	Probably Yes	<i>Skip to intro preceding Q15</i>
	3	Probably No	<i>Ask Q14</i>
	4	Definitely No	<i>Ask Q14</i>
	98	Not Sure	<i>Ask Q14</i>
	99	Prefer not to answer	<i>Skip to intro preceding Q15</i>
Q14	<p>What if the tax rate were set at a <i>lower</i> amount -- \$171 per year for residential properties behind the gates? This is the amount needed to continue providing the <i>current</i> levels of security in the community and avoid having to make deep cuts to security patrols.</p> <p>Would you vote yes or no on the measure at this rate to <i>maintain</i> the current levels of security services? <i>Get answer, then ask:</i> Would that be definitely (yes/no) or probably (yes/no)?</p>		
	1	Definitely Yes	
	2	Probably Yes	
	3	Probably No	
	4	Definitely No	
	98	Not Sure	
	99	Prefer not to answer	

Section 10: Relevant Attitudes & Background

Thank you so much for your participation. I have just a few background questions for statistical purposes.

Q15	Overall, how safe is Rancho Murieta as a place to live? Would you say it is very safe, somewhat safe, somewhat unsafe, or very unsafe?		
	1	Very safe	
	2	Somewhat safe	
	3	Somewhat unsafe	
	4	Very unsafe	
	98	Not sure	
	99	Prefer not to answer	

<i>Ask Q16 if Q1=(3-7). Otherwise skip to Q17.</i>		
Q16	When compared to five years ago, would you say Rancho Murieta is safer today, about the same, or less safe?	
	1	Safer today
	2	About the same
	3	Less safe today
	98	Not sure
	99	Prefer not to answer
Q17	What is the public safety issue or security problem that you'd <i>most</i> like to see addressed in your community?	
		<i>Record Verbatim Response - Record first response.</i>
	2	There are no public safety or security problems I'd like to see addressed
	98	Not sure
	99	Prefer not to answer
<p>Those are all of the questions that I have for you. Thanks so much for participating in this important survey.</p>		

<i>Post-Interview & Sample Items</i>		
S1	Gender	
	1	Male
	2	Female
S2	Party	
	1	Democrat
	2	Republican
	3	Other
	4	DTS
S3	Age on Voter File	
	1	18 to 29
	2	30 to 39
	3	40 to 49
	4	50 to 64
	5	65 or older
	99	Not Coded

S4	Registration Date	
	1	Since Nov 2018
	2	Jun 2012 to before Nov 2018
	3	Jun 2006 to before Jun 2012
	4	Before June 2006
S5	Household Party Type	
	1	Single Dem
	2	Dual Dem
	3	Single Rep
	4	Dual Rep
	5	Single Other
	6	Dual Other
	7	Dem & Rep
	8	Dem & Other
	9	Rep & Other
	0	Mixed (Dem + Rep + Other)
S6	ZIP Code	
	<i>5-digit ZIP</i>	
S7	Voting History	
	<i>For last six elections</i>	
S8	Homeowner on Voter File	
	1	Yes
	2	No
S9	Likely to Vote by Mail	
	1	Yes
	2	No
S10	Likely June 2022 Voter	
	1	Yes
	2	No
S11	Likely November 2022 Voter	
	1	Yes
	2	No

MEMORANDUM

Date: October 15, 2021
To: Board of Directors
From: Tom Hennig, General Manager
Subject: Continuation of Holding District Meetings via Teleconference

BACKGROUND:

During the early stages of the COVID-19 pandemic, the Board approved holding District meetings via teleconference. Since that date, all the District Committee meetings and most of the monthly Board meetings have been held using Zoom as a teleconference media. Holding the meetings via teleconference was necessary to address the potential spread of COVID-19. With this action the Board finds that it has reconsidered the state of the COVID-19 emergency, that meeting in person continues to present imminent risks to the health or safety of attendees, and the board renews the prior authorization for meetings to be held by teleconference as authorized by subdivision (e)(1)(C) of section 54943 of the Government Code

DISCUSSION:

In light of the Governor's declaration that a state of emergency exists due to the incidence and spread of the novel coronavirus, and the pandemic caused by the resulting disease COVID-19, the board should consider whether meeting in person would present imminent risks to the health or safety of meeting attendees.

The Centers for Disease Control indicates that COVID-19 is a highly transmissible virus that is spread when an infected person breathes out droplets and very small particles that contain the virus, and such droplets and particles are breathed in by other people.¹ Since June of 2021, a more infectious variant of the virus, known as the Delta Variant, has emerged and now accounts for the vast majority of COVID-19 cases.

Although effective vaccines have been approved by the U.S. Food and Drug Administration for emergency use, vaccination rates are slow and have not yet reached a point to significantly control community transmission. As of October 1, 2021, only 70.4% of Californians who are eligible to be vaccinated are fully vaccinated.²

Those who become infected with COVID-19 are at risk of serious illness and death. As of October 1, 2021, over 698,992 Americans have died from the virus.³ Many more have been hospitalized with serious illness. Currently, in Sacramento County, 260 people are hospitalized with COVID-19.

Conducting meetings by teleconference would directly reduce the risk of transmission among meeting attendees, including members of the public and agency staff, which has the ancillary

¹ www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html

² State of California Covid-19 Dashboard <https://covid19.ca.gov/vaccination-progress-data/>

³ Johns Hopkins University Coronavirus Resource Center <https://coronavirus.jhu.edu/>

effect of reducing risk of serious illness and death as well as reducing community spread of the virus.

If the authorization to meet by teleconference is not approved by a majority vote, then the meeting will adjourn after this item and the remaining agenda items will be rescheduled to a future in-person meeting.

RECOMMENDATION:

Consider finding by a majority vote under Gov. Code § 54953(e)(3) that a result of the continuing COVID-19 emergency: (i) the board has reconsidered the circumstances of the state of emergency; (ii) renew prior findings that meeting in person would continue to present imminent risks to the health or safety of attendees; and (iii) the authorization for meetings to be held by teleconference pursuant to Gov. Code, § 54953, subd. (e)(1)(C) is renewed.

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MEMORANDUM

TO: LOCAL GOVERNMENT AGENCY CLIENTS

FROM: BARTKIEWICZ, KRONICK & SHANAHAN

RE: AB 361 (BROWN ACT TELECONFERENCE MEETINGS)

DATE: SEPTEMBER 24, 2021

This memo summarizes Assembly Bill No. 361 (AB 361; Stats. 2021, ch. 165) amending the rules for teleconference meetings (phone and virtual) under the Brown Act and provides guidance for complying with AB 361.¹ The bill was approved on September 16, 2021 and became effective immediately. The special rules under AB 361 remain in effect only until January 1, 2024.

Attached to this memo are a step-by-step guide to implementing AB 361 for your agency governing board and standing committees and a sample supporting staff report.

If you have any questions related to AB 361, please contact your principal BKS attorney for assistance.

I. Existing Rules for Teleconference Meetings under the Brown Act

Prior to COVID, the Brown Act provided limited authorization for local agency boards to meet by teleconference.² Specifically:

- Each teleconference location must be specifically identified in the regular meeting notice and agenda.

¹ All references in this memorandum are to Government Code section 54953 unless otherwise specified. As used in this memo and the Brown Act, “teleconference” means any meeting subject to the Brown Act held by electronic means, whether audio or visual. This includes the use of virtual meeting platforms such as Zoom, Microsoft Teams, and GoToMeeting.

² Gov. Code, § 54953, subd. (b)(3).

- The meeting notice and agenda must be posted at each teleconference location.
- Each teleconference site must be accessible to the public and provide opportunity for the public to make comments and hear the meeting at each site.
- At least a quorum of the members must participate from locations within the boundaries of the agency's territory.

During the COVID-19 public health emergency, the Governor issued Executive Orders N-29-20 and N-08-21 suspending most of the teleconference requirements through September 30, 2021. In response, local agency boards widely used audio and video teleconference (e.g., Zoom, Microsoft Teams, GoToMeeting) to conduct public meetings in lieu of in-person meetings at a physical location. On September 20, 2021, the Governor issued Executive Order N-12-21 clarifying that the teleconferencing requirements of previous Executive Order N-08-21 apply through September 30 and the provisions of AB 361 become effective October 1, 2021.

In sum, after October 1, 2021, the Brown Act's pre-COVID teleconference requirements outlined above apply again, except as modified by AB 361.

There is nothing in the Brown Act that precludes a local agency from allowing members of the public, staff, or consultants to participate in a governing board meeting via teleconference. So, if a governing board conducts in-person meetings with governing board members meeting in-person and the public having the ability to attend the in-person meeting location, the agency also could provide an option for the public and staff to monitor or speak at the meeting through teleconference technology (though it's not required). Such teleconference participation by non-board members would not be governed by AB 361 and also complies with the Brown Act's standard meeting rules.

II. AB 361's Changes to Teleconference Meetings under the Brown Act

Under AB 361 local agency boards may conduct meetings by teleconference subject to modified rules during a State-proclaimed state of emergency when either (1) social distancing measures are required or recommended by state or local officials, or (2) the governing board determines meeting in person would present imminent risks to the health or safety of attendees. The modified teleconference procedures include the following:

- Members of the local agency board may participate from any location (e.g., waiving the requirement that a quorum of board members participate in the meeting within the jurisdictional boundaries of the agency).
- No requirement that each teleconferenced location be accessible to the public or provide an opportunity for members to make in-person public comment.

- The notice and agenda do not need to identify each site where local agency board members will be teleconferencing from, nor does the agenda need to be posted at each teleconference site.³

In addition, AB 361 requires local agency boards to take specific actions that protect the public's right to participate including:

- The meeting notice and agenda must contain all information related to remote participation, including how the public can access the meeting and offer public comment by call-in option, internet-based option or both.⁴
- The board cannot require the public to register or sign-in in with the local agency prior to making public comment, but the board may require registration with a third-party online-platform used to host the meeting.⁵
- The board must allow a reasonable amount of time for public comment when public comment is taken separately for each agenda item, or, for those (rare) boards that provide a timed window for public comment, the board must allow the timed window to expire before closing public comment.⁶
- All meetings held by teleconference, whether under existing rules, executive order, or under AB 361, require a roll call vote for each action taken.⁷
- If technological issues arise during a meeting that prevent the broadcasting of the meeting and the public's ability to make comment, the board must stop the meeting and resolve the issue prior to taking any further action.⁸

Note that both the standard teleconference rule and the rules under AB 361 apply to "legislative bodies," which include both your agency's governing board and any committees subject to the Brown Act (e.g., standing committees). This memorandum uses the term "board" to apply to all such legislative bodies.

Finally, to use the teleconference procedures authorized by AB 361, each local agency board must initially authorize and then regularly renew or reauthorize meeting by teleconference under AB 361. The following section describes this process.

III. AB 361 Implementation

The general steps to implement meeting by teleconference by AB 361 are listed on the enclosed implementation guide.

³ Subd. (e)(1).

⁴ Subd. (e)(2) (B).

⁵ Subd. (e)(2) (F).

⁶ Subd. (e)(2)(G)(i)-(ii).

⁷ Subd. (b)(2).

⁸ Subd. (e)(2)(D).

Local agency boards must take certain actions in order to conduct a meeting pursuant to relaxed teleconference rules. A prerequisite to use of the AB 361 teleconference procedure is that there is a declared state of emergency. “State of emergency” means the “existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions such as ... epidemic...or disease,” which conditions empower the Governor, or in his or her absence, the Director of the Office of Emergency Services, to declare a state of emergency.⁹ When such a state of emergency exists, a board may hold a meeting by teleconference in three specific circumstances: (1) when state or local officials have imposed or recommend measures to promote social distancing; (2) when the board meets for the purpose of determining, by majority vote, whether meeting in person would present imminent risks to the health or safety of attendees; or (3) when in the past 30 days or less, the board has determined that meeting in person would present imminent risks to the health or safety of attendees.¹⁰

To meet by teleconference under AB 361, local agency boards must include an initial agenda item to consider finding that the circumstances allowing a teleconference meeting under AB 361 exist. After the initial meeting, if 30 days or less have elapsed since the last meeting, an agenda item should be included to renew the determination that meeting in person presents health risks. However, if more than 30 days have passed, an initial agenda item must be included to re-authorize meeting by teleconference under AB 361.

Note that AB 361 does not require the board to pass a resolution authorizing meeting by teleconference under AB 361. A staff report with the required information and motion are sufficient. A sample staff report is attached to this memorandum.

It is important to recognize that AB 361 provides limited flexibility only when there is a State-proclaimed state of emergency and the local agency determines that meeting in person would present imminent risks to the attendees’ health or safety. AB 361 does not allow for more flexible teleconference meetings for an agency’s mere convenience or preference. Absent such emergency and public health-risk circumstances, conducting a meeting pursuant to the regular Brown Act¹¹ teleconferencing rules (sec. I above) remains an option.

⁹ Gov. Code, §§ 8558, 8625.

¹⁰ Subd. (e)(1)(A)-(C).

¹¹ By “regular Brown Act,” we mean the Brown Act as it exists without the special AB 361 rules in section 54953, subd. (e).

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To be used by agency governing boards and other bodies subject
to the Brown Act, e.g., standing committees.

Step 1 **Is there a present state of emergency declared by the *State of California*?**

The declaration must be by the state. Local emergency declarations do not qualify under AB 361. If the answer to this question “no,” then AB 361 does not apply. The regular Brown Act rules for meetings, including limited teleconferencing, will apply.

As of September 23, 2021, the Governor’s March 4, 2020 Proclamation of a State of Emergency is in effect and qualifies as a state-declared emergency under AB 361.

Step 2 **Is one of the following two statements true?**

- i. Social distancing measures are required or recommended by state or local officials; or
- ii. Meeting in person would present imminent risks to the health or safety of attendees.

If neither statement is true, then AB 361 does not apply. The regular Brown Act rules, including teleconferencing, apply.

In light of the current state of the COVID-19 emergency as of September 2021, the imminent risk test is likely more appropriate for most agencies. As of September 23, 2021, state officials are no longer requiring or recommending social distancing measures. However, county officials in your jurisdiction may require or recommend such measures. If not, then your agency would be need to proceed under the second statement regarding imminent risks.

Step 3 **Determine if an AB 361 teleconferencing meeting needs to be authorized, renewed, or re-authorized.**

If step 2 is satisfied, a meeting under AB 361 is allowed, subject to compliance with the procedural requirements below.

Depending on how many days pass between the board’s meetings, the board may need to **authorize, renew, or re-authorize** meeting by teleconference under AB 361. Although the procedures for each are similar, they rely on different sections in AB 361 and care should be taken to choose the correct procedure and agenda item **for each meeting**.

- **Authorize:** For an initial meeting after September 30, 2021, teleconferencing under AB 361 must be initially authorized. Include an initial agenda item (regular or consent) for the board to consider making the findings required by AB 361 and

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authorizing meeting by teleconference. The enclosed sample staff report includes the necessary findings and a recommended motion.

Sample Agenda Item: Consider finding by a majority vote under Gov. Code, § 54953, subd. (e)(1)(B) that as a result of the COVID-19 emergency: (i) meeting in person would present imminent risks to the health or safety of attendees; and (ii) the meeting is authorized to be held by teleconference pursuant to Gov. Code, § 54953, subd. (e)(1)(C).

Sample Motion: *“I move that we find for the reasons stated in the staff report that, as a result of the COVID-19 emergency, meeting in person would present imminent risks to the health or safety of attendees, and the meeting should be held by teleconference as authorized by subdivision (e)(1)(C) of section 54943 of the Government Code.”*

- **Renew:** If 30 or fewer days have elapsed since board’s last teleconference meeting under AB 361, then the board should consider renewing the authorization to hold teleconference meetings under AB 361 so that the authorization does not lapse by passage of time. Include an agenda item (regular or consent) for the board to consider (a) finding that the conditions in the initial authorization to teleconference under AB 361 are continuing, and (b) renewing the authorization to meet by teleconference.

Sample Agenda Item: Consider finding by a majority vote under Gov. Code, § 54953(e)(3) that a result of the continuing COVID-19 emergency: (i) the board has reconsidered the circumstances of the state of emergency; (ii) renew prior findings that meeting in person would continue to present imminent risks to the health or safety of attendees; and (iii) the authorization for meetings to be held by teleconference pursuant to Gov. Code, § 54953, subd. (e)(1)(C) is renewed.

Sample Motion: *“I move that we find that we have reconsidered the state of the COVID-19 emergency, meeting in person continues to present imminent risks to the health or safety of attendees, and the board renews the prior authorization for meetings to be held by teleconference as authorized by subdivision (e)(1)(C) of section 54943 of the Government Code.”*

- **Re-Authorize:** If more than 30 days have passed since the board’s last teleconference meeting under AB 361, then the board must re-authorize holding teleconference meetings under AB 361. Follow the **Authorize** steps above for authorizing teleconference meetings under AB 361.

Because of AB 361’s 30-day rule, boards that meet frequently may only need to authorize meeting under AB 361 once and then renew the authorization at least every 30 days. However, boards that meet infrequently may be required to follow the authorization process each time they meet.

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Step 4 Prepare the agenda and staff report.

Include the necessary teleconference information in the meeting agenda and provide an appropriate staff report supporting recommendation for holding a teleconference meeting under AB 361.

Step 5 Start the meeting by teleconference and continue if the authorization passes.

The board initially may meet by teleconference under AB 361 (even if after September 30, 2021) for the purpose of determining whether the rest of the meeting may continue by teleconference. Any authorization or re-authorization action should be the first item on the meeting agenda (after roll call).

- If the vote to authorize, renew, or re-authorize meeting by teleconference under AB 361 **passes**, then the board may (a) proceed to hold the rest of the meeting by teleconference under AB 361, and (b) continue to meet by teleconference under AB 361 for up to 30 days.
- If the vote to authorize or re-authorize meeting by teleconference under AB 361 **fails**, then no further business may be conducted by teleconference and the meeting must be adjourned and rescheduled in compliance with the regular Brown Act.
- If the vote to renew a meeting by teleconference **fails**, then the board may proceed by teleconference under AB 361 with the meeting and any further meetings that occur within 30 days of the last successful vote to authorize, renew, or re-authorize meeting by teleconference under AB 361. But any later meetings would need to be noticed and conducted in accordance with the regular Brown Act.

Sample Staff Report

To: Board of Directors or Standing Committee
From: Agency Staff
Re: Agenda Item No. 1 – (see the recommended actions below)
Date: [insert date]

For authorization or re-authorization: Consider finding by a majority vote under Gov. Code § 54953, subd. (e)(1)(B) that as a result of the COVID-19 emergency: (i) meeting in person would present imminent risks to the health or safety of attendees; and (ii) the meeting is authorized to be held by teleconference pursuant to Gov. Code, § 54953, subd. (e)(1)(C).

For renewal: Consider finding by a majority vote under Gov. Code § 54953(e)(3) that a result of the continuing COVID-19 emergency: (i) the board has reconsidered the circumstances of the state of emergency; (ii) renew prior findings that meeting in person would continue to present imminent risks to the health or safety of attendees; and (iii) the authorization for meetings to be held by teleconference pursuant to Gov. Code, § 54953, subd. (e)(1)(C) is renewed.

In light of the Governor’s declaration that a state of emergency exists due to the incidence and spread of the novel coronavirus, and the pandemic caused by the resulting disease COVID-19, the board should consider whether meeting in person would present imminent risks to the health or safety of meeting attendees.

The Centers for Disease Control indicates that COVID-19 is a highly transmissible virus that is spread when an infected person breathes out droplets and very small particles that contain the virus, and such droplets and particles are breathed in by other people.¹² Since June of 2021, a more infectious variant of the virus, known as the Delta Variant, has emerged and now accounts for the vast majority of COVID-19 cases.

Although effective vaccines have been approved by the U.S. Food and Drug Administration for emergency use, vaccination rates are slow and have not yet reached a point to significantly control community transmission. As of _____, only _____% of Californians who are eligible to be vaccinated are fully vaccinated.¹³

Those who become infected with COVID-19 are at risk of serious illness and death. As of _____, over _____ Americans have died from the virus.¹⁴ Many more have been hospitalized with serious illness. Currently, in _____ County, _____ people are hospitalized with COVID-19. Additionally, _____% of intensive care beds are in _____

¹² www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html

¹³ State of California Covid-19 Dashboard <https://covid19.ca.gov/vaccination-progress-data/>

¹⁴ Johns Hopkins University Coronavirus Resource Center <https://coronavirus.jhu.edu/>

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use. (Check your County's COVID-19 public health website/dashboard to insert this specific statistic.)

Conducting meetings by teleconference would directly reduce the risk of transmission among meeting attendees, including members of the public and agency staff, which has the ancillary effect of reducing risk of serious illness and death as well as reducing community spread of the virus.

If the authorization to meet by teleconference is not approved by a majority vote, then the meeting will adjourn after this item and the remaining agenda items will be rescheduled to a future in-person meeting.

Recommendation:

For authorization or re-authorization: Move that the board find that, as a result of the COVID-19 emergency, meeting in person would present imminent risks to the health or safety of attendees, and the meeting should be held by teleconference as authorized by subdivision (e)(1)(C) of section 54943 of the Government Code.

For renewal: Move that the board find that it has reconsidered the state of the COVID-19 emergency, meeting in person continues to present imminent risks to the health or safety of attendees, and the board renews the prior authorization for meetings to be held by teleconference as authorized by subdivision (e)(1)(C) of section 54943 of the Government Code.

16. Consider Adoption of Various Personnel Related Items – Pending

More Information Can Be Found On Our Website In the October 14, 2021 Special Personnel Committee Meeting Packet by clicking here:

<https://www.ranchomurietacsd.com/2021-committee-meetings>