



## 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 16, 2019**

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

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#### BOARD MEMBERS

Les Clark	President
Randy Jenco	Vice President
Linda Butler	Director
Tim Maybee	Director
John Merchant	Director

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#### STAFF

Mark Martin	General Manager
Richard Shanahan	District General Counsel
Suzanne Lindenfeld	District Secretary
Tom Hennig	Director of Administration
Jeff Werblun	Security Chief
Paul Siebensohn	Director of Field Operations

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

OCTOBER 16, 2019

## REGULAR BOARD MEETING

Call to Order/Open Session 5:00 p.m./Closed Session to follow Open Session

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

## AGENDA

ESTIMATED RUNNING TIME

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

5:00

### 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. CONSENT CALENDAR (**Motion**) (**Roll Call Vote**) (5 min.) All items in Agenda Item 3 will be approved as one item if they are not excluded from the motion adopting the consent calendar.

#### A. Approval of Board Meeting and Committee Meeting Minutes

1. September 18, 2019 Regular Board Meeting Minutes
2. September 25, 2019 Special Board Meeting Minutes
3. October 3, 2019 Special Communications and Technology Committee Meeting Minutes
4. October 8, Special Improvements Committee Meeting Minutes
5. October 10, 2019 Special Security Committee Meeting Minutes

#### B. Approval of Bills Paid Listing

**4. STAFF REPORTS** (Receive and File)

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

**5. CONSIDER CONFERENCE/EDUCATION OPPORTUNITIES** (Discussion/Action) (Motion)

**6. EMPLOYEE ANNOUNCEMENTS, PROMOTIONS, COMMENDATIONS, AND KUDOS**

- A. September 18, 2019 - Letter from Thomas Johnson

**7. REVIEW DISTRICT MEETING DATES/TIMES FOR NOVEMBER 2019**

- A. Personnel – November 5, 2019 at 7:30
- B. Improvements – November 5, 2019 at 8:00 a.m.
- C. Finance – November 5, 2019 at 10:00 a.m.
- D. Communications – November 7, 2019 at 9:00 a.m.
- E. Security – November 7, 2019 at 10:00 a.m.
- F. Regular Board Meeting – November 20, 2019 - Open Session at 5:00 p.m.

**8. CORRESPONDENCE**

- A. October 4, 2019 – Letter from Murieta Village Homeowners Association

**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. DISCUSS CAL WASTE RECYCLING OUTREACH PROGRAM** (Discussion/Action) (5 min.)

**11. CONSIDER ADOPTION OF ORDINANCE O2019-04 AMENDING DISTRICT CODE CHAPTER 4 (PURCHASING AND BIDDING) APPROVING GENERAL MANAGER'S AUTHORITY TO EXPEND RESERVE FUNDS UP TO \$25,000 WITHOUT REQUIRING PRIOR BOARD APPROVAL AND AUTHORIZE THE GENERAL MANAGER TO EXPEND FUNDS UP TO \$50,000 ON BUDGET-PROCESS APPROVED CAPITAL IMPROVEMENT/REPLACEMENT PROJECTS** (Discussion/Action) (Motion) (Roll Call Vote)

**12. APPROVE PROPOSAL FOR WATER AND RECYCLED WATER RATE STUDY** (Discussion/Action)  
**(Motion) (Roll Call Vote)**

**13. COMMUNICATIONS AND TECHNOLOGY INITIATIVES UPDATE** (Discussion)

**14. 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.*

**15. CLOSED SESSION**

*Under Government Code section 54957: Public employee discipline/dismissal/release.*

*Under Government Code 54957: Public Employee Performance Evaluation of the General Manager.*

**16. OPEN SESSION/REPORT ACTION FROM CLOSED SESSION**

**17. ADJOURNMENT** (Motion)

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

Note: This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of this posting is October 11, 2019. Posting locations are: 1) District Office; 2) Rancho Murieta Post Office; 3) Rancho Murieta Association; 4) Murieta Village Association.



**RANCHO MURIETA COMMUNITY SERVICES DISTRICT  
REGULAR BOARD MEETING**

September 18, 2019

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

**1. CALL TO ORDER/ROLL CALL**

President Clark called the Regular Board Meeting of the Board of Directors of Rancho Murieta Community Services District to order at 5:02 p.m. in the District meeting room, 15160 Jackson Road, Rancho Murieta. Directors present were Les Clark, Randy Jenco, Linda Butler, Tim Maybee and John Merchant. Also, present were Mark Martin, General Manager; Tom Hennig, Director of Administration; Paul Siebensohn, Director of Field Operations; Jeff Werblun, Security Chief; Richard Shanahan, District General Counsel; and Amelia Wilder, Temporary District Secretary.

**2. CONSIDER ADOPTION OF AGENDA**

**Motion/Merchant to adopt the agenda. Second/Butler. Ayes: Clark, Jenco, Merchant, Butler, Maybee. Noes: None. Absent: None. Abstain: None.**

**3. CONSENT CALENDAR**

**Motion/Maybee to adopt the consent calendar. Second/Clark. Roll Call Vote: Ayes: Clark, Jenco, Merchant, Butler, Maybee. Noes: None. Absent: None. Abstain: None.**

**4. STAFF REPORTS**

Under Agenda Item 6a, Mark Martin, General Manager, gave a brief summary of the District and Rancho Murieta Association (RMA) General Managers' meeting, with discussion about the maintenance of the Yellow Bridge. The meetings with Murieta Village Association (MVA), Sacramento County Sheriff, and Presidents meeting were either canceled or postponed. General Manager Martin gave an update on his meeting with Rancho Murieta Association (RMA). He also gave an update on his meeting with Regional Water Authority (RWA), with a discussion concerning the collection of data by the state. Director Clark stated that he does not want to spend time and District resources collecting data. Mr. Martin gave updates on the SCGA Central Groundwater Authority (SCGA), and the Cosumnes Coalition/SAFCA. He also gave a Legislative Update discussing SB 13 – ADU Impact Fees, and Mandates.

Under Agenda Item 4b, Tom Hennig, Director of Administration, commented on the updated financial report noting that the \$7.00 credit would be on customers' September bill.

Under Agenda Item 4c, Chief Werblun gave a brief overview of the operations updates and incidents of note, stating that the Body Camera Policy is going the Security Committee Meeting in October.

Under Agenda Item 4d, Paul Siebensohn, Director of Field Operations, gave a brief summary of the utilities update including a correction to the packet stating that the secondary wastewater storage was 129 acre feet, not 99.8 acre feet.

Jane Hall commented on the Midge Fly influx this year and stated that she thought the pellets were a more effective treatment than the liquid.

Paul Siebensohn stated that we can not use poisons to treat the insects because our reservoirs flow to crops and wildlife downstream. He got an update from Vector Control that there has been an abundance of insects throughout the region. A discussion commenced and concluded with Staff and Director Maybee stating they would look at past studies and discuss the problem with RMA.

Liz Dodd also commented on the abundance of Midge Flies and that her water tastes like there are heavy metals in it.

Faye Lunsford commented that the pellets are more effective then the liquid.

John Sullivan commented on past Utilities reports with corrections.

Paul Siebensohn continued with an update on the manganese issue stating that the District is replacing aeration lines in Chesbro and that with more oxygen in the reservoir the manganese levels are within acceptable levels.

#### **5. CONSIDER CONFERENCE/EDUCATION OPPORTUNITIES**

No Updates.

#### **6. EMPLOYEE ANNOUNCEMENTS, PROMOTIONS, COMMENDATIONS, AND KUDOS**

Mark Martin thanked the Operations Staff for their work repainting the sign in front of the District Office.

#### **7. REVIEW APRIL 2019 BOARD/COMMITTEE MEETING DATES/TIMES**

It was decided that the Security Committee Meeting would be moved to October 10, 2019 at 10:00 a.m. The Communications Committee Meeting will be held October 3, 2019 at 11:00. The Improvements Committee Meeting will be held on October 8<sup>th</sup> at 8:00 a.m.

#### **8. CORRESPONDENCE**

None

#### **9. COMMENTS FROM THE PUBLIC**

Dave Zieour commented on flooding issues on his property, maintaining that these were due to no fault of his own, and the Districts responsibility. Staff commented that the information provided by Mr. Zieour will be discussed at the next Improvements Committee Meeting.

#### **10. CONSIDER APPROVAL OF WATER RIGHT PERMIT TIME EXTENSION PROPOSAL**

Paul Siebensohn gave a brief summary of the District's need to receive an extension of the Water Right Permit, and the companies that would be engaged for professional services.

Director Merchant asked Richard Shanahan, District General Counsel if there was an easier way to get the renewal, and Mr. Shanahan said we need to go through the process.

President Clark asked Staff to keep track of Staff time and resources spent on this project.

**Motion/Jenco** to approve water right permit time extension proposal. **Second/Clark. Ayes: Clark, Jenco, Butler, Merchant, Maybee Noes: None. Absent: None. Abstain: None.**

#### **11. CONSIDER APPROVAL OF PROPOSED ENVIRONMENTAL COMPLIANCE WORKER POSITION DESCRIPTION**

Paul Siebensohn gave a brief summary of the recommendation to approve the Job Description for the Compliance Worker Position.

**Motion/Jenco** to approve proposed Environmental Compliance Worker Position. **Second/Clark. Roll Call Vote: Ayes: Clark, Jenco, Butler, Merchant, Maybee. Noes: None. Absent: None. Abstain: None.**

#### **12. CONSIDER APPROVAL OF REIMBURSEMENT PAYMENT TO COSUMNES RIVER LAND LLC RELATING TO THE CONSTRUCTION OF LEGACY LANE 12" RECYCLED WATER LINE**

Mark Martin gave a brief summary of the recommendation to approve the reimbursement to Cosumnes River LLC for the work previously completed on the Legacy Lane 12" Recycled Water Line. There was a discussion between Board Members and Richard Shanahan with reassurances from Mr. Shanahan that the appropriate documentation had been received from the Developer.

President Clark made a note that moving forward contractors will be informed at the time of approving a contract what repayment documentation will be necessary.

**Motion/Clark** to approve reimbursement payment to Cosumnes River LLC for work completed on Legacy Lane Recycled Water Line. **Second/Maybee. Roll Call Vote: Ayes: Clark, Jenco, Butler, Merchant, Maybee. Noes: None. Absent: None. Abstain: None.**

#### **13. CONSIDER APPROVAL OF REIMBURSEMENT PAYMENT TO COSUMNES RIVER LAND LLC RELATING TO THE CONSTRUCTION OF SOBON LANE 6" RECYCLED WATER LINE**

Mark Martin gave a brief summary of the recommendation to approve the reimbursement to Cosumnes River LLC for the work previously completed on the Sobon Lane 6" Recycled Water Line.

**Motion/Clark** to approve reimbursement payment to Cosumnes River LLC for work completed on Sobon Lane Recycled Water Line. **Second/Maybee. Roll Call Vote: Ayes: Clark, Jenco, Butler, Merchant, Maybee. Noes: None. Absent: None. Abstain: None.**

#### **14. INTRODUCE ORDINANCE O2019-04 AMENDING DISTRICT CODE CHAPTER 4 (PURCHASING AND BIDDING) APPROVING GENERAL MANAGER'S AUTHORITY TO EXPEND RESERVE FUNDS UP TO \$25,000 WITHOUT REQUIRING PRIOR BOARD APPROVAL AND AUTHORIZE THE GENERAL MANAGER TO EXPEND FUNDS UP TO \$50,000 ON BUDGET-PROCESS APPROVED CAPITAL IMPROVEMENT/REPLACEMENT PROJECTS**

Mark Martin gave a brief summary of the proposed amendment. There was a brief discussion.

**Motion/Merchant** to introduce Ordinance O2019-04 amending District Code Chapter 4, approving General Manager's authority to expend reserve funds. **Second/Clark. Roll Call Vote: Ayes: Clark, Jenco, Merchant, Maybee. Noes: Butler. Absent: None. Abstain: None.**

## 15. CONSIDER APPROVAL OF AGREEMENT WITH PUN GROUP FOR FINANCIAL SERVICES

Tom Hennig gave a brief presentation of the District's agreement and the services the Pun Group will provide.

**Motion/Clark to approve the Agreement with Pun Group Financial Services. Second/Butler. Roll Call Vote: Ayes: Clark, Jenco, Butler, Merchant, Maybee. Noes: None. Absent: None. Abstain: None.**

## 16. DIRECTOR COMMENTS/SUGGESTIONS

Director Merchant asked that the dedication plaque be fixed in front of the District Office. Director Butler commented on the condition of Laguna Joaquin and asked the community to rally together to find solutions with the help of RMA. General Manager Martin said that he would discuss the situation with RMA's General Manager at their next meeting.

## 17. BOARD ADJOURNED TO CLOSED SESSION AT 7:16 P.M. TO DISCUSS THE FOLLOWING ITEMS:

*Under Government Code section 54957: Public employee discipline/dismissal/release.*

*Under Government Code 54957: Public Employee Performance Evaluation of the General Manager.*

## 18. BOARD RECONVENED TO OPEN SESSION AT 7:54 AND REPORTED THE FOLLOWING:

*Under Government Code section 54957: Public employee discipline/dismissal/release.*

No action to report back.

*Under Government Code 54957: Public Employee Performance Evaluation of the General Manager.*

No action to report back.

## 19. ADJOURNMENT

**Motion/Jenco to adjourn at 7:57 p.m. Second/Butler. Ayes: Clark, Jenco, Butler, Merchant, Maybee. Noes: None. Absent: None. Abstain: None.**

Respectfully submitted,

Amelia Wilder  
Temporary District Secretary





**RANCHO MURIETA COMMUNITY SERVICES DISTRICT  
SPECIAL BOARD MEETING**

September 25, 2019

Call to Order/ Open Session 3:00 p.m.

**1. CALL TO ORDER/ROLL CALL**

President Les Clark called the September 25, 2019 Special Board Meeting of the Board of Directors of Rancho Murieta Community Services District to order at 3:01 p.m. in the District meeting room, 15160 Jackson Road, Rancho Murieta. Directors present were Les Clark, Randy Jenco, Linda Butler, Tim Maybee, and John Merchant. Also, present were Mark Martin, General Manager; Tom Hennig, Director of Administration; Jeff Werblun, Security Chief; and Amelia Wilder, Temporary District Secretary.

**2. CONSIDER ADOPTION OF AGENDA**

**Motion/Clark to adopt the agenda. Second/Jenco. Ayes: Clark, Maybee, Jenco, Butler, Merchant. Noes: None. Absent: None. Abstain: None.**

**3. COMMENTS FROM THE PUBLIC**

None.

**4. WORKSHOP TO DISCUSS DEVELOPMENT OF POLICIES AND PROCEDURES FOR BOARD PERFORMANCE EVALUATION OF THE GENERAL MANAGER**

President Clark gave a brief presentation with some sample evaluations from other Special Assessment Districts. There was a discussion of the Board. It was decided by consensus that a Policy needs to be created regarding the annual evaluation of the General Manager which coincides with the finalizing of the annual budget and evaluation criteria needs to be established.

President Clark will create a draft policy and bring it to the Board for review. Directors Merchant and Maybee will create a draft evaluation form and present it to the Personnel Committee for review.

**5. DIRECTOR COMMENTS/SUGGESTIONS**

None.

**6. ADJOURNMENT**

**Motion/Clark to adjourn at 4:19 p.m. Second/Butler. Ayes: Clark, Jenco, Butler, Maybee, Merchant. Noes: None. Absent: None. Abstain: None.**

Respectfully submitted,

Amelia Wilder  
Temporary District Secretary

# MEMORANDUM

Date: October 3, 2019  
To: Board of Directors  
From: Communication & Technology Committee Staff  
Subject: October 3, 2019 Special Communication & Technology Committee Meeting Minutes

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## 1. CALL TO ORDER

Director Merchant called the meeting to order at 11:00 a.m. Present were Directors Merchant and Butler. Present from District staff were Mark Martin, General Manager; Tom Hennig, Director of Administration; Paul Siebensohn, Director of Field Operations and Amelia Wilder, Temporary District Secretary.

## 2. COMMENTS FROM THE PUBLIC

Richard Gehr commented on the District's website, stating that the Security Logs contained confidential information, and the Board Meeting Minutes need to be updated for August and September. Staff will remedy these errors.

## 3. NETWORK UPGRADE REPORT

Tom Hennig, Director of Administration, gave a brief overview of the items involved in the Network Upgrade, noting we are changing our domain name from Autocracy to RMCSD, we have upgraded our network backup device, automated self-directed password reset, and are researching time keeping, payroll and purchasing software changes.

Director Merchant commented that he would like to see upgraded computers for the Board.

## 4. COMMUNICATIONS AND TECHNOLOGY INITIATIVES/ACCOMPLISHMENTS UPDATE

Mark Martin, General Manager gave a detailed summary of the items on the spreadsheet attached to the meeting's packet. A discussion followed.

Director Merchant asked regarding item #25 "Online Billing System review options" to have a test group before we roll the program out.

Director Merchant would like to incorporate potential grants that might pay for asset protection and security management.

Director Management would like to see a security audit for our data when we are done with the network upgrade.

Director Merchant would like to see all of our Initiatives in one spreadsheet.

Both Directors would like to see a separate list of Field Operations technology improvements.

Director Butler commented that she was very pleased with the spreadsheets.

## **5. DRAFT COMMUNICATIONS PLAN**

Mark Martin, General Manager gave a detailed summary of the items on the list attached to the meeting's packet. The plan continues in draft for future committee discussion.

## **6. REVIEW PURCHASE OF MAGNETIC SIGNS**

Paul Siebensohn gave a brief overview of the purchase of magnetic signs to be placed on company vehicles. A discussion followed concerning the updating of RMCS D's logo to differentiate the District from the other entities in Rancho Murieta.

## **7. DIRECTOR AND STAFF COMMENTS/SUGGESTIONS**

Director Merchant spoke about the clean-up event, and the presentation by Cal Waste on recycling. He would like this item taken to the Board for discussion.

## **6. ADJOURNMENT**

The meeting was adjourned at 12:18 p.m.

DRAFT

# MEMORANDUM

Date: October 8, 2019  
To: Board of Directors  
From: Improvements Committee Staff  
Subject: October 8, 2019 Special Improvements Committee Meeting Minutes

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## 1. CALL TO ORDER

Director Clark called the meeting to order at 8:02 a.m. Present were Directors Clark and Jenco. Present from District staff were Mark Martin, General Manager; Tom Hennig, Director of Administration; Paul Siebensohn, Director of Field Operations; and Amelia Wilder, Temporary District Secretary. Also, in attendance was Laurie Loaiza, Coastland Engineering, the District's Engineer.

## 2. PUBLIC COMMENT

Richard Gehr commented on the minutes from the September Improvements Committee Meeting noting Director Clark made a comment concerning road maintenance. A brief discussion followed.

## 3. MONTHLY UPDATES

Paul Siebensohn, Director of Field Operations, gave a brief overview of the project updates. Noting the french-drain being added to the updated plans for Murieta Gardens Lot 4 & 5, and the CIA ditch leaking from the diversion box in Murieta Gardens Lot 4. The plan reviews are in with Sacramento County on the North Project and the County is waiting for fees to be paid by the Developer before review can begin by them.

## 4. DISCUSSION – FENCING & BUOYS AROUND AERATION SYSTEM AT CHESBRO

Paul Siebensohn gave a brief summary of the aeration system at the Chesbro Reservoir and the damage that it has sustained. The lines feeding the system were replaced, and the Manganese levels have dropped from 0.7 ppm to 0.07 ppm, which is a significant dip in the levels. A discussion followed regarding a buoy system around the aeration system to reduce potential damage from fishing hooks to the lines. This was brought to the RMA Maintenance Committee, and they will bring it to the RMA Board for consideration. Community Outreach will be pursued if it proceeds.

Director Jenco stated that that is a good fishing spot due to the aeration.

Director Clark asked for clarification of the placement of the buoys and the elevation of the water.

Richard Gehr asked if the lines had not been damaged would the problem have been avoided, and Paul Siebensohn explained this was one piece of a solution.

Director Clark asked that we continue with Community Outreach on the project.

## 5. 14704 GUADALUPE DRIVE (ZIEOUR) DRAINAGE CONCERN

Paul Siebensohn gave a brief history of the situation. There was a discussion of the current concern and potential solutions. It was decided by consensus of the Committee, and Mr. Zieour, that solutions would be discussed and that a collaborative effort would sought on behalf of the homeowner by CSD to resolve the potential flooding issue on the property. More review is needed, and Paul Siebensohn will contact Mr. Zieour to discuss further.

## **6. DISCUSSION – MIDGE FLY TREATMENT**

Paul Siebensohn gave a brief discussion and history of the prevention and abatement efforts of the Midge Fly population made by the District in the past, including biological treatments, contacting Vector Control (who only manages disease carrying insects), and noted that the drainage budget which funds these efforts is running very low.

Director Clark stated that while CSD Staff spends time on the control of the Midge Fly there are other projects that need attention.

Director Jenco asked who paid for the clean up at Lost Lake, and Paul Siebensohn stated it was CSD.

## **7. REVIEW PROPOSAL FOR WATER AND RECYCLED WATER RATE STUDY**

Paul Siebensohn gave a brief summary of the costs associated with a study to update rates. This is to develop rates to support the Districts needs for funding for District services of untreated waters and recycled water.

Director Clark noted the background publications that have been done on behalf of the District as a foundation for the new study.

***The Committee recommends this item be added to the October 16, 2019 Regular Board Meeting agenda.***

## **8. DIRECTORS & STAFF COMMENTS/SUGGESTIONS**

Director Clark commented on the significant restrictions on the Drainage Funding and the importance of the District considering ways we can enhance the budget. There was a brief discussion.

## **9. ADJOURNMENT**

The meeting was adjourned at 9:34 a.m.

## MEMORANDUM

Date: October 10, 2019  
To: Board of Directors  
From: Security Committee Staff  
Subject: October 10, 2019, Special Security Committee Meeting Minutes

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### 1. CALL TO ORDER

Director Clark called the meeting to order at 10:00 a.m. Present were Directors Clark and Maybee. Present from District staff were Mark Martin, General Manager; Jeff Werblun, Security Chief; and Amelia Wilder, Temporary District Secretary.

### 2. COMMENTS FROM THE PUBLIC

None.

### 3. MONTHLY UPDATES

Jeff Werblun, Security Chief, gave a brief overview of the operations updates and incidents of note, including the addition of the Daily Shift Logs to the RMCSO website under Quick Links, Summerfest went smoothly, and he communicated with the Summerfest Committee asking that CSO have a few months' notice prior to next year's event. Director Clark noted the Special Event Form is located on the RMCSO website, under About Us – District Publications - Security Publications – Forms.

Mark Martin, General Manager, commented that the District is hoping that RMA will have the speed trailers operating during next year's event.

There was a discussion about the timing of the reports the District receives from RMA, and a request to receive these documents one week before the Security Committee Meeting in the future. Director Maybee asked that if RMA does not process a citation the District receive feedback so that we can correct the issue.

### 4. BODY CAMERA POLICY UPDATE

Chief Werblun presented the Committee with a Draft Policy. A discussion followed about the wording of the Policy, and the Districts need for a broader Policy covering all media and how the District manages it.

### 5. ABDI PATROL SOFTWARE UPDATE

Chief Werblun stated that ABDI is still building the program, and the District will do some mapping of key points using Google Earth.

Les Clark verified that all of the work being done was included in the original budget item approved by the Board.

### 6. JOINT SECURITY COMMITTEE UPDATE

Chief Werblun stated that he did not have an update. Director Clark led a discussion about coordinating efforts with RMA. Mark Martin stated he would discuss the results of the RMA residents' survey with Greg Vorster, General Manager of RMA at their next meeting.

## **7. DIRECTOR & STAFF COMMENTS**

Mark Martin commented that former CSD Board President Mark Pecotich had asked about how we can better direct emergency/safety responders to non-addressed locations within Rancho Murieta in case of an emergency. A discussion followed regarding the District publishing new updated maps using the large scale plotter and creating location points using the trails map as a model.

Les Clark commented on the need for District's ongoing education to the community on the role of Security and its duties. He also asked for any issues relating to Halloween that CSD and RMA should discuss now. There were none. He then commented that if CSD knew in advance where RMA was placing its speed signs, we could focus our enforcement in other locations.

## **6. ADJOURNMENT**

The meeting adjourned at 11:22 a.m.

## MEMORANDUM

Date: October 10, 2019  
To: Board of Directors  
From: Tom Hennig, Director of Administration  
Subject: Bills Paid Listing

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Enclosed is the Bills Paid Listing Report for September 2019. Please feel free to call me before the Board meeting regarding any questions you may have relating to this report. This information is provided to the Board to assist in answering possible questions regarding large expenditures.

The following major expense items for September:

<u>Vendor</u>	<u>Project / Purpose</u>	<u>Amount</u>	<u>Funding</u>
Cosumnes River Land, LLC	Reimbursement for Sobon Lane and Legacy Lane Recycled Water Projects	\$186,286	Water Augmentation Reserves
Cosumnes River Land, LLC	Murieta Inn Refund for Extended Stay - Security Impact and Prior Constructed Infrastructure Fees	\$51,870	Permit Revenue
California Waste Recovery Sys	Solid Waste Contract	\$51,273	Operating Expense
Coastland Civil Engineering	Engineering Services	\$27,994	Various Engineering Projects
Prodigy Electric & Controls Inc.	Repairs & Maintenance	\$18,118	Operating Expense
DCM Group	Prop 84 Labor Compliance	\$17,818	Water Augmentation Prop #84
Domino Solar LTD	Solar - WTP & WWTP	\$13,651	Operating Expense
A Leap Ahead IT	IT Support	\$13,339	Operating Expense
S. M. U. D.	Utilities	\$13,312	Operating Expense
Acme Engineering Products Inc	Actuators Water Strainers	\$11,995	Operating Expense

PREPARED BY: Tom Hennig, Director of Administration

REVIEWED BY:  District Treasurer



**Rancho Murieta Community Services District**  
**Bills Paid Listing for September 2019**

CHECK	Date	Vendor	Amount	Purpose
EFT	9/1/2019	CalPERS	700.00	Payroll - GASB 68 Report
EFT	9/3/2019	CalPERS	40,884.06	Payroll - PERS Medical
EFT	9/5/2019	CalPERS	12,333.73	Payroll - PERS Payroll
EFT	9/6/2019	EDD	2,953.60	Payroll - Taxes - State
EFT	9/6/2019	IRS	10,455.41	Payroll - Taxes - Federal
EFT	9/9/2019	CalPERS	12,333.68	Payroll - PERS Payroll
EFT	9/12/2019	CalPERS	18,349.75	Payroll - PERS Payroll
EFT	9/23/2019	CalPERS	12,830.02	Payroll - PERS Payroll
EFT	9/23/2019	El Dorado Savings Bank	30.00	Wire Fee
EFT	9/23/2019	IRS	10,417.82	Payroll - Taxes - Federal
EFT	9/23/2019	EDD	2,904.59	Payroll - Taxes - State
EFT	9/24/2019	PITNEY BOWES	1,500.00	Postage
CHK	9/4/2019	Artistic Collision Center, Inc	4,159.79	Patrol Car Damage
CHK	9/6/2019	A Leap Ahead IT	4,466.72	IT Support
CHK	9/6/2019	American Family Life Assurance Co.	753.74	Payroll - Aflac
CHK	9/6/2019	Apple One Employment Services	1,682.14	Contract Staffing - Admin
CHK	9/6/2019	Applications By Design, Inc.	735.00	Security Host Sever
CHK	9/6/2019	Aramark Uniform & Career Apparel, LLC	123.98	Uniforms
CHK	9/6/2019	Artistic Collision Center, Inc	269.08	Patrol Car Damaged Light Replaced
CHK	9/6/2019	AT&T	4,081.21	Telephone
CHK	9/6/2019	Backflow Distributors Inc	32.19	Repairs & Maintenance
CHK	9/6/2019	Brower Mechanical, Inc	2,545.00	Repairs & Maintenance
CHK	9/6/2019	California Special Districts Association	450.00	Special District Training
CHK	9/6/2019	California State Disbursement Unit	73.84	Payroll - Garnishment
CHK	9/6/2019	California Waste Recovery Systems	51,273.48	Solid Waste Contract
CHK	9/6/2019	Chemtrade Chemicals US LLC	6,350.85	Chemicals
CHK	9/6/2019	Chrysler Capital	156.80	Patrol Jeep Payment
CHK	9/6/2019	Coastland Civil Engineering	2,635.00	Engineering Service
CHK	9/6/2019	Concentra DBA Occupational Health Centers of CA, A Medical Corp	196.00	Pre Employment Screening
CHK	9/6/2019	County of Sacramento	42.00	Pre Employment Live Scan
CHK	9/6/2019	DCM Group	17,818.42	Prop 84 Labor Compliance
CHK	9/6/2019	Fred Pryor Seminars/CareerTrack	149.00	Training
CHK	9/6/2019	Galls/Quartermaster	282.64	Uniform - Security
CHK	9/6/2019	Golden State Flow Measurement	10,085.40	48 IPERL Water Meters
CHK	9/6/2019	Guardian Life Insurance	5,437.14	Payroll - Dental/Life
CHK	9/6/2019	KWA Safety & Hazmat Consultants, Inc.	890.00	SCBA & Resp Training
CHK	9/6/2019	Legal Shield	11.95	Payroll - Legal Shield
CHK	9/6/2019	Littell, Gregory	100.00	Toilet Rebate
CHK	9/6/2019	National Business Furniture	650.82	Office Furniture
CHK	9/6/2019	Nationwide Retirement Solution	2,314.00	Payroll - Deferred Comp
CHK	9/6/2019	Northern California Teamsters	850.00	Hydrant Refund
CHK	9/6/2019	Operating Engineers Local Union No. 3	553.80	Payroll - Union Dues
CHK	9/6/2019	Pacific Corrugated Pipe Co.	3,563.04	Replace Drain Pipe
CHK	9/6/2019	Pape Machinery	3,048.16	Transmission and Hydraulics Repair
CHK	9/6/2019	PDF Tactical	1,610.00	Contract Staffing - Security
CHK	9/6/2019	Prodigy Electric & Controls Inc.	18,118.26	Repairs & Maintenance
CHK	9/6/2019	Rancho Murieta Ace Hardware	244.39	Repairs & Maintenance
CHK	9/6/2019	Santander Leasing	240.00	Security Vehicle Lease
CHK	9/6/2019	Sweet Septic, Inc.	2,000.00	Truck Time MLN/WTP/Crest Lift Station
CHK	9/6/2019	TASC	98.07	Payroll - FSA
CHK	9/6/2019	Thatcher Company of California, Inc	1,650.30	Chemicals
CHK	9/6/2019	U.S. Bank Corp. Payment System	5,930.08	Monthly Gasoline Bill
CHK	9/6/2019	Univar USA Inc.	3,059.02	Repairs & Maintenance
CHK	9/6/2019	Vision Service Plan (CA)	525.70	Payroll - Vision
CHK	9/6/2019	Walker's Office Supplies, Inc	237.33	Office Supplies
CHK	9/13/2019	Costco Membership	702.59	Supplies
CHK	9/18/2019	Cosumnes River Land, LLC	51,870.00	Murieta Inn Refund Extend Stay EDU's
CHK	9/18/2019	Fastsigns	952.61	Patrol Jeep repair

**Rancho Murieta Community Services District**  
**Bills Paid Listing for September 2019**

CHECK	Date	Vendor	Amount	Purpose
CHK	9/20/2019	A Leap Ahead IT	13,339.35	IT server upgrade and replacement equipment
CHK	9/20/2019	Acme Engineering Products Inc	11,994.82	Actuators Water Strainers
CHK	9/20/2019	Action Cleaning Systems Inc	1,445.00	Janitorial
CHK	9/20/2019	Apple One Employment Services	2,624.83	Contract Staffing - Admin
CHK	9/20/2019	Aramark Uniform & Career Apparel, LLC	371.94	Uniforms
CHK	9/20/2019	Bartkiewicz, Kronick & Shanahan	3,252.23	Legal
CHK	9/20/2019	California Laboratory Services	6,359.81	Monthly Lab Tests
CHK	9/20/2019	Caltronics Business Systems	1,469.11	Office Supplies
CHK	9/20/2019	Central Valley Clean Water Association	875.00	Membership Renewal
CHK	9/20/2019	Cisco Air Systems, Inc	2,213.08	Repairs & Maintenance
CHK	9/20/2019	Clark Pest Control	723.66	District Facilities Pest Control
CHK	9/20/2019	Coastland Civil Engineering	27,993.65	Engineering Service
CHK	9/20/2019	Concentra DBA Occupational Health Centers of CA, A Medical Corp	190.00	Pre Employment Screening
CHK	9/20/2019	DCM Group	7,405.86	Prop 84 Labor Compliance
CHK	9/20/2019	Domino Solar LTD	13,650.95	Solar - WTP & WWTP
CHK	9/20/2019	FedEx Office and Print Services	169.71	Sewer/Water/Inspection Form
CHK	9/20/2019	Ferguson Enterprises	1,116.65	Repairs & Maintenance
CHK	9/20/2019	Gallery & Barton	203.84	Legal
CHK	9/20/2019	Golden State Flow Measurement	362.71	Meter Reader Charger / Battery
CHK	9/20/2019	Greenfield Communications	448.99	Internet/TV
CHK	9/20/2019	Hastie's Capitol Sand and Gravel Co.	2,219.29	Repairs & Maintenance
CHK	9/20/2019	Industrial Electrical Company	6,963.16	Repairs & Maintenance
CHK	9/20/2019	Kilborn, Kent	200.00	Toile Rebate
CHK	9/20/2019	Lee's Automotive Repair Inc	4,640.63	Truck Repair
CHK	9/20/2019	Marion Leasing	526.90	Equipment Rental
CHK	9/20/2019	Pape Machinery	1,570.78	Backhoe Bucket
CHK	9/20/2019	PDF Tactical	2,564.50	Contract Staffing - Security
CHK	9/20/2019	Public Agency Retirement Services	418.72	OPEB Trust
CHK	9/20/2019	Rancho Murieta Association	150.00	Landscaping
CHK	9/20/2019	Rancho Murieta Association	358.26	SMUD @ North Gate
CHK	9/20/2019	S&G Power Equipment Company	952.57	Repairs & Maintenance Tools
CHK	9/20/2019	S. M. U. D.	13,312.39	Utilities
CHK	9/20/2019	Sprint	189.95	Telephone
CHK	9/20/2019	Streamline	300.00	Monthly Website Hosting
CHK	9/20/2019	TASC	70.32	Payroll - FSA
CHK	9/20/2019	Thatcher Company of California, Inc	1,650.30	Repairs & Maintenance
CHK	9/20/2019	USA Blue Book	10,444.69	Supplies Water operations
CHK	9/20/2019	W.W. Grainger Inc.	547.71	Tools
CHK	9/20/2019	Walker's Office Supplies, Inc	513.69	Office Supplies
CHK	9/20/2019	Zenon Environmental Corporation	5,725.00	Site Visit Troubleshooting Manganese Removal
CHK	9/20/2019	American Family Life Assurance Co.	753.74	Payroll - Aflac
CHK	9/20/2019	California State Disbursement Unit	73.84	Payroll - Garnishment
CHK	9/20/2019	Legal Shield	11.95	Payroll - Legal Shield
CHK	9/20/2019	Nationwide Retirement Solution	2,314.00	Payroll - Deferred Comp
CHK	9/20/2019	Operating Engineers Local Union No. 3	553.80	Payroll - Union Dues
CHK	9/20/2019	TASC	98.07	Payroll - FSA
CHK	9/26/2019	AT&T	932.68	Telephone
CHK	9/26/2019	Cosumnes River Land, LLC	186,285.98	Sobon Lane and Legacy Lane Recycled Water Project
CHK	9/26/2019	Marion Leasing	526.90	Equipment Rental
<b>Total</b>			<b>\$ 679,793.21</b>	
<b>CFD 2014-1 Bank of America Checking</b>				
CHK	9/6/2019	Corelogic Solutions, LLC	206.00	CFD 2014-1 Admin Cost
			<b>\$ 206.00</b>	

**Rancho Murieta Community Services District  
Bills Paid Listing for September 2019**

CHECK	Date	Vendor	Amount	Purpose
		<b>EL DORADO PAYROLL</b>		
Checks: CM12090 to CM12103 and Direct Deposits: DD11445 to DD11503			129,453.70	Payroll
			\$ 129,453.70	

PREPARED BY: Tom Hennig, Director of Administration

REVIEWED BY:  , District Treasurer

# MEMORANDUM

**Date:** October 11, 2019  
**To:** Board of Directors  
**From:** Mark Martin, General Manager  
**Subject:** General Manager's Report

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## OUTREACH/ADVOCACY

September 24, 2019 – **CSD/RMCC (Country Club) General Manager's Meeting** - Board President Clark and I met with RMCC President Mike Martel to review issues surrounding the State Lands Commission lease related to the Old Yellow Bridge. We discussed the Club's obligations to the Club property owner and the bridge lease agreement between the Club owner who owns the bridge and the CSD. At issue is the State Lands Commission now requiring two leases: One for the RMCCSD facilities crossing the bridge, and a second for the rest of the bridge structure and approaches controlled by the Club property's owner, Murieta Club Properties LLC.

September 24, 2019 – **CSD/MVA (Murieta Villages) General Manager's Meeting** – Deferred. In lieu of meeting, communicated on 10/9/19 about roads maintenance agreement concerns and mapping of boundaries of resident, MVA and CSD maintenance responsibilities for sewer and water.

September 26, 2019 – **CSD/RMA General Manager's Meeting** – Discussed Security coordination, timing of the RMA survey release and open period, review of Summerfest traffic feedback from residents, buoys around Chesbro intake system, and setting of a General Managers level meeting specific to CSD/RMA coordination on issues related to Laguna Joaquin.

October 9, 2019 – **Sacramento Central Groundwater Authority (SCGA): Monthly Meeting** – The Board received a presentation on progress made in developing a long-term equity assessment structure to support the Authority in its role as a Groundwater Sustainability Agency (GSA). Strategies for assessing members include possible per acre, per connection, base rate and other inputs. The latest approach reflects a portion of costs to be shared by all members, with groundwater activities related only to groundwater users (extractors) to be borne only by those entities. In the case of RMCCSD, since we do not extract groundwater, the District would not share that burden, however, it is possible that if there are individual parcels still on wells with the District, those parcels may be obligated to support activities related to groundwater extraction depending on the ultimate methodology agreed to.

October 9, 2019 – **CSD/SSD (Sac. County Sheriff) VIPs (Volunteers in Partnership) Coordination meeting** – Chief Werblun and I met with Lt. Coquette of the Sacramento County Sheriff to discuss opportunities to improve the use of VIPs as a force multiplier and to clarify the role of VIPs in the community and improving communication to help SSD focus VIPs activities to community needs as they change over time.

October 2019 – **Regional Water Authority (RWA) Board Meeting** – No October Meeting. Regular meetings held bi-monthly. Next regular Board meeting is November 14, 2019.

## LEGISLATIVE UPDATE

**SB 13 – ADU Impact Fees** – As a reminder, SB 13 would restrict or place limits on fees local agencies could charge for infrastructure related impacts from new Accessory Dwelling Units (ADUs).

The California Special Districts Association (CSDA) recommended opposition to the bill. This item was discussed by the CSD Board at its September 18, 2019 regular Board meeting and direction was provided to me to prepare a letter in opposition.

On September 26, 2019, I penned a letter on behalf of the District requesting Governor Newsom’s veto of SB 13.

Despite the effort of many utilities and other public agencies seeking veto, Newsom signed the bill on October 9, 2019, along with a host of new regulatory laws related to housing. Agencies like RMCS D are now being required to absorb the cost of these mandated reduced infrastructure fees.

From my extensive community development experience, although new laws like these are well intended, many will likely further drive up the cost of development in the State as local agencies are forced to absorb more costs of accelerated review, reporting, and compliance enforcement and monitoring. These costs are then typically passed onto developers as increased permit fees which ultimately drive up the cost of housing stock as developers pass these costs onto home buyers. When State laws, such as SB 13, require permit fees to be reduced or remain stable below actual agency cost recovery, then general funds of agencies are typically tapped to cover these new costs, often meaning other local agency programs and services must be reduced to meet the new mandates.

# MEMORANDUM

**Date:** October 10, 2019  
**To:** Board of Directors  
**From:** Jeffery Werblun, Security Chief  
**Subject:** Security Update Report for the Month of September 2019

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## **OPERATIONS UPDATES**

The revision for the Body Camera Policy was completed and submitted to the Security Committee. The action will be held over to the October meeting to give the Committee members time to review it.

We are now publishing the Security Daily Shift Summary Reports on the CSD's website. The reports will be published weekly and will contain a week's worth of reports. We have placed a link on the District's main web page that will take readers directly to the reports. This menu option is found to the right of the main web page rotating slideshow. We felt there was a need to fill a void left with the loss of the Ranchomurieta.com who regularly provided these reports online. Now we are able to direct readers to our website if they have an interest in reading the Security Logs.

Earlier in the month, I met with Barb, the Manager at the Village. She had nothing to report other than being pleased with the service Security was providing.

Volunteers have spent approximately 44 hours year to date on graffiti clean-up around the community. There have been no recent incidents reported.

## **INCIDENTS OF NOTE**

Summerfest had no issues that involved patrol. The North Gate experienced periods of traffic delays on Friday and Saturday. On Saturday, in addition to the Summerfest traffic, there was a lot of visitor traffic due to a wedding at the Country Club and several private parties on the North. A Patrol Officer had to work the second lane for a period of time to move the traffic line along. I have approached Mike Martel with the Summerfest Committee for next year for them to hire an additional Gate Officer to work the middle lane for traffic flow. The plan would be as we did on July 4<sup>th</sup> where the middle lane was designated for Summerfest ticket holders. We are also going to push for the use of the Fastpass system for any visitors that day as well.

September 14, 2019 at 4:40 am, patrol responded to a vehicle burglary on Guadalupe Dr. Two suspects approximately 12-14 years old were seen getting into the victim's vehicle. The suspects were scared off and were last seen running onto the golf course near the 14<sup>th</sup> hole. Sacramento Sheriff was notified. No property was taken from the vehicle. The vehicle had been left unlocked.

**RANCHO MURIETA ASSOCIATION COMPLIANCE MEETING**

My appearance was canceled this month by the Chairperson.

**MONTHLY MEETING WITH RMA COMPLIANCE STAFF**

Danise Hetland and I met. Nothing to report this month.

**CONTRACT SECURITY**

We are still using PDF on a limited basis for the gate.

**JOINT SECURITY MEETING**

No meeting has been requested by the other parties of the Joint Security Committee. We are prepared to release a summary report of the responses we received from the community on their top security concerns. We are waiting at RMA's responses to their new survey of residents.

**2019 RMA Rule Violations Enforcement by CSD**

<b>Violation</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>
Back Area w/o Resident				1	2	1	1		1				6
Basketball Standard													
Barking Dog	14	10	9	12	6	5	11	10	16				93
Open Garage Doors		1	6	8	8	8	1	12	3				47
Curfew							1	1					2
Driveway Parking									1				1
Fishing License/Fish & Wildlife				2									2
Guest Parking								1	1				2
Loose/Off Leash Dog	8	4	13	2	3	7	4	6	8				55
Motorcycle North Streets				1									1
Overloaded Golf Cart													
Overnight Street Parking			3					1					4
Park Hours	1			3	16	8	4	2	4				38
Speeding	12		5	4	3	1	1	4	6				36
Stop Sign	3	1	1						1				6
Unauthorized Vehicle													
Unlicensed Driver	1	2	1	1		2		1	4				12
Unsafe Driving	5	2	5	2	1	4	5		2				26
Intereference									1				1
Gate Refusals	16	47	29	43	66	59	75	39	23				397
<b>Total</b>	<b>60</b>	<b>67</b>	<b>72</b>	<b>79</b>	<b>105</b>	<b>95</b>	<b>103</b>	<b>77</b>	<b>71</b>				<b>729</b>



**2019 RMA Rule Violation Citations by CSD**

<b>Violation</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>
Back Area w/o Resident				1			1						2
Basketball Standard								8	4				12
Commercial Vehicle Signage								2	2				4
Construction Hours/Days													
Curfew						1							1
Driveway Parking	30	5	2		20	24	8	60	30				179
Fishing License/Fish & Wildlife													
Guest Parking													
Loose/Off Leash Dog		1						1					2
Motorcycle North Streets													
Overloaded Golf Cart													
Overnight Street Parking	7	9			4	19	5	29	7				80
Park Hours					2	6	6	8	15				37
Speeding	39	39	5	4	7	16	17		13				140
Stop Sign	6	7	1	1	1			2	6				24
Unauthorized Vehicle								1					1
Unlicensed Driver							1	1					2
Unsafe Driving	1				2	2							5
Intereference													
Parking Citations			12	13	3		1		2				31
Warning Notice							2		4				6
<b>Total</b>	<b>83</b>	<b>61</b>	<b>20</b>	<b>19</b>	<b>39</b>	<b>68</b>	<b>41</b>	<b>112</b>	<b>83</b>				<b>526</b>



## Rancho Murieta Community Services District

### RMA Rule Violation Sections Enforced by RMCS Security Department

RULE I SECTION 5: IDENTIFICATION

RULE I SECTION 6: INTERFERENCE WITH CSD/RMA EMPLOYEE

RULE II SECTION 1: USE OF STREETS

RULE II SECTION 2: UNLICENSED DRIVER

RULE II SECTION 3: SPEED LIMIT VIOLATION

RULE II SECTION 4: ENHANCED SPEED

RULE II SECTION 5: STOP SIGN VIOLATION

RULE II SECTION 6: BUS STOP

RULE II SECTION 8: NO BARCODE

RULE II SECTION 9: TRAILERS AND COMMERCIAL VEHICLE PARKING

RULE II SECTION 10: OVERNIGHT STREET PARKING

RULE II SECTION 11: STORING OF VEHICLES

RULE II SECTION 12: MOTOR VEHICLE REPAIRS

RULE II SECTION 14: CARRYING OF PASSENGERS

RULE II SECTION 15: UNAUTHORIZED VEHICLES, NO 24 HR. PASS

RULE III SECTION 2: UNLEASHED PETS

RULE III SECTION 5: PET NOISE

RULE VI SECTION 1: COMMERCIAL SIGNAGE

RULE VII SECTION 6: BASKET BALL STANDARDS

RULE VII SECTION 9: NOXIOUS ACTIVITIES

RULE IX SECTION 1: GUEST WITHOUT RESIDENT

RULE IX SECTION 2: SWIMMING IN CHESBRO/CALERO

RULE IX SECTION 3: PARK HOURS

RULE IX SECTION 5: FISHING VIOLATIONS

RULE IX SECTION 6: FIREWORKS

RULE IX SECTION 8: SKATEBOARDING/SCOOTERS

RULE IX SECTION 9: CURFEW

RULE IX SECTION 10: VANDALISM

RULE XIII SECTION 1: DRIVEWAY PARKING

ARTICLE VII SECTION 12(B): GUEST PARKING

ARTICLE VII SECTION 13: BON FIRE



# Rancho Murieta Association Memorandum

**To:** RMCS D Security Committee Members Tim Maybee and Les Clark;  
Mark Martin, General Manager and Jeff Werblun, Security Chief  
**From:** Tom Reimers, Compliance Committee Chair  
**Date:** October 10, 2019  
**Subject:** Materials and Information from October 2019 Meeting

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Attached is the spreadsheet showing the dispensations of violation citations written by RMCS D Security personnel after the Compliance Committee's review at yesterday's meeting, with attachments.

Also included is the Violation Summary Report for September 2019.

## RMCS D Security Written Violations 2019

### February 2019 Security Violations

Reviewed at the March Compliance Comm Meeting Total Cites

Violation	Upheld	Dismissed	Abeyance	Written	Notes
Speeding	25	1		26	*stop sign citation was dismissed because it appeared to the compliance comm that the officer followed the resident to his home. The citation was also written for interference.
Stop Signs	6	1*		7	
Overnight Street Parking	4			4	
Driveway Parking	7			7	
<b>Total Citations</b>	<b>42</b>	<b>2</b>		<b>44</b>	

### March 2019 Security Violations

Reviewed at the April Compliance Comm Meeting Total Cites

Violation	Upheld	Dismissed	Abeyance	Written	Notes
Speeding	10		1	11	* 3 cites dismissed - no video
Stop Signs	3	3*		6	
Overnight Street Parking	2	1		3	
Driveway Parking	7			7	**will be appealed next month
No Drivers License	2**			2	
Unauthorized Vehicle	1			1	
<b>Total Citations</b>	<b>25</b>	<b>4</b>	<b>1</b>	<b>30</b>	

The comm didn't process the 'no bar code' cite or the subsequent & driveway parking cites that were issued to the same resident, as the comm believes the cites issued were targeted & retaliatory

### April 2019 Security Violations

Reviewed at the May Compliance Comm Meeting Total Cites

Violation	Upheld	Dismissed	Abeyance	Written	Notes
Speeding	4			4	
Stop Signs					
Overnight Street Parking	2			2	
Driveway Parking	4			4	
No Drivers License					
Unauthorized Vehicle			1	1	
Guest without Resident	1			1	
<b>Total Citations</b>	<b>11</b>	<b>0</b>	<b>1</b>	<b>12</b>	

### May 2019 Security Violations

Reviewed at the June Compliance Comm Meeting Total Cites

Violation	Upheld	Dismissed	Abeyance	Written	Notes
Speeding	3			3	
Stop Signs & Bus Stop	1			1	
Overnight Street Parking	5			5	
Driveway Parking	13	2*		15	*cite 1-gate officer listed incorrect dates RNC;
No Drivers License					**cite 2- resident had foundation issues in garage
Park Hours	1			1	
Unauthorized Vehicle					
Guest without Resident					
<b>Total Citations</b>	<b>23</b>	<b>0</b>	<b>0</b>	<b>25</b>	

### June 2019 Security Violations

Reviewed at the July Compliance Comm Meeting

Violation	Upheld	Dismissed	Abeyance	Total Cites Written	Notes
Speeding	20	1		21	
Stop Signs & Bus Stop					
Overnight Street Parking	6	2*	1	9	* gate officer recorded incorrect date for RNC
Driveway Parking	7	2*		9	* gate officer recorded incorrect date for RNC
Guest Parking	1			1	
No Drivers License					
Park Hours/Bon fires	8			8	
Unauthorized Vehicle					
Guest without Resident					
<b>Total Citations</b>	<b>42</b>	<b>5</b>	<b>1</b>	<b>48</b>	
<b>Written Advisory Notices</b>				<b>12</b>	

### July 2019 Security Violations

Reviewed at the August Compliance Comm Meeting

Violation	Upheld	Dismissed	Abeyance	Total Cites Written	Notes
Speeding	13			13	
Stop Signs & Bus Stop					
Overnight Street Parking	6			6	
Driveway Parking	12	3		15	
Guest Parking					
No Drivers License					
Park Hours/Bon fires	6			6	
Unauthorized Vehicle		1*		1	*gate issued guest pass, should have issued 24-hr unauthorized pass
Guest without Resident					
<b>Total Citations</b>	<b>37</b>	<b>3</b>	<b>0</b>	<b>41</b>	
<b>Written Advisory Notices</b>				<b>5</b>	

#### Trends and concerns:

1. Compliance has been concerned about the lack of stop sign enforcement.  
There have been no stop sign violations written in the last 4 months
2. The Comm reviewed a resident complaint regarding the gate refusing a delivery even though the resident had obtained permission from the gate the day before (see attached).
3. The video of the July 3rd motorcyclist coming thru the North gate to the RMA office still has not been provided even though it has been repeatedly requested.
4. The gate is not consistently issuing 24-hr unauthorized vehicle passes when appropriate and are issuing yellow guest passes instead.

### August 2019 Security Violations

Reviewed at the Sept. Compliance Comm Meeting

Violation	Upheld	Dismissed	Abeyance	Total Cites Written	Notes
Speeding	5			5	
Stop Signs & Bus Stop					
Overnight Street Parking	5	1*		6	*dismissed due to error
Driveway Parking	26	4		30	*2 dismissed due to error
Guest Parking					
No Drivers License					
Park Hours/Bon fires	6			6	
Unauthorized Vehicle	2			2	
Guest without Resident					
Pet Restraint	1			1	
Basketball Standards	6	1		7	*one cite dismissed. See note 3 below.
<b>Total Citations</b>	<b>51</b>	<b>6</b>	<b>0</b>	<b>57</b>	

Written Advisory Notices 2

#### Citations Unable to be Processed:

Citation incomplete	3
Citation incorrectly written	13
Vehicle not entered in system	7
	<u>23</u>

#### Trends and Concerns:

1. Compliance has been concerned about the lack of stop sign enforcement.  
There have been no stop sign violations written in the last 5 months
2. The video of the July 3rd motorcyclist coming thru the North gate to the RMA office still has not been provided even though it has been repeatedly requested.
3. Cite dismissed due to targeting of resident by CSD officers. No citations were written for basketball standards by Security from Jan - July 2019. In August, 9 citations were written -- 4 citations to one address. See attached del
4. There were several complaints of patrol officers parking in handicap parking stalls.

### Sept 2019 Security Violations

Reviewed at the Oct Compliance Comm Meeting

Violation	Upheld	Dismissed	Abeyance	Total Cites Written	Notes
Speeding	8			8	
Stop Signs & Bus Stop	3			3	
Overnight Street Parking	3	1		4	1 cite dismissed due to gate office error
Driveway Parking	30	3		33	
Guest Parking	3			3	
No Drivers License	1			1	
Park Hours/Bon fires	10			10	
Unauthorized Vehicle					
Guest without Resident					
Commercial lettering on vel	1			1	
Stored Vehicle	1			1	
Pet Restraint					

Basketball Standards	2			2
<b>Total Citations</b>	<u>62</u>	4	0	<u>66</u>

**Written Advisory Notices** 0

**Citations Unable to be Processed:**

Citation incomplete	3
Citation incorrectly written	10
Vehicle not entered in system	0
Cite/WAN written for interference	<u>2</u>
	15

**Trends, notes, and concerns:**

**Rancho Murieta Association**  
**Violation Item Summary Report -- 2019**  
(This report includes RMA & CSD issued violations)

Violation Item Summary Report	Jan	Feb		March		April		May		June		July	
	Both	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA
Motor vehicle violations:													
Motorcycle													1
No drivers license				2									
Speeding	38	26	6	11	17	4	23	3	4	21	5	13	
Speeding - twice speed limit											1		
Stop signs	19	7		6	1								
Bus stop signs								1					
Use of streets													
Parking:													
Driveway parking	36	7	9	7	11	4	4	15	38	9	11	15	
Guest parking	6		7		1		9		4	1	3		
Overnight street parking	2	4	2	3	4	2	11	5	15	9	4	6	
Unauthorized Vehicle (24 hr pass)				1	1	1	4		5		3	1	
Accumulation/dumping of debris													
Advertising signs													
Barbeques, open fires, bonfires										2			
Carrying passengers/overloaded cart													
Clothes lines													
Commercial vehicle lettering													1
Construction overnight parking													
Park hours / curfew								1		6		6	
Decorative lights													
Discharge of firearm													
Dog park investigations													
Dwelling exterior alterations													
Failure to identify													
Fences, screens & enclosures													
Guest w/o resident in comm areas						1							
Home business activities			1										
Noxious activities													
Open garage doors													
Pets - off leash / teathered / noise													
Property maintenance							22						1
Sign rules													
Skating in common area													
Sports equip/trampoline/basketball											1		
Storage of building materials													
Stored vehicles	1		5				2						1
Trash containers													
Use of common areas & facilities													
Vandalism													
Vehicle repair or maintenance													
Village/Villas violations													
Working days & hours													
<b>Total Violations</b>	<b>102</b>	<b>44</b>	<b>30</b>	<b>30</b>	<b>35</b>	<b>12</b>	<b>75</b>	<b>25</b>	<b>66</b>	<b>48</b>	<b>28</b>	<b>41</b>	<b>4</b>
Citations written by RMCS	81		44		30		12		25		48		41
Citations written by RMA	21		30		35		75		66		28		4
<b>Total Violations</b>	<b>102</b>		<b>74</b>		<b>65</b>		<b>87</b>		<b>91</b>		<b>76</b>		<b>45</b>



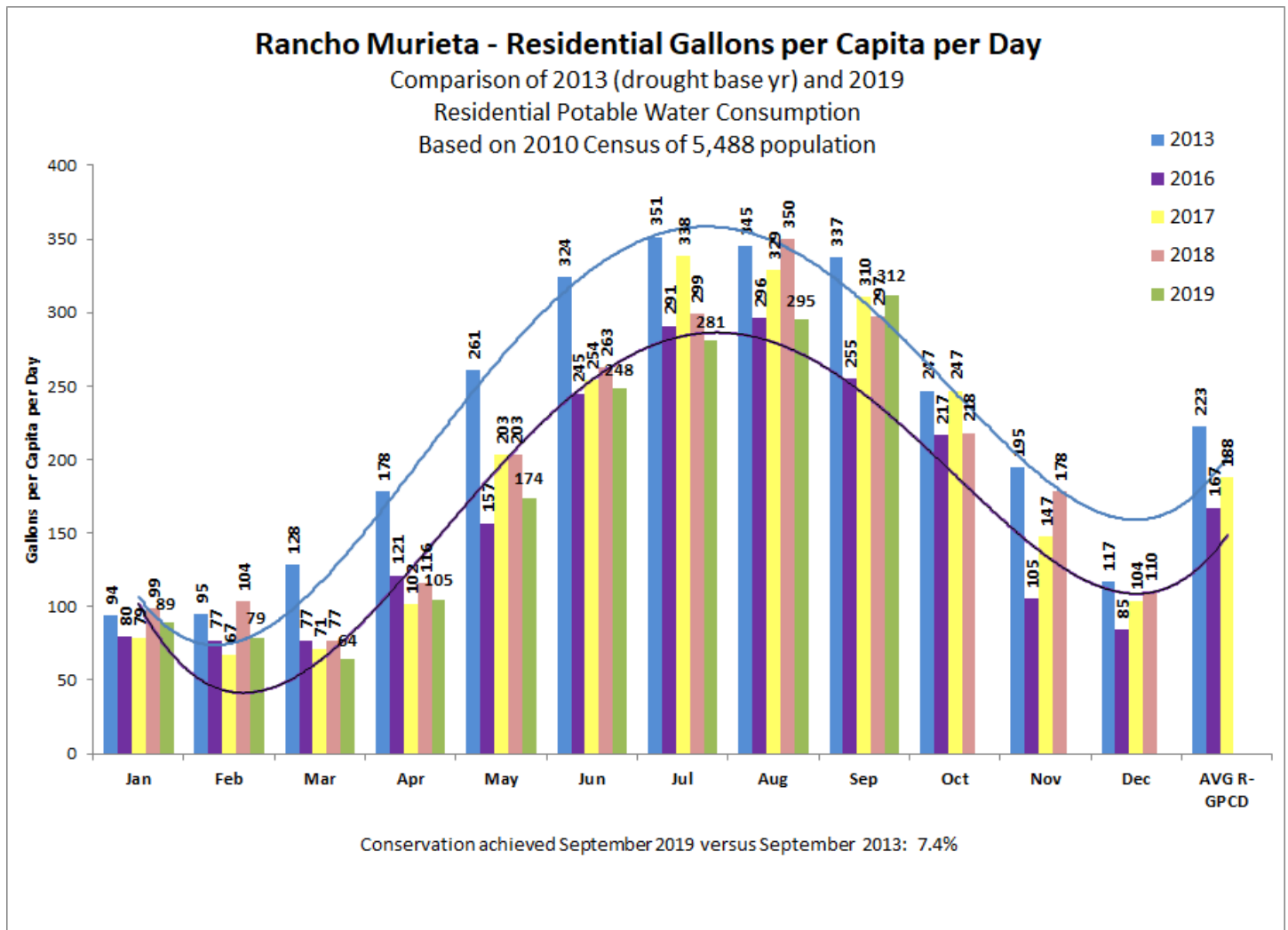


# MEMORANDUM

**Date:** October 10, 2019  
**To:** Board of Directors  
**From:** Paul Siebensohn, Director of Field Operations  
**Subject:** Utilities Monthly Update

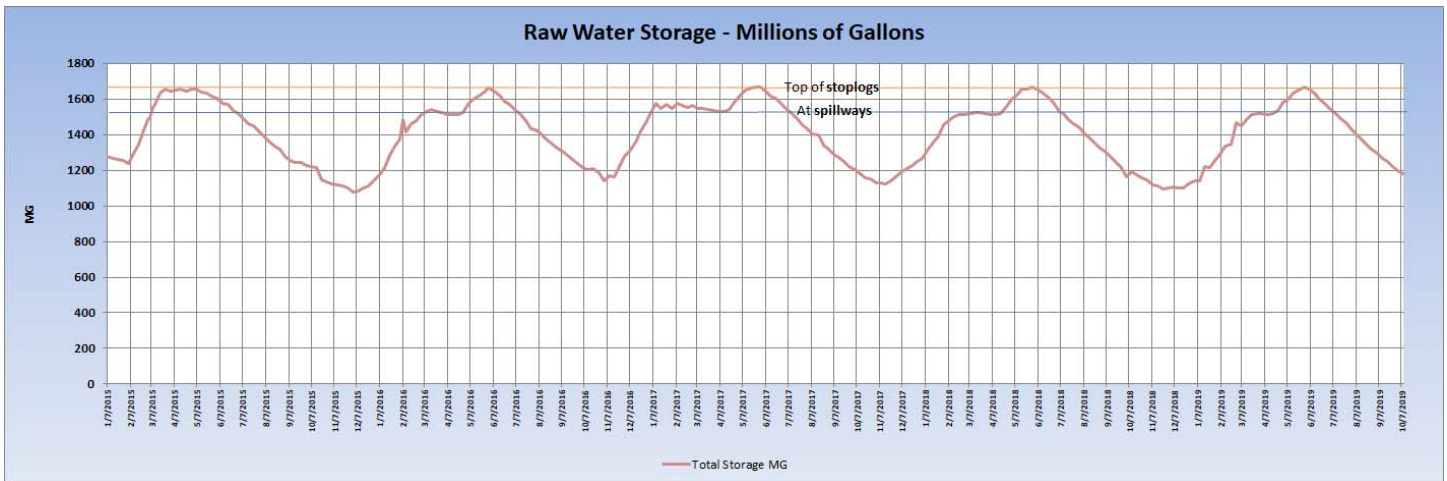
## WATER TREATMENT

Water Treatment Plant (WTP) #2 is solely in operation at 2.0 million gallons per day (mgd), producing an average of 1.62 mgd. Plant #1 is currently off and being taken down for maintenance activities. Total water production for September 2019 was 65.55 million gallons (201.2 acre-feet [AF]). Gallons of production per connection was 791 gallons per capita per day for September. The gallons per capita per day in September was 312 vs 337 in 2013, a 7.4% reduction as shown in the graph below.



## WATER SOURCE OF SUPPLY

On October 9, 2019, all raw water storage for Calero, Chesbro, and Clementia Reservoirs volume measured 1,118.4 million gallons (MG) (3,622.7 acre-feet). The volume for Calero and Chesbro alone totaled 900.9 million gallons (2,765 ace-feet). A graph of the water storage volumes is shown below.



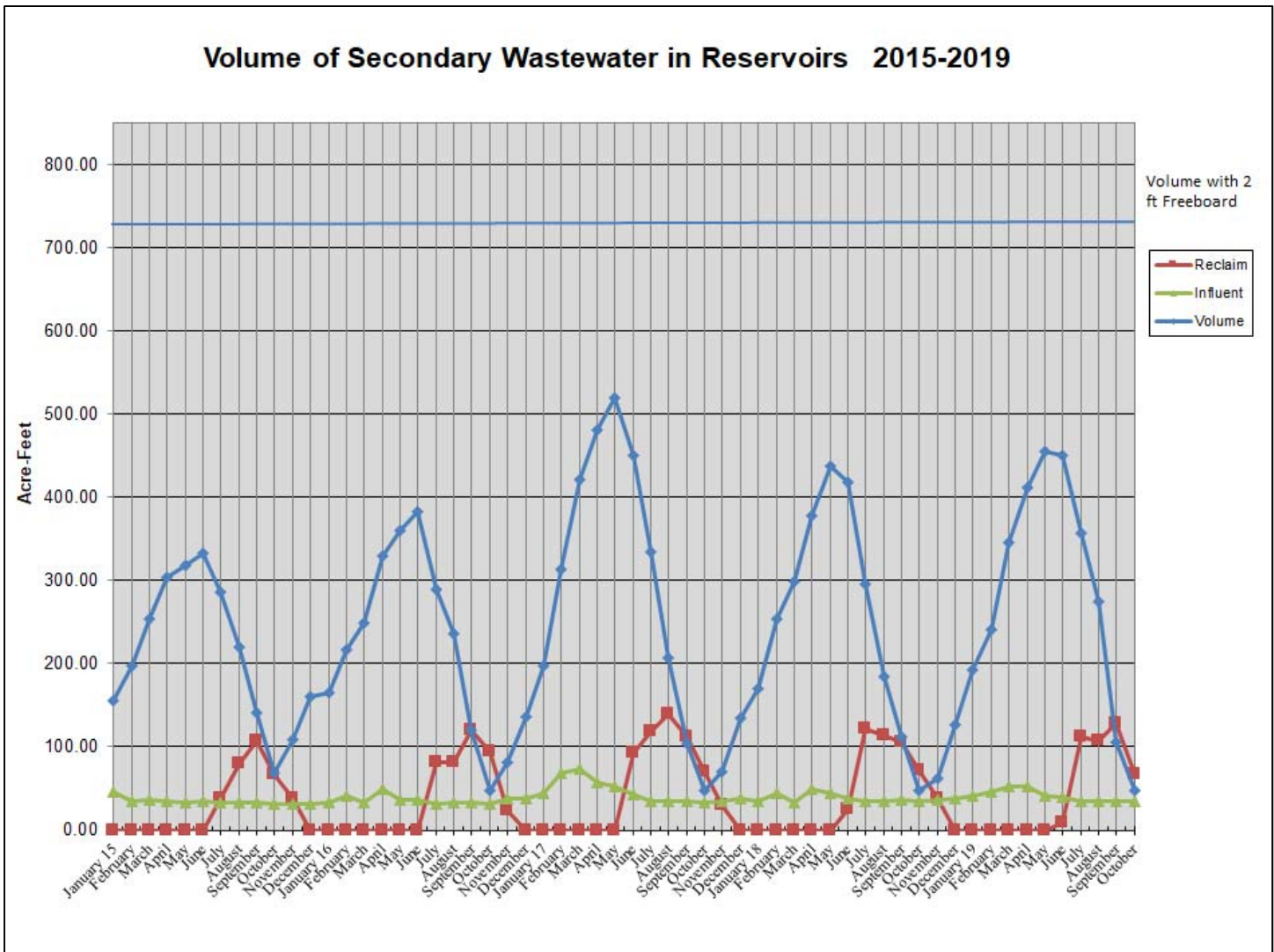
The repaired and expanded aeration system at the Chesbro reservoir around the Water Plant supply intake continues to work well, as little to no iron or manganese is being detected in the influent to the Water Plant.

**WASTEWATER COLLECTION, TREATMENT, AND RECLAMATION**

For September the influent wastewater flow averaged 365,472 gallons a day, for a total of 11.33 MG, (34.77 acre-feet). This is approximately 141 gpd per sewer connection. On October 9, 2019, secondary wastewater storage measured 39.5 MG (121.3 AF), of which 34.6 MG (106.3 AF) is usable for reclamation due to dead storage. The Wastewater Reclamation Plant has been on and off as needed to supply the Ranch Murieta Country Club (RMCC). We are also continuing to supply recycled water to the Van Vleck Ranch as part of the easement agreement and to assist in lowering our secondary storage levels before winter.

Below is a graph of the recent secondary wastewater storage volumes.

## Volume of Secondary Wastewater in Reservoirs 2015-2019



### SEWER COLLECTION

Staff conducted a lot of work at the Alameda sewer lift station this past month, installing a new check valve and making repairs to the control panel. This sewer pumping station services the Rancho Murieta Country Club’s snack bar and pro-shop. Utility staff continues to check and clean the sewer line at Labranza and Murieta Parkway until we can put a project together to make a formal repair of the line.

### DRAINAGE / STORMWATER

Utilities staff continued weed abatement in the drainage system in September. As we’re heading into the wet season, staff is being focused on making sure the entrances and exits of culvert pipes are clear. Drainage systems will be left in their natural state to allow them to catch, filter, and slow run-off flows throughout the drainage systems.

Water was being fed from the Clementia reservoir into Laguna, through the Cosumnes Irrigation Association (CIA) ditch, to keep the level fairly maintained as needed. With cooler weather, less irrigation from the RMA, some rains, and continued runoff we have stopped feeding Laguna from Clementia.

### WATER METERING AND UTILITY STAFF WORK

In September 2019, twenty-six (26) ¾ inch, seven (7) one-inch meter, and two (2) MXU (radio read transmitter) units were replaced as part of water metering maintenance. Inspections and builder coordination continue at

the Murieta Gardens II development. Utilities staff repaired three (3) service line leaks. Utilities staff also spent considerable time with various residents to investigate and point out private water leaks. Staff also replaced a failed culvert at the wastewater plant, as shown in the photo below.



## PROJECTS

### Development

#### The Retreats East and North

No new update.

#### **The Murieta Gardens (MG)**

##### The Murieta Gardens – Highway 16 Off-Site Improvements

Work has been done to install a post and cable fence on the south side of the CIA ditch. A lot of grading work has been done just below the ditch where various commercial lots are being developed. The CIA ditch is still leaking water from the diversion box into Murieta Gardens Lot 4, all seen in the photo below.



*Photo of Cosumnes Irrigation Association diversion box next to Country Store with water leaking out from it and running into drainage with arrow indicating point of leak.*



*Photo from Cosumnes Irrigation Association diversion box looking towards Bel Air store being constructed*



*Closeup view of visible point of leak from CIA diversion box*

Developer representative John Sullivan provided handouts at our September Board meeting which seems to make an assertion that the new 42 inch Cosumnes Irrigation Association pipe that was installed, as part of the Murieta Gardens project, was tested appropriately and does not leak. With the information provided by the developer and the District, Coastland does not see anything that warrants the District's acceptance of the pipeline installation, let alone the issue of the leaking diversion box being addressed. The concern is the possible liability that would be on the District with any water that enters the lots south of CIA ditch, as the District is responsible for operation and maintenance of the CIA ditch per a 1987 agreement which makes the District responsible, despite being a 1/3 owner in the CIA ditch.

At the October 10, 2019 CSD/Developer meeting, the developer contended that this leak has existed for some time now, is related to existing groundwater hydrostatic pressure intruding into the vault and therefore not associated with damages from the recent work and their project. A french-drain is being put in to channel away this water into the drainage system.

#### MG - Murieta Marketplace

The drainage detention basin revision work is continuing, shown below.



Punchlist items that were moved to this project from the Murieta Gardens II infrastructure, to allow it to be approved, are still outstanding. Lot B, which is a landscaping lot that extends north and south along the east side of Murieta Drive, still needs work to build a retaining wall around a sewer manhole per plan revisions.

#### MG-Lot 4&5

Coastland has reviewed and signed off on the plans for this lot. The plans now include a french-drain system near the CIA diversion box, tied into the drainage system there. Grading work for the lot has begun.

#### MG -Lot 10 (PDF Office)

Coastland has reviewed the plans submitted and provided comments back to the project engineer.

#### The Murieta Gardens II – Infrastructure

This project is reported as complete.

#### The Murieta Gardens II – (78 lot) Subdivision

Infrastructure for this project is complete. Staff has been very busy working with the home developer, K Hovnanian Homes, as they are building new homes and requesting inspections for water, sewer, and recycled water installations.

#### Rancho Murieta North – Development Project

Coastland is still waiting on Sacramento County's review to avoid duplicate reviews for drainage, with the issue continuing that Sacramento County has not begun their review as they are saying their fee has still not been received from the developer. Coastland is still in review of sewer and water plans.

#### FAA Business Park

The project is in its second round of comments with Sacramento County. They hope to begin work soon.

## CONFERENCE/EDUCATION SCHEDULE

Date: October 7, 2019  
To: Board of Directors  
From: Amelia Wilder, Temporary District Secretary  
Subject: Review Upcoming Conference/Education Opportunities

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This report is prepared in order to notify Directors of upcoming educational opportunities. Directors interested in attending specific events or conferences should contact me to confirm attendance for reservation purposes. The Board will discuss any requests from Board members desiring to attend upcoming conferences and approve those requests as deemed appropriate.

Board members must provide brief reports on meetings that they have attended at the District's expense. (AB 1234). The upcoming conferences/educational opportunities include the following:

### **CALIFORNIA SPECIAL DISTRICT ASSOCIATION (CSDA)**

So You Want to be a General Manager	October 23, 2019	Sacramento
2019 Board Secretary/Clerk Conference	November 12, 2019	Seaside

### **GOLDEN STATE RISK MANAGEMENT ASSOCIATION (GSRMA)**

Golden State Risk Management Annual Training Conference	October 23 – 24, 2019	Colusa, CA
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### **AMERICAN WATER WORKS ASSOCIATION (AWWA)**

AWWA Fall Conference	October 21-24, 2019	San Diego, CA
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### **ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA)**

2019 ACWA Regulatory Summit	October 17, 2019	Sacramento, CA
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### **CALPELRA**

Annual Training Conference	November 18-22, 2019	Monterey, CA
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San Joaquin District

2019 SEP 18 P 4: 20

September 14, 2019

Mark Martin, Manager

RM Community Services District

P O Box 1050

Rancho Murieta, CA 95683

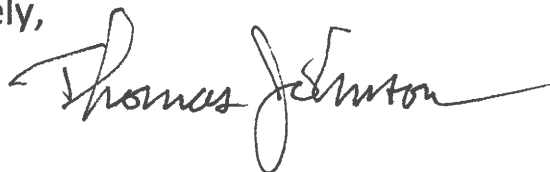
Dear Mr. Martin;

A few weeks ago, on a Sunday morning, I discovered I had a serious water leak under my dwelling at 14722 Poncho Conde Cir. So, I called your office to report the problem and immediately there was one of your men by the name of, Mario, at my door. He determined that the leak was under my house and said he would have a crew out first thing the next morning.

The next morning there were 4 or 5 men working on the problem. They had to go under the house to find the leak, dry the area so the leak could be fixed and open up the space to dry the entire area. Your men stayed with the problem until the leak was gone and put every thing back together.

I would like to commend your service people for a job well done.

Sincerely,

A handwritten signature in black ink that reads "Thomas Johnson". The signature is written in a cursive style with a long horizontal flourish extending to the right.

**Rancho Murieta Community Services District**

**NOVEMBER 2019**

**Board/Committee Meeting Schedule**

**November 5, 2019**

<b>Personnel</b>	<b>7:30 a.m.</b>
<b>Improvements</b>	<b>8:00 a.m.</b>
<b>Finance</b>	<b>10:00 a.m.</b>

**November 7, 2019**

<b>Communications/Technology</b>	<b>9:00 a.m.</b>
<b>Security</b>	<b>10:00 a.m.</b>

**November 20, 2019**

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



# MUREITA VILLAGE HOMEOWNERS ASSOCIATION

14751 Poncho Conde Circle  
Rancho Murieta, Ca 95683  
916-354-2925

COMM. SERV. DIST.

2019 OCT -4 A 11: 00

Board of Directors  
Rancho Murieta Community Services District  
15160 Jackson Highway  
Rancho Murieta, CA 95680

October 3, 2019

Re: Murieta Drive Maintenance

Dear Members,

The Murieta Village Board is sending you this letter to clarify what they perceive to be a misrepresentation of the situation surrounding Murieta Drive.

At the September 10, 2019 meeting of the CSD Improvement Committee developer representative John Sullivan made a statement regarding progress of the development of a road maintenance district for Murieta Drive. I do not believe that statement adequately represents the current state of affairs. In June of 2011, Murieta Village attended a Sacramento County Board of Supervisors meeting regarding the zoning amendments for Murieta Gardens I and II. Our concern centered on the maintenance of Murieta Drive during and after the development. CSD had Ed Crouse (General Manager) in attendance to represent them regarding several issues. At that meeting Supervisor Don Natoli asked Mr. Crouse if CSD would oversee the development of a road maintenance district for Murieta Drive. It was not a directive; it was a request. Mr. Crouse responded yes. CSD's commitment was incorporated into the conditions of approval for the development of Murieta Gardens I and II. The issuance of occupancy permits for homes in Murieta Gardens II was made dependent upon the development of the road district. CSD has since changed its position, and has stated that it will not/can not carry out that request. It is very disappointing that CSD would not honor its commitment to the Village and the Board of Supervisors.

At the September 10, 2019 meeting of the CSD Improvement Committee, Mr. Sullivan assured the Committee Chair that progress on the road maintenance conditions of approval have been made. The Village has been attempting to get a proposal from Mr. Sullivan since November of 2018. At that time he presented us

with a verbal proposal. We expressed our concerns with his proposal, but requested a written document that we could review and use to respond. Since then we have heard nothing from him. His statement to the Committee was that he is negotiating with the Village. That is not true. We are aware that he has developed a Commercial Property Owners agreement for maintenance of the business properties and Murieta Gardens II; however, that agreement does not include the Village as a participating member. In other words, we would have no vote, no say in how the road was maintained, no say in how our share is determined, and no say in the collection and accounting of funds. Since we are the property owner that requested the agreement, we do not think that the conditions of approval can be fulfilled without our full involvement and acceptance.

We continue to work with the County Board of Supervisors and County Planning to reach an acceptable agreement on the development of a Murieta Drive road maintenance agreement. We still await a proposal from Mr. Sullivan which will establish a completely independent property owners association which establishes a corporate governance arrangement which ensures the residences served by the property owners association roadways have a seat on the board of directors and a say in how each property owner's contribution share is determined, and how all funds are spent.

Sincerely,

Murieta Village Board of Directors

Murieta Village Homeowners Association  
14751 Poncho Conde Circle  
Rancho Murieta, CA 95683

## MEMORANDUM

Date: October 11, 2019  
To: Board of Directors  
From: Mark Martin, General Manager  
Subject: Discussion on Cal-Waste Recycling Educational Outreach Opportunities

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The District is currently contracted with Cal-Waste to handle solid waste and recyclables. On September 28, 2019 SOLOS sponsored a community clean-up day that included a presentation by Cal-Wastes outreach staff on recycling. It is my understanding that Directors Merchant, Clark and Butler participated in the event. Shortly following the event, Director Merchant communicated with the president of the Cosumnes River Elementary School (CRES) PTA about how the District can sponsor Cal-Waste education about recycling to students. Up to now, Cal-Waste and District attempts to communicate with the school leadership have not been successful.

Director Merchant has asked for this item to be placed on the Board agenda for discussion.

## MEMORANDUM

Date: October 9, 2019  
To: Board of Directors  
From: Mark Martin, General Manager  
Subject: Adopt Ordinance 2019-04 - Expansion of General Manager's Reserves Spending Authority

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### RECOMMENDED ACTION

1. Acknowledge the Second Reading of Ordinance O2019-04 – Amending District Code Chapter 4 (Purchasing and Bidding) to adjust General Manager spending authorization on reserve fund expenditures and budget-approved capital projects up to \$25,000 and \$50,000 respectively. Waive the full reading of the Ordinance.
2. Adopt Ordinance O2019-04 – Amending District Code Chapter 4 (Purchasing and Bidding) to adjust General Manager spending authorization on reserve fund expenditures and budget-approved capital projects up to \$25,000 and \$50,000 respectively.

### BACKGROUND

At the July 2019 Finance Committee, Director of Administration Tom Hennig gave a summary of the recommendation to authorize the General Manager to expend reserve funds up to \$25,000 without requiring prior Board approval. Over the last six years, approximately 83 reserve expenditure requests were sent to the Board for approval with a dollar amount under \$25,000. After discussion, the Committee agreed to recommend authorizing the General Manager to expend up to \$25,000 of reserve funds without Board approval and up to \$50,000 on already budget-approved Capital Improvement/Replacement Projects. This is an amendment to District Code Chapter 4 (Purchasing and Bidding) which was introduced and had its first reading of the Ordinance at the September 18, 2019 Regular Board meeting.

Directors unanimously recommended advancing this ordinance to the Board for consideration at the September 2019 Finance Committee meeting.

## ORDINANCE NO. 02019-04

### AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT AMENDING DISTRICT CODE CHAPTER 4 (PURCHASING AND BIDDING) TO ADJUST GENERAL MANAGER SPENDING AUTHORIZATION ON RESERVE FUND EXPENDITURES AND BUDGET-APPROVED CAPITAL PROJECTS

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

**SECTION 1. PURPOSE AND AUTHORITY.** The purpose of this ordinance is to adjust the General Manager spending authority with regard to expenditures paid from the District reserve funds and expenditures on budget-approved capital improvement and replacement projects. This ordinance is adopted pursuant to Government Code sections 54202, 61060 and 61063, and other applicable law.

#### **SECTION 2. CODE AMENDMENTS**

Sections 3.03 and 3.04 are added to District Code Chapter 4 (Purchasing and Bidding) to read as follows:

Section 3.03. Expenditures from Reserve Funds. The General Manager spending authority under sections 5.00 (Commodities, General Services and Construction Contracts of \$25,000 or Less) and 7.02 (Professional Service Contracts of \$25,000 or Less) applies to any expenditure that will be funded from an existing District reserve fund. Any expenditure from a reserve fund in excess of \$25,000 requires Board approval (except as provided by section 3.04 for expenditures on budget-approved capital projects or section 4.00 for emergency purchases and contracting).

Section 3.04. Expenditures on Budget-Approved Capital Projects. The General Manager may approve a purchase of Commodities, General Services contract, Professional Services contract, or Construction Contract in an amount or estimated amount of \$50,000 or less if (a) the purchase or contract directly supports or furthers a particular capital improvement or replacement project, and (b) the costs of the particular project are included within the current year's Board-approved budget. For any such purchase of Commodities, General Services contract, Professional Services contract, or Construction Contract of \$25,000 or less, the General Manager may make the purchase or approve the contract on the Open Market by seeking the most favorable terms and price either through negotiation, comparative pricing, or informal Competitive Bidding, whichever method the General Manager deems most appropriate in the circumstances. For any such purchase of Commodities, General Services contract, or Construction Contract between \$25,000 and \$50,000, the General Manager shall follow the competitive bidding and award procedures set forth in section 6.00 (Commodities, General Services and Construction Contracts in Excess of \$25,000) and section 6.02(e) is modified to authorize the General Manager to award and approve the purchase or contract. For any such Professional Services contract between \$25,000 and \$50,000, the General Manager shall follow the RFP/Q, selection, and award procedures set forth in section 7.03 (Professional Service Contracts Exceeding \$25,000) and section 7.03(c) is modified to authorize the General Manager to award and approve the contract.

**SECTION 4. EFFECTIVE DATE.** This ordinance shall take effect 30 days after its final passage.

**SECTION 5. SEVERABILITY.** If any section or provision of this ordinance or the application of it to any person, transaction or circumstance is held invalid or unenforceable, such invalidity or unenforceability shall not affect the other provisions of this ordinance that can be given effect without the invalid or unenforceable provision, and to this end the provisions of this ordinance are declared to be severable.

**SECTION 6. PUBLICATION.** The District Secretary is directed to publish this ordinance once in a newspaper of general circulation published in the District within 15 days after the adoption of the ordinance.

**INTRODUCED** by the Board of Directors on the 18th day of September 2019.

**PASSED AND ADOPTED** by the Board of Directors of the Rancho Murieta Community Services District at a regular meeting on the 16th day of October 2019 by the following roll call vote:

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

\_\_\_\_\_  
Les Clark  
President, Board of Directors

Attest:

\_\_\_\_\_  
Suzanne Lindenfeld, District Secretary



# MEMORANDUM

Date: October 8, 2019  
 To: Board of Directors  
 From: Paul Siebensohn, Director of Field Operations  
 Subject: Approve Proposal & Engineering services for Recycled and Raw Water Rate Study

## RECOMMENDED ACTION

Approve proposal to ClearSource Financial Consulting Inc., with fees in an amount not-to-exceed \$18,750. Funding is to come from 50:50 from Water and Sewer – consulting operations funds. Approve Coastland Engineering for general engineering services related to this task of supporting the rate study in an amount of \$7,210.

## BACKGROUND

Formal rate studies are required for the District to support the purpose for a Recycled Water rate which has not yet been established and Untreated Water rate updates the untreated water we supply. The Consultant will be following established guidelines for determining the rates, supported with information that District staff supplies to them. Simply, rates are being created to recoup costs that the District are and will be incurring, now and into the future for supplying the services and products of Recycled Water and Untreated Water.

ClearSource Financial Consulting was chosen by the District Engineer as an established and highly reputable company that has a focus on this service. The scope of work Clearsource presented is to take phased steps, within a 120 day timeframe, for completion of the rate studies to be ready for Board proposal, Proposition 218 noticing and then adoption. Once the studies are adopted, an Ordinance will need to be created to amend the Water Code to update the Untreated Water rate and Sewer Code for the Recycled Water Rate.



Project Element and Major Task	ClearSource Labor			Total Project	
	Proj. Mgr. Principal	Senior Cons.	Senior Cons.	Professional Labor	Consulting Fee
	Madrea	Johson	Schroeder		
<b>Professional Hourly Rates: \$150 \$150 \$150</b>					
1   Study Initiation Meeting	1	0	0	1	\$ 150
2   Data Collection/Validation	2	8	8	18	\$ 2,700
3   Revenue Requirement Forecast	8	8	16	32	\$ 4,800
4   Cost of Service Analysis	8	16	0	24	\$ 3,600
5   Rate Design	4	12	0	16	\$ 2,400
6   Meetings/Presentations/Prop 218 Support	4	8	4	16	\$ 2,400
7   Reports and Deliverable Tools	2	8	8	18	\$ 2,700
<b>Grand Total Not to Exceed Fee for All Elements</b>	<b>29</b>	<b>60</b>	<b>36</b>	<b>125</b>	<b>\$ 18,750</b>

Their complete proposal is attached.

**RANCHO MURIETA  
COMMUNITY SERVICES  
DISTRICT**

**AUGUST 23, 2019**

**PROPOSAL TO PERFORM CONSULTING SERVICES**

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# **Raw Water & Recycled Water Rate Study**

**ClearSource** Financial Consulting

**TERRY MADSEN | PRINCIPAL CONSULTANT**

tmadsen@clearsourcefinancial.com | 831.288.0608

7960 B Soquel Drive, Suite 363 | Aptos, California 95003

[www.clearsourcefinancial.com](http://www.clearsourcefinancial.com)

## PROPOSAL TOPICS

- 1.1 Transmittal Letter
- 2.1 Experience and Qualifications
- 3.1 Scope of Services
- 4.1 Fee Proposal

August 23, 2019

**RANCHO MURIETA COMMUNITY SERVICES DISTRICT**

Attn: Mark Martin, General Manager  
15160 Jackson Road  
Rancho Murieta, California 95683

**Proposal for a Raw Water and Recycled Water Rate Study**

Dear Mr. Martin and Other Members of the Selection Team:

Thank you for the opportunity to provide cost of service, cost recovery, and rate consulting for the Rancho Murieta Community Services District (RMCS D, District). ClearSource is well-qualified, available, and equipped to complete the scope of work envisioned by the District. We bring an **open mind for change** and exhibit the **energy to do the heavy lifting it takes for a fresh look** on the subject.

We commit to RMCS D to provide premier service, on time, and within budget:

PREMIER SERVICE	ON TIME	WITHIN BUDGET
We routinely demonstrate care about the details and the rightful influence of local conditions. We do the hard work to achieve modern and meaningful outcomes that reflect the way our clients serve their communities today.	Study outcomes and reporting will be ready for the Department's use <b>120 days</b> from project commencement.	We will finish the scope of services without change orders, which is our standard practice. We do not ask our clients to bear the risk in estimating what it takes to do this work thoroughly and with successful enactment of results.

I am the President of ClearSource Financial Consulting, authorized to negotiate and bind ClearSource contractually. I have read and will comply with all terms and conditions of the RFP without exception. My signature obligates ClearSource to the terms of this proposal and confirms that this proposal shall remain valid for a period of 90 calendar days from the date of this submittal.

Sincerely,



**TERRY MADSEN, PRESIDENT | CLEARSOURCE FINANCIAL CONSULTING**

COMPANY NAME: ClearSource Financial Consulting  
CONTACT NAME: Terry Madsen, President and Principal Consultant  
PHONE NUMBER: 831.288.0608  
MAILING ADDRESS: 7960 B Soquel Drive, Suite 363, Aptos, CA 95003  
EMAIL ADDRESS: tmadsen@clearsourcefinancial.com  
WEB: www.clearsourcefinancial.com

# EXPERIENCE & QUALIFICATIONS

## COMPANY BACKGROUND

### ClearSource History

ClearSource Financial Consulting is a privately owned California-based boutique consulting firm intentionally sized and structured to focus on a **highly tailored, high quality study experience for our clients**. ClearSource is staffed by a five-person team of seasoned individuals with decades of combined experience in local government financial analysis. We are particularly focused on equitable forms of cost allocation and cost recovery within the challenges and constraints of the ever-evolving California statutory and legal environment, informed respectfully and strategically by the voter driven principles embedded in Propositions 218 and 26.

Our firm is centered on ClearSource founder and President, Terry Madsen, who will lead the study from start-to-finish. **For over 17 years,**



**Terry has provided financial consulting services exclusively to local government agencies.** In October 2011, he founded ClearSource, a firm dedicated to providing local government agencies with

premier financial consulting services:

- Energy and enthusiasm to dive deep into the details
- Willingness to do the heavy lifting necessary to implement modernization and lasting change
- Commitment to on-time delivery and not-to-exceed consulting fees

ClearSource Financial Consulting is a 100% privately owned registered California Corporation headquartered in Aptos, California.

### ClearSource Service Profile

ClearSource provides services to California municipal agencies, consulting on topics focused on **revenue management through cost of service-based resources**, including the following common areas of study and consulting for a wide cross-section of governmental services and funds:

- User and regulatory fee studies
- Utility rate and capacity charge studies
- Master fee schedule updates
- Comparative/market analysis
- Cost allocation plans
- Internal service fund rate studies
- Cost sharing

Our primary focus is in revenue streams linked to cost of service principles, equity, and local-government control. Throughout these areas of expertise, we often work in harmony with internal and external stakeholders to achieve successful implementation of the necessary solutions.

As with every study of this type, the successful completion of this project at RMCS D will require **positive, professional relationships with District staff**, contract service providers, stakeholders, and the Board and/or subcommittees. ClearSource clientele can attest to our ability to successfully navigate timing, competing values, and other challenges that arise when completing large scale projects.

During his career, **Terry Madsen has been awarded for his integrity, client service, dedication, and perseverance.** His treatment of internal staff, and respect for the challenges they face and the results they require in order to successfully accomplish their goals and objectives, results in working relationships that span multiple years and projects.

# EXPERIENCE & QUALIFICATIONS

## REFERENCES FOR COMPARABLE PROJECTS

ClearSource presents the following selection of cost of service and cost recovery references to the Rancho Murieta Community Services District. These references attest to our abilities in:

- Working within the immediate region and elsewhere in California for agencies of different size and organization.
- Establishing user rates and charges based on cost of service principles, industry standards, and statutory framework

- Delivering “whole system” financial consulting, where cost recovery products are in harmony with agency plans, goals, policies, and other forms of cost recovery.
- Working collaboratively and positively with agency staff from different perspectives, including leadership, finance, and public works/engineering.

Additional references are available upon request.

### City of Wheatland, California

**CONTACT:**

Susan Mahoney  
**Finance Director**  
Phone: 530.633.2761  
Email: smahoney@wheatland.ca.gov

### City of Gustine, California

**CONTACT:**

Lakhwinder Deol  
**Finance Director**  
Phone: 209.854.6471  
Email: ldeol@cityofgustine.com

### City of Roseville, California

**CONTACT:**

Dennis Kauffman  
**Chief Financial Officer**  
Phone: 916.774.5313  
Email: dkauffman@roseville.ca.us

### City of Long Beach, California

**CONTACT:**

Joshua Hickman  
**Program Manager, Public Works**  
Phone: 562.570.5714  
Email: Joshua.Hickman@longbeach.gov

# EXPERIENCE & QUALIFICATIONS

## CONSULTING TEAM

### Project Team Organization

This project will be led by Terry Madsen. He will be the District's primary contact, oversee quality assurance of all analysis and outcomes, and be the face for onsite interaction with District staff, leadership, and public procedures.

Karyn Johnson will lead the technical analysis and provide project management support. Analytical and strategic support will be provided by senior-level professionals: Jeanette Hahn, David Schroeder, and Carolyn Jones. Their experience includes more than 50 years of direct support to local government agencies.

Figure 1 illustrates the consultant lines of reporting for the District's project.

FIGURE 1 | PROJECT TEAM ORGANIZATION



Consultant project roles is as follows:

- **Project Manager** | Primary contact for the District, direction of analysis, onsite interaction with District staff and leadership, and face for public procedures.
- **Principal Consultant** | Implementation of analytical direction, targeted analysis, troubleshooting, and quality assurance.
- **Technical Lead** | Foundational analysis, subject matter expertise and targeted

analytical modules, strategic sounding board, and quality control interaction.

- **Senior Consultant** | Data analysis, modeling of analytical iterations, data input, data structuring, and research

### Team Experience and Qualifications

All consultant hours dedicated to RSRPD for this project will all be performed by staff two or more decades into their careers serving public agencies on costs of service, cost recovery, and municipal budgeting. Brief biographies for these project team members begin in the next section.

### Continuity of Service

As an intentionally structured small firm that believes our size is integral to the way we provide **personalized and high quality service to our client communities**, we are nonetheless asked by agencies about our plans for ensuring continuity of service if a team member faces personal emergency disruptive to the project. In fact, this is essential to our business and reputation. In addition to our collegiality and cross-discipline synergy, this is one of the key reasons **our staff is comprised of seasoned professionals** in this area of expertise.

Three of our five consultants are each two or more decades into consulting careers rich with successful project management, direct project performance, and accomplished public engagement for successful implementation of outcomes. For the Rancho Murieta Community Services District, in the unlikely event our proposed project manager Terry Madsen became unable to complete these services, fellow team member **Karyn Johnson** will step into his place, able to perform at equal level and achievement to Terry.

# EXPERIENCE & QUALIFICATIONS

## PROFESSIONAL BIOGRAPHIES

### Terry Madsen

#### PROJECT MANAGER / PRINCIPAL CONSULTANT

Terry Madsen is the President and Principal Consultant of ClearSource. For 16 years, he has provided financial consulting services to local government agencies.

Prior to founding ClearSource in October 2011, Terry was employed by a competing California firm, NBS (2001 to 2011). Terry's depth of knowledge includes numerous service areas:

- Water and wastewater rate studies
- User fee studies
- Indirect cost allocation studies
- Internal service fund rate studies
- Special financing district administration

Terry has managed numerous cost of service studies during his career. In the past year alone, he supported utility rate studies, cost allocation studies, and user fee studies for California agencies, including but not limited to, Azusa, Escalon, Gustine, Laguna Woods, La Quinta, Larkspur, Palos Verdes Estates, Rancho Mirage, San Leandro, Torrance, Ventura, and Wheatland.

Terry's experience in performing rate and fee studies includes all phases of the work, from project initiation to completion and presentation of final findings.

Terry is a member of the California Society of Municipal Finance Officers. He holds a B.S. in Business Administration with a Finance Concentration and an Economics Minor from Cal Poly, San Luis Obispo, and an MBA with an Entrepreneurship Concentration from California State University, San Bernardino.

### Karyn Johnson

#### TECHNICAL LEAD / SENIOR CONSULTANT

Karyn Johnson is the Utility Rates and Finance Technical Lead for ClearSource. Her rate consulting experience spans over 25 years serving municipal clients of diverse size and situation. Prior to joining ClearSource in 2017, Karyn was an owner-principal at FCS Group, specializing in all aspects of utility rates and fees:

- Policy development
- Strategic financial planning analysis
- Equitable cost allocation and effective rate structure design
- Capacity charge nexus analysis/justification

During her career, Karyn has performed several hundred utility financial/rate studies for public agencies throughout the Western United States and abroad. She is articulate and agile when working within the legal framework of rate and charge-setting across these regions.

Karyn is serving as the technical lead on water and sewer rate studies for Wheatland and Gustine, California and, in the past year, has also supported user fee studies for Monte Sereno and Palos Verdes Estates, California.

Karyn holds a B.S. in Business Management with a Finance Concentration from Franklin University, Columbus, Ohio, and an MBA with a Finance Concentration from Pepperdine University, California.

### David Schroeder

#### SENIOR CONSULTANT

David Schroeder is a Senior Consultant for ClearSource Financial Consulting. He has served the public sector for more than 15 years,



# EXPERIENCE & QUALIFICATIONS

focusing on recovery of municipal service costs, particularly within the varied structures of California special financing districts used by cities, counties, and special purpose districts across the state.

David's technical expertise is centered on large-scale and complex database analysis on multiple platforms, geographic information systems and science (GIS), and auditing of records and systems. Project areas in which David applies these skills for public sector clients have included:

- Special financing district administration, formation, annexation, auditing, and continuing disclosure reporting.
- Advanced GIS, including design and analysis to support district formation, annexation, Proposition 218 procedures, rate studies, and development impact fee analysis.
- Solutions generation for complex issues facing municipal clients, including fund close-outs, independent auditing of special financing districts, design and administration of refund programs, and data-driven public outreach.

David's expertise has supported a variety of public services including: lighting and landscaping, public safety, public facilities and maintenance services, and other municipal activities spanning general and special benefit. He is conversant in and has trained client agencies on GIS, including systems such as ESRI ArcGIS and the creation and usage of GIS web applications on the platform.

In the past year as a consultant with ClearSource, David has supported cost of service, cost allocation, and fee studies for the following California agencies: the Cities of Lincoln, La Quinta, Lake Forest, Oakdale, Campbell, Ventura, Elk Grove, and Huntington Beach; Kern County, and Sacramento Regional Transit.

David earned a Bachelor of Science in Business Administration, concentrating in Accounting Information Systems, from California State University San Bernardino. He is also certified from the University of West Florida's Graduate Geographic Information Science program.

# SCOPE OF SERVICES

## PROJECT UNDERSTANDING

### Objectives

The Rancho Murieta Community Services District is initiating a **Raw Water and Recycled Water Rate Study**, which is intended to:

- ➔ Establish a set of policies and guidelines to provide financial stability including: cash reserves, infrastructure replacement funding, and debt coverage / management.
- ➔ Develop forward-looking rate strategies that will allow the District to meet its current and future operating needs, capital costs, and financial policy goals, while minimizing rates to the degree practical.
- ➔ Assess the equity of cost recovery for all types of users/classes.
- ➔ Develop a fair and equitable schedule of rates that follow appropriate standards, regulations and guidelines and reflect best industry practices.
- ➔ Produce rate recommendations for adoption following a thoughtful, well-documented and defensible plan.

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## WORK PLAN

ClearSource presents the following step-by-step work plan to complete the Raw Water and Recycled Water Rate Study envisioned by the Rancho Murieta Community Services District.

### Task 1 | Study Initiation

Prepare for, attend, and facilitate an onsite meeting with District staff to initiate the project. The purpose of this meeting is to generate common understanding of objectives, known issues that must be addressed by study end, participant roles, schedule, key milestones, and data collection and development procedures.

### Task 2 | Data Collection/Validation

Provide a data request list identifying financial, operational, and customer data pertinent to the study. Review, analyze, and validate information as necessary for use in formulating the technical analyses.

### Task 3 | Revenue Requirement Forecast

Develop a five to ten-year revenue requirement forecast to determine rate revenue needed to fund the capital program, operating and maintenance costs, and fiscal policy achievement:

#### TASK 3.A | CRITICAL ASSUMPTIONS

Develop critical inputs and assumptions for forecasting revenues and expenditures to include: customer growth, cost inflation, and debt financing terms.

#### TASK 3.B | FINANCIAL POLICIES REVIEW

Conduct a financial policy evaluation to assess existing practices which should be maintained and explore alternative practices that might further District goals in funding utility obligations. We will begin with a high-level historical fiscal health review to use as a baseline for policy development. Policies will address:

# SCOPE OF SERVICES

- Cash reserves for working capital, capital contingencies, and emergencies
- Infrastructure replacement funding
- Debt coverage and debt to equity ratios

We will evaluate the need for each reserve or policy, the basis for any minimum reserve targets, and the financial impacts for establishing any new or revised policies.

## TASK 3.C | CAPITAL FUNDING STRATEGY

Review annual capital projects and associated costs and escalate those costs to year of anticipated construction. Design a capital funding strategy intended to feasibly execute the capital program with relatively level rate impacts. Evaluate an appropriate combination of resources from cash reserves, capital-related fees, capital contributions from rates, debt, and potential outside sources. We will structure the capital funding analysis to allow for alternative priority and scheduling of projects to evaluate rate changes under different scenarios.

## TASK 3.D | OPERATING FORECAST

Forecast operating and maintenance costs over the study period. Historical expenditures and the current budget will form the baseline for this forecast. Incorporate any additional O&M expenses for known or anticipated changes in operational requirements such as additional staffing, deferred maintenance, and impacts of future regulations and standards. Economic factors will be applied for cost escalation and customer growth and demand assumptions.

## TASK 3.E | RATE ADJUSTMENT STRATEGY

Integrate selected financial policies, existing debt service, capital funding impacts, and the operating forecast to develop an operating cash flow over the study period. Compare projected requirements against projected revenue under existing rates to determine annual adjustments needed for financial sustainability. Rate strategies will be developed that provide level

rate impacts over the study period to the degree practical. Sensitivity analyses will be performed to assess the impact of alternative capital funding strategies and other input parameters.

## Task 4 | Cost of Service Analysis

Conduct the technical analyses necessary to provide a rational basis for allocating system costs, assigning cost shares to customer classes, and recommending rate structures consistent with generally accepted cost-of-service methods, District pricing goals, and Proposition 218 requirements:

### TASK 4.A | CUSTOMER DATA ANALYSIS

Develop a profile of the existing customer base by reconciling historical customer billing system data with actual reported data. The purpose of this exercise is to calibrate customer statistics so that they generate the correct amount of revenue when the corresponding rate structure is applied, and to determine if current class groupings are reasonable. The calibrated statistics will be adjusted for projected customer growth and demand to form the basis for allocating costs to customer classes and designing rates.

### TASK 4.B | CUSTOMER CLASS ALLOCATION

Determine appropriate cost allocation factors and assign system assets and revenue requirements to the functions of service. The functionalized costs will be allocated to customer classes using the customer base profile developed in Task 5.A. We will summarize the resulting cost of service by customer class and compare to existing revenue recovery to determine potential shifts between classes.

## Task 5 | Rate Design

Evaluate performance of the existing rate structure, and develop alternative structures that might better address long-term utility

# SCOPE OF SERVICES

needs and customer concerns. The benefits of any proposed modifications will be weighed against the financial impacts on ratepayers, and the District's ability to continue funding operations:

## **TASK 5.A | RATE STRUCTURE EVALUATION**

Evaluate the existing rate structure as a baseline for comparing potential alternatives. Advantages and disadvantages of alternative rate structures will be discussed at the kick off meeting and further vetted following the cost of service analysis.

## **TASK 5.B | RATE CALCULATIONS**

Design alternative rate schedules by customer class that incorporate proposed rate revenue increases and cost of service findings. Evaluate and demonstrate the ability of the proposed rates to generate the projected and required revenues by testing rates against customer demands. All rate structure options will:

- Meet requirements of Proposition 218
- Promote rate sufficiency and stability
- Consider billing system capabilities
- Foster ease of administration and understanding by the ratepayers

## **TASK 5.C | CUSTOMER BILL CALCULATIONS**

Calculate the bills for each customer, and on average by customer class. Resulting customer bills will be compared to existing customer bills, and illustrated in graphical format for transparency and ease of understanding.

## **Task 6 | Meetings, Presentations, and Prop 218 Support**

To facilitate active engagement and collaboration with District participants, we propose the following events:

## **TASK 6.A | DISTRICT STAFF INTERACTION**

In addition to the kick-off event, we will confer with District staff through conference calls and onsite visits as needed. We envision three (3) site visits to review interim study findings at major milestones.

## **TASK 6.B | BOARD MEETINGS**

Prepare materials and participate in two (2) Board meetings to present interim findings and obtain input for study completion.

## **TASK 6.C | PROPOSITION 218 SUPPORT/ PUBLIC HEARING**

Assist District staff in preparing Proposition 218 Noticing Requirements to include crafting of notices and public outreach materials. The District will provide all copies and mailing services. Attend one (1) Public Hearing where rates are considered for adoption.

## **Task 7 | Reports and Deliverable Tools**

Provide the formal documentation of the work and outcomes of the study, as well as delivery of the tools developed throughout the study for the District's ownership and future use:

### **TASK 7.A | DRAFT REPORT**

Prepare a draft report summarizing assumptions, findings, and initial rate recommendations (electronic copies in Microsoft Word and PDF format).

### **TASK 7.B | FINAL REPORT AND RATE MODEL DELIVERABLE**

Incorporate any changes from Board direction and comments and prepare the Final Report. The report will include a summary and "frequently asked questions" for posting on the District's website (five bound copies, plus electronic copies in Microsoft Word and PDF).

Upon issuance of the final report, we will deliver the Microsoft Excel rate model.

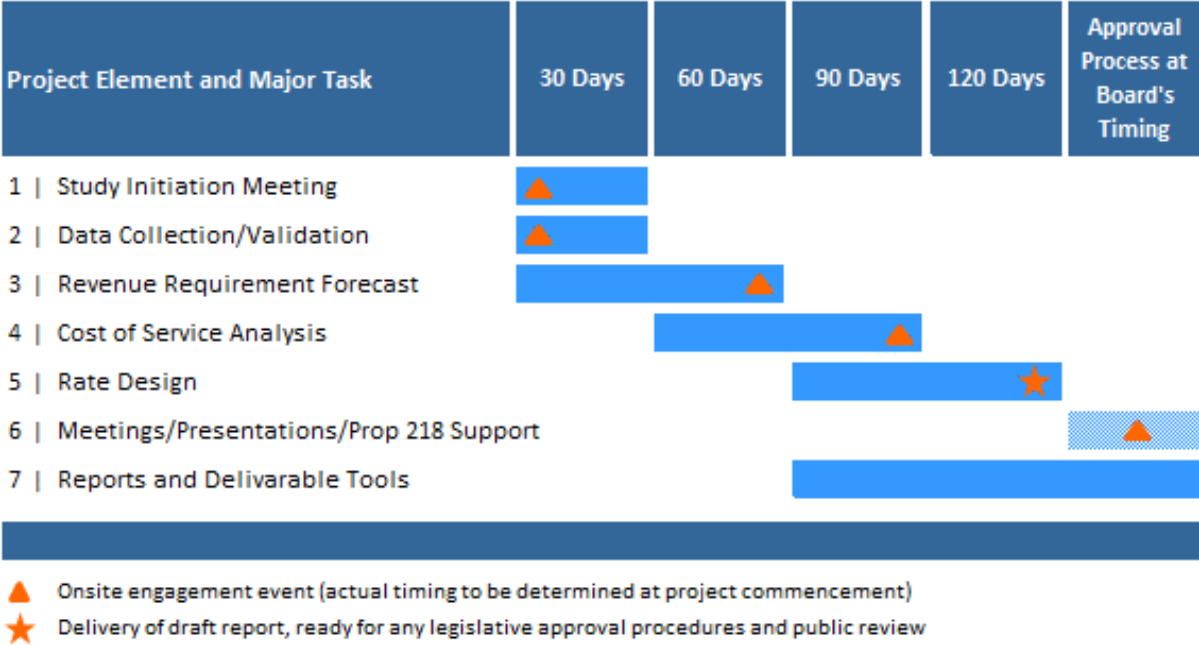
# SCOPE OF SERVICES

## PROJECT SCHEDULE

ClearSource forecasts to **deliver reporting from this study 120 days from project commencement**. These reporting documents will enable final presentation, final edits based on Board of Directors review and input, and public procedure thereafter along the District’s timeline and legislative priorities.

Figure 3 illustrates the estimated time for completion of our previously described work plan tasks, timing of deliverables, and a sample timeline for implementation procedures.

FIGURE 3 | ESTIMATED PROJECT TIMELINE



# FEE PROPOSAL

## CONSULTING FEE

### Maximum Not to Exceed Price

For the complete Raw Water and Recycled Water Rate Study, ClearSource presents the following fee:

➔ **Total Project: \$18,750**

This total fee is based on ClearSource’s review of publicly accessible District documents, noting the breadth of potential financial structure and rate components that may fall under review in this effort.

This fee includes all direct and indirect costs associated with our professional labor, as well as applicable direct expenses for the project.

### Components of the Maximum Price

Figure 4 illustrates the detail behind our presented maximum price for the project. This includes labor time paired with hourly rates and expenses by task described in the ClearSource work plan.

### Manner of Payment

ClearSource will issue monthly progress reports to the District. Accompanying invoices will be based on hours recorded to the project, with final invoice not submitted until work is completed as scoped in our work plan. Total invoices will not exceed the maximum price presented here.

FIGURE 4 | PROJECT FEE DETAIL

Project Element and Major Task	ClearSource Labor			Total Project	
	Proj. Mgr. Principal	Senior Cons.	Senior Cons.	Professional Labor	Consulting Fee
	Madsen	Johnson	Schroeder		
Professional Hourly Rates:					
	\$150	\$150	\$150		
1   Study Initiation Meeting	1	0	0	1	\$ 150
2   Data Collection/Validation	2	8	8	18	\$ 2,700
3   Revenue Requirement Forecast	8	8	16	32	\$ 4,800
4   Cost of Service Analysis	8	16	0	24	\$ 3,600
5   Rate Design	4	12	0	16	\$ 2,400
6   Meetings/Presentations/Prop 218 Support	4	8	4	16	\$ 2,400
7   Reports and Deliverable Tools	2	8	8	18	\$ 2,700
<b>Grand Total Not to Exceed Fee for All Elements</b>	<b>29</b>	<b>60</b>	<b>36</b>	<b>125</b>	<b>\$ 18,750</b>

## MEMORANDUM

Date: October 11, 2019  
To: Board of Directors  
From: Mark Martin, General Manager  
Subject: Outreach and Technology Items Accomplished/In-Progress

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At the August 2019 Communications & Technology Committee meeting, Director Butler asked for staff to separately track outreach and technology initiatives accomplished and in the works, including the status of each. At the September 2019 meeting, we provided lists of these accomplishments. Since then, we have expanded the information explaining the purpose and benefits of each initiative. At its October 2019 meeting, the Communications & Technology Committee reviewed the lists and were pleased with the contents and progress and requested we forward this information to the Board for review. A further request was made to have an additional list prepared that identifies Field Operations technology initiatives accomplished and in-progress. The effort on that task is underway and not yet available. Attached are the two worksheets provided at the Communications & Technology Committee meeting.

# RMCS D OUTREACH INITIATIVES

October 1, 2019

	Initiative	Status	Short Description	Start Date	Completion Date
1.	RMCS D Website Improvements	Ongoing	Main conduit for District information to the public. Conduct regular improvements to website to more effectively reach out to customers	9/30/2017	Ongoing
2.	RMCS D Facebook Page	Ongoing	Secondary conduit for outreach and mirror of key RMCS D website announcements	9/30/2017	Ongoing
3.	Pipeline Improvements	Ongoing	Primary monthly hard copy communication from District. Working to improve format and content. Added GM's Corner	9/30/2017	Ongoing
4.	Draft Communications Plan	Draft	Communications plan for outreach during important but non-emergency events	6/24/2019	TBD
5.	Electronic Message Board	Tabled	Research into cost of fixed Electronic Message Board - Reviewed Cost - Expensive to implement - \$40-50K for two sided sign plus ongoing maintenance, replacement, and electricity costs, not to mention potential lease cost of land if not on District property.	3/7/2019	4/4/2019
6.	Changeable Message Sign Trailer	Tabled	Researched the cost of a changeable message sign trailer to help direct traffic during heavy traffic events within the community. Costly at about \$19K.	4/4/2019	6/6/2019
7.	Streaming of Regular Board Meetings	Pre-Implementation	A project to implement live and recorded video streaming of Board Meetings. Two systems have been reviewed in-depth. Costs around \$5K/year. Awaiting return of District Secretary to procure and implement.	TBD	1/31/20



## RMCS D OUTREACH INITIATIVES

October 1, 2019

	Initiative	Status	Short Description	Start Date	Completion Date
8.	NextDoor.com	Tabled - Revisit 2020	NextDoor is another social media venue for outreach. Staff attempted more than once to join as a public agency but were rejected by NextDoor due to the small size of the agency. After Directors participated in the venue, it was determined that much of the discussion on the site was uncivil and would not be a productive venue for outreach.	5/1/2019	n/a
9.	Flyers in Bills	Ongoing	Assessing opportunities for flyers in bills to call special attention to issues of concern or advertise new services or tools available to customers.	5/1/2019	Ongoing
10.	River Valley Times - CSD Column	Declined	A proposal was made by Director Butler to engage River Valley Times to see if they would be open to a regular RMCS D outreach article. RVT's Editor respectfully declined but committed to continue news stories related to RMCS D.	8/1/2019	9/5/2019
11.	Public Events Outreach	Ongoing	Staff has attended community group meetings, Community Day at RMCC and Neighborhood Night Out gatherings. We expect to continue this practice as opportunities arise.	Ongoing	Ongoing
12.	Magnetic Signs on Work Trucks for Outreach Campaigns	Researching	Initial research conducted. Staff needs to research online options that may reduce cost and see if a different size may be needed than 11x17.	9/5/2019	11/30/2019

# RMCS D TECHNOLOGY INITIATIVES

October 1, 2019

	Initiative	Status	Short Description	Start Date	Completion Date
1.	High Speed Internet	Completed	In Fall of 2017, the District's internet service was around 5-6 Mbps for the entire organization. This was akin to operating an organization using a slow home-based internet connection. Acting immediately we moved to implement a 100 Mbps fiber connection. This has greatly increased the productivity of staff and laid the foundation to establish cloud-based computer systems. We intend to upgrade to faster speed internet as needed.	Fall 2017	Fall 2017
2.	Timesheets from Paper to Electronic	Completed	All timesheets were processed in paper format. Starting in Fall 2017, admin office staff began using an Excel based timesheet which made automatic calculations and cut down on transcription errors. The plan is to go to a web-based timesheet system in the near future which will introduce further efficiencies	Fall 2017	Fall 2017
3.	One-Drive Cloud working folders	Completed	One-Drive is part of the Microsoft Office 365 cloud based capability. The one-cloud is a file storage system. This capability allowed staff to manage electronic work files in the cloud instead of on a server stored onsite. This capability allows for more seamless access to work files from smart and mobile devices when offsite, in addition to more robust duplicative backup of files.	Fall 2017	Fall 2018
4.	Ring Central - Unified Communications (Phones/Communication)	Completed	Starting in Fall 2017 the District worked to move a majority of its telephony from a traditional corporate (POTS) system to Ring Central (VOIP). Ring Central provides unified communications. The concept is the ability to communicate via voice, texting, and video conferencing via the same communications system. Staff can make calls from their desktop phone, smart phone, or computer using their own phone extension. Using the same system, staff can communicate by text via computer and smart phones. A major added benefit is the user-friendly web-based management of the phone system which can be handled more easily by staff saving considerable staff time.	Fall 2017	Spring 2018

	Initiative	Status	Short Description	Start Date	Completion Date
5.	Desktop Scanners - More paperless efficiencies	Completed	This initiative recognizes the importance of moving to digital files and the efficiencies gained by locating a scanner on each staff's desktop. A scanner today is as critical to a modern workplace as a computer. Having this capability immediately available at each workstation is more efficient and conditions staff to more readily convert paper files to electronic form.	Summer 2018	Summer 2018
6.	Security Cameras - Public Buildings and Treatment Plants	Completed	The District has maintained security cameras around its treatment plants for some time. In 2018, we expanded security cameras to include administrative and operational offices, including gate houses and the District's administration building. This capability helps to provide extra security at key facilities. We plan to add cameras to key areas as budget becomes available.	Summer 2018	Summer 2018
7.	Upgraded Software Licenses - Microsoft Office 365 Cloud Based Software	Completed	This action was critical to ensure staff systems were upgraded to the latest operating system and Microsoft Office cloud capabilities. Keeping operating and office productivity software up to date is key to maintaining network security and improving staff effectiveness in the use of business systems.	Early 2019	Early 2019
8.	User enabled reset of software passwords	Completed	In the past, staff who managed the IT function had access to all District employee passwords for all systems including communications. This type of arrangement could readily lead to abusive access to confidential Board and management information and compromise the security of District applications and the network. The argument was that staff could receive help when they lost their password. We have implemented a best practice of a more automated user password reset when staff loses their enterprise passwords. This ensures that only each individual knows their passwords ensuring confidentiality of communications. With this approach, the General Manager is made aware in the event an individual needs access to an account that is not their own such as when an employee separates from the District.	Fall 2019	Fall 2019

# RMCSO TECHNOLOGY INITIATIVES

October 1, 2019

	Initiative	Status	Short Description	Start Date	Completion Date
9.	North Gate FastPass System	Completed	This system was implemented to handle high-volume traffic events through the North Gate via an electronic FastPass that allows faster check-in at the gate window and via an iPad in additional traffic lanes if warranted. This capability was well received after being implemented for the July 4 holiday in 2019.	5/1/2019	7/1/2019
10.	Portable Computers/Surface Books for Management Staff	Completed	Staff efficiency via strategic investments in key computer systems and technology used daily provides some of the greatest return on investment. Portable computers have become the norm. We have moved away from replacing desktop towers with mobile laptops/docking stations. This mobility allows for greater productivity when at home or away at conferences and training, not to mention collaboration when in staff meetings as staff is now able to pull up information and conduct research during meetings.	Fall 2017	Fall 2019
11.	Network Mirror/Backup - Cloud Based	Completed	The District has backed-up the Network over the internet for some time. However, the process was slow and more difficult to deploy. We now have a more robust cloud-based backup system that provides for greater security and duplication of backups.	Summer 2019	Fall 2019
12.	AUTOCRACY Network Domain Name Change	Completed	When the District's network was established, it was named "AUTOCRACY". This is a very negative term related to despotism and absolute power by a single individual. We have changed the network name to a more professional designation as a key step in establishing a more positive and professional culture. This was a much more complex task than one would imagine, given the naming convention existed for years and was tied to nearly every networked software system used by the District.	Summer 2019	Fall 2019
13.	RMCSO Server Upgrade	Completed	As technology continues to evolve, we expect to move to a mostly cloud-based operating environment. However, for now, some legacy systems require maintenance of a local network server. We have upgraded the local server to improve network speed and reliability.	Summer 2019	Fall 2019

# RMCS D TECHNOLOGY INITIATIVES

October 1, 2019

	Initiative	Status	Short Description	Start Date	Completion Date
14.	Public Wi-Fi at Admin Building	Completed	This is a basic capability that most public agencies provide at their administrative offices. This allows the public to access internet during meetings for research, consultants to use their devices during meetings, and a host of other productive purposes.	Fall 2017	Fall 2017
15.	Large Format Plotter/Scanner	Completed	We have purchased and installed a networked Large Format Plotter/Scanner. This allows us to scan all large plans in the office to electronic format and to print plans for mark-up and copying of the mark-ups when useful for office or field use. Having this tool will free up office space for plans storage and provide electronic access to all District large-format plans.	July 2019	September 2019
16.	Established Proxy for back-up P.O. Approver	Completed	Purchase Order approvals within the District's web-based purchase order system were correctly limited to key staff. The problem was that only one individual had approval rights leading to complications when that individual was not in the office. This would require sharing of the P.O. approval password with other authorized staff and the need to reset the password when that individual returns. This new capability allows a second approver to login under their own password as a proxy and authorize P.O.'s, eliminating the need for the password reset, and further ensures the integrity of approvals.	Fall 2019	Fall 2019
17.	Document Imaging System/Escrow Files	System in-place Scanning in progress	This initiative implemented a business hub for scanning and an electronic file management system. The most important component is the incredibly resource intensive scanning and categorization of files once converted to electronic format.	2017	Ongoing

# RMCSO TECHNOLOGY INITIATIVES

October 1, 2019

	Initiative	Status	Short Description	Start Date	Completion Date
18.	Patrol Management Software - Cloud Based	Payment/Contract stage	This is a key new capability we are adding to the Security Function. This new system is a cloud-based mobile patrol incident reporting system that will provide for better analytics of Security operations and incidents. Right now, nearly all Security reporting is in paper form. Paper forms have been found to lead to lost documents and transcription errors. The computerized system will improve efficiencies in compiling incident data and better maintain the integrity of the input data.	Summer 2019	December 2019
19.	SharePoint Cloud File and Collaboration Site	In-Process	SharePoint is One-Drive on steroids. Whereas One-Drive is a storage space for individuals' working files, Sharepoint has cloud-based collaboration capabilities that allow for enterprise file management, calendars, intranet and communications. The plan is to ultimately move all District files on the local network drives to SharePoint. This will ensure better protection of District electronic files and a central location for staff to access these files. Setting the permissions properly for Sharepoint and training staff is more complicated than traditional network drives, so the roll-out of this has been limited to start. We will continue this roll-out as staff has capacity.	Spring 2019	Summer 2020
20.	Accounts Payable/General Ledger (Great Plains) Integration	In-Process	The District currently uses AESTIVA as its Purchase Order (P.O.) management software. As of now, there was no link between AESTIVA and our general ledger. We are implementing a cost-effective integration that will eliminate duplicate data entries, and create a seamless flow of data into the general ledger and expand the system to allow for in-the-field verification of receivables by staff.	May 2019	December 2019
21.	Accounting System/General Ledger other Integration	Researching	We are looking into how we can leverage our current general ledger system by implementing integration to our utility billing system. In addition to that integration, we are taking steps to allow us to eliminate the use of Microsoft Access for critical reports, instead developing the capability within the primary software.	April 2019	June 2020

# RMCS D TECHNOLOGY INITIATIVES

October 1, 2019

	Initiative	Status	Short Description	Start Date	Completion Date
22.	Maintenance Management and Work Order System	Researching	A maintenance management and work order system lets an agency manage work orders and maintenance activities by tracking staff, materials and equipment related to activities. The District maintains an outdated rudimentary software system that could be improved.	July 2019	TBA
23.	Land Management/Permit System	Researching	The District manages services for every parcel within the District. What is missing is a computerized land management system that allows staff to track all activities related to a parcel or address. Such a system would improve historical records related to each parcel/address improving operations and customer service. Our escrow files now being made electronic is just one resource that could be tied to a computerized land management system. Additionally, we could tie all permits to such a system to ensure that all actions related to an address or parcel are properly recorded. Such a system is composed of tabular and map-based information.	Fall 2019	TBA
24.	Asset Management System (GIS/Data)	Researching	An asset management system is used to manage all infrastructure. This system would contain information for every type of public infrastructure the District manages such as pipes, pump stations, lift stations, basins, etc. The key inputs and metrics of such a system are: What infrastructure do we have, what are the physical properties of the infrastructure, where is it, what condition is it in, when has it been replaced or maintained, and what do we project for maintenance or replacement schedule, and finally, what are the costs for maintenance, rehabilitation or replacement given various funding scenarios? GIS mapping is key as a component tool to produce graphical representations of network condition, maintenance/rehab histories, or project planned improvements based on funding strategies.	Spring 2019	TBA
25.	Online Billing System review options	Researching	We are researching other online billing capabilities that better integrate with the District's financial systems and provide greater flexibility for customers.	Fall 2019	TBA

## RMCSO TECHNOLOGY INITIATIVES

October 1, 2019

	Initiative	Status	Short Description	Start Date	Completion Date
26.	Customer Management System	Researching	Although a work order system tracks customer maintenance requests, the District is in need of a way to better track customer issues/complaints that may not be related to maintenance activities. We are researching tools for this. It is possible a Land Management System could function in this manner as complaints issues would be tied to a parcel or address and have reporting capabilities to remind staff of outstanding complaints/matters.	Fall 2019	TBA
27.	District Intranet	Researching	There is a heavy reliance on visits to Administrative staff for human resources and other related administrative documents and information. An intranet will allow all District staff to login to an internal website with self-serve access to key human resources and administrative documents. This will help free time for administrative staff for other critical activities.	Fall 2019	TBA