



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

15160 JACKSON ROAD
RANCHO MURIETA, CALIFORNIA 95683
916-354-3700
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AGENDA

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

REGULAR BOARD MEETING

January 17, 2018

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

BOARD MEMBERS

Mark Pecotich	President
Morrison Graf	Vice President
Les Clark	Director
John Merchant	Director
Gerald Pasek	Director

STAFF

Mark Martin	General Manager
Jeff Werblun	Acting Security Chief
Paul Siebensohn	Director of Field Operations
Eric Thompson	Controller
Suzanne Lindenfeld	District Secretary
Richard Shanahan	District General Counsel

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

JANUARY 17, 2018

REGULAR BOARD MEETING

Call to Order and Closed Session 4:00 p.m. / Open Session 5:00 p.m.

All persons present at District meetings will place their cellular devices in silent and/or vibrate mode (no ringing/sound 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 Pecotich (Roll Call) | 4:00 |
| 2. CONSIDER ADOPTION OF AGENDA (<i>Motion</i>)
<i>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.</i> | |
| 3. CLOSED SESSION
<i>Under Government Code 54957: Public Employee Performance Evaluation of the General Manager.</i>

<i>Under Government Code 54957.6: Conference with designated Labor Negotiator Mark Martin, regarding negotiations with the International Union of Operating Engineers, Local 3, AFL-CIO.</i> | |
| 4. OPEN SESSION/REPORT ACTION FROM CLOSED SESSION
<i>The Board will discuss items on this agenda, and may take action on those items, including informational items and continued items. The Board may also discuss other items that do not appear on this agenda, but will not act on those items unless action is urgent, and a resolution is passed by a two-thirds (2/3) vote declaring that the need for action arose after posting of this agenda.</i>

<i>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.</i>
TIMED ITEMS as specifically noted, such as Hearings or Formal Presentations of community-wide interest, will not be taken up earlier than listed. | 5:00 |
| 5. EMPLOYEE ANNOUNCEMENTS, PROMOTIONS, COMMENDATIONS, AND KUDOS | |
| 6. COMMENTS FROM THE PUBLIC
<i>Members of the public may comment on any item of interest within the subject matter jurisdiction of the District and any item specifically agendized. Members of the public wishing to address a specific agendized 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.</i>

<i>If you wish to address the Board at this time or at the time of an agendized 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.</i> | |

- 7. CONSENT CALENDAR (Motion) (Roll Call Vote) (5 min.)** All items in Agenda Item 7 will be approved as one item if they are not excluded from the motion adopting the consent calendar.
- A. Approval of Board and Committee Meeting Minutes
 - 1. December 20, 2017 Regular Board Meeting Minutes
 - 2. January 2, 2018 Improvements Committee Meeting Minutes
 - 3. January 2, 2018 Personnel Committee Meeting Minutes
 - 4. January 2, 2018 Communication & Technology Committee Meeting Minutes
 - B. Approval of Bills Paid Listing
- 8. STAFF REPORTS (Receive and File)**
- A. General Manager's Report
 - B. Administration/Financial Report
 - C. Security Report
 - D. Water/Wastewater/Drainage Report
- 9. CORRESPONDENCE**
- A. Email from Linda Klein
- 10. CONSIDER ADOPTION OF DISTRICT POLICY P2.001 UNIFORM AND DRESS GUIDELINES (Discussion/ Action) (Motion) (Roll Call Vote) (30 min.)**
- 11. DISCUSS GOALS AND OBJECTIVES REGARDING ACQUISITION OF RANCHO MURIETA COUNTRY CLUB GOLF COURSE AND OTHER ASSETS AND OPEN SPACE AND TRAIL AREAS (Discussion/ Action) (Motion) (15 min.)**
- 12. CONSIDER CONFERENCE/EDUCATION OPPORTUNITIES (Discussion/Action) (Motion) (5 min.)**
- 13. REVIEW DISTRICT MEETING DATES /TIMES FOR FEBRUARY 2018**
- A. Security – February 1, 2018 at 4:00 p.m.
 - B. Communications – February 1, 2018 at 4:30 p.m.
 - C. Improvements – February 6, 2018 at 8:30 a.m.
 - D. Finance – February 6, 2018 at 9:30 a.m.
 - E. Personnel – February 6, 2018 at 10:30 a.m.
 - F. Regular Board Meeting – February 21, 2018 - open session at 5:00 p.m.
- 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. 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 January 12, 2018. 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**

December 20, 2017

Call to Order and Closed Session 4:00 p.m. / Open Session 5:00 p.m.

1. CALL TO ORDER/ROLL CALL

President Mark Pecotich called the Regular Board Meeting of the Board of Directors of Rancho Murieta Community Services District to order at 4:00 p.m. in the District meeting room, 15160 Jackson Road, Rancho Murieta. Directors present were Mark Pecotich, Morrison Graf, Les Clark, John Merchant, and Gerald Pasek. Also, present were Mark Martin, General Manager; Paul Siebensohn, Director of Field Operations; Eric Thompson, Controller; Jeff Werblun, Acting Security Chief; Suzanne Lindenfeld, District Secretary; and Richard Shanahan, District General Counsel.

2. ADOPT AGENDA

Motion/Pasek to adopt the agenda. Second/Clark. Ayes: Pecotich, Graf, Clark, Merchant, Pasek. Noes: None. Absent: None. Abstain: None.

3. EMPLOYEE ANNOUNCEMENTS, PROMOTIONS, COMMENDATION, AND KUDDOS

None

4. BOARD ADJOURNED TO CLOSED SESSION AT 4:03 P.M. TO DISCUSS THE FOLLOWING ITEMS:

Under Government Code 54957.6: Conference with designated Labor Negotiator Mark Martin, regarding negotiations with the International Union of Operating Engineers, Local 3, AFL-CIO.

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

5. BOARD RECONVENED TO OPEN SESSION AT 5:00 P.M. AND REPORTED THE FOLLOWING:

Under Government Code 54957.6: Conference with designated Labor Negotiator Mark Martin, regarding negotiations with the International Union of Operating Engineers, Local 3, AFL-CIO. **Nothing to report.**

Under Government Code 54957: Public Employee Performance Evaluation of the General Manager. **Nothing to report.**

6. COMMENTS FROM THE PUBLIC

None.

7. CONSENT CALENDAR

Motion/Clark to adopt the consent calendar. Second/Graf. Roll Call Vote: Ayes: Pecotich, Graf, Clark, Merchant, Pasek. Noes: None. Absent: None. Abstain: None.

8. STAFF REPORTS

Under Agenda Item 8A, Director Clark asked to be kept informed regarding Laguna Joaquin.

Under Agenda Item 8C, President Pecotich asked who would be doing the training of the new radar guns for District staff. Sergeant Werblun stated that he would be conducting the training for District staff.

Under Agenda Item 8D, President Pecotich asked if all the basins in the community will be looked at. Paul Siebensohn, Director of Field Operations, stated that is plan.

9. CORRESPONDENCE

None.

10. RECEIVE AND FILE THE 2016-2017 ANNUAL RANCHO MURIETA COMMUNITY SERVICES DISTRICT AUDIT REPORT AND THE COMMUNITY FACILITIES DISTRICT #2014-1 AUDIT REPORT

Eric Thompson, Controller and Larry Bain, CPA, gave a brief summary of the 2016-2017 audit reports. They were clean reports. A question and answer period followed.

11. CONSIDER APPROVAL OF THE REVISED RANCHO MURIETA MASTER TRAIL PLAN

Greg Vorster, General Manger, Rancho Murieta Association, gave a brief summary of the revised Rancho Murieta Master Trail Plan. A question and answer period followed. This is a conceptual plan and may need to be modified as development progresses.

Motion/Clark to direct the District's Parks Committee Representative to move forward in favor of the concept of the Revised Master Trail Plan with modifications to the map as discussed and move forward with the actions of community based and Parks Committee meetings. **Second/Graf. Roll Call Vote: Ayes: Pecotich, Graf, Clark, Merchant, Pasek. Noes: None. Absent: None. Abstain: None.**

12. CONTINUE DISCUSSION AND CONSIDERATION OF POTENTIAL ACQUISITION OF RANCHO MURIETA COUNTRY CLUB GOLF COURSE AND OTHER ASSETS, OPEN SPACE AND TRAIL AREAS, AND NEW COMMUNITY RECREATIONAL AMENITIES – RECREATION GOALS AND OBJECTIVES, PROJECT VISION, AND STAKEHOLDER OUTREACH

Mark Martin, General Manager, commented on the District developing goals and objectives for the project and the need for an ad hoc committee to participate in outreach to the various entities and entire community. Directors Clark and Merchant each submitted their thoughts on what the goals and objectives should be. To date, about \$35,000 of District staff time and money has been spent on this project.

Motion/Pecotich to develop an ad hoc committee to participate in the outreach to community stakeholders and residents and appoint President Pecotich and Director Merchant as the ad hoc committee members. **Second/Clark. Ayes: Pecotich, Graf, Clark, Merchant, Pasek. Noes: None. Absent: None. Abstain: None.**

Motion/Pecotich for staff to draft five (5) solid goal statements combining numbers 4, 7, 11, 13 of Director Clark's suggested vision/goals with numbers 2, 5, and 6 of Director Merchants suggested vision/goals. **Second/Pasek. Ayes: Pecotich, Graf, Clark, Merchant, Pasek. Noes: None. Absent: None. Abstain: None.**

13. CONSIDER ADOPTION OF ORDINANCE 02017-02 AMENDING DISTRICT CODE CHAPTER 8 CONCERNING COMMUNITY FACILITIES FEES

Mark Martin, General Manager, gave a brief summary of the recommendation to adopt Ordinance O2017-02 amending District Code Chapter 8 relating to community facilities fees.

Motion/Graf to adopt Ordinance O2017-02 amending District Code Chapter 8, concerning Community Facilities Fees. **Second/Clark. Roll Call Vote: Ayes: Pecotich, Graf, Clark, Merchant, Pasek. Noes: None. Absent: None. Abstain: None.**

John Sullivan suggested the District review what an EDU amounts to.

14. CONSIDER PAYMENT OF ADDITIONAL COSTS TO N.J. MCCUTCHEN, INC., FOR BONDING COSTS RELATED TO THE WASTEWATER HYDROPNEUMATIC TANK REPLACEMENT PROJECT

Paul Siebensohn, Director of Field Operations, gave brief summary of the recommendation to approve the payment to N.J. McCutchen, Inc., for bonding costs.

Motion/Clark to approve payment of additional costs to N.J. McCutchen, Inc. for bonding costs for the Wastewater Hydropneumatic Tank Replacement Project, in an amount not to exceed \$1,026. Funding to come from Wastewater Replacement Reserves. **Second/Pasek. Roll Call Vote: Ayes: Pecotich, Graf, Clark, Merchant, Pasek. Noes: None. Absent: None. Abstain: None.**

15. CONSIDER CONFERENCE/EDUCATION OPPORTUNITIES

No discussion.

16. CONSIDER COMMITTEE ASSIGNMENTS

No change to the committee assignments.

17. REVIEW SEPTEMBER BOARD/COMMITTEE MEETING DATES/TIMES

No discussion.

18. DIRECTOR COMMENTS AND SUGGESTIONS

Paul Siebensohn, Director of Field Operations, stated that the grant for the emergency well is being extended. The project will move forward once the District receives the paperwork.

Eric Thompson, Controller, stated he would be doing a monthly analysis of the solar power savings.

Director Merchant asked if it is possible to reschedule the January Communications Committee meeting. Suzanne Lindenfeld, District Secretary, will work out a new date and time with the Committee members.

Director Graf commented on emails received from Chris Woods and that Mr. Woods does not represent the District. Mr. Woods stated that he did not mean to imply that he represents the District.

President Pecotich stated that he has respect for the entire Board of Directors, for each Director's different views and experience, and wished everyone happy holidays.

19. ADJOURNMENT

Motion/Pecotich to adjourn at 7:23 p.m. **Second/Clark. Ayes: Pecotich, Graf, Clark, Merchant, Pasek. Noes: None. Absent: None. Abstain: None.**

Respectfully submitted,

Suzanne Lindenfeld
District Secretary

MEMORANDUM

Date: January 2, 2018
To: Board of Directors
From: Improvements Committee Staff
Subject: January 2, 2018 Improvements Committee Meeting Minutes

1. CALL TO ORDER

Director Graf called the meeting to order at 8:30 a.m. Present were Directors Graf and Clark. Present from District staff were Mark Martin, General Manager and Suzanne Lindenfeld, District Secretary.

2. PUBLIC COMMENT

John Sullivan commented on the letter signing off of water, sewer, and drainage to the hotel, concerns as to why the Gardens 78 improvement plans have not been signed off, the force main at Cantova Lift Station is impacted and needs to be cleaned, boring under the highway of the recycle line, and how to handle binging the propane line to the Cantova Lift Station. Staff will get with Coastland Engineering to discuss concerns.

3. MONTHLY UPDATES

Development

The hotel is near to opening and development of the Gardens is continuing. Plans are for development of 1, 6, 4, and 5; Paul Frank has plans in for approval on 10, and the Shell Gas Station in for design review on parcel 11. On the North project, new drainage requirements are being incorporated into the big drainage plan which the developer would like to meet with staff to discuss. Director Clark stated that he would like to participate in that meeting, if appropriate.

Emergency Well Project

The Prop. 84 Grant has been extended through 2018. Staff will contact the previous lowest bidder to see if they are willing to extend their previous bid.

Wet Drainage Basins

Laguna Joaquin is still the current focus. Staff is looking into the use, cost and effectiveness of herbicides for clearing vegetation and reducing certain types of run-off into Laguna Joaquin. Staff is looking at pre-treatment potential including swales of some type with vegetation and their effectiveness.

Director Graf asked what the Rancho Murieta Association (RMA) issue with geese is about. Gail Bullen stated that a resident was feeding the geese which caused the population to increase. The resident has stopped feeding them and the hope is the population will decrease.

4. REVIEW ORDINANCE 02018-01 AMENDING DISTRICT CODE, CHAPTER 14 – WATER CODE

Mark Martin, General Manager, gave a brief summary of the recommended changes to District Code, Chapter 14, the Water Code, regarding prohibition of the introduction of invasive species into water storage facilities. Director Clark asked that staff review the enforcement section of the Code and clarify what highly turbid water is. Community outreach should be done regarding boats, pet waste and animals swimming in the lakes. The Committee requested the item be brought back to Committee for review after the recommended changes have been made.

5. DIRECTORS & STAFF COMMENTS/SUGGESTIONS

Director Clark asked if a review has been done yet on state and county laws regulations changing impacts on infrastructure for 2018. Mark Martin, General Manager, stated that staff will be attended training regarding the updates/changes/

6. ADJOURNMENT

The meeting was adjourned at 9:10 a.m.

DRAFT

MEMORANDUM

Date: January 2, 2018
To: Board of Directors
From: Personnel Committee Staff
Subject: January 2, 2018 Personnel Committee Meeting Minutes

1. CALL TO ORDER

Director Graf called the meeting to order at 10:30 a.m. Present were Directors Graf and Pasek. Present from District staff was Mark Martin, General Manager; Eric Thompson, Controller; and Suzanne Lindenfeld, District Secretary.

2. COMMENTS FROM THE PUBLIC

None.

3. REVIEW 2018 NON-REPRESENTED SALARY RANGE ADJUSTMENT

Mark Martin, General Manager, gave a brief summary of the salary survey conducted by Koff and Associates in August 2017. Under standard practice, the survey should have been completed by April 2016. The Committee suggested the General Manager review the suggested ranges, make any adjustments as deemed appropriate, and bring back to the February 6, 2018 Personnel Committee meeting.

4. REVIEW DISTRICT POLICY P2.001 UNIFORM AND DRESS GUIDELINES

Mark Martin, General Manager, gave a brief summary of the recommendation to adopt District Policy P2.001, Uniform and Dress Guidelines. The Committee requested review of the hair length guideline for Gate and Patrol employees and make appropriate change if needed. **This Item will be on the January 17, 2018 Board of Directors meeting agenda.**

5. DIRECTORS' & STAFF COMMENTS/SUGGESTIONS

None.

6. ADJOURNMENT

The meeting was adjourned at 10:45 a.m.

MEMORANDUM

Date: January 2, 2018
To: Board of Directors
From: Communication & Technology Committee Staff
Subject: January 2, 2018 Communication & Technology Committee Meeting Minutes

1. CALL TO ORDER

Director Pecotich called the meeting to order at 4:30 p.m. Present were Directors Pecotich and Merchant. Present from District staff were Mark Martin, General Manager; Eric Thompson, Controller; and Suzanne Lindenfeld, District Secretary.

2. COMMENTS FROM THE PUBLIC

None.

3. REVIEW TECHNOLOGY PLAN AND ADDITIONAL RECOMMENDED TECHNOLOGY IMPROVEMENTS

Mark Martin, General Manager gave a brief summary of the recommended technology improvements. The improvements include business internet upgrade which can occur now; desktop scanners next budget year; Adobe Acrobat Pro upgrade, next budget year; Microsoft Office 365 upgrade next budget year; Windows 10 for all systems next budget year; phone system upgrade is currently being researched; Written Information Security Plan (WISP) is being worked on with IT consultant; GRASS GIS system which is a free platform, is currently being looked at; and a hotspot (public Wi-Fi) for the administration building. After a discussion, the Committee agreed with the recommendations.

4. DIRECTOR AND STAFF COMMENTS/SUGGESTIONS

Director Merchant suggested staff look into some type of incentive program for those who pay their District bill electronically.

Director Pecotich stated that the last year was a good year technology wise for the District and hopes Rancho Murieta Association will be open to joining in with some of the technology advances like a shared data base.

Mark Martin, General Manager, stated that a resident sent an email regarding difficulty in using the on-line billing. Staff will be looking into the concerns.

5. ADJOURNMENT

The meeting was adjourned at 5:23 p.m.

MEMORANDUM

Date: January 4, 2017
 To: Board of Directors
 From: Eric Thompson, Controller
 Subject: Bills Paid Listing

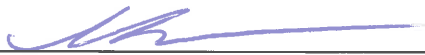
Enclosed is the Bills Paid Listing Report for **December 2017**. Please feel free to call me before the Board meeting regarding any questions you may have relating to this report. This information is provided to the Board to assist in answering possible questions regarding large expenditures.

The following major expense items (excluding payroll-related items) are listed *in order as they appear* on the Bills Paid Listing Report:

<u>Vendor</u>	<u>Project / Purpose</u>	<u>Amount</u>	<u>Funding</u>
N.J. McCutchen, Inc.	WWTP Hydro Pneumatic Water Tank	\$ 37,204.02	Sewer Capital Replacement Reserves
U.S. Bank Corp. Payment System	Supplies & Vehicle Fuel	\$ 5,914.91	Operating Expense
State Water Resources Control Board	Permits	\$ 19,188.00	Operating Expense
S. M. U. D.	Purchased Power	\$ 18,560.99	Operating Expense
Prodigy Electric & Controls Inc.	Repairs & Maintenance	\$ 29,899.99	Sewer Capital Replacement Reserves & Operating Expense
Nicolay Consulting Group	OPEB Actuarial Report	\$ 5,700.00	Operating Expense
Larry Bain, CPA, An Accounting Corporation	Audit	\$ 14,500.00	Operating Expense
Folsom Lake Fleet Services	Vehicle Service #809	\$ 5,122.49	Operating Expense
County of Sacramento	Solid Waste Surcharges	\$ 9,019.46	Operating Expense
California Waste Recovery Systems	Solid Waste Contract	\$ 47,084.22	Operating Expense
Biosolids Recycling, Inc.	Repairs & Maintenance	\$ 7,689.28	Operating Expense
Bartkiewicz, Kronick & Shanahan	Legal Services	\$ 10,466.63	Operating Expense
Domino Solar LTD	Solar Power Purchased	\$ 7,254.88	Operating Expense
Siemens Energy, Inc.	Repairs & Maintenance	\$ 8,617.85	Operating Expense

<u>Vendor</u>	<u>Project / Purpose</u>	<u>Amount</u>	<u>Funding</u>
Caltronics Business Systems	Electronic Document Management System	\$ 57,214.00	Capital Improvement Reserves & Operating Expense

PREPARED BY: *Eric Thompson, Controller*

REVIEWED BY:  _____, *District Treasurer*

Rancho Murieta Community Services District
Bills Paid Listing for December 2017

Ck Number	Date	Vendor	Amount	Purpose
EFT	12/1/2017	EFTPS	\$558.95	Payroll
EFT	12/1/2017	EFTPS	\$10,897.70	Payroll
EFT	12/1/2017	EFTPS	\$3,527.64	Payroll
EFT	12/1/2017	EDD	\$2,800.23	Payroll
EFT	12/1/2017	EDD	\$975.86	Payroll
EFT	12/1/2017	EDD	\$106.95	Payroll
EFT	12/1/2017	CalPERS	\$8.91	Payroll
EFT	12/1/2017	CalPERS	\$11,977.85	Payroll
EFT	12/1/2017	CalPERS	\$39,980.05	Payroll
CM32908	12/1/2017	A Leap Ahead IT	\$3,820.26	IT Support
CM32909	12/1/2017	American Family Life Assurance Co.	\$506.60	Payroll
CM32910	12/1/2017	Applications By Design, Inc.	\$520.00	IT Support
CM32911	12/1/2017	Aramark Uniform & Career Apparel, LLC	\$315.17	Uniform Service - Water
CM32912	12/1/2017	AT&T	\$124.00	Internet
CM32913	12/1/2017	AT&T	\$1,207.33	Telephones
CM32914	12/1/2017	California State Disbursement Unit	\$52.15	Payroll
CM32915	12/1/2017	Caltronics Business Systems	\$57,214.00	Electronic Document Management
CM32916	12/1/2017	CDW Government Inc.	\$501.40	IT Hardware
CM32917	12/1/2017	Chrysler Capital	\$156.80	Security Vehicle Lease
CM32918	12/1/2017	County of Sacramento	\$111.00	Pre-Employment Screening
CM32919	12/1/2017	Fastsigns #60601	\$20.26	VOID
CM32920	12/1/2017	Ferguson Enterprises, Inc 1423	\$215.50	Repairs & Maintenance
CM32921	12/1/2017	Folsom Lake Fleet Services	\$446.31	Vehicle Service #218
CM32922	12/1/2017	Franchise Tax Board	\$50.00	Payroll
CM32923	12/1/2017	Guardian Life Insurance	\$5,864.88	Payroll
CM32924	12/1/2017	Hach Company	\$557.84	Supplies
CM32925	12/1/2017	Hopkins Technical Products, Inc	\$1,896.55	Supplies
CM32926	12/1/2017	Howe It's Done	\$306.60	Board of Directors Meeting
CM32927	12/1/2017	Koff & Associates	\$3,125.00	Salary Survey
CM32928	12/1/2017	Legal Shield	\$31.26	Payroll
CM32929	12/1/2017	Nationwide Retirement Solution	\$1,142.00	Payroll
CM32930	12/1/2017	Operating Engineers Local Union No. 3	\$646.25	Payroll
CM32931	12/1/2017	Pac Machine Co., Inc.	\$2,952.64	Equipment Rental
CM32932	12/1/2017	Dana Patterson	\$50.00	Conservation
CM32933	12/1/2017	PDF Tactical	\$1,840.00	Contract Staffing - Security
CM32934	12/1/2017	Public Agency Retirement Services	\$309.67	Payroll
CM32935	12/1/2017	Safety Center, Inc.	\$1,200.00	Training & Safety
CM32936	12/1/2017	Santander Leasing	\$240.00	Security Vehicle Lease
CM32937	12/1/2017	Siemens Energy, Inc.	\$8,617.85	Repairs & Maintenance
CM32938	12/1/2017	Sierra Chemical Co.	\$3,136.92	Chemicals

Rancho Murieta Community Services District
Bills Paid Listing for December 2017

Ck Number	Date	Vendor	Amount	Purpose
CM32939	12/1/2017	Domino Solar LTD	\$7,254.88	Solar Power Purchased
CM32940	12/1/2017	State Board of Equalization	\$2,293.75	Permits
CM32941	12/1/2017	State Water Resources Control Board	\$300.00	Certifications
CM32942	12/1/2017	TASC	\$98.07	Payroll
CM32943	12/1/2017	U.S. HealthWorks Medical Group, PC	\$172.00	Pre-Employment Screening
CM32944	12/1/2017	Vision Service Plan (CA)	\$441.90	Payroll
CM32945	12/1/2017	W.W. Grainger Inc.	\$1,586.13	Repairs & Maintenance
CM32946	12/1/2017	Robert Weiss	\$100.00	Conservation
CM32947	12/1/2017	David Zieou	\$100.00	Conservation
EFT	12/11/2017	EFTPS	\$168.35	Payroll
EFT	12/11/2017	EDD	\$36.74	Payroll
EFT	12/15/2017	EFTPS	\$9,118.93	Payroll
EFT	12/15/2017	EDD	\$2,288.31	Payroll
CM32948	12/15/2017	A Leap Ahead IT	\$3,820.26	IT Support
CM32949	12/15/2017	ADKO Engineering	\$4,500.00	Repairs & Maintenance (Consultant)
CM32950	12/15/2017	American Family Life Assurance Co.	\$506.60	Payroll
CM32951	12/15/2017	Aquality Water Management	\$1,683.52	Contract Staffing - Water
CM32952	12/15/2017	Aramark Uniform & Career Apparel, LLC	\$235.58	Uniform Service - Water
CM32953	12/15/2017	Arnolds For Awards	\$17.05	Office Supplies
CM32954	12/15/2017	Bartkiewicz, Kronick & Shanahan	\$10,466.63	Legal Services
CM32955	12/15/2017	Biosolids Recycling, Inc.	\$7,689.28	Repairs & Maintenance
CM32956	12/15/2017	California Laboratory Services	\$1,291.64	Lab Testing
CM32957	12/15/2017	California State Disbursement Unit	\$52.15	Payroll
CM32958	12/15/2017	California Waste Recovery Systems	\$47,084.22	Solid Waste Monthly Contract
CM32959	12/15/2017	Caltronics Business Systems	\$1,010.53	Office Supplies
CM32960	12/15/2017	Capital One Commercial	\$1,022.87	Office Supplies
CM32961	12/15/2017	County of Sacramento	\$915.13	Off Duty Sheriff
CM32962	12/15/2017	County of Sacramento	\$9,019.46	Solid Waste Surcharges
CM32963	12/15/2017	Dave Bunfill (DBA) Dave Bunfill Blacktop S	\$2,500.00	Repairs & Maintenance
CM32964	12/15/2017	Express Office Products, Inc.	\$349.03	Office Supplies
CM32965	12/15/2017	Fastenal	\$20.26	Supplies
CM32966	12/15/2017	Fastsigns #60601	\$20.26	VOID
CM32967	12/15/2017	Ferguson Enterprises, Inc 1423	\$186.03	Repairs & Maintenance
CM32968	12/15/2017	Folsom Lake Fleet Services	\$5,122.49	Vehicle Service #809
CM32969	12/15/2017	Franchise Tax Board	\$50.00	Payroll
CM32970	12/15/2017	Galls/Quartermaster	\$1,349.79	Uniforms - Security
CM32971	12/15/2017	Greenfield Communications	\$230.97	Internet
CM32972	12/15/2017	Larry Bain, CPA, An Accounting Corporation	\$14,500.00	Audit
CM32973	12/15/2017	Legal Shield	\$31.26	Payroll
CM32974	12/15/2017	Anne H Long (DBA) Marion Leasing	\$526.90	Copier Lease

Rancho Murieta Community Services District


Bills Paid Listing for December 2017

Ck Number	Date	Vendor	Amount	Purpose
CM32975	12/15/2017	Nationwide Retirement Solution	\$1,142.00	Payroll
CM32976	12/15/2017	Nicolay Consulting Group	\$5,700.00	OPEB Actuarial Report
CM32977	12/15/2017	Operating Engineers Local Union No. 3	\$646.25	Payroll
CM32978	12/15/2017	PDF Tactical	\$1,564.00	Contract Staffing - Security
CM32979	12/15/2017	Peopleready	\$183.60	Contract Staffing - Water
CM32980	12/15/2017	Prodigy Electric & Controls Inc.	\$29,899.99	Repairs & Maintenance
CM32981	12/15/2017	Quincy Compressor LLC	\$2,198.20	Repairs & Maintenance
CM32982	12/15/2017	River City Rentals	\$560.90	Equipment Rental
CM32983	12/15/2017	Roto Rooter Service & Plumbing	\$2,800.00	Repairs & Maintenance
CM32984	12/15/2017	S. M. U. D.	\$18,560.99	Purchased Power
CM32985	12/15/2017	Safety Center, Inc.	\$180.00	Training & Safety
CM32986	12/15/2017	Sierra Office Supplies	\$45.26	Office Supplies
CM32987	12/15/2017	State of California	\$64.00	Pre-Employment Screening
CM32988	12/15/2017	State Water Resources Control Board	\$19,188.00	Permits
CM32989	12/15/2017	Streamline	\$300.00	Website
CM32990	12/15/2017	TASC	\$67.75	Payroll
CM32991	12/15/2017	TASC	\$98.07	Payroll
CM32992	12/15/2017	Tesco Controls, Inc.	\$470.00	Repairs & Maintenance
CM32993	12/15/2017	TPX Communications	\$652.08	Telephones
CM32994	12/15/2017	U.S. Bank Corp. Payment System	\$5,914.91	Supplies & Vehicle Fuel
CM32995	12/15/2017	U.S. Postmaster	\$198.00	Postage
CM32996	12/15/2017	Univar USA Inc.	\$2,734.16	Chemicals
CM32997	12/15/2017	UPS	\$99.88	Postage
CM32998	12/15/2017	USA Blue Book	\$291.80	Repairs & Maintenance
CM32999	12/15/2017	W.W. Grainger Inc.	\$693.58	Repairs & Maintenance
CM33000	12/15/2017	Water Environment Federation	\$320.00	Memberships
CM33001	12/15/2017	Western Exterminator Co.	\$515.00	Monthly Service & Rodent Control
EFT	12/18/2017	EFTPS	\$56.34	Payroll
EFT	12/18/2017	EDD	\$17.48	Payroll
EFT	12/26/2017	Pitney Bowes	\$1,500.00	Postage
EFT	12/29/2017	EFTPS	\$9,424.21	Payroll
EFT	12/29/2017	EDD	\$2,282.58	Payroll
CM33002	12/29/2017	Acme Engineering Products Inc	\$2,273.25	Repairs & Maintenance
CM33003	12/29/2017	Duloglo Enterprises Inc DBA Action Cleaning	\$1,172.00	Cleaning Service
CM33004	12/29/2017	Ron Amarante	\$100.00	Conservation
CM33005	12/29/2017	American Family Life Assurance Co.	\$506.60	Payroll
CM33006	12/29/2017	American Water Works Association	\$420.00	Memberships
CM33007	12/29/2017	Aquality Water Management	\$4,523.94	Contract Staffing - Water
CM33008	12/29/2017	Aramark Uniform & Career Apparel, LLC	\$243.17	Uniform Service - Water
CM33009	12/29/2017	AT&T	\$115.00	Internet

Rancho Murieta Community Services District Bills Paid Listing for December 2017

Ck Number	Date	Vendor	Amount	Purpose
		CFD 2014-1 Bank of America Checking		
CM2055	12/15/2017	Corelogic Solutions, LLC	\$200.00	CFD2014-1 Admin
CM2056	12/15/2017	Larry Bain, CPA, An Accounting Corporation	\$4,000.00	Audit June 30,2017 CFD2014-1
		TOTAL	\$4,200.00	
		EL DORADO PAYROLL		
Checks: CM11729 to CM11759 and Direct Deposits: DD10114 to DD10210			\$ 199,635.60	Payroll
EFT	Various	National Payment Corp	\$195.03	Payroll
		TOTAL	\$199,830.63	

PREPARED BY: Eric Thompson, Controller

REVIEWED BY:  , District Treasurer

MEMORANDUM

Date: January 11, 2018
To: Board of Directors
From: Mark Martin, General Manager
Subject: General Manager's Report

EMPLOYEE RELATIONS

New employee co-pay and benefit deductions went into effect January 1, 2018 and were reflected in last week's payroll.

Labor negotiations continued January 4 with follow-up negotiations scheduled for January 15, 2018.

Injury and Illness Prevention Program (IIPP) training is scheduled for all staff on January 22, 2018.

Golden State Risk Management Authority (GSRMA) Leadership training is scheduled for management and supervisory staff on January 23, 2018.

IT/FINANCE

The Communications and Technology Committee reviewed staff recommended technology improvements. The upgrade to fiber for the District administrative office internet service is complete. Download speeds have improved ten-fold. This improvement sets the stage for the District to better leverage cloud-based technologies.

The IT Written Information Security Plan (WISP) update continues. One of the key purposes of the WISP is to establish document recovery and business continuation protocols. Staff met with IT support on January 4, 2018 to provide policy feedback. The next steps are to modify the policy template in more detail and verify that all District facilities are included within the scope of the effort.

SECURITY DEPARTMENT

The first interviews for the Security Chief position were held on Wednesday, January 10, 2018 with the last interview scheduled for January 16. Final selection is expected within a couple weeks following the final interview.

Burns & McConnell Engineering Company, Inc. submitted its response to comments in December and staff is reviewing the comments and revised study. Staff expects to bring the study forward to the Security Committee in the March/April timeframe. The goal is for the new Security Chief to be able to review and understand the report before the final version is advanced.

LAGUNA JOAQUIN

See Water/Wastewater/Drainage staff report update

PENDING AND PROPOSED LAND DEVELOPMENT PROJECTS

Rancho Murieta North – Development Project

Nothing new to report.

PASSIVE REC USE (JOINT USE) OF THE MURIETA GARDENS DRAINAGE BASIN

Nothing new to report.

MURIETA GARDENS

The District provided official acceptance of Murieta Inn & Spa improvements on January 5, 2018. Staff is working with the Developer to finalize review and acceptance of the Murieta Gardens “78” improvement plans.

OUTREACH AND MEETINGS

December 27, 2017 - Met with Jim Crowder, Rancho Murieta Association (RMA) Board Member and Compliance Committee Chairperson for purposes of introduction.

January 5, 2018 - Met with Mike Martell, newly elected Board President of Rancho Murieta Country Club (RMCC) for purposes of introduction.

January 9, 2018 - Reached out to Mr. Kikuchi of Meiji University, Japan who is conducting a visit to research the interrelationship of the District with RMA and the District’s role versus a traditional governmental entity. I offered to meet during his March visit.

January 9, 2018 – Met with Joanne Brandt, RMA Director and Communications Committee for introduction.

MEMORANDUM

Date: January 12, 2018
 To: Board of Directors
 From: Eric Thompson, Controller
 Subject: Administration / Financial Reports

Enclosed is a combined financial summary report for **December 2017**. Following are highlights from various internal financial reports. Please feel free to call me before the Board meeting regarding any questions you may have relating to these reports.

This information is provided to the Board to assist in answering possible questions regarding under or over-budget items. In addition, other items of interest are included.

Water Consumption – Year-to-date residential water usage was up 11.8% versus budget through December. Listed below are year-to-date water consumption numbers using weighted averages:

	12 month rolling % increase	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Residences	0.3%	2,539	2,539	2,539	2,539	2,539	2,539						
	Weighted average	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Cubic Feet	2,819	2,920	2,844	2,695	2,642	2,352	2,100						
Gallons per day	703	728	709	672	659	586	524						
Planning Usage GPD	612												

Lock-Offs – During the month of December, there were 21 lock-offs.

Connection Fees – There were no new connection fees received in December.

Aging Report – Delinquent accounts totaled \$149,990 which was 24.4% of the total accounts receivable balance of \$615,620. Past due receivables increased \$15,825 or 11.8% from the prior month. This increase was primarily related to undeveloped property and not residential or commercial connections.

Summary of Reserve Accounts as of December 31, 2017 – The District’s reserve accounts began the year with a balance of \$5,344,437 and have increased \$254,563 year-to-date. The only reserve transactions during the month other than monthly reserve contributions and normal inter-fund borrowing repayments were payments from Sewer Capital Replacement Reserves for the wastewater treatment plant (WWTP) hydro-pneumatic tank replacement (\$37,204) and for the Michigan Bar sub-drain panel replacement (\$14,000). The total amount of reserves held by the District on December 31, 2017 was \$5,598,998. See the table on the following page for information by specific reserve account.

Reserve Fund Balances

<i>Reserve Descriptions</i>	<i>Fiscal Yr Beg Balance July 1, 2017</i>	<i>YTD Collected & Interest Earned</i>	<i>YTD Spent</i>	<i>Period End Balance Dec 31, 2017</i>
Water Capital Replacement (200-2505)	1,130,169	113,310	(8,864)	1,234,615
Sewer Capital Replacement (250-2505)	2,478,211	201,693	(106,915)	2,572,989
Drainage Capital Replacement (260-2505)	81,850	16,214	(6,198)	91,866
Security Capital Replacement (500-2505)	160,345	23,695	(42,964)	141,076
Admin Capital Replacement (xxx-2505-99)	57,174	44,186	(14,366)	86,994
Sewer Capital Improvement Connection (250-2500)	4,067	20	(0)	4,087
Capital Improvement (xxx-2510)	366,117	18,555	(893)	383,779
Water Supply Augmentation (200-2511)	1,703,006	42,285	(17,247)	1,728,044
WTP Construction Fund Reserve (200-2513)	(671,793)	93,568	(105,305)	(683,530)
Security Impact Fee Reserves (500-2513)	35,291	3,787	(0)	39,078
Total Reserves	5,344,437	557,313	(302,752)	5,598,998

Inter-fund Borrowing Balances

<i>Inter-fund Borrowing</i>	<i>Fiscal Yr Beg Balance July 1, 2016</i>	<i>YTD Interest</i>	<i>YTD Repayment</i>	<i>Period End Balance Dec 31, 2017</i>
Sewer Loan to WTP Construction Fund	1,137,179	6,272	(76,448)	1,067,003
WSA Loan to WTP Construction Fund	379,060	2,091	(25,483)	355,668
N. Gate Security Loan from Drainage Fund	63,203	330	(11,748)	51,785
Total Inter-fund Borrowing	1,579,442	8,693	(113,679)	1,474,456

Financial Items of Note

M&R Litigation – year-to-date, the District has incurred and paid \$5,295 in legal fees related to the M&R litigation. Total fees paid pursuant to this lawsuit (excluding staff time) are \$67,782.

County Club & Open Space – the District incurred \$2,268 in labor costs related to the proposed country club and open space purchase during the month of December. Since early October of 2017, \$36,642 (including staff time) has been spent on this project.

Financial Summary Report (year-to-date through December 31, 2017)

Revenues:

Water Charges, year-to-date, are **above** budget \$55,555 or 5.0%

Sewer Charges, year-to-date, are **below** budget \$6,553 or (1.0%)

Drainage Charges, year-to-date, are **below** budget \$1,063 or (1.1%)

Security Charges, year-to-date, are **below** budget \$5,082 or (0.8%)

Solid Waste Charges, year-to-date, are **above budget \$2,523 or 0.8%**

Total Revenue, which includes other income, property taxes, and interest income is **above budget \$134,257 or 4.2%**. Roughly \$69K of this amount is related to CIA Ditch repairs.

Expenses: Year-to-date total operating expenses are **above budget \$103,866 or 3.5%**. There have been no operational reserve expenditures so far this year. Operational reserve expenditures cover projects funded from reserves which are also recorded as operational expenses through the income statement as required by Generally Accepted Accounting Principles (GAAP).

Water Expenses (*including wages & employer costs*) year-to-date, are **above budget \$71,319 or 8.5%**. Permit expenses are the Water Department's largest over budget line item so far this fiscal year. While permitting fees did increase year-over-year, the majority of the overage is due to timing issues between budgeted and actual amounts. Other line item overages include repairs & maintenance, CIA Ditch repairs, purchased power, and chemicals (which should normalize as the year progresses).

Sewer Expenses, year-to-date, are **below budget by \$26,982 or (4.9%)**. During the month of December, the District's accounting department changed from a modified accrual accounting process for purchased power to a full accrual methodology. Going forward, this will give staff and Directors a clearer picture of actual monthly charges through the financial statements, however, this change resulted in two (2) months of solar power billings being included in the December financials. Repairs & maintenance expenses are coming back in line with budget after large dollar items (including pond sludge removal, WWTP repairs, and generator repairs) were posted earlier in the fiscal year, in advance of their timing on the budget.

Drainage Expenses, year-to-date, are **above budget by \$15,622 or 20.6%**. Similar to the repairs & maintenance expenses in the Sewer Department, Drainage saw a front-loading of expenses during this fiscal year. With only \$152K in total expenditures budgeted for the year, overages in salaries and wages (\$10,737), employer costs (\$4,565), chemicals (\$6,750), and equipment rental (\$1,953) created a disproportionately large percentage overage in expenses during the first part of the year. These numbers have started to normalize (as expenses fall more in line and additional budget is added) and the department's expenses went from being 49.2% over through September to 37.7% through October and now to 20.6% through December.

Combined Water/Sewer/Drainage Wages and Employer Costs, year-to-date, are **below budget by \$33,812 or (5.0%)**. These savings are offset by \$34,188 in contract staffing, which is used to help reduce the operational effects of position vacancies. Utility personnel at the District allocate their time between the Water, Sewer and Drainage Departments as needed and as directed. This section is being reported to help gauge overall utility personnel expenses versus budget.

Security Expenses, year-to-date, are **below budget by \$19,434 or (3.2%)**. Security Gate expenses are **above budget by \$6,177 or 2.3%** so far this year, with savings in wages and employer costs (due to vacancies) being offset by contract personnel costs. Security Patrol expenses are **below budget by \$5,693 or (2.3%)**, with savings across most expense categories, the largest being salaries and wages and employer costs. General Security expenses are **below budget by \$19,918 for the year**, due primarily to the vacancy in the (permanent) Chief position.

Solid Waste Expenses, year-to-date, are **above budget by \$1,531 or 0.5%**. Solid waste revenues and expenses are driven by service requests from the community and are both slightly over budget through December.

General Expenses, year-to-date, are **above budget by \$61,809 or 9.8%**. Legal expenses, general manager recruitment, salaries & wages, and consulting expenses are the biggest contributors to the overage in general expenses.

Net Income: Year-to-date unadjusted net income, before depreciation, is \$194,332 versus a budget of \$163,941. Net income/(Loss) adjusted for estimated depreciation expense is (\$511,505). The full-year expected net operating income (loss) before depreciation, per the 2017-2018 budget is (\$181). Including inter-fund borrowing interest expenses the expected net operating loss is (\$8,873), as shown on the financial statements.

Rancho Murieta Community Services District

Summary Budget Performance Report For the Month Ending December 31, 2017

	% of Total	Annual Budget	% of Total	YTD Budget	YTD Actuals	% of Total	YTD VARIANCE Amount	%
REVENUES								
Water Charges	32.5%	\$1,982,280	35.0%	\$1,106,998	\$1,162,553	35.3%	\$55,555	5.0%
Sewer Charges	21.6%	1,317,230	20.8%	657,684	651,131	19.7%	(6,553)	(1.0%)
Drainage Charges	3.2%	197,610	3.1%	98,802	97,739	3.0%	(1,063)	(1.1%)
Security Charges	21.6%	1,321,377	20.9%	660,683	655,601	19.9%	(5,082)	(0.8%)
Solid Waste Charges	10.6%	646,796	10.2%	323,394	325,917	9.9%	2,523	0.8%
Other Income	1.8%	110,430	1.7%	52,198	142,456	4.3%	90,258	172.9%
Interest Earnings	0.1%	8,370	0.1%	3,195	1,813	0.1%	(1,382)	(43.2%)
Property Taxes	9.3%	565,100	8.9%	282,550	282,550	8.6%	0	0.0%
Property Tax (Reserve Alloc)	-0.7%	(45,680)	-0.7%	(22,840)	(22,840)	-0.7%	(0)	0.0%
Total Revenues	100.0%	6,103,514	100.0%	3,162,663	3,296,920	100.0%	134,257	4.2%
OPERATING EXPENSES								
Water/Sewer/Drainage								
Salaries & Wages	15.6%	951,320	15.1%	451,500	426,347	13.7%	(25,153)	(5.6%)
Employer Costs	7.6%	466,890	7.5%	225,681	216,118	7.0%	(9,563)	(4.2%)
Capital Project Labor Alloc	0.0%	0	0.0%	0	(62)	0.0%	(62)	0.0%
Power	5.5%	333,950	5.1%	152,355	184,657	6.0%	32,302	21.2%
Chemicals	2.8%	169,540	2.6%	78,145	94,315	3.0%	16,170	20.7%
Maintenance/Repairs	5.6%	340,500	5.1%	152,370	192,071	6.2%	39,701	26.1%
Water Meters/Boxes	0.9%	54,000	0.8%	23,500	1,410	0.0%	(22,090)	(94.0%)
Lab Tests	0.7%	44,200	0.7%	20,100	15,727	0.5%	(4,373)	(21.8%)
Permits	1.2%	73,640	1.8%	54,425	96,517	3.1%	42,092	77.3%
Training/Safety	0.3%	19,300	0.3%	7,775	11,838	0.4%	4,063	52.3%
Equipment Rental	0.6%	35,930	0.5%	15,100	8,070	0.3%	(7,031)	(46.6%)
Other Direct Costs	8.5%	519,810	9.5%	283,869	277,772	9.0%	(6,097)	(2.1%)
Subtotal Water/Sewer/Drainage	49.3%	3,009,080	48.8%	1,464,820	1,524,779	49.1%	59,959	4.1%
Security								
Salaries & Wages	10.8%	659,800	10.6%	316,600	278,494	9.0%	(38,106)	(12.0%)
Employer Costs	7.7%	470,700	7.5%	226,400	193,493	6.2%	(32,908)	(14.5%)
Off Duty Sheriff	0.1%	4,000	0.1%	2,700	6,895	0.2%	4,195	155.4%
Other	1.8%	107,954	1.9%	56,633	104,019	3.4%	47,386	83.7%
Subtotal Security	20.4%	1,242,454	20.1%	602,333	582,899	18.8%	(19,434)	(3.2%)
Solid Waste								
CWRS Contract	9.2%	561,100	9.4%	280,548	282,241	9.1%	1,693	0.6%
Sacramento County Admin Fee	0.6%	35,500	0.6%	17,748	17,586	0.6%	(162)	(0.9%)
HHW Event	0.2%	14,730	0.0%	0	0	0.0%	0	0.0%
Subtotal Solid Waste	10.0%	611,330	9.9%	298,296	299,827	9.7%	1,531	0.5%
General / Admin								
Salaries & Wages	8.7%	531,300	8.8%	264,000	285,304	9.2%	21,304	8.1%
Employer Costs	4.9%	297,200	4.9%	145,950	132,176	4.3%	(13,774)	(9.4%)
Capital Project Labor Alloc	0.0%	0	0.0%	0	0	0.0%	0	0.0%
Insurance	1.6%	95,296	1.6%	47,648	45,662	1.5%	(1,986)	(4.2%)
Legal	1.0%	60,000	1.0%	30,000	45,840	1.5%	15,840	52.8%
Office Supplies	0.3%	21,300	0.3%	9,900	11,901	0.4%	2,001	20.2%
Director Meeting Payments	0.3%	18,000	0.3%	9,000	6,154	0.2%	(2,846)	(31.6%)
Telephones	0.1%	4,780	0.1%	2,485	3,410	0.1%	925	37.2%
IT Systems Maintenance	1.4%	88,096	2.0%	60,012	51,579	1.7%	(8,433)	(14.1%)
Community Communications	0.1%	4,550	0.0%	900	3,750	0.1%	2,850	316.6%
Postage	0.3%	20,400	0.3%	9,700	9,553	0.3%	(147)	(1.5%)
Bld/Grounds Maint/Pest Cntr	0.3%	17,400	0.3%	7,605	10,802	0.3%	3,197	42.0%
Other	1.5%	91,200	1.5%	46,075	88,954	2.9%	42,879	93.1%
Subtotal General / Admin	20.5%	1,249,522	21.1%	633,274	695,083	22.4%	61,809	9.8%
Total Operating Expenses	100.1%	6,112,387	100.0%	2,998,723	3,102,588	100.0%	103,866	3.5%
Operating Income (Loss)	100.0%	(8,873)	100.0%	163,941	194,332	100.0%	30,391	18.5%

	% of Total	Annual Budget	% of Total	YTD Budget	YTD Actuals	% of Total	YTD VARIANCE		
							Amount	%	
Non-Operating Expenses									
Water Reserve Expenditure	0.0%	0	0.0%	0	0	0.0%	0	0.0%	
Sewer Reserve Expenditure	0.0%	0	0.0%	0	0	0.0%	0	0.0%	
Drainage Reserve Expenditure	0.0%	0	0.0%	0	0	0.0%	0	0.0%	
Total Non-Operating Expenses	0.0%	0	0.0%	0	0	0.0%	0	0.0%	
Net Income (Loss)	100.0%	(8,873)	100.0%	163,941	194,332	100.0%	30,391	18.5%	

Rancho Murieta Community Services District

Budget Performance Report by FUND For the Month Ending December 31, 2017

	% of Total Rev	Annual Budget	% of Total Rev	YTD Budget	YTD Actuals	% of Total Rev	YTD VARIANCE Amount	%
WATER REVENUES								
Water Charges	98.4%	\$1,982,280	98.7%	\$1,106,998	\$1,162,553	92.6%	\$55,555	5.0%
Interest Earnings	0.2%	3,900	0.1%	1,400	1,036	0.1%	(364)	(26.0%)
Other Income	1.4%	28,770	1.2%	12,930	91,469	7.3%	78,539	607.4%
Total Water Revenues	100.0%	2,014,950	100.0%	1,121,328	1,255,059	100.0%	133,731	11.9%
EXPENSES (excluding depreciation)								
Salaries & Wages	26.4%	532,740	22.5%	252,840	238,354	19.0%	(14,486)	(5.7%)
Employer Costs	13.0%	261,740	11.3%	126,526	120,417	9.6%	(6,109)	(4.8%)
Capital Project Labor Alloc	0.0%	0	0.0%	0	(62)	0.0%	(62)	0.0%
Power	10.2%	204,970	7.6%	85,375	101,227	8.1%	15,852	18.6%
Chemicals	4.6%	93,000	4.1%	46,405	57,609	4.6%	11,204	24.1%
Chemicals - T&O	0.5%	9,500	0.4%	4,740	3,701	0.3%	(1,039)	(21.9%)
Maintenance/Repairs	7.0%	142,000	5.7%	64,370	103,031	8.2%	38,661	60.1%
Water Meters/Boxes	2.7%	54,000	2.1%	23,500	1,410	0.1%	(22,090)	(94.0%)
Lab Tests	1.4%	28,000	1.1%	12,000	7,807	0.6%	(4,193)	(34.9%)
Permits	1.6%	32,000	1.3%	15,000	55,290	4.4%	40,290	268.6%
Training/Safety	0.5%	9,300	0.3%	3,700	5,354	0.4%	1,654	44.7%
Equipment Rental	1.0%	21,000	0.8%	9,000	3,640	0.3%	(5,360)	(59.6%)
Other Direct Costs	17.3%	348,880	17.7%	198,483	215,482	17.2%	16,999	8.6%
Operational Expenses	86.2%	1,737,130	75.1%	841,939	913,258	72.8%	71,319	8.5%
Water Income (Loss)	13.8%	277,820	24.9%	279,389	341,801	27.2%	62,411	22.3%
38.9% Net Admin Alloc	14.2%	286,212	13.1%	146,767	170,316	13.6%	23,548	16.0%
Reserve Expenditures	0.0%	0	0.0%	0	0	0.0%	0	0.0%
Total Net Income (Loss)	-0.4%	(8,392)	11.8%	132,622	171,485	13.7%	38,863	29.3%
SEWER REVENUES								
Sewer Charges	98.4%	1,317,230	98.6%	657,684	651,131	98.2%	(6,553)	(1.0%)
Interest Earnings	0.2%	2,920	0.2%	1,020	111	0.0%	(909)	(89.1%)
Other Income	1.4%	18,500	1.3%	8,592	12,095	1.8%	3,503	40.8%
Total Sewer Revenues	100.0%	1,338,650	100.0%	667,296	663,337	100.0%	(3,958)	(0.6%)
EXPENSES (excluding depreciation)								
Salaries & Wages	26.3%	351,990	25.0%	167,055	145,651	22.0%	(21,404)	(12.8%)
Employer Costs	12.9%	172,510	12.5%	83,380	75,362	11.4%	(8,018)	(9.6%)
Power	8.9%	118,600	9.4%	62,800	79,863	12.0%	17,063	27.2%
Chemicals	4.2%	56,040	3.5%	23,500	22,755	3.4%	(745)	(3.2%)
Maintenance/Repairs	13.9%	186,500	12.3%	82,000	85,792	12.9%	3,792	4.6%
Lab Tests	1.2%	16,200	1.2%	8,100	7,920	1.2%	(180)	(2.2%)
Permits	2.6%	35,140	4.9%	32,925	35,535	5.4%	2,610	7.9%
Training/Safety	0.7%	10,000	0.6%	4,075	6,484	1.0%	2,409	59.1%
Equipment Rental	0.8%	10,200	0.8%	5,100	1,477	0.2%	(3,623)	(71.0%)
Other Direct Costs	12.2%	162,950	11.7%	77,966	59,081	8.9%	(18,885)	(24.2%)
Operational Expenses	83.7%	1,120,130	82.0%	546,901	519,919	78.4%	(26,982)	(4.9%)
Sewer Income (Loss)	16.3%	218,520	18.0%	120,395	143,418	21.6%	23,023	19.1%
29.7% Net Admin Alloc	16.3%	218,521	16.8%	112,056	130,035	19.6%	17,979	16.0%
Reserve Expenditures	0.0%	0	0.0%	0	0	0.0%	0	0.0%
Total Net Income (Loss)	0.0%	(1)	1.2%	8,338	13,383	2.0%	5,044	60.5%
DRAINAGE REVENUES								
Drainage Charges	100.0%	197,610	100.0%	98,802	97,739	100.0%	(1,063)	(1.1%)
Interest Earnings	0.0%	50	0.0%	25	16	0.0%	(9)	(35.5%)
Total Drainage Revenues	100.0%	197,660	100.0%	98,827	97,755	100.0%	(1,071)	(1.1%)

	% of Total Rev	Annual Budget	% of Total Rev	YTD Budget	YTD Actuals	% of Total Rev	YTD VARIANCE Amount	%
EXPENSES (excluding depreciation)								
Salaries & Wages	33.7%	66,590	32.0%	31,605	42,342	43.3%	10,737	34.0%
Employer Costs	16.5%	32,640	16.0%	15,775	20,340	20.8%	4,565	28.9%
Power	5.3%	10,380	4.2%	4,180	3,568	3.6%	(612)	(14.6%)
Chemicals	5.6%	11,000	3.5%	3,500	10,250	10.5%	6,750	192.9%
Maintenance/Repairs	6.1%	12,000	6.1%	6,000	3,249	3.3%	(2,751)	(45.9%)
Permits	3.3%	6,500	6.6%	6,500	5,692	5.8%	(808)	(12.4%)
Equipment Rental	2.4%	4,730	1.0%	1,000	2,953	3.0%	1,953	195.3%
Other Direct Costs	4.0%	7,980	7.5%	7,420	3,209	3.3%	(4,211)	(56.8%)
Operational Expenses	76.8%	151,820	76.9%	75,980	91,602	93.7%	15,622	20.6%
Drainage Income (Loss)	23.2%	45,840	23.1%	22,847	6,154	6.3%	(16,693)	(73.1%)
6.1% Net Admin Alloc	22.7%	44,882	23.3%	23,015	26,708	27.3%	3,693	16.0%
Reserve Expenditures	0.0%	0	0.0%	0	0	0.0%	0	0.0%
Total Net Income (Loss)	0.5%	958	-0.2%	(168)	(20,554)	-21.0%	(20,386)	12,136.9%
SECURITY REVENUES								
Security Charges	95.0%	1,321,377	95.0%	660,683	655,601	94.0%	(5,082)	(0.8%)
Interest Earnings	0.0%	600	0.0%	300	126	0.0%	(174)	(57.9%)
Property Tax	4.7%	65,040	4.7%	32,520	32,520	4.7%	0	0.0%
Property Tax (Reserve Alloc)	-3.3%	(45,680)	-3.3%	(22,840)	(22,840)	-3.3%	(0)	0.0%
Other Income	3.6%	49,760	3.6%	24,876	31,785	4.6%	6,909	27.8%
Total Security Revenues	100.0%	1,391,097	100.0%	695,539	697,192	100.0%	1,654	0.2%
EXPENSES (excluding depreciation)								
Salaries & Wages	47.4%	659,800	45.5%	316,600	278,494	39.9%	(38,106)	(12.0%)
Employer Costs	33.8%	470,700	32.6%	226,400	193,493	27.8%	(32,908)	(14.5%)
Equipment Repairs	0.4%	4,900	0.3%	2,202	4,314	0.6%	2,112	95.9%
Vehicle Maintenance	0.4%	6,000	0.4%	3,000	3,449	0.5%	449	15.0%
Vehicle Fuel	1.0%	14,000	1.0%	7,000	7,243	1.0%	243	3.5%
Off Duty Sheriff	0.3%	4,000	0.4%	2,700	6,895	1.0%	4,195	155.4%
Other	6.0%	83,054	6.4%	44,431	89,012	12.8%	44,582	100.3%
Operational Expenses	89.3%	1,242,454	86.6%	602,333	582,899	83.6%	(19,434)	(3.2%)
Security Income (Loss)	10.7%	148,643	13.4%	93,206	114,293	16.4%	21,087	22.6%
20.3% Net Admin Alloc	10.7%	149,360	11.0%	76,591	88,879	12.7%	12,289	16.0%
Total Net Income (Loss)	-0.1%	(716)	2.4%	16,615	25,414	3.6%	8,798	53.0%
SOLID WASTE REVENUES								
Solid Waste Charges	99.9%	646,796	99.9%	323,394	325,917	99.9%	2,523	0.8%
Interest Earnings	0.1%	600	0.1%	300	405	0.1%	105	35.1%
Total Solid Waste Revenues	100.0%	647,396	100.0%	323,694	326,322	100.0%	2,628	0.8%
EXPENSES (excluding depreciation)								
CWRS Contract	86.7%	561,100	86.7%	280,548	282,241	86.5%	1,693	0.6%
Sacramento County Admin Fee	5.5%	35,500	5.5%	17,748	17,586	5.4%	(162)	(0.9%)
HHW Event	2.3%	14,730	0.0%	0	0	0.0%	0	0.0%
Operational Expenses	94.4%	611,330	92.2%	298,296	299,827	91.9%	1,531	0.5%
Solid Waste Income (Loss)	5.6%	36,066	7.8%	25,398	26,496	8.1%	1,098	4.3%
5.0% Net Admin Alloc	5.7%	36,788	5.8%	18,865	21,892	6.7%	3,027	16.0%
Total Net Income (Loss)	-0.1%	(722)	2.0%	6,533	4,604	1.4%	(1,929)	(29.5%)
OVERALL NET INCOME(LOSS)	-0.2%	(8,873)	5.6%	163,941	194,332	6.4%	30,391	18.5%

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

INVESTMENT REPORT

CASH BALANCE AS OF DECEMBER 31, 2017

INSTITUTION	YIELD		BALANCE
CSD FUNDS			
<i>EL DORADO SAVINGS BANK</i>			
SAVINGS	0.03%	\$	552,393.24
CHECKING	0.02%	\$	(12,386.34)
PAYROLL	0.02%	\$	11,818.33
<i>BANNER BANK</i>			
EFT	0.00%	\$	155,449.32
<i>LOCAL AGENCY INVESTMENT FUND (LAIF)</i>			
UNRESTRICTED	1.24%	\$	496,206.10
RESTRICTED RESERVES	1.24%	\$	4,951,255.70
<i>CALIFORNIA ASSET MGMT (CAMP)</i>			
OPERATION ACCOUNT	1.29%	\$	608,665.50
<i>UNION BANK</i>			
PARS GASB45 TRUST (balance as of 11/30/17)	1.42%	\$	1,631,035.16
TOTAL CSD			\$ 8,394,437.01

BOND FUNDS

COMMUNITY FACILITIES DISTRICT NO. 2014-1 (CFD)

<i>BANK OF AMERICA</i>			
CHECKING	0.00%	\$	425,203.35
<i>WILMINGTON TRUST</i> (balance as of 11/30/17)			
BOND RESERVE FUND	0.41%	\$	392,451.17
BOND ADMIN EXPENSE	0.41%	\$	40,610.67
BOND SPECIAL TAX FUND	0.41%	\$	-
BOND ACQ & CONSTRUCTION	0.41%	\$	1,961.19
BOND REDEMPTION ACCOUNT	0.41%	\$	-
BOND COI	0.41%	\$	-
BOND SURPLUS	0.41%	\$	59.69
TOTAL CFD			\$ 860,286.07

TOTAL ALL FUNDS **\$ 9,254,723.08**

**Investments comply with the CSD adopted investment policy.*

PREPARED BY: Eric Thompson, Controller

REVIEWED BY:  _____, District Treasurer

MEMORANDUM

Date: January 10, 2018
To: Board of Directors
From: Sergeant Jeffery Werblun, Acting Security Chief
Subject: Security Updates for December 2017

OPERATIONS

Currently, there are three (3) Security Gate Officer, one (1) Patrol Officer, and one (1) Security Chief positions open. Recruitment is ongoing. Several applications have been received. We recently hired a new a Patrol Officer.

The new portable radios are scheduled to be programed. We are waiting on Delta Wireless to have a technician available. The new camera system installation at the South Gate has been completed.

We are awaiting delivery of the two (2) Lidar Speed “guns” to Rancho Murieta Association (RMA). Delivery is anticipated to be in January 2018.

INCIDENTS OF NOTE

December 9 - Road Rage on Puerto Drive. District Security Patrol responded to a report of two (2) residents getting into some type of road rage driving dispute. Patrol responded, kept the parties apart, and stood by until California Highway Patrol (CHP) arrived and handled.

December 16/17 - Vandalism on Guadalupe and Puerto. Unknown suspect(s) spray painted images of a penis on the residents’ driveway and sidewalks. Appears to be random acts. Both victims referred to Sacramento Sheriff’s Department (SSD) for report.

December 19 - Illegal Drug Sales, Murieta Market. Two (2) suspects in red SUV selling drugs. SSD notified. Patrol checked the area. Vehicle and suspects were gone.

December 19 - Illegal Fire, large Bonfire. Patrol located the fire on the North side of the river at the Rock Beach area along with several subjects. Sacramento Metro Fire responded. Patrol issued several citations for illegal fire and park hour violations.

December 23 - Country Club Pro Shop. Male suspect stole clothing and left in a vehicle. We could not locate the vehicle in the area or on the cameras at the gate. Possible resident vehicle. Referred to SSD for a report.

RANCHO MURIETA ASSOCIATION COMPLIANCE MEETING

I attended the meeting on December 11, 2017. Several violation appeals were brought to the Committee for review. There was nothing of note to report.

CONTRACT SECURITY

We are currently using PDF Security to supplement open positions at the Gates. PDF has been responsive to our needs.

SECURITY CONCERNS MEETING

The last Security Concerns meeting was held at the end of September. The District and RMA agreed to hold off scheduling another meeting until after the holidays once the new RMA Directors are seated. These meetings are to discuss future HOA/gate access/citation routing and compliance issues related to current and future planned development.

SECURITY ASSESSMENT REPORT

Staff is reviewing the comments and revised study. The goal is for the new Security Chief to be able to review and understand the report before the final version is advanced. Topics covered include Limitations and Confidentiality, Executive Summary, Project Scope and Approach, Community Perspective and Expectations, Security Department Overview, Security Camera Strategy, and Recommendations.

SECURITY CHIEF RECRUITMENT

The recruitment for the vacant Security Chief position was re-opened November 28, 2017 with a closing date of December 22, 2017. Mark Martin, General Manager, has selected candidates for interview, formed an interview panel consisting of a representative from the RMA Board and a former District security chief, and is conducting interviews January 10th through 16th.



RMA Rule Violations / Citations December 2017

Driveway Parking	4
Park Hours	7
Stop Sign	15
Speeding	13
Overnight Street Parking	60
<hr/>	
Total	107



**Rancho Murieta Association
Rule Violations/Admonishments/Complaints
December 2017**

Gate Entrance Refusals	28
Unsafe Driving	1
Park Hours	12
Speeding	4
Loose/Off Leash Dogs	17
Barking Dogs	5
Unlicensed Driver	1
Stop Sign	3
<hr/>	
Total	78

Note: A *complaint* of a violation does NOT necessarily mean a violation occurred. The complaint may have been unfounded, officers were unable to locate the complaint, or the complaint was not actually an RMA Rule violation.

MEMORANDUM

Date: January 11, 2018
To: Board of Directors
From: Paul Siebensohn, Director of Field Operations
Subject: Water/Wastewater/Drainage Report

The following is information and projects staff has worked on since the last Board meeting.

WATER

Water Treatment Plant (WTP) #1 is set to run at 1.14 million gallons per day (mgd), averaging a production volume of 0.631 mgd. WTP #2 is off as it is not needed and for winter maintenance. Total water production for December 2017 was 22,267,000 gallons.

WATER PLANT MAINTENANCE

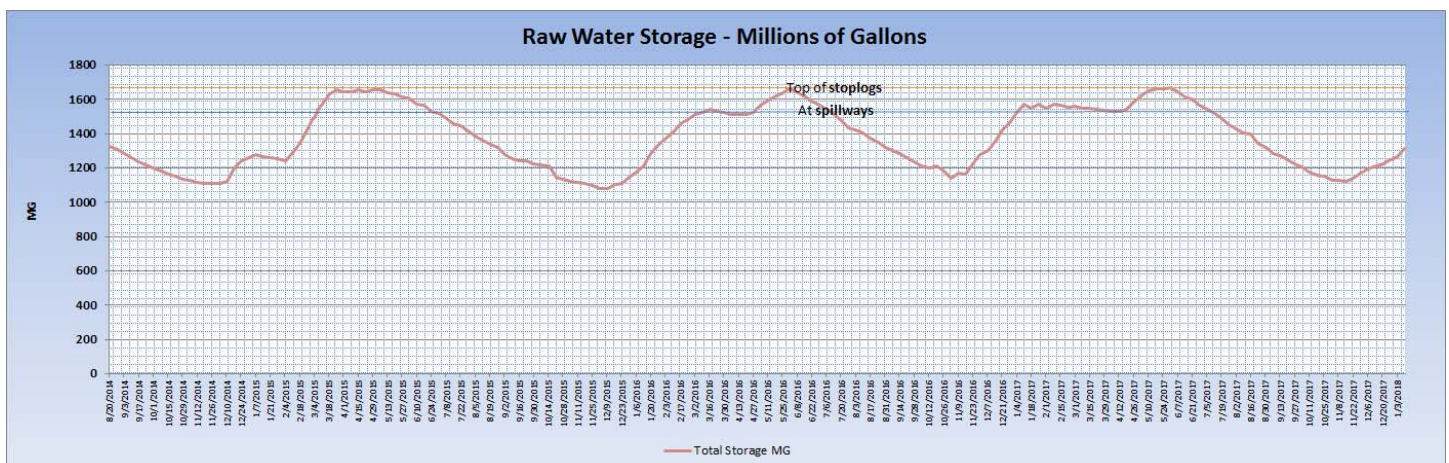
At Water Plant #1, staff completed maintenance of the membrane trains, pulled cassettes and repaired fibers. At Water Plant #2, staff is working with a contractor to complete the Sedimentation Basin Project now that all of the necessary parts are in. Staff will also be completing annual filter maintenance inspections.

WATER SOURCE OF SUPPLY

On January 3, 2018, all raw water storage for Calero, Chesbro, and Clementia Reservoirs measured approximately 1,267 MG (3,891.6 AF) of which 1,104 MG (3,388.5 AF) is usable due to dead storage. For Calero and Chesbro Reservoirs alone, storage measured 988.3 MG (3,033 AF), or 938.9 MG (2,580 AF) usable. In December 2017, there was 0.47" of rainfall and evaporation was 1.80". While rainfall and river flows meet our conditions for diverting water from the river, so far this season we have pumped 184 MG (564.9 AF) to storage.

Utility staff has continued removing vegetation around the Chesbro Reservoir, as time permits, in an effort to keep leaf debris from the Reservoir.

Below is a graphical representation of the water storage reservoir levels this year to date.

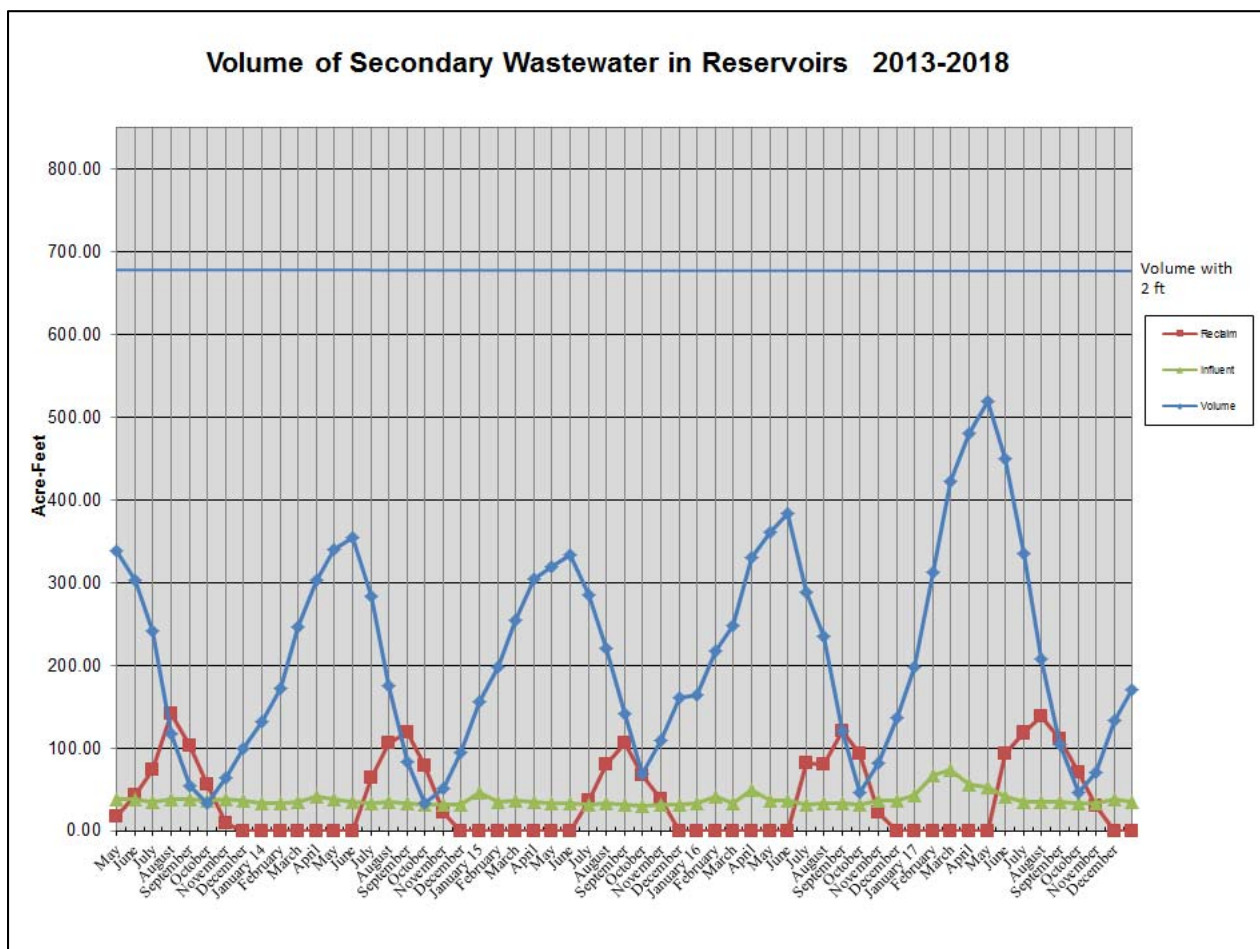


Residential water use is down to 101 gallon per day per resident in December 2017 from 147 in December 2016, as shown in the graph attached. The graphing continues to show the rebound this year in water use after the previous drought years and water conservation.

WASTEWATER COLLECTION, TREATMENT, AND RECLAMATION

Influent wastewater flow averaged 0.416 million gallons a day, for a total of 11.44 MG, (35.1 AF). This is approximately 144 gpd per sewer connection. The secondary wastewater storage measured 55.52 MG (170.4 AF) as measured on January 3, 2018. The reclamation system is off for the winter season.

The graph below shows where our secondary storage is compared to previous years, as measured on the first Wednesday of each month, showing we are well on track to have adequate room in our secondary storage for the upcoming year’s storms.



SEWER COLLECTION

In December, staff cleaned another 5,300 feet of sewer collection lines in the North community and completed F.O.G (Fats Oils Grease) inspections at the various food service businesses in the community, with no issues reported.

DRAINAGE / STORMWATER

Staff has removed two (2) Cottonwood trees and other vegetation from the drainage channel behind the Wastewater Plant (see photo below). Staff also chipped the wood piles accumulated from removing

Oleanders. Stormwater inspections continue before, during, and after rain events as well as making sure contractors are utilizing BMPs (best management practices) around construction sites to keep soils from washing into our stormwater system.



WET DRAINAGE BASINS

Another meeting was held to discuss the wet detention basins. Discussion focused on Bioretention in the drainage channels prior to entering Laguna Joaquin. Bioretention is the use of natural vegetation and ground infiltration to assist in the cleaning up of drainage run-off. I shared photos of surrounding community's drainage basins and channels that use this concept, all in a natural state. Greg Vorster provided a vegetated slope standard from Yolo County as an example of what is being done. A resident professor from California State University Sacramento (CSUS) commented on apparent success of them at CSUS and would endeavor to provide a plan for them at the next meeting. Larry Shelton suggested that we provide outreach to change the paradigm and go back to a natural state with possible signage around Laguna Joaquin to explain. Mark Martin suggested I determine what the maximum flows may be for sizing Bioretention design and that I will look to provide a draft plan for design. All in attendance agreed that bioretention idea would be a good idea.

I obtained a Pest Control Advisor (PCA) recommendation for Basin 5 (Lost Lake) as to what would be needed to treat the surface vegetation with an herbicide as it has a direct outfall to the Cosumnes River. It would require holding the water in the basin for at least 30 days prior to allowing it to overflow to the River, which may be impractical due to constant inflows even in summer. It would also require a revision to the District's Aquatic Pesticide Application along with a resubmittal to the Regional Water Quality Control Board, which would then be subject to review and possible accepting.

WATER METERING AND UTILITY STAFF WORK

In December 2017, fifteen (15) ¾" meters were replaced; fifteen (15) Utility Star reports, eight (8) rebate inspections, and seven (7) underground service alerts (USAs) were completed. Utilities staff repaired two (2) water leaks and replaced one (1) other next to a leaking service as a proactive measure.

Staff spent several days hauling away old concrete and asphalt that had built up as a result of various water leak repairs and other projects. This has been an ongoing project for the last year, as time allows. Staff also collected old schedule 40 PVC spray-line piping left over from the project to remove excess secondary waste water that has deteriorated on the south side of wastewater reservoirs, and is coordinating to have a waste bin delivered to dispose of it as it is not eligible to be recycled.

DEVELOPMENT

The Retreats East & North

No Update.

Murieta Gardens

The Murieta Gardens

The project is in the process of reconnecting an 8" inch District water main that runs through the east side of the property.

The Murieta Gardens - Murieta Marketplace

Sewer, water, and drainage infrastructure was installed. The Project is currently on hold.

The Murieta Gardens – Highway 16 Offsite Improvements

No update.

The Murieta Gardens II – Subdivision

Staff ran another sewer pump flow analysis, as well as an inflow calculation, after cleaning the sewer force main leaving the pump station at the request of the project engineer. No appreciable change in pumping was noted after cleaning. We are now waiting on the project engineer's submittal of the Cantova and Main Lift North impacts from this subdivision and plans for the Cantova pump station with the new sewer tie-in from the 78 lots.

Rancho Murieta North

No update.

FAA Business Park

No update. They are hoping to get started on this project in March-April, weather permitting.

EMERGENCY WELL PROJECT

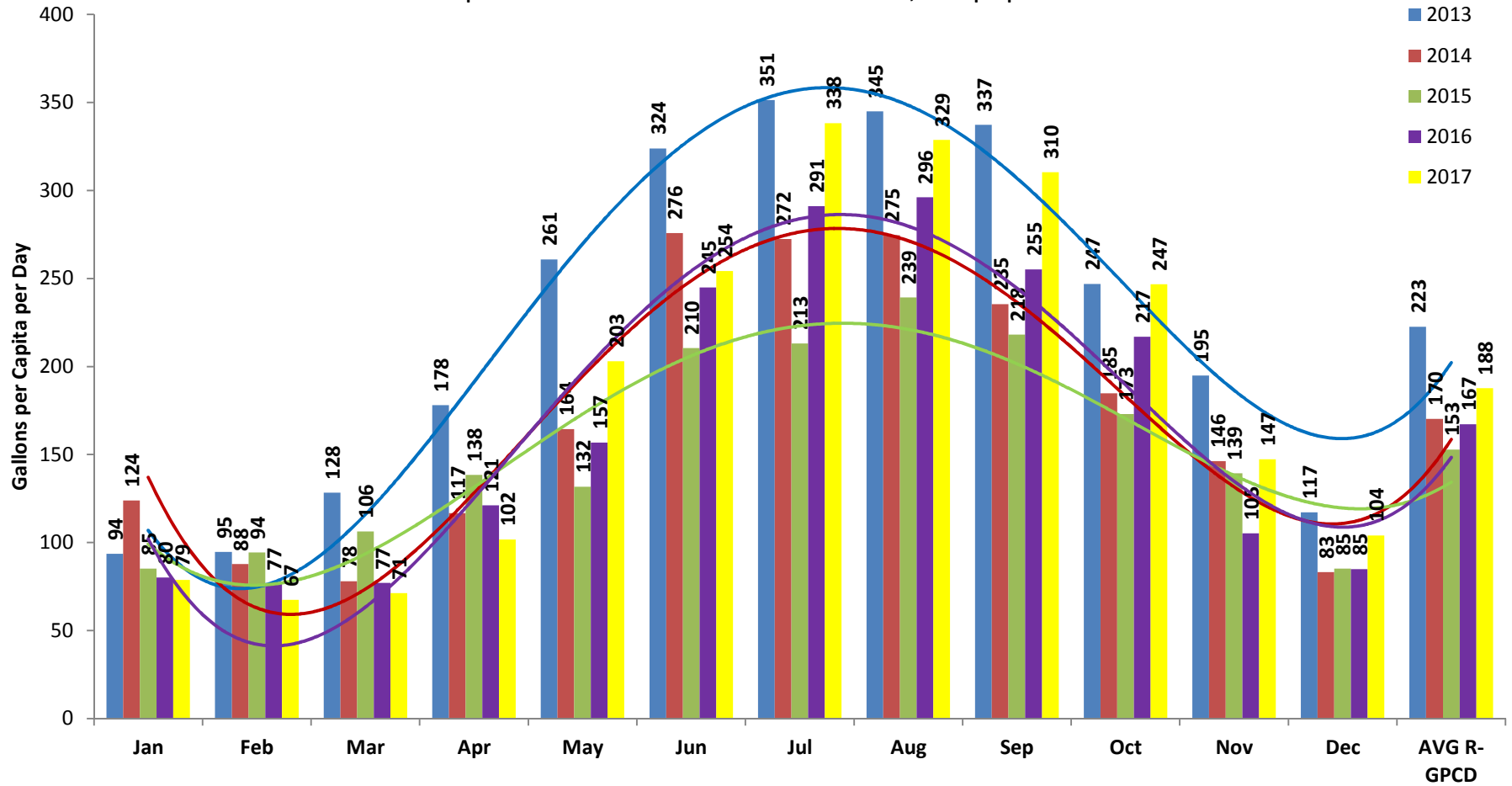
The Regional Water Authority (RWA) conveyed that the Grant has been extended through June 30, 2019, however final signed paperwork has yet to be received.

Rancho Murieta - Residential Gallons per Capita per Day

Comparison of 2013, 2014, 2015, 2016 and 2017

Residential Potable Water Consumption

Extrapolated Based on 2010 Census of 5,488 population



Conservation achieved December 2014 versus December 2013: 29%
 Conservation achieved December 2015 versus December 2013: 27%
 Conservation achieved December 2016 versus December 2013: 27%
 Conservation achieved December 2017 versus December 2013: 11%

2014 versus 2013 YTD conservation: 24%
 2015 versus 2013 YTD conservation: 31%
 2016 versus 2013 YTD conservation: 25%
 2017 versus 2013 YTD conservation: 16%

Suzanne Lindenfeld

From: Linda Klein <lindaklein@ranchomurieta.org>
Sent: Thursday, December 21, 2017 9:44 AM
To: Suzanne Lindenfeld
Subject: correspondence

This email is meant as correspondence to the entire Board of Directors.

Dear Board of Directors,

Each time I sit in on a Board of Directors meeting, I am impressed with your dedication and commitment to serving our community. I'm writing this to let you know how grateful I am for your service. I realize that many of you spend hours of your time going over documents and thinking through approaches to a problem. I would like to particularly mention Mark Pecotich, Les Clark, and John Merchant for doing so much homework, research and thinking outside of the time they spend in meetings. I also commend Mark for his leadership at meetings; he has a very respectful way of moving things along and keeping the Board focused on the issues at hand.

There is one thing I would like to add to the discussion from the December 20th meeting. It was mentioned at that meeting that protection of our water supply is not a given by limiting development without research into the potential drainage problems that development might produce and that those drainage problems could be mitigated by proper engineering. However, those of us who mention the protection of our water supply are referring not only to drainage problems. Even if drainage problems could be totally mitigated by appropriate engineering, which is a huge assumption since engineers are human beings and can make mistakes and miscalculations, there remains the enormous problem of adequate supply. In the recent assessment study done by the district's consultants, it states that, with total buildout and after three years of drought, the water supply to residents would need to be reduced by 50%. I think it is most important to acknowledge that we are entering a time when climate predictions are very hard to make. We have been informed by the scientific community that we should expect extremes at either end of the water spectrum, both drought and floods. Therefore, many of us who talk about protection of our water quality are talking about not only the quality but also the quantity of the water. Full buildout would put enormous pressure on our resources and threaten us with unpleasant choices if climate conditions were not favorable. Please take this idea into consideration when thinking about the issue of "protecting our water supply."

Again, thank you for your time and dedication.

Sincerely, Linda Klein

MEMORANDUM

Date: January 10, 2018
To: Board of Directors
From: Personnel Committee Staff
Subject: Consider Adoption of District Policy P2.001, Uniform and Dress Guidelines

RECOMMENDED ACTION

Adopt District Policy P2.001, Uniform and Dress Guidelines. This Policy supersedes Policy 2010-11.

BACKGROUND

The District requires employee's dress, grooming and personal hygiene be appropriate for their job and work site. Currently, the Policy allows for the Security Department to have mustaches while all other employees are allowed to have clean and well-maintained facial hair. This change would allow Security staff to have well-maintained facial hair beyond a mustache. The proposed Policy revision is attached for your review.

The Personnel Committee recommends adoption.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Category:	Personnel	Policy # P2.001
Title:	Uniform and Dress Guidelines	

PURPOSE

Rancho Murieta Community Services District requires each employee's dress, grooming and personal hygiene be appropriate for the job and work site. Employees are expected to present a professional, businesslike image to customers and the public. Acceptable personal appearance, like proper maintenance of work areas, is an on-going requirement of employment with the District. Managers and Supervisors are responsible to enforce the dress guidelines.

POLICY

OFFICE EMPLOYEES

A high standard of personal cleanliness and appearance is required of all employees. Office personnel are not required to conform to a specific dress code but rather to maintain dress that will be in good taste, project a good public image and be appropriate for the assigned work area.

Good personal hygiene is required for professional appearances. This includes clean, well-groomed hair and clean, well-groomed facial hair.

At its discretion, the District may allow employees to dress in a more casual fashion than is normally required. On these occasions, employees are still expected to present a neat appearance.

FIELD OPERATIONS EMPLOYEES

Good personal hygiene is required for professional appearances. This includes clean, well-groomed hair and clean, well-groomed facial hair. Positions that require donning air masks and/or a breathing apparatus must have facial hair shaven at the jaw line to affect a proper seal with personal safety equipment. Due to safety concerns, hair below the top of the shoulders and ponytails are not acceptable.

Uniforms

Field Operations employees are required to meet special dress standards, such as wearing uniforms and protective footwear. These employees should follow basic requirements of safety and comfort, but should still be as neat and businesslike as working conditions permit. Care should be taken in wearing a uniform, such as uniforms must not be ripped, faded, discolored, stained, etc. Field personnel should see their immediate supervisor for any questions regarding uniform standards.

Uniforms will be issued upon hire. Each employee will be expected to turn in old uniforms for new at the time of issue or when employment ends. The cost of any items lost or missing will be deducted from the employee's final paycheck.

Regular, full-time employees will generally receive up to the following:

The District will provide up to ten (10) sets of uniforms each Field Operations employee.

Temporary employees may receive the above to be returned when employment ends.

Employees are required to wear the uniform while on duty. District jackets or shirts will be worn as an outside garment except when the employee is wearing authorized wet weather gear. This display of District uniforms and emblems is to allow identification of employees by the public and to present an appropriate and consistent appearance.

Protective Footwear

OSHA regulations require employers to ensure that employees use protective footwear when in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole or where an employee's feet are exposed to electrical hazards. The following job classifications have been designated for inclusion in the Protective Footwear Policy since they are exposed to those potential hazards.

Director of Field Operations
Chief Plant Operator
Equipment Mechanic
Plant Operators I, II, III

Utilities Supervisor
Utility Worker I, II, III
Temporary Utility Worker
Operator in Training

The District will reimburse those employees required to wear protective footwear, the additional cost, not to exceed \$150.00, of providing footwear that meets the OSHA regulations. Each employee within the designated job classifications is responsible to wear protective footwear that is in safe condition while performing the job duties of their classification. The American National Standards Institute (ANSI) has set a rating of 1/75 for personal protective footwear. ANSI 1/75 rated footwear is available in steel or composite toed boots/shoes. A steel/composite toed boot/shoe must have an ANSI 1/75 rating to be approved for reimbursement in the District's Protective Footwear Policy.

The District requires all Field Operations employees (see above listing) to wear steel/composite toed boots. The District will reimburse up to \$150.00 per employee, per twelve (12) month period for the acquisition, replacement and/or repair of steel/composite toed safety boots/shoes purchased by employees whose positions are included in the Protective Footwear Policy. No more than one (1) pair of safety shoes will be reimbursed in a twelve (12) month period at the current rate of \$150.00 per pair. Costs in excess of \$150.00 are the responsibility of the employee.

Each employee shall provide original proof(s) of purchase and/or repair for approval by the Director of Field Operations, prior to receiving reimbursement. The employee is responsible to designate the amount of the cost of the shoe for which he/she is requesting reimbursement. Exceptions to this procedure will require prior written approval from the

General Manager or designee. The total reimbursement per employee, per twelve (12) month period shall not exceed \$150.00.

Employees included in the Protective Footwear Program, as per the above job classifications, are required to wear protective footwear during their assigned work schedule, planned or unplanned overtime or emergency call-out. Employees so designated who report to work without the appropriate footwear or footwear that is not in a safe condition, will be required to correct the deficiency before commencing work. Any impacts to District service resulting from an employee's failure to follow this procedure will be documented as "unscheduled leave without pay" and the employee may be subject to further disciplinary action up to and including termination.

SECURITY EMPLOYEES

Good personal hygiene is required for professional appearances. This includes clean, well-groomed hair and clean, well-groomed facial hair.

Uniforms

See Security Operations Manual for full Security Gate Officer and Security Patrol Officer uniform ~~and grooming standards.~~

The District will provide two (2) sets of uniforms a year for each Security Officer.

Protective Footwear

The District requires all Security Officers to wear a black leather shoe or high top boot. It shall be smooth finish to accept polishing with plain or cap toe, designed to fit snugly around the ankle so as to prevent hang up of the trouser leg. A black oxford athletic shoe is authorized.

Any variance to the above procedure must be requested in writing and approved by the General Manager in advance.

Approved by the Rancho Murieta Community Services District's Board of Directors	
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MEMORANDUM

Date: January 12, 2018
To: Board of Directors
From: Mark Martin, General Manager
Subject: Discuss Goals and Objectives Regarding Acquisition of Rancho Murieta Country Club Golf Course and Other Assets and Open Space and Trail Areas

RECOMMENDED ACTION

No recommendation - discuss and provide feedback on consolidated recreation goals, update on outreach to community stakeholders, and provide direction to staff.

BACKGROUND

This item is a continued discussion from the December Board meeting on the potential acquisition by Rancho Murieta Community Services District (District) of the Rancho Murieta Golf Course lands, facilities and other assets, open space areas around the reservoirs, and potential construction and operation of additional community facilities such as a community pool, fitness center and community center.

The December meeting discussion revolved primarily around refining the goals of the District related to this effort and the District's overall role in recreation. Board members recommended specific goals be consolidated from the large list offered at the meeting into five (5) goals. President Pecotich offered to undertake the first consolidation attempt. He then advanced his effort to the District's General Manager for review and edits, who then forwarded the result individually to Directors for their response directly back to the General Manager for compilation into the goals offered within this memorandum.

The December meeting also included action by the Board to establish an ad hoc committee to conduct outreach to community stakeholders on behalf of the District. President Pecotich and Director Merchant were assigned to the ad hoc committee to be accompanied by the General Manager at the outreach discussions.

DISCUSSION

Draft Recreation Goals

Below are five (5) draft goals for review and discussion, as an attempt to capture the intent of the District as it pursues this project and future recreation related initiatives.

1. Act as a catalyst to create and preserve a combination of local recreational activities that appeal to a majority of Rancho Murieta residents and protect community assets in a fair, equitable and affordable fee basis.
2. Promote maximum cooperation amongst local entities and developers to provide park site development, funding, recreation facility improvements and ongoing services/operations through collaboration and mutual benefit opportunities.

3. Retain and enhance the existing quality of life for residents of all ages, through the proper preservation, planning and development of park and recreation facilities including golf courses and trails, along with consideration of open spaces, oak woodlands and wildlife areas.
4. Preserve and improve home values within the community by appealing to diverse lifestyles seeking a family oriented recreation resort community.
5. Ensure recreational entity ownership is locally held and maintained by stakeholders within the community.

Ad Hoc Committee Update

The Ad Hoc Outreach Committee composed of President Pecotich, Director Merchant, and the General Manager continues its first outreach to major stakeholder groups. It is the intent of the Committee to complete the initial outreach effort and then comprehensively report back to the Board at a future Board meeting.

CONFERENCE/EDUCATION SCHEDULE

Date: January 10, 2018
To: Board of Directors
From: Suzanne Lindenfeld, District Secretary
Subject: Review Upcoming Conference/Education Opportunities

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)

Annual Employment Law Update	February 21, 2018	Webinar
2018 Special Districts Legislative Days	May 22, 2018	Sacramento
General Manager Leadership Summit	June 24, 2018	Olympic Valley
Special District Leadership Academy	July 8, 2018	Napa Valley
2018 Annual Conference & Show	September 24, 2018	Indian Wells

GOLDEN STATE RISK MANAGEMENT ASSOCIATION (GSRMA)

No Information Currently Available on Upcoming Conferences.

ISC WEST

2018 ISC West Public Security And Safety Expo	April 11 – 13, 2018	Las Vegas
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ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA)

Water 101 Workshop: Beyond the Basics	February 22, 2018	Sacramento Valley
2018 ACWA Spring Conference	May 8-11, 2018	Sacramento

AMERICAN WATER WORKS ASSOCIATION (AWWA)

No Information Currently Available on Upcoming Conferences.

WATEREUSE

2018 WateReuse California Annual
Conference

March 25-27, 2018

Monterey