



## 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

**JULY 17, 2019**

Open Session 5:00 p.m.  
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

July 17, 2019

## REGULAR BOARD MEETING

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 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. *June 19, 2019 Regular Board Meeting Minutes*
2. *July 2, 2019 Improvements Committee Meeting Minutes*
3. *July 2, 2019 Finance Committee Meeting Minutes*
4. *July 11, 2019 Communications Committee Meeting Minutes*
5. *July 11, 2019 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**
7. **REVIEW DISTRICT MEETING DATES/TIMES FOR AUGUST 2019**
  - A. Communications – August 1, 2019 at 9:00 a.m.
  - B. Security – August 1, 2019 at 10:00 a.m.
  - C. Personnel – August 6, 2019 at 7:30 a.m.
  - D. Improvements August 6, 2019 at 8:00 a.m.
  - E. Finance – August 6, 2019 at 10:00 a.m.
  - F. Regular Board Meeting – August 21, 2019 - Open Session at 5:00 p.m.
8. **CORRESPONDENCE**
9. **COMMENTS FROM THE PUBLIC**

*Members of the public may comment on any item of interest within the subject matter jurisdiction of the District and any item specifically 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.*

*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.*
10. **DISCUSS WATER QUALITY ISSUES AND CONSIDER CUSTOMER REBATE OF WATER SERVICE CHARGES** (Discussion/Action) (Motion) (Roll Call Vote) (15 min.)
11. **RECEIVE PUN GROUP FINANCIAL REPORT PRESENTATION** (Discussion/Action) (30 min.)
12. **DISCUSS PUN GROUP FINANCIAL REPORT RECOMMENDATIONS AND POTENTIAL PROPOSAL FOR IMPLEMENTATION OF RECOMMENDATIONS** (Discussion/Action) (10 min.)
13. **CONSIDER ADOPTION OF ORDINANCE 02019-02 APPROVING RECYCLED WATER INSTALLATION FEE AND ADOPTING DISTRICT CODE CHAPTER 17, SECTION 7.04 INSTALLATION FEE** (Discussion/Action) (Motion) (Roll Call Vote) (10 min.)

14. **CONSIDER ADOPTION OF RESOLUTION R2019-06 APPROVING THREE QUITCLAIM DEEDS TO COSUMNES RIVER LAND, LLC CONCERNING EASEMENTS, ACCEPTING THREE GRANTS OF EASEMENT FROM COSUMNES RIVER LAND, LLC, AND ACCEPTING GRANT OF EASEMENT FROM MURIETA CLUB PROPERTIES, LLC** (Discussion/Action) **(Motion) (Roll Call Vote)** (10 min.)
15. **CONSIDER INTRODUCTION OF ORDINANCE O2019-03 AMENDING DISTRICT CODE CHAPTER 14 RELATING TO INTEREST RATE ON DELINQUENT WATER SERVICE CHARGES; CHAPTER 15 RELATING TO INTEREST RATE ON DELINQUENT SEWER SERVICE CHARGES; CHAPTER 16A RELATING TO INTEREST RATE ON DELINQUENT DRAINAGE SPECIAL TAXES; CHAPTER 21 RELATING TO INTEREST RATE ON DELINQUENT SECURITY SPECIAL TAXES; AND CHAPTER 31 RELATING TO INTEREST RATE ON DELINQUENT SOLID WASTE COLLECTION AND DISPOSAL SERVICE CHARGES AND COLLECTION THROUGH THE COUNTY TAX ROLL** (Discussion/Action) **(Motion) (Roll Call Vote)** (10 min.)
16. **CONSIDER SELECTION FOR CALIFORNIA SPECIAL DISTRICTS ASSOCIATION BOARD OF DIRECTORS** (Discussion/Action) **(Motion)** (5 min.)
17. **RECEIVE 2019 BOARD GOALS STATUS UPDATE** (Discussion/Action) (15 min.)
18. **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.*
19. **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 July 12, 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

June 19, 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 5:00 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; Paul Siebensohn, Director of Field Operations; Richard Shanahan, District General Counsel; and Suzanne Lindenfeld, District Secretary.

### 2. CONSIDER ADOPTION OF AGENDA

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

### 3. CONSENT CALENDAR

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

### 4. STAFF REPORTS

Under Agenda Item 6a, Mark Martin, General Manager, gave a brief summary of the California Special Districts Association (CSDA) Legislative Advocacy Days and the meetings with the legislators; the District and Rancho Murieta Association (RMA) general managers meetings, Sacramento Central Groundwater Authority (SCGA) monthly meeting and Strategic Planning Workshop, Regional Water Authority (RWA) monthly board meeting, and District staff participating in the Rancho Murieta Country Club (RMCC) Community Day.

Director Maybee stated he would like to see letter sent to Mr. Zieour. Mr. Martin stated he would forward it to the Board.

Under Agenda Item 6b, Tom Hennig, Director of Administration, gave an overview of the new format for the financial reports and the six-dollar monthly charge to pay for the interfund borrowing for the water treatment plant expansion. When the loan is paid, the six-dollar charge is planned to be removed from the monthly billings. Director Merchant asked if any of that charge is being put in a reserve fund for the water treatment plant. Mr. Martin stated that a review of the disbursement of that charge needs to be reviewed. Director Maybee stated that the Finance Committee will be looking at in September or October of this year.

Under Agenda 6c, President Clark asked if the next Joint Security meeting has been determined yet. Director Maybee said it would be in August. Chief Werblun stated that the fast pass program will be ready to be used for the 4<sup>th</sup> of July and noted that RMA changed the way parking citations are issued. Patrol no longer leaves them on the vehicle instead they are given to RMA and they notify the resident.

Under Agenda Item 6d, President Clark asked if it is possible to isolate where the issue with the wipes being flushed is. Paul Siebensohn, Director of Field Operations, stated the staff will be running a camera through the lines and will be able to see where the issues are.

## 5. CONSIDER CONFERENCE/EDUCATION OPPORTUNITIES

President Clark, Vice President Jenco, and Director Maybee will be attending the CSDA 2019 Special District Leadership Academy in Napa.

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

### A. Email from David Monti, Sr.

Chief Werblun gave a brief overview of the letter from Mr. Monti commending Patrol Officer Owen on his handling of a situation he was involved in.

### B. Consider Adopting of Resolution R2019-05 Honor of Patrol Officer Thomas Coyle

**Motion/Maybee to adopt Resolution R2019-05 Honor of Patrol Officer Thomas Coyle. Second/Merchant. Roll Call Vote: Ayes: Clark, Jenco, Butler, Maybee, Merchant. Noes: None. Absent: None. Abstain: None.**

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

No discussion.

## 8. CORRESPONDENCE

None

## 9. COMMENTS FROM THE PUBLIC

None.

## 10. RECEIVE 2018 DIVERSION REPORT FROM CALIFORNIA WASTE RECOVERY SYSTEMS

Rudy Vaccarezza, California Waste Recovery Systems, gave a presentation regarding the 2018 Diversion Report for Rancho Murieta. The items covered in the report included the consolidated tons collected in Rancho Murieta: 1,980 tons of solid waste, 1,107 tons of green-waste, and 693 tons of recycled materials for a total of 3,780 tons. That is a 48% diversion rate. Mr. Vaccarezza also commented on the possible future impact to recyclables processing expenses and prices; legislation regarding organic waste (food/green) that will be going into effect in the next few years; and future increases in tip fees to accommodate for the required new facilities and facility upgrades. A question and answer period followed.

## 11. CONSIDER APPROVAL OF CALIFORNIA WASTE RECOVERY SYSTEMS SIXTH AMENDMENT TO THE 2013 CONTRACT

**Motion/Maybee to approve the Sixth Amendment to the 2013 Contract between Rancho Murieta Community Services District and California Waste Recovery Systems for solid waste collection and disposal services.**

**Second/Clark. Ayes: Clark, Jenco, Butler, Maybee, Merchant. Noes: None. Absent: None. Abstain: None.**

## 12. CONSIDER ADOPTION OF ORDINANCE O2019-01, AN ORDINANCE AMENDING CHAPTER 14 OF THE DISTRICT CODE, RELATING TO WATER SERVICE CHARGES; AMENDING CHAPTER 15 OF THE DISTRICT CODE RELATING TO SEWER SERVICE CHARGES; AMENDING CHAPTER 16A OF THE DISTRICT CODE RELATING TO DRAINAGE SPECIAL TAX; AMENDING CHAPTER 21 OF THE DISTRICT CODE RELATING TO SECURITY SPECIAL TAX; AND AMENDING CHAPTER 31 OF THE DISTRICT CODE RELATING TO SOLID WASTE COLLECTION AND DISPOSAL SERVICE CHARGES

Tom Hennig, Director of Administration gave a brief overview of the proposed rate changes. Ten (10) letters objecting to the increase were received.

**Motion/Clark to adopt Ordinance O2019-01, an Ordinance of the Rancho Murieta Community Services District, amending Chapter 14 of the District Code relating to Water Service Charges; amending Chapter 15 of the District Code relating to Sewer Service Charges; amending Chapter 16 of the District Code relating to Drainage**

*Service Charges; amending Chapter 16A of the District Code relating to Drainage Special Tax; amending Chapter 21 of the District Code relating to Security Special Tax; and amending Chapter 31 of the District Code relating to Solid Waste Collection and Disposal Service Charges, waive the full reading of the Ordinance and continue to the June 19, 2019 Regular Board Meeting for adoption. Second/Maybee. Roll Call Vote: Ayes: Clark, Jenco, Butler, Maybee, Merchant. Noes: None. Absent: None. Abstain: None.*

### **13. CONSIDER ADOPTION OF RESOLUTION R2019-04 APPROVING THE PROPOSED BUDGET FOR FISCAL YEAR 2019-20, INCLUDING CAPITAL PROJECTS**

Tom Hennig, Director of Administration, gave brief review of the proposed budget. The proposed budget increase has not changed since the May 15, 2019 presentation.

**Motion/Maybee** to adopt Resolution R2019-04 adopting the proposed budget for fiscal year (FY) 2019-20, including Capital Projects. **Second/Jenco. Roll Call Vote: Ayes: Clark, Jenco, Butler, Maybee, Merchant. Noes: None. Absent: None. Abstain: None.**

### **14. CONSIDER APPROVAL OF PAYMENT OF INVOICE FROM COMMERCIAL PUMP & MECHANICAL FOR RECYCLED WATER LINE FOR DISTRICT ADMINISTRATION BUILDING CONVERSION PROJECT**

Paul Siebensohn, Director of Field Operations, gave a brief summary of the recommendation to approve payment of the invoice from Commercial Pump and Mechanical for the recycled water line for the District Administration Building Conversion Project.

**Motion/Clark** to approve payment of invoice from Commercial Pump & Mechanical in an amount not to exceed \$13,248.29, which includes a 15% contingency, for the recycled water line for the District Administration Building Conversion Project, WSA Project 17-5-04, CIP 18-10-1, Proposition 84 Project 2. Funding to come from Water Supply Augmentation. **Second/Jenco. Roll Call Vote: Ayes: Clark, Jenco, Butler, Maybee, Merchant. Noes: None. Absent: None. Abstain: None.**

### **15. DISCUSS APPROVAL OF RESERVE FUND EXPENDITURES**

Mark Martin, General Manager, gave a brief summary of the practice the District has been following regarding Board approval for all reserve expenditures. In researching this, staff was unable to find any policy, rule, or code requiring Board approval for all reserve expenditures. As the Board suggested previously, Mr. Martin asked the Board for direction on whether or not to proceed with changing this practice to the General Manager being able to authorize reserve expenditures up to \$25,000 without prior Board approval. By consensus, the Board agreed to move forward with the change.

### **16. DISCUSS PENALTIES AND INTEREST IMPOSED ON DELINQUENT SERVICE CHARGES AND SPECIAL TAXES**

Tom Hennig, Director of Administration, gave a brief overview of the penalties and interest the District imposes on delinquent service charges and special taxes. The District is currently charging .5% interest on the delinquent amounts. Government Code Section 61115(a)(3)(C) authorizes a basic penalty for the nonpayment of charges of not more than 10 percent, plus an additional penalty of not more than 1 percent per month for the nonpayment of the charges and the basic penalty". After a discussion, by consensus, the Board agreed for staff to move forward with raising the interest rate to the full 1%.

### **17. PUBLIC HEARING TO CONSIDER ADOPTION OF DISTRICT CODE CHAPTER 17 RECYCLED WATER CODE, SECTION 7.04 LEVYING A RECYCLED WATER INSTALLATION FEE**

Mark Martin, General Manager, gave a brief summary of the recommendation to adopt District Code Chapter 17 Recycled Water Code, Section 7.04 levying a recycled water line installation fee.

President Clark suggested the Ordinance Section 3 (b) be changed to indicate the fee shall apply to installation of a new one-inch recycled water service connection at a premises.

President Clark opened the hearing at 7:23 p.m.

President Clark closed the hearing at 7:25 p.m.

Richard Gehr stated that the Ordinance states the date of the memo as June 5, 2019 but the memo is dated June 6, 2019. The correction to the Ordinance will be made.

**Motion/Clark** *Introduce Ordinance O2019-02, an Ordinance of the Rancho Murieta Community Services District, approving recycled water installation fee and adopting Chapter 17, (Recycled Water Code), Section 7.04 Installation fee, with the suggested wording change, waive the full reading of the Ordinance and continue to the July 17, 2019 Board Meeting for adoption.* **Second/Butler. Roll Call Vote: Ayes: Clark, Jenco, Butler, Maybee, Merchant. Noes: None. Absent: None. Abstain: None.**

#### **18. DIRECTOR COMMENTS**

Director Maybee thanked staff for all their work on the budget and wished everyone a happy 4<sup>th</sup> of July.

#### **19. ADJOURNMENT**

**Motion/Clark** *to adjourn at 7:27 p.m.* **Second/Jenco. Ayes: Clark, Jenco, Butler, Maybee, Merchant. Noes: None. Absent: None. Abstain: None.**

Respectfully submitted,

Suzanne Lindendorf  
District Secretary



# MEMORANDUM

Date: July 2, 2019  
To: Board of Directors  
From: Finance Committee Staff  
Subject: July 2, 2019 Finance Committee Meeting Minutes

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## 1. CALL TO ORDER

Director Merchant called the meeting to order at 10:00 a.m. Present were Directors Merchant and Maybee. Present from District staff were Mark Martin, General Manager; Tom Hennig, Director of Administration; Jeff Werblun, Security Chief; and Suzanne Lindenfeld, District Secretary.

## 2. COMMENTS FROM THE PUBLIC

None.

## 3. SIX DOLLAR INTERFUND PAYMENT

Tom Hennig, Director of Administration, gave an overview of the six-dollar interfund borrowing and repayment plan. Director Merchant commented on developing a benchmark for setting the amount that the District needs to reserve. Director Maybee suggested a policy be developed that allocates a certain percentage to reserves. It is currently estimated at 10 percent.

## 4. PUN GROUP FINANCIAL SERVICES UPDATE

Tom Hennig, Director of Administration, stated The Pun Group will be giving a presentation to the Board at the July 17, 2019 Regular Board meeting. The presentation will include their report on findings and recommendations to improve the District's Financial Accounting Systems. The Pun Group will also discuss their proposal for assisting to implement their recommendations.

## 5. GENERAL MANAGER'S RESERVES SPENDING AUTHORITY

Tom Hennig, Director of Administration, 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 requests were sent to the Board for approval with the dollar amount under \$25,000. Mr. Hennig also suggested Capital Improvement/Replacement Projects that are approved by the Board through the budget process not come back to the Board for a second time and approval. After a discussion, the Committee agreed to recommend authorizing the General Manager to expend of up to \$25,000 of reserve funds without Board approval and up to \$50,000 on budget-process approved Capital Improvement/Replacement Projects. ***This item will be on the July 17, 2019 Regular Board meeting agenda.***

## 6. INCREASE TO INTEREST RATE CHARGED ON DELINQUENT CHARGES AND SPECIAL TAXES

Director Merchant recommended this item go to the Board for approval. Director Maybee agreed. ***This item will be on the July 17, 2019 Regular Board meeting agenda.***

## 7. DIRECTORS & STAFF COMMENTS/SUGGESTIONS

Director Maybee thanked staff.

## 8. ADJOURNMENT

The meeting was adjourned at 10:37 a.m.

# MEMORANDUM

Date: July 2, 2019  
To: Board of Directors  
From: Improvements Committee Staff  
Subject: July 2, 2019 Improvements Committee Meeting Minutes

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## 1. CALL TO ORDER

Director Clark called the meeting to order at 8:30 a.m. Present were Directors Clark and Jenco. Present from District staff were Mark Martin, General Manager; Tom Hennig, Director of Administration; and Suzanne Lindenfeld, District Secretary. Also, in attendance was Laurie Loaiza, Coastland Engineering, the District's Engineer.

## 2. PUBLIC COMMENT

None.

## 3. MONTHLY UPDATES

Mark Martin, General Manager, gave a brief overview of the project updates. The Prop 84 projects have been completed and invoices are being reviewed for submittal. The District's Administration Building is now using reclaimed water for irrigation. The Murieta Gardens II project is working on the punch-list which notes approximately 100 items needing to be addressed.

## 4. WATER QUALITY UPDATE

Mark Martin, General Manager, gave a brief overview of the water quality issue and update. Staff is looking into various preventative measures, contacting other agencies that have had the same issue to see what measures they took, and an operations specialist from GE, the manufacturer of the membrane plant, will be onsite to provide direction on what can be done to operate the ultrafiltration membrane plant with dissolved manganese present in our source water. A discussion followed.

The District will be holding a Q&A meeting on July 10, 2019 at 5:30 p.m. to discuss the water quality issue.

## 5. REVIEW RESOLUTION R2019-06 ACCEPTING MURIETA GARDENS EASEMENTS

Laurie Loaiza, Coastland Engineering, gave an overview of the easements and quitclaims related to the Murieta Gardens II project. There is a total of seven (7) easements with three (3) of them being quitclaim easements as they are no longer needed and another three (3) are replacing previously recorded easements. A discussion followed. ***This item will be on the July 17, 2019 Board Meeting agenda.***

## 6. DIRECTORS & STAFF COMMENTS/SUGGESTIONS

Director Clark reminded everyone of the Q&A Meeting on July 10, 2019 at 5:30 p.m. in the District Administration Building regarding the water quality issues and stated that if anyone is still having issues, be sure to contact the District directly.

## 7. ADJOURNMENT

The meeting was adjourned at 8:46 a.m.

# MEMORANDUM

Date: July 11, 2019  
To: Board of Directors  
From: Communication & Technology Committee Staff  
Subject: July 11, 2019 Communication & Technology Committee Meeting Minutes

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## 1. CALL TO ORDER

Director Merchant called the meeting to order at 9:00 a.m. Present were Directors Merchant and Butler. Present from District staff were Mark Martin, General Manager; Jeff Werblun, Security Chief; Paul Siebensohn, Director of Field Operations; and Suzanne Lindenfeld, District Secretary.

## 2. COMMENTS FROM THE PUBLIC

Richard Gehrs commented on conflicting information from CalWaste regarding battery disposal. Staff will check with CalWaste on the correct information.

## 3. COMMUNICATING AND ENGAGING THE COMMUNITY

Mark Martin, General Manager, gave a brief summary of the communications the District sent out to the community regarding the recent water issue and how they were sent out.

Director Butler stated that there will always be someone who is not happy with how communication is sent out by the District so every method available needs to be used and suggested a phone messaging system be set up, with staff updating every two (2) hours, banners inside the gates, and the need to have the process for these types of issues in place. Mark Martin, General Manager, stated that he has started drafting the process/procedure.

Director Merchant commented on using text messaging and suggested the District have a table set up at community events with handouts regarding the services provided by the District and checking in to the ability to use a Caltrans type sign.

Richard Gehrs stated that he thought the District did a good job in communicating with the community.

## 4. PUBLIC MEETING STREAMING PROJECTS STATUS

Mark Martin, General Manager, gave a brief overview of the SuiteOne program that allows for video/audio recording of the meetings which can be done live or posted after. It provides bookmarking so the viewer can go directly to the item they want. Staff will look into the capabilities for capturing presentations and exhibits, if it is downloadable, and if the audio can be saved both with the video and without. This will come back to Committee in August 2019.

## 5. DIRECTOR AND STAFF COMMENTS/SUGGESTIONS

Director Merchant asked if last night's water issue meeting was recorded. Mark Martin, General Manager, said no. Gail Bullen, River Valley Times, stated she would forward a copy of her recording to the District. Director Merchant also commented on his concern with there being this type of issue with the new plant.

## 6. ADJOURNMENT

The meeting was adjourned at 10:05 a.m.

## MEMORANDUM

Date: July 11, 2019  
To: Board of Directors  
From: Security Committee Staff  
Subject: July 11, 2019 Security Committee Meeting Minutes

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### 1. CALL TO ORDER

President Maybee called the meeting to order at 10:10 a.m. Present were Directors Clark and Maybee. Present from District staff were Mark Martin, General Manager; Tom Hennig, Director of Administration; Jeff Werblun, Security Chief; Paul Siebensohn, Director of Field Operations; and Suzanne Lindenfeld, District Secretary.

### 2. COMMENTS FROM THE PUBLIC

None.

### 3. MONTHLY UPDATES

Chief Werblun gave a brief overview of the operations updates and incidents of note.

Director Maybee commented on updating the body camera policy to include all contact with residents and guests. Director Maybee also commented on warning notices being issued for every contact. Chief Werblun stated that Patrol Officer's use their discretion as to issue one or not. President Clark suggested Chief Werblun discuss with RMA as to what they want. Director Maybee agreed.

### 4. REVIEW NORTH GATE FASTPASS JULY 4 OPERATIONS

Chief Werblun stated that the FastPass worked with no problems. Half of the pre-issued passes were by FastPass. This program will be used all year not just for special events.

Director Maybee suggested that RMA look into the ability to issue passes to the little league guests and to vendors.

### 5. DIRECTOR & STAFF COMMENTS

Chief Werblun gave a brief overview of the Patrol Officer Pulse program which allows for dispatch calls to be entered along with follow up and any pictures, video, etc., that is connected to the call. A shift summary report will be issued at the end of each shift. The program also allows for work orders/emails to be sent to the appropriate agency and staff person. The program also has tracking of activity and required tasks to aid the officers in delivering more efficient services to the community.

The Joint Security Committee meeting is being scheduled for August. Mark Martin, General Manager, stated that since the monthly meetings with the various stakeholders began, there really is not a need for regularly scheduled Joint Security Committee meetings. The Committee agreed.

Director Maybee commented on the emergency plan that was presented to RMA. Mark Martin stated he has received the draft for review.

President Clark stated that fire safety council may be formed in the community and that the Security Committee should be involved, particularly Director Maybee.

Director Maybee thanked staff for the information provided at last night's water issue meeting and for everyone's efforts on July 4.

## **6. ADJOURNMENT**

The meeting adjourned at 11:14 a.m.

DRAFT

## MEMORANDUM

Date: July 12, 2019  
To: Board of Directors  
From: Tom Hennig, Director of Administration  
Subject: Bills Paid Listing

Enclosed is the Bills Paid Listing Report for June 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 June (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>
The Pun Group, LLC	Consulting	17,500.00	Operating Expense
Borges & Mahoney	Repairs & Maintenance	12,054.96	Operating Expense
California Waste Recovery Systems	Solid Waste Contract	49,318.04	Operating Expense
Harrold Ford	Truck	26,988.18	Sewer Capital Reserves
Commercial Pump & Mechanical, Inc	Engineering	12,382.25	Water Augmentation Prop #84
Domino Solar LTD	Solar - WTP & WWTP	13,149.56	Operating Expense
GSRMA	Insurance	11,000.00	Operating Expense
Prodigy Electric & Controls Inc.	Repairs & Maintenance	13,016.50	Operating Expense
S. M. U. D.	Utilities	22,449.21	Operating Expense
Telstar Instruments, Inc.	Repairs & Maintenance	21,618.86	Sewer Replacement Reserves
TNT Industrial Contractors Inc.	Repairs & Maintenance	72,674.00	Water Augmentation Prop #84
Zenon Environmental Corporation	Repairs & Maintenance	10,170.00	Operating Expense

PREPARED BY: Tom Hennig, Director of Administration

REVIEWED BY:  District Treasurer

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

CHECK	Date	Vendor	Amount	Purpose
EFT	6/4/2019	CALPERS	\$ 44,353.07	Payroll - PERS Medical
EFT	6/4/2019	CALPERS	11,475.83	Payroll - PERS PR
CM34785	6/4/2019	Guardian Life Insurance	6,051.55	Life Insurance
CM34786	6/4/2019	Vision Service Plan (CA)	450.60	Payroll - Vision
CM34787	6/5/2019	Applications By Design, Inc.	600.00	Security Barcodes
CM34788	6/6/2019	Chrysler Capital	156.80	Jeep Payment
CM34789	6/6/2019	The Pun Group, LLC	17,500.00	Consulting
CM34790	6/11/2019	State of California	2,741.00	Renewal of Lab Certification
CM34791	6/13/2019	Costco Membership	825.16	Supplies
EFT	6/14/2019	EDD	3,201.14	Payroll - Taxes - SUTA
EFT	6/14/2019	CALPERS	15,050.96	Payroll - PERS Unfunded
EFT	6/14/2019	CALPERS	12,076.50	Payroll - PERS PR
CM34792	6/14/2019	VOID	-	VOIDED
CM34793	6/14/2019	VOID	-	VOIDED
CM34794	6/14/2019	American Family Life Assurance Co.	841.35	Life Insurance
CM34795	6/14/2019	Applications By Design, Inc.	520.00	Security Barcodes
CM34796	6/14/2019	Aramark Uniform & Career Apparel, LLC	244.28	Uniforms
CM34797	6/14/2019	Arnolds For Awards	155.36	Administration
CM34798	6/14/2019	Bartkiewicz, Kronick & Shanahan	5,658.60	Legal
CM34799	6/14/2019	Borges & Mahoney	12,054.96	Repairs & Maintenance
CM34800	6/14/2019	California State Disbursement Unit	79.26	Payroll
CM34801	6/14/2019	California Waste Recovery Systems	49,318.04	Solid Waste Contract
CM34802	6/14/2019	Cisco Air Systems, Inc	347.57	Repairs & Maintenance
CM34803	6/14/2019	Clark Pest Control	723.66	District Facilities Pest Control
CM34804	6/14/2019	Concentra DBA Occupational Health Centers o	196.00	Pre Employment Screening
CM34805	6/14/2019	Costco Membership	480.00	Supplies
CM34806	6/14/2019	Raman Kapahi DBA Environmental Permitting S	1,817.25	Consulting
CM34807	6/14/2019	Fastsigns #60601	240.66	Signage
CM34808	6/14/2019	Ferguson Enterprises, Inc 1423	2,732.57	Repairs & Maintenance
CM34809	6/14/2019	Gallery & Barton	73.89	Legal Services
CM34810	6/14/2019	Galls/Quartermaster	263.40	Uniform - Security
CM34811	6/14/2019	Harrold Ford	26,988.18	Truck
CM34812	6/14/2019	Legal Shield	11.95	Payroll - Legal
CM34813	6/14/2019	Les Schwab Tires	105.00	Repairs & Maintenance
CM34814	6/14/2019	Meurer Research Inc.	2,996.02	Repairs & Maintenance
CM34815	6/14/2019	Mountain Counties Water Resources Assoc.	1,274.00	Annual Membership
CM34816	6/14/2019	Nationwide Retirement Solution	2,480.00	Payroll
CM34817	6/14/2019	Operating Engineers Local Union No. 3	581.49	Payroll - Union Dues
CM34818	6/14/2019	PDF Tactical	3,528.78	Contract Staffing - Security
CM34819	6/14/2019	Rancho Murieta Ace Hardware	26.82	Repairs & Maintenance
CM34820	6/14/2019	RingCentral	25.00	Telephone
CM34821	6/14/2019	River City Rentals	159.90	Equipment Rental
CM34822	6/14/2019	Sacramento Metropolitan Air Quality Mgt. Di	959.00	Permits
CM34823	6/14/2019	Santander Leasing	240.00	Security Vehicle Lease
CM34824	6/14/2019	Sierra Office Supplies	371.31	Office Supplies
CM34825	6/14/2019	State of California	115.00	Fingerprints
CM34826	6/14/2019	Sweet Septic, Inc.	1,500.00	Pump Recycled Water - Tie in #3
CM34827	6/14/2019	Syneco Systems Inc	4,802.75	Repairs & Maintenance
CM34828	6/14/2019	TASC	98.07	Payroll - Beneflex
CM34829	6/14/2019	U.S. Bank Corp. Payment System	4,202.07	Monthly Gasoline Bill
CM34830	6/14/2019	W.W. Grainger Inc.	203.44	Repairs & Maintenance
CM34831	6/14/2019	Walker's Office Supplies, Inc	223.26	Office Supplies
CM34832	6/14/2019	Watchdogs Surveillance	85.00	Camera Repair
CM34833	6/14/2019	VOID	-	VOIDED
CM34834	6/14/2019	A Leap Ahead IT	4,418.06	IT Support
CM34835	6/14/2019	Accountemps	6,587.50	Contract Staffing
CM34836	6/14/2019	Donald LWertz	200.00	Rebate
EFT	6/17/2019	EFTPS	10,908.67	Payroll - Taxes - Fed
CM34837	6/21/2019	Public Agency Retirement Services	112,499.96	Employee Retirement
EFT	6/25/2019	Pitney Bowes	1,500.00	Postage
EFT	6/28/2019	CALPERS	12,645.19	Payroll - PERS PR
EFT	6/28/2019	EDD	3,030.99	Payroll - Taxes - SUTA
CM34838	6/28/2019	VOID	-	VOIDED
CM34839	6/28/2019	VOID	-	VOIDED
CM34840	6/28/2019	Accounting & Association Software Group	990.00	IT Support
CM34841	6/28/2019	Duloglo Enterprises Inc DBA Action Cleaning	1,445.00	Janitorial
CM34842	6/28/2019	American Family Life Assurance Co.	841.35	Life Insurance






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

CHECK	Date	Vendor	Amount	Purpose
		<b><u>EL DORADO PAYROLL</u></b>		
Checks: CM12046 to CM112063 and Direct Deposits: DD11267 to DD11325			\$ 133,535.72	Payroll
EFT			51.43	Payroll
			<b>\$ 133,587.15</b>	

PREPARED BY: Tom Hennig, Director of Administration

REVIEWED BY:  \_\_\_\_\_, District Treasurer

# MEMORANDUM

**Date:** July 15, 2019  
**To:** Board of Directors  
**From:** Mark Martin, General Manager  
**Subject:** General Manager's Report

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## **OUTREACH/ADVOCACY**

June 25, 2019 – **CSD/MVA General Manager's Meeting** – Discussed Security matters, MVA's desire to have Security enforce some MVA regulations (TBD), and discussion of the road improvement agreement between private interests in the commercial/residential areas south of Highway 16.

June 25, 2019 – **CSD/RMCC General Manager's Meeting** – Paul Siebensohn provide Ron Svein, RMCC's GM, an overview of the systems and regulations for water, recycled water and drainage relating to the country club. Coordinated on the RMCC's July 27 Community Day where CSD will staff a table with the GM along with Security and operations staff.

June 27, 2019 – **CSD/RMA General Manager's Meeting** – Discussed raw water matters, focus of RMA's emergency planning committee, and sought feedback on security operational matters. Discovered new RMA speed trailers went into use June 2, 2019.

July 10, 2019 - **Sacramento Central Groundwater Authority (SCGA): Monthly Meeting** – Canceled. Next strategic planning workshop scheduled for August 2, 2019.

July 10, 2019 – **Water Issues Q&A Forum**. – Staff provided a well-advertised open forum to the public to ask questions and hear from staff as to the cause, timing, science and possible solutions related to the manganese coloration issue.

July 11, 2019 – **Regional Water Authority (RWA) Monthly Board Meeting** – Unable to attend due to conflicts with rescheduled District Committee meetings due to the 4<sup>th</sup> of July holiday. I have a meeting scheduled with the new RWA Executive Director, Jim Peifer, on July 29, 2019 to educate him on the District in general and more specifically on the critical areas of advocacy sought by the District.

July 27, 2019 – **RMCC Community Day – RMCCSD Outreach Opportunity** – I, along with District Security and Utilities staff, plan to attend this future Saturday event as part of the District's outreach to the community.

## **LEGISLATIVE UPDATE**

Water Tax – No Update. As a reminder, a Senate budget subcommittee rejected Governor Gavin Newsom's water tax plan on May 15, 2019, instead recommending finding \$150 million elsewhere to finance a safe and affordable drinking water fund. On June 9, 2019, a preliminary budget deal was struck between the Governor and heads of both legislative houses that would spend \$133.4 million on clean water projects, with most of the funding coming from proceeds raised by the sale of greenhouse gas emission credits — a major component of California's cap-and-trade program. The expectation is that drinking water programs will continue to be funded from the climate change program, possibly avoiding an additional burden on the state's general fund.

SB 13 – ADU Impact Fees - CSDA Opposed, would restrict or place limits on fees local agencies could charge for infrastructure related impacts from new Accessory Dwelling Units (ADUs). The bill was referred from the Local Government Committee to the Appropriations Committee on July 11, 2019 with limited author edits on a vote of 8-0. The current bill, as it continues to read, would permit no fees for ADUs less than 750 square feet ADUs and only 25% of fees for ADUs greater than 750 square feet.

#### **COMMUNITY OUTREACH IMPROVEMENTS**

Website – Staff continues to improve the District’s website. We have added a second row of “intermediate-term” notices to better call attention to critical items that may be lost in the rotating slideshow.

Public Notices – Staff continues to leverage the website, Facebook page, Mail Chimp emails, and postings to the RanchoMurieta.com forums to improve outreach to residents.

## MEMORANDUM

Date: July 12, 2019  
 To: Board of Directors  
 From: Tom Hennig, Director of Administration  
 Subject: Administration / Financial Update

For your review is the summary of the June 2019, monthly Board financial report. 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. Between now and the August 21, 2019 Board meeting, finance staff anticipate closing the balance of the FY 2018-19 months as well as providing the financial report for July, FY 2019-20.

*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.*

**Residential Water Consumption** – Year-to-date residential water usage was approximately 7.1% below budget through June. 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
<b>Residences</b>	0.2%	2,542	2,542	2,542	2,543	2,545	2,545	2,546	2,546	2,541	2,546	2,547	2,547
	Weighted Average	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>Cubic Feet</b>	1,560	2,672	2,659	2,566	1,930	1,522	797	678	584	569	837	1528	2,194
<b>Gallons per day</b>	387	666	663	640	481	379	199	169	146	142	209	381	547
<b>Planned Usage GPD</b>	627												

**Commercial/Other Water Consumption** – Year-to-date commercial water usage was approximately 2.3% above budget. Listed below are year-to-date water consumption numbers in cubic feet.

	YTD Totals	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>Commercial</b>	1,000,626	136,243	134,170	128,218	96,405	74,880	50,290	39,726	45,277	39,987	53,880	86,611	114,939
<b>Parks</b>	358,338	88,540	68,739	50,519	32,739	16,480	878	501	758	602	3,561	36,481	58,540
<b>Raw Water</b>	367,596	37,475	126,163	93,612	51,101	10,110	100	-	100	15,622	611	18,376	26,118
<b>CSD</b>	156,724	21,501	19,548	18,782	15,032	12,703	11,057	11,663	10,925	9,269	5,330	7,632	13,255
<b>Totals</b>	<b>1,883,284</b>	<b>283,859</b>	<b>348,620</b>	<b>291,131</b>	<b>195,277</b>	<b>114,173</b>	<b>62,325</b>	<b>51,890</b>	<b>56,985</b>	<b>53,700</b>	<b>63,382</b>	<b>149,100</b>	<b>212,852</b>

**Lock-Offs** – During the month of June 2019, there were seven (7), new lock-offs which resulted in reconnection fee payments. There are currently ten properties within the District which have remained locked off from services for an extended period of time. These properties are either vacant homes or empty lots with water meters.

**Connection Fees** – There were no connection fees received in June 2019.

**Aging Report** – Accounts past due of more than sixty (60) days totals \$191,031. Of the total amount of the sixty (60) days past due, approximately \$188,892, 98%, is attributed to four (4) undeveloped residential properties. The amount due represents fees for Security, Drainage, and late payment penalties.

**Summary of Reserve Accounts as of May 31, 2019** – The District’s reserve accounts began the 2018-19 fiscal year with a balance of \$5,825,224 and have a net increase of \$271,210 through the end of May 2019. Staff continues to validate all reserve contributions and expects there will be additional adjustments as we continue to identify past practices for allocation of monthly interest and sales revenue. Staff is also working to complete a detailed analysis of all reserve funds and plans to prepare a report for a future Finance Committee review.

**Reserve Fund Balances**

Reserve Descriptions	Fiscal Yr Beg Balance			Period End Balance
	1-Jul-18	Increases	Decreases	31-May-19
Water Capital Replacement (200-2505)	1,375,775	263,366	78,981	1,560,160
Sewer Capital Replacement (250-2505)	2,745,922	449,068	351,930	2,843,060
Drainage Capital Replacement (260-2505)	108,771	21,103	87,635	42,239
Security Capital Replacement (500-2505)	121,869	36,652	56,667	101,854
Admin Capital Replacement (xxx-2505-99)	87,096	75	0	87,171
Sewer Capital Improvement Connection (250-2500)	4,134	68	19	4,183
Capital Improvement (xxx-2510)	349,075	57,101	21,927	384,249
Water Supply Augmentation (200-2511)	1,744,938	108,388	36,021	1,817,305
WTP Construction Fund Reserve (200-2513)	(702,387)	231,610	265,623	(736,400)
Security Impact Fee Reserves (500-2513)	(9,969)	3,946	1,364	(7,387)
<b>Total Reserves</b>	<b>5,825,224</b>	<b>1,171,377</b>	<b>900,167</b>	<b>6,096,434</b>

**Inter-fund Borrowing Balances**

Inter-fund Borrowing	Fiscal Yr Beg Balance			Period End Balance
	1-Jul-18	YTD Interest	YTD Repayment	31-May-19
WTP Construction Loan from Sewer	996,749	19,270	128,994	867,755
WTP Construction Loan from WSA	332,250	6,423	42,992	289,258
Security N. Gate Loan from Drainage Fund	40,367	626	20,933	19,434
<b>Total Inter-fund Borrowing</b>	<b>1,369,366</b>	<b>26,319</b>	<b>192,919</b>	<b>1,176,447</b>

**Budget to Actual Comparison Details (year-to-date through March 31, 2019)**

**Revenues**

Water Charges, year-to-date, are **below** budget \$44,617 or (0.03%)

Sewer Charges, year-to-date, are **above** budget \$892 or 0.001%

Drainage Charges, year-to-date, are **below** budget \$1,546 or (0.01%)

Solid Waste Charges, year-to-date, are **above** budget \$4,394 or 0.01%

Security Charges, year-to-date, are **above** budget \$1,149 or (0.02%)

### Expenses

Overall expenditures are below budget through March and the preliminary, non-audited, numbers through May appear to confirm the same results. With the confirmation of the March financial status, we will continue to focus on closing the remaining months of the Fiscal Year.

### ***Finance Committee Update***

The Finance committee was presented with an overview of the six-dollar interfund borrowing and repayment plan. Director Merchant commented on developing a benchmark for setting the amount that the District needs to reserve. Director Maybee suggested a policy be developed that allocates a certain percentage to reserves.

Finance updated the progress of The Pun Group's work on the Financial Accounting Services. A presentation is scheduled as part of the July 17, 2019 Regular Board Meeting.

I 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 requests were sent to the Board for approval with the dollar amount under \$25,000. I also suggested Capital Improvement/Replacement Projects that are approved by the Board through the budget process not come back to the Board for a second time and approval. After a discussion, the Committee agreed to recommending authorizing the General Manager to expend of up to \$25,000 of reserve funds without Board approval and up to \$50,000 on already approved Capital Improvement/Replacement Projects. This will be an amendment to District Code Chapter 4 (Purchasing and Bidding) which will be done by Ordinance at the August 21, 2019 Regular Board meeting. Taking this action will consolidate the General Manager's spending authority in one place.

**RANCHO MURIETA CSD**  
**Summary of All CSD Funds**  
**For the Nine Months Ending 3/31/2019**  
**Budget to Actual Comparison Detail**

Account	Description	Period Budget	Period Actual	YTD Budget	YTD Actual	YTD Budget (Over)/Under	Annual Budget
3000	Charges for Services - Residential	\$383,609	\$383,093	\$3,886,058	\$3,834,295	\$51,762	\$5,173,430
3010	Charges for Services - Commercial	36,878	36,802	424,231	432,726	(8,495)	566,859
3020	Availability Charges	680	540	680	540	140	680
3050	Sales Other	700	701	6,300	7,369	(1,069)	8,400
3060	CIA Ditch Service Charges	0	0	0	0	0	1,800
3070	Property Taxes	54,167	0	487,503	378,104	109,399	650,000
3071	Property Taxes (Reserve Alloc)	(6,833)	0	(61,497)	0	(61,497)	(82,000)
	<b>Total General Income</b>	<b>469,201</b>	<b>421,137</b>	<b>4,743,275</b>	<b>4,653,034</b>	<b>90,240</b>	<b>6,319,169</b>
3180	Interest Income	20	32	3,645	8,046	(4,401)	7,219
	<b>Total Earnings Income</b>	<b>20</b>	<b>32</b>	<b>3,645</b>	<b>8,046</b>	<b>(4,401)</b>	<b>7,219</b>
3210	Meter Installation Fee	0	0	1,200	1,200	0	1,600
3220	Inspection Fees	127	0	1,012	759	253	1,265
3230	Telephone Line Contracts	518	572	4,661	5,149	(488)	6,215
3240	Fines/Rule Enforcement	175	175	1,575	1,575	0	2,100
3250	Late Charges	6,000	6,430	54,000	61,674	(7,674)	72,800
3300	Title Transfer Fees	1,350	1,050	12,150	7,950	4,200	16,200
3400	Security Gate Bar Code Income	650	680	5,850	6,960	(1,110)	7,800
3477	Project Reimbursement	382	1,908	3,438	21,154	(17,716)	4,584
3500	Misc Income	1,525	1,187	8,125	8,195	(70)	12,100
	<b>Total Other Income</b>	<b>10,726</b>	<b>12,002</b>	<b>92,011</b>	<b>114,616</b>	<b>(22,605)</b>	<b>124,664</b>
	<b>TOTAL REVENUE</b>	<b>479,947</b>	<b>433,171</b>	<b>4,838,931</b>	<b>4,775,696</b>	<b>63,235</b>	<b>6,451,052</b>
4000	Salaries & Wages	188,252	152,690	1,739,321	1,482,297	257,023	2,386,102
4010	Wages - Contra Account	0	0	0	(155)	155	0
4050	Employer Costs	57,129	41,381	489,017	398,203	90,813	660,405
4052	Payroll Taxes	12,330	8,996	119,775	93,639	26,136	160,248
4053	Other Employer Costs	13,489	12,767	125,208	116,337	8,872	166,775
4051	Pension Expense	29,020	27,242	263,599	245,243	18,356	357,243
4080	Tuition Reimbursement	0	0	1,435	0	1,435	2,870
	<b>Total Employee Services</b>	<b>300,220</b>	<b>243,076</b>	<b>2,738,355</b>	<b>2,335,564</b>	<b>402,791</b>	<b>3,733,643</b>
4100	Clerical Services	0	13,449	15,000	116,654	(101,654)	15,000
4150	Recruitment	820	2,744	15,380	9,501	5,880	17,840
4200	Travel/Meetings	725	294	13,885	3,929	9,956	16,555
4250	Office Supplies	3,045	2,705	27,705	24,929	2,776	37,090
4300	CWRS Contract Charges	48,329	49,230	434,685	442,176	(7,491)	579,691
4350	Mail Machine Lease	0	0	2,100	1,614	486	2,800
4400	Copy Machine Maintenance	1,622	1,474	14,598	12,142	2,456	19,464
4450	Insurance	10,332	10,690	92,991	91,868	1,123	123,988
4500	Postage	1,680	3,000	15,120	15,743	(623)	20,160
4550	Telephones	2,633	4,998	26,285	43,551	(17,266)	34,183
4600	Memberships	1,130	0	17,846	11,213	6,633	17,846
4650	Audit	0	0	15,000	15,500	(500)	15,000
4700	Legal	7,750	2,268	99,750	42,744	57,006	124,000
4750	Training/Safety	2,035	341	25,660	13,848	11,812	31,260
4800	Community Communications	100	0	4,100	567	3,533	8,200
4850	Equipment Maint	50	6,719	3,400	11,199	(7,799)	3,550
4900	Consulting	5,200	369	48,500	42,167	6,333	64,850
4950	CIA Ditch Operations	300	611	2,700	(35,615)	38,315	3,600
	<b>Total Administrative Services</b>	<b>85,751</b>	<b>98,890</b>	<b>874,705</b>	<b>863,729</b>	<b>10,976</b>	<b>1,135,077</b>
5050	Election	0	0	6,000	5,934	66	6,000
5100	Uniforms	1,300	860	11,900	13,016	(1,116)	16,000
5150	Equipment Repairs	400	1,287	3,600	2,674	926	4,800
5200	Building/Grounds Maint/Pest Cntr	2,765	2,425	25,003	25,789	(786)	33,383
5225	Bar Codes	500	0	4,500	4,625	(125)	6,000
5250	Vehicle Maint	3,750	1,993	33,750	35,572	(1,822)	45,000
5300	Vehicle Fuel	2,900	(860)	32,300	27,560	4,740	44,500
5310	Vehicle Lease	350	0	3,086	0	3,086	4,145
5315	Off Duty Sheriff	0	0	8,000	3,051	4,949	8,000
5375	Power	24,221	32,170	235,897	224,489	11,407	325,732
5400	Information System Maint	8,029	8,690	101,729	102,163	(434)	122,016
5450	Supplies	2,325	2,552	20,925	34,643	(13,718)	27,900
5500	Equipment Rental	1,300	0	14,700	0	14,700	21,600
5525	Road Paving	3,000	4,317	27,000	17,689	9,311	36,000
5550	Maintenance/Repairs	27,800	15,306	257,850	188,430	69,420	356,814
5555	Non-routine Maint/Repair	3,000	0	27,000	412	26,588	36,000

**RANCHO MURIETA CSD**  
**Summary of All CSD Funds**  
**For the Nine Months Ending 3/31/2019**  
**Budget to Actual Comparison Detail**

Account	Description	Period Budget	Period Actual	YTD Budget	YTD Actual	YTD Budget (Over)/Under	Annual Budget
5575	Permits	0	173	6,500	5,865	636	6,500
5600	Chemicals	5,553	471	99,477	79,008	20,469	148,948
5605	Chemicals - T&O	0	0	5,500	2,661	2,839	10,000
5650	Lab Tests	2,750	1,185	23,750	18,441	5,309	32,000
5700	Removal (Hazardous Waste)	0	0	7,500	6,537	963	11,000
5725	Permits	0	0	54,086	59,264	(5,179)	69,536
5750	Tools	1,050	3,187	8,450	5,582	2,868	14,144
5800	Dam Inspection Costs	0	0	52,877	52,877	0	52,877
5850	Water Meters/Boxes	3,000	0	27,000	10,677	16,323	36,000
5950	Drainage Improvements	0	0	3,000	0	3,000	5,000
	<b>Total Operational Costs</b>	<b>93,992</b>	<b>73,756</b>	<b>1,101,379</b>	<b>926,957</b>	<b>174,422</b>	<b>1,479,894</b>
6000	Miscellaneous	4,636	5,452	41,808	36,341	5,467	56,643
6001	Admin Contingency	0	0	0	0	0	35,000
6002	Director Exp/Reimbursements	450	132	4,050	3,478	572	5,400
6003	Director Meeting Payments	1,500	1,200	13,500	7,100	6,400	18,000
7002	Conservation	600	1,100	11,320	10,848	472	13,260
7003	Sacto Water Authority	0	0	9,500	9,555	(55)	9,500
7005	CGWA/SE Area Water	0	0	0	12,000	(12,000)	0
7010	Interest Expense	1,751	1,931	14,432	16,680	(2,247)	19,926
	<b>Total Other Expenses</b>	<b>8,937</b>	<b>9,816</b>	<b>94,610</b>	<b>96,002</b>	<b>(1,391)</b>	<b>157,729</b>
	<b>Total Operating Costs</b>	<b>488,901</b>	<b>425,538</b>	<b>4,809,049</b>	<b>4,222,252</b>	<b>586,797</b>	<b>6,506,342</b>
	<b>Net Income (Loss) before depreciation</b>	<b>(17,891)</b>	<b>(2,183)</b>	<b>(64,728)</b>	<b>457,443</b>	<b>(522,171)</b>	<b>(213,019)</b>
9000	Depreciation	120,000	117,366	1,080,000	1,056,292	23,708	1,440,000
	<b>Net Income (Loss) after depreciation</b>	<b>(137,891)</b>	<b>(119,548)</b>	<b>(1,144,728)</b>	<b>(598,850)</b>	<b>(545,879)</b>	<b>(1,653,019)</b>



# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

## INVESTMENT REPORT

*CASH BALANCE AS OF MAY 31, 2019*

INSTITUTION	YIELD	BALANCE
<b>CSD FUNDS</b>		
<i>EL DORADO SAVINGS BANK</i>		
SAVINGS	0.03%	\$ 1,012,047.78
CHECKING	0.02%	\$ 373,195.00
PAYROLL	0.02%	\$ 27,725.32
<i>BANNER BANK</i>		
EFT	0.00%	\$ 286,156.46
<i>LOCAL AGENCY INVESTMENT FUND (LAIF)</i>		
UNRESTRICTED	2.45%	\$ 412,383.06
RESTRICTED RESERVES	2.45%	\$ 5,694,693.97
<i>CALIFORNIA ASSET MGMT (CAMP)</i>		
OPERATION ACCOUNT	2.52%	\$ 627,564.53
<i>US BANK</i>		
PARS GASB45 TRUST	-3.12%	\$ 1,811,678.96
<b>TOTAL CSD</b>		<b>\$ 10,245,445.08</b>
<b>BOND FUNDS</b>		
<b>COMMUNITY FACILITIES DISTRICT NO. 2014-1 (CFD)</b>		
<i>BANK OF AMERICA</i>		
CHECKING	0.00%	\$ 162,711.58
<i>WILMINGTON TRUST</i>		
BOND RESERVE FUND	2.04%	\$ 397,378.90
BOND ADMIN EXPENSE	2.06%	\$ 24.32
BOND SPECIAL TAX FUND		\$ -
BOND ACQ & CONSTRUCTION	2.04%	\$ 6,668.35
BOND REDEMPTION ACCOUNT		\$ -
BOND COI		\$ -
BOND SURPLUS	2.04%	\$ 59.70
<b>TOTAL CFD</b>		<b>\$ 566,842.85</b>
<b>TOTAL ALL FUNDS</b>		<b>\$ 10,812,287.93</b>

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

PREPARED BY: Tom Hennig, Director of Administration

REVIEWED BY:  District Treasurer

# MEMORANDUM

**Date:** July 11 2019  
**To:** Board of Directors  
**From:** Jeffery Werblun, Security Chief  
**Subject:** Security Update Report for the Month of June 2019

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## OPERATIONS UPDATES

The purchase of new body-worn cameras (BWCs) was completed. We will be issuing them to the Patrol Officers as soon as we take delivery. Our policy is going through review and updates.

We will be having Security Department all-personnel meetings the week of July 16, 2019.

**June 25, 2019,** General Manager, Mark Martin and I met with the Board President and General Manager of the Murieta Village. They were pleased with the service Security has been providing. They are exploring their options regarding having Security enforce certain CC&Rs for them.

Volunteers have spent approximately 44 hours on graffiti cleanup around the community.

## INCIDENTS OF NOTE

**June 25, 1045 hours:** Hit and Run. A vehicle struck a sign in the center median on Murieta Parkway and Lago Drive inbound turn lane and kept going. The car knocked over the sign. Sergeant Tompkins was able to use the video camera system and identify the vehicle and driver as a resident. Rancho Murieta Association (RMA) was notified. The sign was put back into place by RMA.

Several incidents of people parking at the County Bridge to go fishing in the Cosumnes River. They all were advised of no parking and trespassing and left the area.

## RANCHO MURIETA ASSOCIATION COMPLIANCE MEETING

My appearance was canceled this month by the Chairperson.

## CONTRACT SECURITY

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

## JOINT SECURITY MEETING

We are looking to schedule a meeting in August.

**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
Basketball Standard													
Commercial Vehicle Signage													
Construction Hours/Days													
Curfew						1							1
Driveway Parking	30	5	2		20	24							81
Fishing License/Fish & Wildlife													
Guest Parking													
Loose/Off Leash Dog		1											1
Motorcycle North Streets													
Overloaded Golf Cart													
Overnight Street Parking	7	9			4	19							39
Park Hours					2	6							8
Speeding	39	39	5	4	7	16							110
Stop Sign	6	7	1	1	1								16
Unauthorized Vehicle													
Unlicensed Driver													
Unsafe Driving	1				2	2							5
Intereference													
Parking Citations			12	13	3								28
<b>Total</b>	<b>83</b>	<b>61</b>	<b>20</b>	<b>19</b>	<b>39</b>	<b>68</b>							<b>290</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

### Violation Item Summary Report -- 2019

(This report includes RMA and CSD issued violations)

Violation Item Summary Report	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Motor vehicle violations:</b>													
Motorcycle													0
No drivers license			2										2
Speeding	38	32	28	27	7	26							158
Speeding - twice speed limit						1							1
Stop signs	19	7	7	0									33
Bus stop signs					1								1
Use of streets													0
<b>Parking:</b>													
Driveway parking	36	16	18	8	53	20							151
Guest parking	6	7	1	9	4	4							31
Overnight street parking	2	6	7	13	20	13							61
Unauthorized Vehicle (24 hr pass)			2	5	5	3							15
Accumulation/dumping of debris													0
Advertising signs													0
Barbeques, open fires, bonfires						2							2
Carrying passengers/overloaded cart													0
Clothes lines													0
Commercial vehicle lettering													0
Construction overnight parking													0
Park hours / curfew					1	6							7
Decorative lights													0
Discharge of firearm													0
Dog park investigations													0
Dwelling exterior alterations													0
Failure to identify													0
Fences, screens & enclosures													0
Guest w/o resident in comm areas				1									1
Home business activities		1											1
Noxious activities													0
Open garage doors													0
Pets - off leash / teathered / noise													0
Property maintenance				22									22
Sign rules													0
Skating in common area													0
Sports equip/trampoline/basketball						1							1
Storage of building materials													0
Stored vehicles	1	5		2									8
Trash containers													0
Use of common areas & facilities													0
Vandalism													0
Vehicle repair or maintenance													0
Village/Villas violations													0
Working days & hours													0
<b>Total Violations</b>	<b>102</b>	<b>74</b>	<b>65</b>	<b>87</b>	<b>91</b>	<b>76</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>495</b>
Citations written by RMCSD	81	44	30	12	25	48							240
Citations written by RMA	21	30	35	75	66	28							255
<b>Total Violations</b>	<b>102</b>	<b>74</b>	<b>65</b>	<b>87</b>	<b>91</b>	<b>76</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>495</b>

## 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	
Totals	42	2		44	

### 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	
No Drivers License	2**			2	
Unauthorized Vehicle	1			1	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 were targeted & retaliatory
Totals	25	4	1	30	

### 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	
Totals	11	0	1	12	

### May 2019 Security Violations

#### Reviewed at the June Compliance Comm Meeting Total Cites

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

Totals	23	0	0	25
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### June 2019 Security Violations

#### Reviewed at the July Compliance Comm Meeting Total Cites

Violation	Upheld	Dismissed	Abeyance	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>Totals</b>	<b>42</b>	<b>5</b>	<b>1</b>	<b>48</b>	
Written Advisory Notices				12	

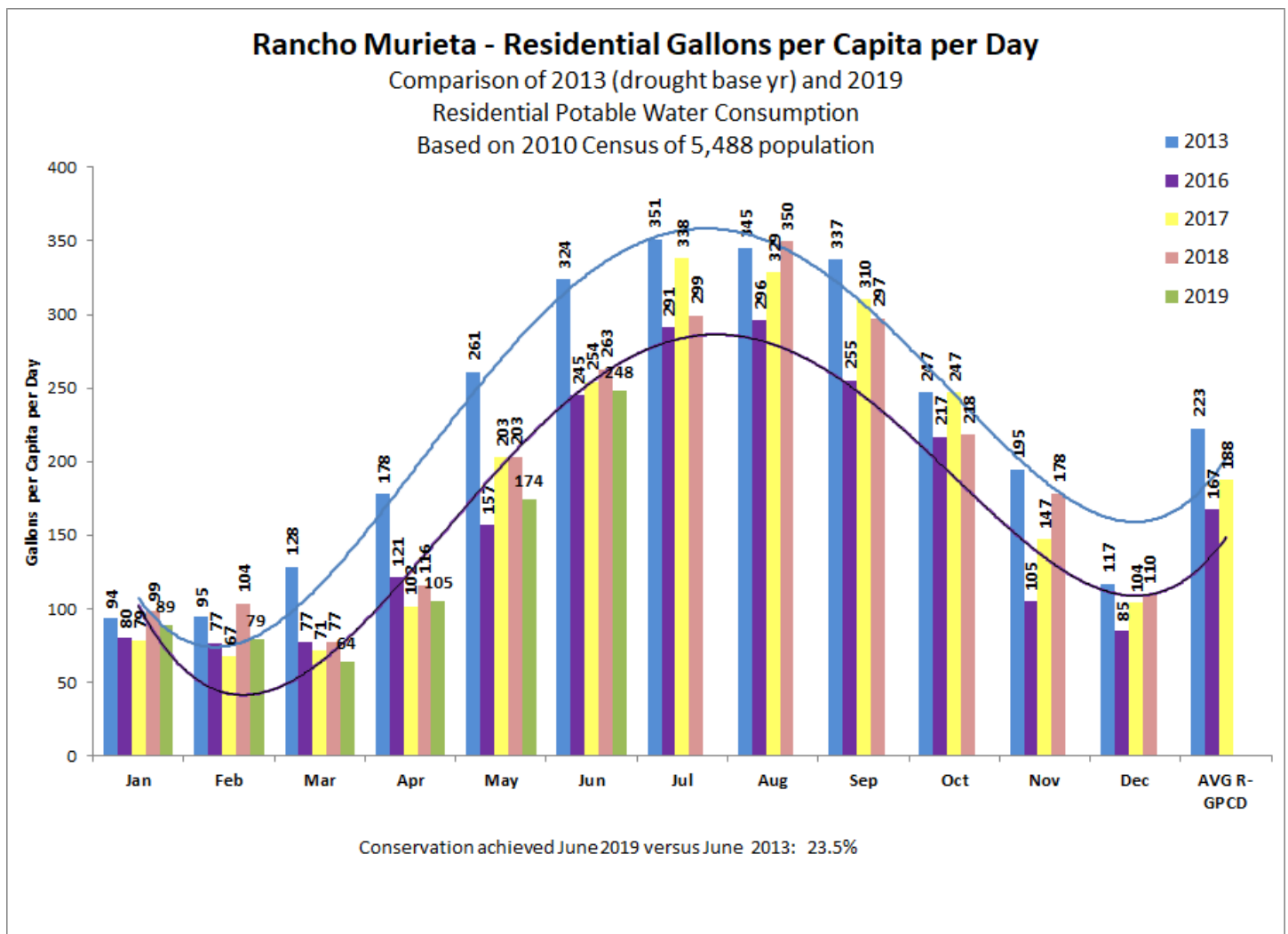


# MEMORANDUM

**Date:** July 11, 2019  
**To:** Board of Directors  
**From:** Paul Siebensohn, Director of Field Operations  
**Subject:** Utilities Monthly Update

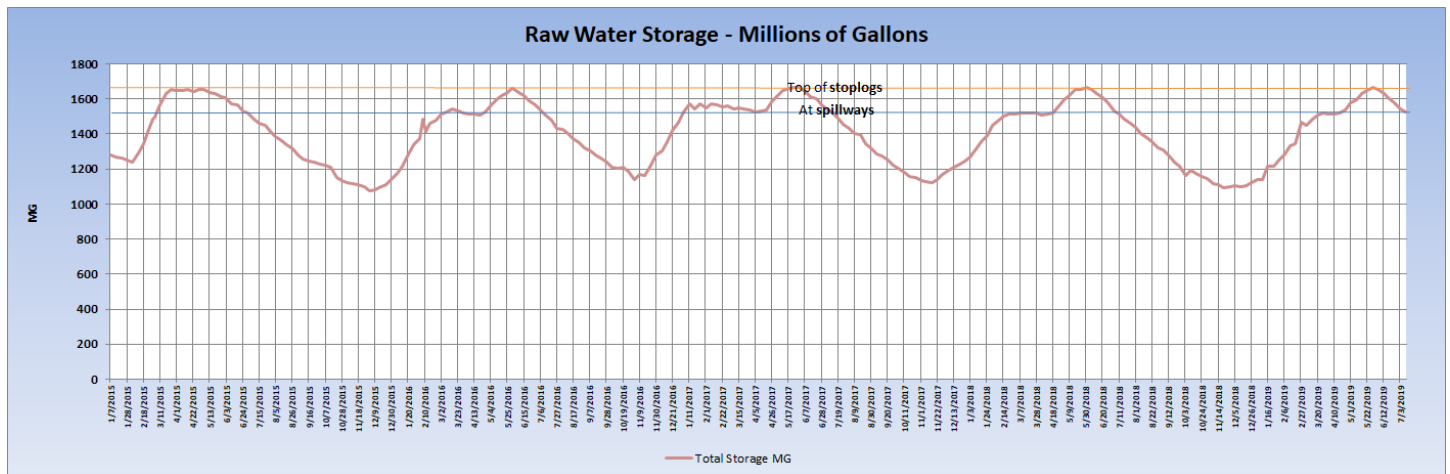
## WATER TREATMENT

Water Treatment Plant (WTP) #1 is in operation at 1.0 million gallons per day (mgd), producing an average of 0.57 mgd and WTP #2 is online at 2.0 mgd and producing an average of 1.42 mgd, for a total of 1.99 to meet the community's water demand. Total water production for June 2019 was 57.73 million gallons (177.18 acre-feet). Gallons per capita per day for June 2019 was 248 vs 324 in 2013, shown in graph below.



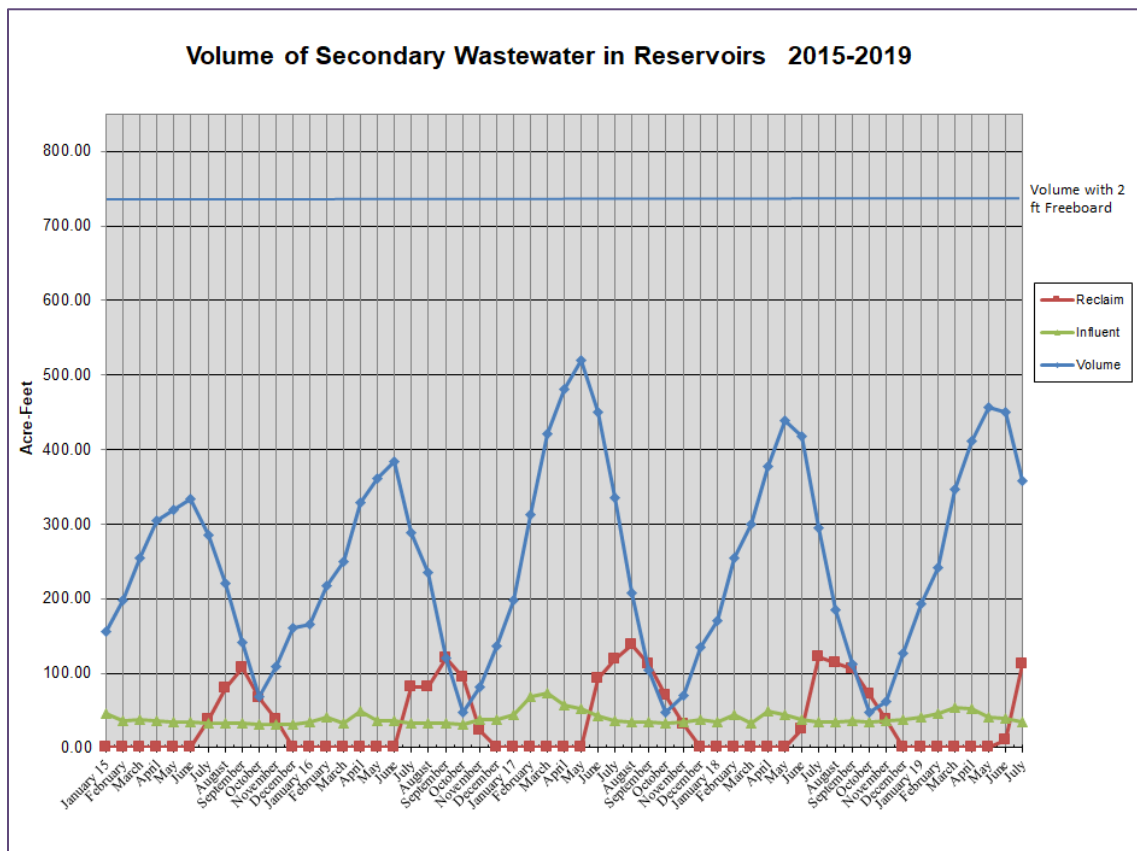
## WATER SOURCE OF SUPPLY

On July 10, 2019, all raw water storage for Calero, Chesbro, and Clementia Reservoirs volume measured 1,522.8 million gallons (4,673.7 acre-feet). The volume for Calero and Chesbro Reservoirs alone totaled 1,198.5 million gallons (4,170.6 ace-feet). A graph of the water storage volumes is shown below.



### WASTEWATER COLLECTION, TREATMENT, AND RECLAMATION

In June 2019, influent wastewater flow averaged 383,033 gallons a day, for a total of 11.49 MG, (35.27 AF). This is approximately 144 gpd per sewer connection. On June 12, 2019, secondary wastewater storage measured 116.6 MG (357.7 AF), of which 111.7 MG (342 AF) is usable for reclamation due to dead storage. The Wastewater Reclamation Plant continues to be in operation to supply the Ranch Murieta Country Club (RMCC) needs for recycled water. Below is a graph of the secondary wastewater storage volumes.



### SEWER COLLECTION

In June, 1,077 feet of sewer collection lines were cleaned and CCTV'd by a contractor working with staff, while in the process of trouble shooting areas in the south community for possible issues. I am currently waiting on a report of these activities and should have it in time for next month's Improvements Committee meeting. It was verbally noted that there is an issue with a sewer line on Labranza Street that will need to be fixed.

### **DRAINAGE / STORMWATER**

Utilities staff worked with the same contractor that worked on the sewer collection system to inspect and clean several storm drain lines. As noted in the sewer collection section, I am currently waiting on a report of these activities and should have it in time for next month's improvements committee meeting.

Staff continues weed abatement by weed whacking areas of the drainage system, having completed the basins in Murieta South.

The Laguna Joaquin drainage detention basin was treated for midge flies on June 25, 2019 for the second time this season. The nominal 0.28 cfs allocation from the CIA ditch is running into Laguna Joaquin which is keeping the level from dropping further at this point. At some point we will be contacting the RMA to determine if they want water from Clementia Reservoir to be routed into it.

### **WATER METERING AND UTILITY STAFF WORK**

In June 2019, four (4) ¾ inch meters were replaced and one 2-inch meter was rebuilt as part of metering maintenance. Twenty-five (25) utility star service orders, seven (7) USA locates and four (4) rebate inspections were also completed. Utilities staff had a lot of time spent toward the end of June flushing water mains in the water distribution system because of a yellowish and tan color in the potable water due to manganese.

### **RECYCLED WATER FOR FUTURE USE**

I gave a presentation to the Operating Engineering Board on June 24, 2019 regarding the future use of recycled water in place of potable water around their grounds on Cantova Way. Part of the presentation included filling two (2) clear bottles, one with our tertiary recycled water and the other bottled water. They appeared exactly the same and nobody could tell the difference. The diagram below includes the areas to be irrigated with recycled water at some point in the future. Also discussed was the possibility of having a recycled water fill station available for filling for construction water.

# Commercial Loop



- **Approx. 9 acres total**
- **Minimum 2 connections**
  - OE3 7.8 ac. Along Cantova Way
  - 1 ac Plaza Shopping Center
- **26 AFY demand in 2013**



## PROJECTS

### Development

#### The Residences East and North

We have met with two (2) separate developers interested in these projects and discussed what would be needed should they proceed. One of the developers was also interested in potentially proceeding with the Riverview Project.

#### The Murieta Gardens

##### The Murieta Gardens - Murieta Marketplace

It has been reported work is beginning in this area to develop the BelAir store, other shop lots, and to expand the drainage basin that serves the entire Murieta Gardens development. The engineer of this project has also noted that they have changed the basins design and downsized it, which will require Coastland's review for compliance.

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

There continues to be contention to the acceptance of the piping of the Cosumnes Irrigation Association (CIA) pipe that was installed as a part of this project. This pipe installation was done in an expedited manner due to the project occurring in the heat of summer while the Ranch and RMA needed water from it. It was never pressure tested for integrity as required and as a result it appears to be leaking. We have serious concerns about

accepting this pipe due to liabilities associated with the leaking that would impact the future businesses that would reside below the ditch. I have suggested the developer, who is also the CIA representative for the Ranch, provide us documentation to potentially accept full ownership of it if he believes it was adequately installed.



*Photos of 42 inch pipe installed for Cosumnes Irrigation Association ditch on north side of Murieta Gardens*



← Gap In Pipe Joint



*July 7, 2019 photo showing leaking*

The Murieta Gardens II – Infrastructure at “Utility A” &The Murieta Gardens II – Subdivision

The project has requested a final punch-list and Coastland has provided one to them. It noted 100 items needing to be addressed. In the meantime, K Hovnanian homes (KHOV) is continuing the process of putting up more homes but needs approval before proceeding with water and sewer service installations. Recently, the recycled water infrastructure in Murieta Gardens was tied into the potable water system with backflow protection installed and charged with potable water. This will allow the District to charge for potable water used for irrigation in the areas where permits for water meters have been paid.

Rancho Murieta North – Development Project

The Developer provided a deposit and signed development deposit agreement June 7, 2019. Coastland Engineering has been directed to begin reviewing the development package.

FAA Business Park

This project is still on hold pending items to be resolved with Sacramento County.

**District Projects**

Proposition 84 – Recycled Water Projects

For all three (3) projects, we have been working with a labor compliance firm from the Regional Water Authority to get the projects and contractors for the projects registered with the Department of Industrial Relations to ensure that prevailing wage rules are being followed.

Summary table of current recycled water projects:

	Projects
1a	Bore and casing installation & Caltrans encroachment permit
1b	12" pipe and appurtenance installations
2	District office area irrigation conversion
3	Cantova Commercial loop – 6" recycled water service

Invoices are being compiled to be submitted to the Regional Water Authority following the June 30, 2019 project completion deadline.

Project 1a & 1b – Bore Under Highway 16 and Recycled Pipeline Installation

Projects 1a and 1b are now complete. A brief summary of the work for the project includes: engineering the route for piping; Caltrans encroachment permit; staking the route for the piping; boring under Highway 16 and installation of pipe casing, 12 inch pipe, and conduits within the casing and running the conduits back to a valve vault at the point of tie-in; installation of the valve vault and valves; tie-in into the 12-inch recycled water pipeline running to Bass Lake; routing the 12-inch pipe at the Murieta Gardens project to a future connection point.

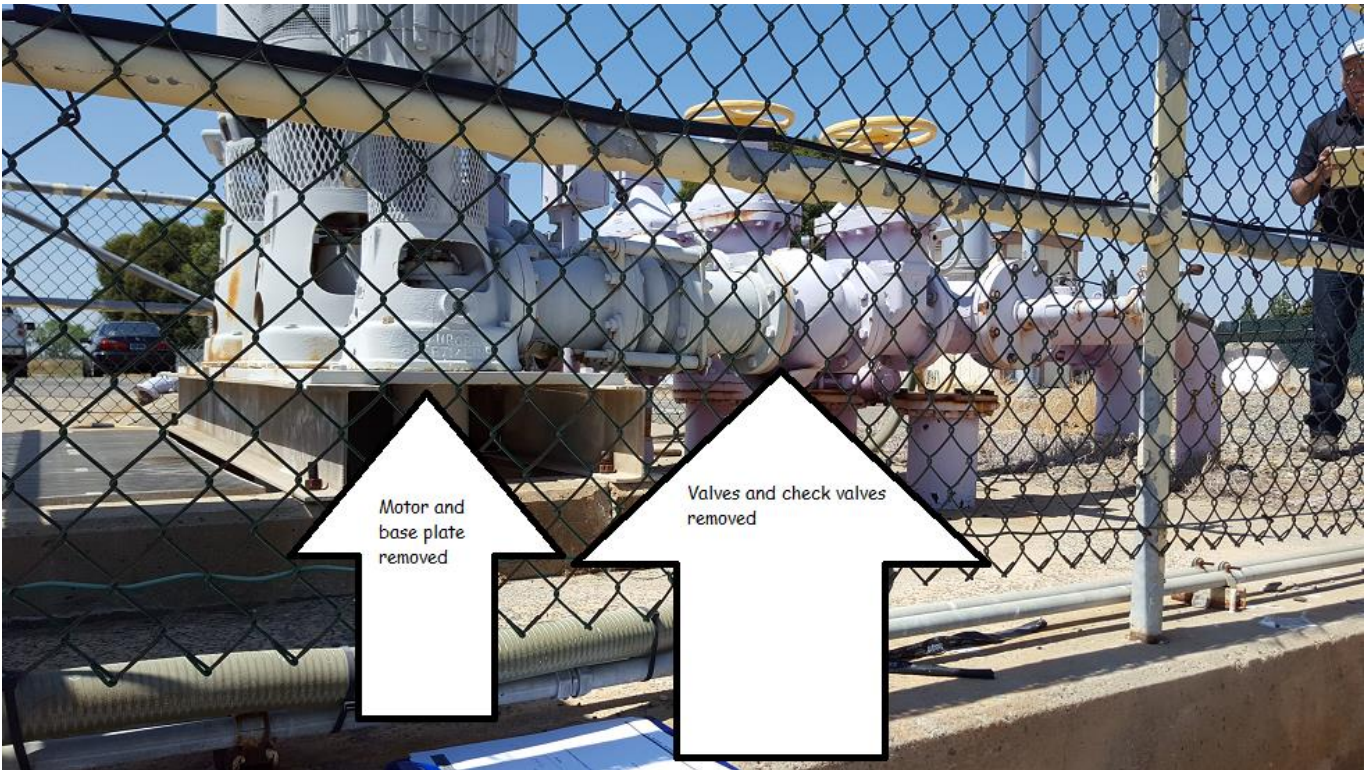


*Photo of point of connection from recycled water line going to Bass lake to Murieta Gardens/Commercial areas.*

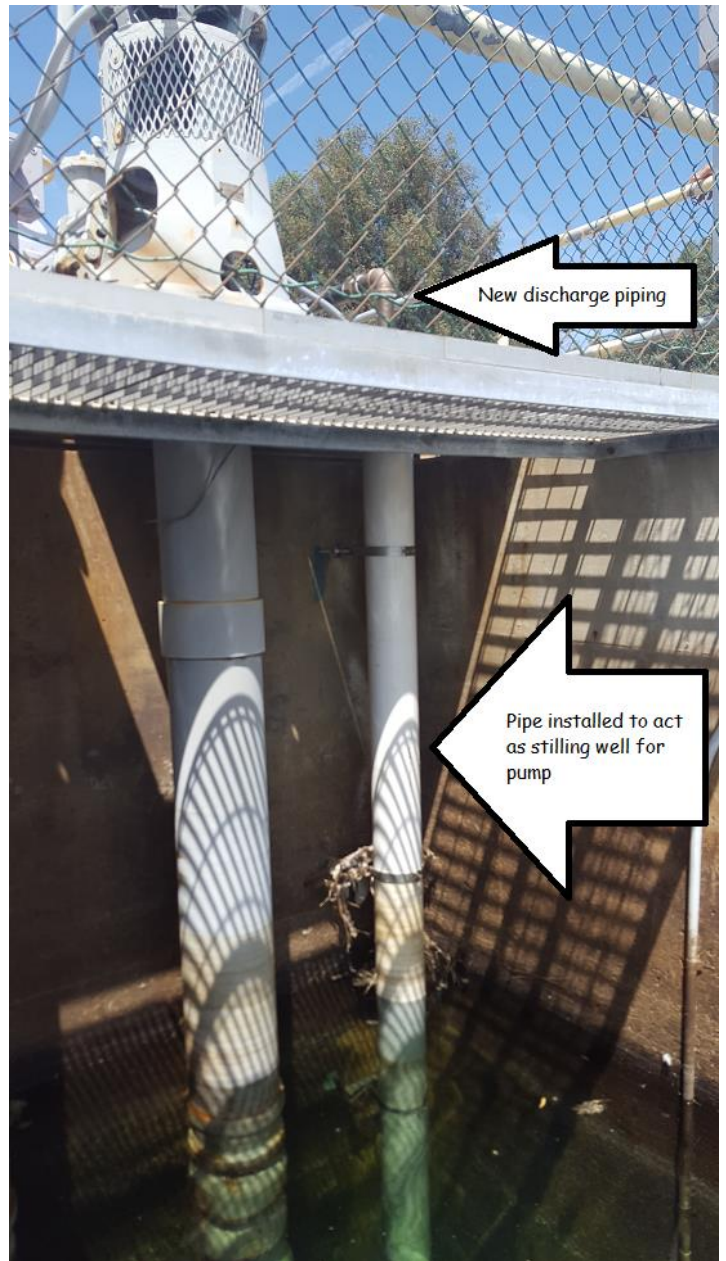
## Project 2 – Office Area Irrigation Conversion

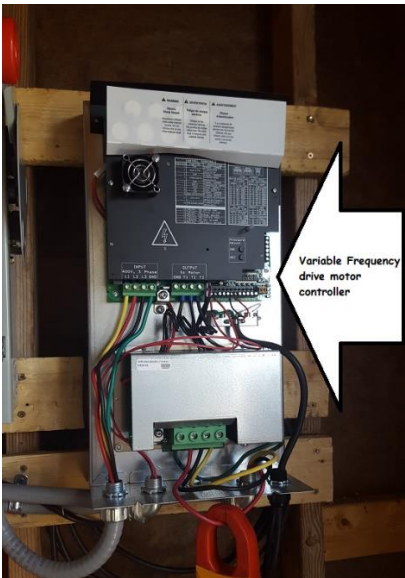
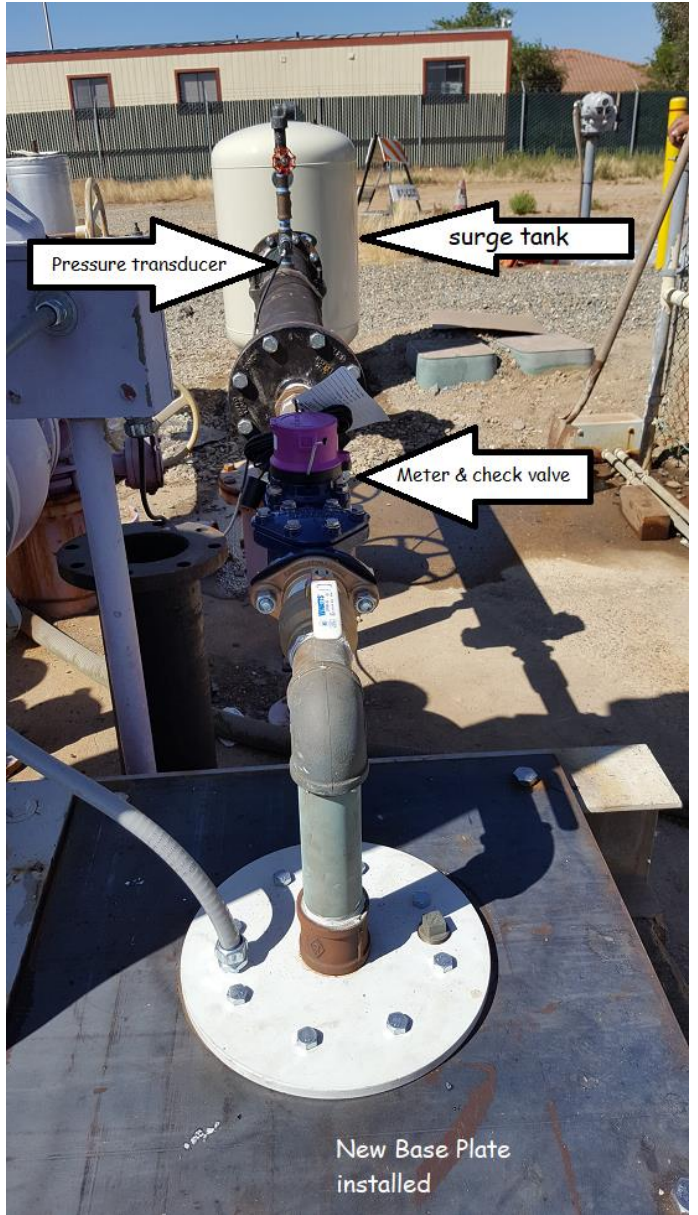
This project is complete. Work for this project included: removal of a motor and pump from the District's tertiary pump station; procuring, mounting and installation of a submersible pump within a newly mounted pipe acting as a stilling well; installation of new piping connections, a pressure transducer, wiring, and variable frequency drive to operate the new pump; installation of a purple water meter; installation of a surge tank; replacing old irrigation system parts with purple irrigation parts that meet the District's recycled water standards; procuring and installing recycled water signage; disconnection of potable water system to irrigation system and connection of new recycled water supply piping. Photos of completed work attached.













Project 3 – 6 Inch Recycled Water Line Extension

Project 3 – 6-inch Recycled water line extension to the commercial area at Cantova Way is also now complete. That project involved the extension of a recycled water main from Lot 66 at the Murieta Gardens II project southward and across Murieta Drive.



*Photo of 6 inch recycled water line running towards Cantova Drive from Murieta Gardens Lot 66*

## CONFERENCE/EDUCATION SCHEDULE

Date: July 11, 2019  
To: Board of Directors  
From: Suzanne Lindendorf, 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)**

Human Resources Boot Camp for Special Districts	August 7, 2019	El Dorado Hills
Financial Management for Special Districts	August 8, 2019	El Dorado Hills
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)**

No Information Currently Available on Upcoming Conferences.

### **ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA)**

2019 ACWA Regulatory Summit	October 17, 2019	Sacramento
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**Rancho Murieta Community Services District**

**AUGUST 2019**

**Board/Committee Meeting Schedule**

**August 1, 2019**

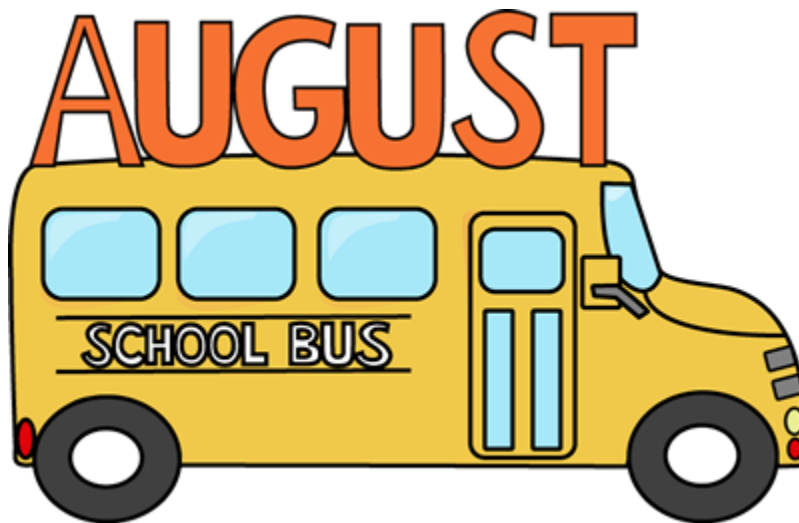
<b>Communications/Technology</b>	<b>9:00 a.m.</b>
<b>Security</b>	<b>10:00 a.m.</b>

**August 6, 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>

**August 21, 2019**

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



## MEMORANDUM

**Date:** July 10, 2019  
**To:** Board of Directors  
**From:** Paul Siebensohn, Director of Field Operations  
**Subject:** Discuss Water Quality Issue and Consider Customer Rebate of Water Services Charges

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### RECOMMENDED ACTION

Approve the District giving a one-time water services charge rebate of \$7.00 to customers due to the water quality issue in June 2019.

### BACKGROUND

Initially, we had resolved the issue with the yellow water for a period by shutting off Plant 1, which had difficulty removing manganese, and solely operated Plant 2 whose >500,000-gallon sedimentation basin prior to filtration was known to work well with all issues. We had five (5) continuous days of no manganese leaving the treatment process. Staff then worked through the weekend to flush the system of yellow water. However, after that, there were periodic issues with the pre-oxidant feed of potassium permanganate and the filter backwash return water from the solids drying beds having elevated levels of manganese which exacerbated the issue for a short period. Also, despite the weather forecast showing cooler weather ahead, increased water demands required that we start operating Plant 1 again after distribution tank levels dropped to around 12 feet, whereas they are normally around 27 feet. When filling resumed, it stirred up some manganese that had precipitated out in the tanks, causing the yellow water issues to become prevalent again. Again, staff worked to flush the system of yellowish water, and in some cases, brownish water.

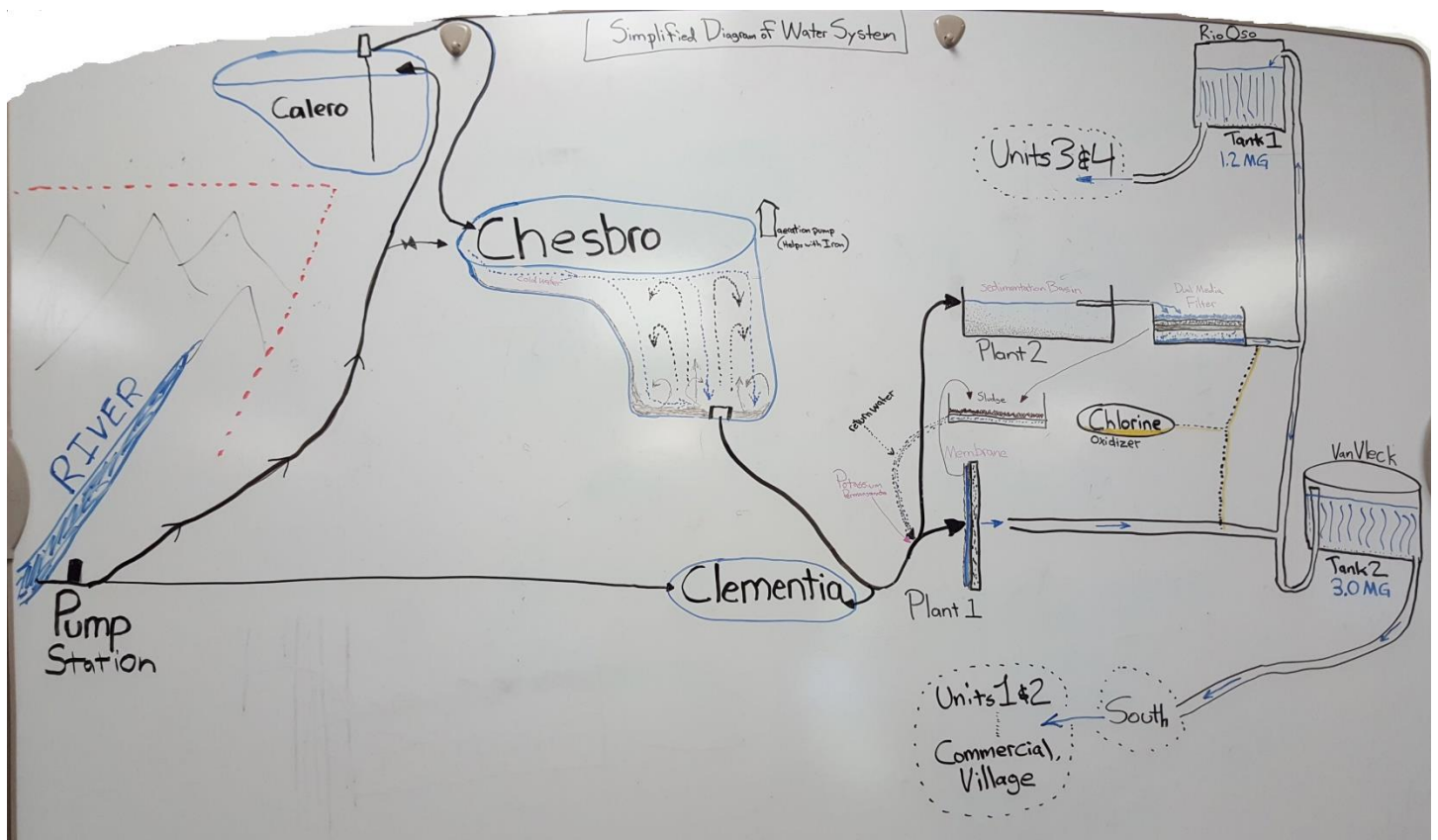
The plants are now operating well with little to no detectable manganese measured in it. Water supply Tank #1 has had no detectable manganese reported since June 29 and Tank #2 non detect the past several days. Through all of this, being a small staff, we fielded many calls and emails, so much that it hindered our being able to perform work to resolve the issues we were facing. Along the way, I also provided several updates of what was occurring for our website. I contacted and spoke with people at the Division of Drinking Water multiple times and other agencies that had faced the same or similar issues. An interesting note from the State regulators that was repeated was that it is more difficult to deal with aesthetic concerns in water than health concerns. Where we can have yellow water that is safe to drink but another agency may have clear, good tasting water that is unsafe to drink. This really hits home to the importance of good communication and outreach, which is being worked on through staff, the Board, and public at our Communications Committee meeting.

We are continuing to look into various solutions and preventative measures including: piping modifications in the Calero Reservoir to pull water from surface where it is warmer vs the bottom where the water is colder to keep the Chesbro Reservoir from turning over; piping modification at the Chesbro Reservoir to deliver cold water to the bottom of the reservoir through a diffuser to keep sediment from stirring up or lake turnover to occur; modification to the water plant intake in the Chesbro Reservoir to be able to draw water from different levels of the reservoir as testing showed manganese levels were higher on the bottom vs nearer to the surface; online manganese monitoring equipment that would help alert staff to potential issues with the water supply reservoir before they become a problem; bringing in consultants to provide expert analysis to this situation; oxidation

with ozone; sequestration using polyphosphates which chemically bind the manganese and keep it in a dissolved form so it is not visible in the water; greensand filtration media for our conventional water plant; greensand filtration unit up front of water plant #1; raising the level and volume of Plant #2's sedimentation basin and routing all flow for both plants through it before going to filtration, and looking into other proprietary filtration processes. We are also putting better procedures in place to direct staff on how to identify and deal with the issue of manganese in the water supply for the water treatment plants.

We have been in contact with operations specialists from GE (now Suez), the manufacturer of the membrane plant, and they noted that we did what they would have done, adding potassium permanganate to oxidize and precipitate the dissolved manganese present in our source water prior to filtration.

A simplified general diagram of the water system is shown below:



Legal Reporting requirements

The manganese levels tested never exceeded the 0.5 mg/L state requirement for public notification. Even though the District was not legally required to do so, we took it upon ourselves to post public notices. The first notice was posted June 11, 2019 for flushing when we believed rust (iron) was the culprit and related to maintenance activities, and the then for Manganese posted June 14, 17, 19, 26 and July 1, 2019. The level did exceed the secondary (aesthetic) level for manganese of 0.05 mg/L with Plant #1 having had a level of 0.18 mg/L on June 18, 2019 and Plant #2 a level of 0.15 mg/L on June 21, 2019. The highest manganese levels reported in the water system tanks were 0.13 mg/L in Tank #1 on June 26 and 0.065 mg/L in Tank #2 on June 18.

Other Water Districts

Manganese is a very common mineral, found especially in groundwater and some surface waters, and is an issue for many water districts. For example, Golden State Water Company reports that, "manganese was detected in

seven of our 37 water systems. In five of these systems, the highest levels of manganese detected were above the current secondary MCL. Only one system had a manganese result above the state notification level of 0.5 mg/L." Another local area that had the same issue we had with lake turnover and subsequent yellow water was the Del Oro Water Company – Lime Saddle District. They resolved their issue using potassium permanganate as a pre-oxidant as well, but also had other issues due to algae.

### Rebate

Management worked closely with a resident to get a sense of the water use impacts of this event. The resident reported having flushed three (3) bathtubs, at least three (3) toilets, one (1) kitchen faucet and five (5) other faucets a total of two times. They estimated the tubs and faucets were flushed for 10 minutes each time and toilets flushed around 15 times. Staff then calculated the water use rate based on typical fixtures for each category. Based on this analysis, the per-gallon cost for two full cycles at these counts and flows was \$1.72. Since the coloration issue re-occurred and may have triggered a second round of flushing cycles, staff is recommending a rebate of four cycles of flushing or \$3.44. Staff believes this scenario is a reasonable representation of an average level of flushing realizing that some households did not flush their water lines at all while others flushed more.

These cost numbers may appear low, however the rate the District charges for water is \$0.00234 per gallon, meaning ratepayers receive nearly five (5) gallons of water for one penny. Anticipating a potential question, we wish to make clear that the actual rates set are at usage per *cubic foot (CF)* at \$0.0175/CF and are reflected in cubic feet on monthly billings. A cubic foot contains about 7.48 gallons, hence the \$0.00234 cost per gallon number.

Additional to the cost of flushing water, staff recommended using white vinegar in the wash to help remove minerals that may have impacted laundry. One half-gallon of vinegar costs about \$2.50-\$3.00 and would accommodate around eight (8) full loads of wash.

Since it is impossible for the District to account for each unique circumstance, a single level of rebate per connection is being recommended. Using the estimated average cost of water for household flushing and the variable market cost of white vinegar and rounding up, staff is recommending a rebate per connection of \$7.00. If a ratepayer believes the water event impacted them significantly above and beyond the average household and can document that impact, they are able to submit an individual claim to the District for reimbursement.



## MEMORANDUM

Date: July 12, 2019  
To: Board of Directors  
From: Tom Hennig, Director of Administration  
Subject: Receive Pun Group Financial Report Presentation

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### RECOMMENDED ACTION

No recommendation. Receive direction from Board of Directors.

### BACKGROUND

Beginning in April 2019, Finance staff has continuously worked with its consultant, The Pun Group LLP, to conduct an analysis of how the District has managed the financial accounting services. Over the past three months, they have conducted interviews of various District personnel, performed desk reviews of processes and financial records, evaluated the accuracy of financial information and accounts, obtained an understanding of processes required to close the District's monthly accounting periods, and performed numerous technical accounting exercises to gain an understanding of how the District conducts its financial work. In addition to the fieldwork conducted, the District's compliance with laws and regulations over financial activities for Special Districts in California were discussed.

The District's agreement with The Pun Group was to evaluate and report on the Financial Accounting Services utilized to support District financial activities. The Group was not hired to evaluate operating effectiveness or efficiencies in internal control. However, as a by-product of that work, they created a list of recommendations for the District to strengthen and improve its overall financial controls. These recommendations are discussed as part of their report.

District management would like to thank all Finance staff for taking the time to work with The Pun Group LLP during a very busy time of year. Without their assistance and diligence, this report would not have been made possible.

### SUMMARY

The report will be presented by Vanessa Burke, Partner with The Pun Group. The presentation is divided into the following four areas: Human Resources and Payroll, Financial Processes and Policies, Financial System Integration and Financial and Other Reporting. The recommendations are categorized by these areas and are further classified by significance as follows:

- Critical – Addresses a fundamental control weakness or significant operational issue that should be resolved by management as a priority.
- Important – Addresses a control weakness or operational issue that should be resolved by management within a reasonable period.
- Good Practice – Addresses a potential improvement opportunity in operational efficiency/effectiveness.

We have discussed the comments and recommendations with The Pun Group, LLP, and agree with their findings and the level of significance established. Staff will build the corrective action plans and prioritization of those plans around those. We would like to share that we have already begun working on implementing some of the recommendations (i.e. budget) as work progressed with the consultant. We would, at this juncture, ask for direction from the Board on priorities and pursuing the next steps.

# **Rancho Murieta Community Services District**

Rancho Murieta, California

## **Report to Management**

*For the Period of July 1, 2018 to February 28, 2019*



# Rancho Murieta Community Services District

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July 12, 2019

Mark Martin, General Manager  
Rancho Murieta Community Services District  
15160 Jackson Road  
Rancho Murieta, California 95683

We were engaged to provide financial accounting services to Rancho Murieta Community Services District (District) for the period from July 1, 2018 to February 28, 2019. Our engagement was performed in accordance with the Statements on Standards for Consulting Services issued by the AICPA.

In connection with that engagement, we are pleased to present the accompanying report which contains our analysis of the District's internal controls over the financial reporting. These procedures were accomplished by interviewing entity management, departmental personnel, and accounting personnel to determine the flow of accounting information and controls placed in operation. The scope of our engagement did not include testing the operating effectiveness of such controls nor was our engagement designed to express an opinion on the operations of controls over financial reporting taken as a whole. Accordingly, we do not express such an opinion. We were also not engaged to, and did not, conduct an audit of the financial statements of the District and, consequently, we do not express an opinion on them. The District's management is responsible for the District's accounting records.

Because of inherent limitations of any system of internal control, including the possibility of management override of controls, misstatements due to errors or fraud may occur and not be prevented or detected by internal controls. Also, projections of any evaluation of the accounting system and controls to future periods are subject to the risk that procedures may become inadequate because of changed conditions.

The accompanying recommendations, included in this report have been categorized using the definitions in the table below, as assessed by us.

<b>Critical</b>	Addresses a fundamental control weakness or significant operational issue that should be resolved by management as a priority.
<b>Important</b>	Addresses a control weakness or operational issue that should be resolved by management within a reasonable period.
<b>Good Practice</b>	Addresses a potential improvement opportunity in operational efficiency/effectiveness.

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**Rancho Murieta Community Services District**  
**Report to Management**  
**For the Period July 1, 2018 to February 28, 2019**

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**I. Human Resources and Payroll**

**2019-1 Computation of Base Rate of Pay for Overtime**

<b>Condition</b>
Some District employees have elected to receive a "cash-in-lieu" benefit payment instead of electing and taking medical benefits offered by the District. We evaluated hourly employees that have elected the "cash-in-lieu" health benefit payment to determine whether those individuals had the "cash-in-lieu" payment amount included in their base rate of pay for purposes of determining the Fair Labor Standards Act (FLSA) overtime calculation (ie. Flores Case). We found that the District has not been including this compensation in the base rate of pay, and therefore some employees may have likely been underpaid for purposes of the FLSA overtime computations.
<b>Recommendation</b>
We recommend a more complete study be performed on overtime compensation to determine the impact the "cash-in-lieu" payment may have on overtime payments made in prior years.
<b>Significance</b>
Important



**Rancho Murieta Community Services District**  
**Report to Management**  
**For the Period July 1, 2018 to February 28, 2019**

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**I. Human Resources and Payroll (Continued)**

**2019-2 Recording of CalPERS Contributions through Bank Reconciliation Module**

<b>Condition</b>
The District Controller's past practice has been to use the cash reconciliation function within the cash module during the reconciliation process to post increase/decrease adjustment to the bank amounts for a variety of transactions, including to post the contribution amounts paid to CalPERS at the end of the month. As a result, there is no segregation of duties between the bank reconciliation process, the authorization for payment and the recording of the transaction which could be accomplished if someone other than the person responsible for bank reconciliations was posting the activity within the subsidiary ledgers or general ledger when the transaction took place. As a result, there is a lack of segregation of duties which is paramount to a strong internal control environment.
<b>Recommendation</b>
Personnel responsible for the payroll functions should be trained in the accounting for the payroll transaction (those transactions that are not related to authorization of pay rates, hours, benefits, and taxes) and should enter the amounts in the payroll register for posting to the general ledger. Someone other than the person responsible for payroll and the bank reconciliation, should reconcile the payroll amounts to the general ledger but not have the ability to access the payroll subsidiary ledger. The Controller should reconcile the bank accounts and those should be approved by someone above the Controller.
<b>Significance</b>
Critical

**Rancho Murieta Community Services District**  
**Report to Management**  
**For the Period July 1, 2018 to February 28, 2019**

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**I. Human Resources and Payroll (Continued)**

**2019-3 Lack of Monthly Reconciliations between Sage and Payroll System**

**Condition**

The District does not currently reconcile the Sage time tracking software with the payroll registers for all departments creating exposure that wages (hourly and salaried) may not be accurate and complete in the Sage time tracking software. The Sage time tracking system hours are used on a limited basis for the allocation of Water, Sewer and Drainage only. For Administration, only those individuals that are specifically allocated are included. Security is excluded completely as they follow a different allocation method. As a result, the District does not have the ability to reconcile the Sage time tracking system to the source records. We would expect the Sage reports to be substantially lower than the payroll system report wage amounts. However, when reconciling the month of December 2018, we found Sage was higher than the payroll reports by approximately \$70,900.

The difference was explained as an overhead amount. The Sage report includes a built-in overhead amount that is an estimate along with an estimated wage rate. In addition the district performs other cost allocations of administration at the financial statement level. This exposes the District to duplicate overhead allocations absent the application of one specific method.

Last, there is dual entry from the timecards (prepared in pencil) where they are manually entered in both Sage and Great Plains. Preparing time cards in pencil allows others to override the employees time entry without their knowledge and approval. Any manual entry process that does not include a reconciliation between two systems could cause inadvertent or other errors to occur and go undetected.

**Recommendation**

We recommend that the overhead amounts be removed from the Sage time tracking software report to allow for an audit and reconciliation of costs incurred to the payroll register. All time for employees (allocated and unallocated) should be entered into Sage. Overhead allocations should be recorded using one comprehensive cost plan as recommended in 2019-13. In addition, a best practice would be to develop an integration of time entry through Sage time tracking software to Great Plains if there is system compatibility. This would avoid manual entry which limits the District's exposure to error.

**Significance**

**Critical**

**Rancho Murieta Community Services District  
Report to Management  
For the Period July 1, 2018 to February 28, 2019**

**I. Human Resources and Payroll (Continued)**

**2019-4 Payroll not Reconciled to the General Ledger**

**Condition**

The District does not currently reconcile the general ledger with the bi-weekly payroll registers once the payroll has been posted prior to making numerous reclassification entries to allocate labor costs to the various departments and functions. As a result, this makes it difficult to validate that the District's payroll costs have been accurately accumulated in the books and that the accounting records are complete. We attempted to reconcile amounts from after the fact the payroll registers from July 2018 through February 2019 to the labor accounts in the financial statements. Though the overall amount is within \$28,000 this is not an acceptable deviation. Below is a chart showing the differences by month:

Fund	July	August	September	October	November	December	January	February	Grand Total
Admin	\$ 39,750.21	\$ 52,479.37	\$ 37,277.24	\$ 37,305.24	\$ 67,966.96	\$ 47,625.88	\$ 45,059.71	\$ 44,125.40	\$ 371,590.01
BOD	\$ 700.00	\$ 1,200.00			\$ 2,000.00	\$ 500.00	\$ 500.00	\$ 1,000.00	\$ 5,900.00
Security	\$ 44,383.90	\$ 51,436.62	\$ 48,455.40	\$ 44,943.78	\$ 82,034.94	\$ 43,181.63	\$ 50,381.68	\$ 45,429.41	\$ 410,247.77
Water	\$ 66,997.10	\$ 84,070.34	\$ 69,581.78	\$ 66,596.88	\$ 114,321.66	\$ 73,967.14	\$ 71,592.98	\$ 69,013.36	\$ 616,141.24
Grand Total	\$ 151,831.21	\$ 189,186.33	\$ 155,314.42	\$ 148,845.90	\$ 266,323.56	\$ 165,274.85	\$ 167,534.58	\$ 159,568.17	\$ 1,403,879.02
General Ledger	\$ 155,800.83	\$ 192,487.43	\$ 158,759.94	\$ 151,787.12	\$ 271,819.26	\$ 168,118.44	\$ 170,411.27	\$ 162,547.85	\$ 1,431,732.14
Difference	\$ 3,969.62	\$ 3,301.10	\$ 3,445.52	\$ 2,941.22	\$ 5,495.70	\$ 2,843.59	\$ 2,876.69	\$ 2,979.68	\$ 27,853.12

As can be seen above in any one month, payroll costs can be overstated between the two systems between a few thousand dollars. This can impact decision making when the information is not accurately flowing correctly to the financial statements. Last, the reconciliations for November to February were only possible after numerous entries were identified and proposed by us to get the balances accurately input into the system.

**Recommendation**

Salaries and benefits are the largest expenditure of the District. We recommend that a pay period reconciliation be implemented immediately to reduce exposure to material accounting errors occurring and going undetected. An individual separate from the payroll process should perform a reconciliation of the payroll registers to the general ledger for the past year and going forward before the payroll is posted to the general ledger. The reconciliation should be reviewed by someone other than the employee performing the reconciliation.

**Significance**

Critical

**Rancho Murieta Community Services District  
Report to Management  
For the Period July 1, 2018 to February 28, 2019**

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**I. Human Resources and Payroll (Continued)**

**2019-5 Prohibition on Gifts of Public Funds**

**Condition**

Expenses such as gasoline bills, trust admin fees, actuarial valuation costs, and gifts for employees are being misclassified and reported as "Other Employee Costs" in the District's financial statements. These expenses should be tracked under the operating expenses as they are considered non-payroll costs under the Special District Uniform Accounting and Reporting Procedures published by the State of California Controller's Office. In addition, the District should not provide gifts (i.e. turkeys) to employees per California Government Code section whereby gift of public funds to employees is prohibited.

The California Constitution prohibits public agencies, including school and community college districts, from making a gift of public funds. "Due to their unique operating environment, governments have a responsibility to be accountable for the use of resources that differs significantly from that of business enterprises. Although businesses receive revenues from a voluntary exchange between a willing buyer and seller, most governments obtain resources primarily from the involuntary payment of taxes." (GASB White Paper: Why Governmental Accounting and Financial Reporting Is – And Should Be – Different (April 2013).)

The restriction against gifts of public funds is in place to ensure accountability to constituents and to prevent misuse of this public money. The Constitution states, in relevant part: "The Legislature shall have no power to make any gift or authorize the making of any gift, of any public money or thing of value to any individual, municipal or other corporation[.]" (Const., Art. XVI, § 6.) Courts have interpreted this provision to include all payments of public money for which there is no authority or enforceable claim, even if there is a moral or equitable obligation.

Importantly, an expenditure is not a "gift" within the meaning of the constitutional prohibition if the District receives adequate consideration in exchange for the funds expended. Consideration is a benefit or something of value commensurate with amount of the payment. In determining whether an expenditure is considered a "gift" within the meaning of the gift clause, the primary question is whether the funds are used for a public or private purpose. If the expenditure is primarily for a public purpose, it will generally not be a gift. If the expenditure is for a private purpose, however, such as for the benefit of a single employee or student, it will likely be an unlawful gift of public funds.

**Recommendation**

We recommend that a monthly audit take place of all payroll expenses to ensure a review for proper coding and classification be implemented. In addition, the District should evaluate its current gift policy in consultation with its labor consultant to ensure that all forms of compensation such as gifts have been identified and are disclosed, or prohibited, within the constraints of the California Government Code. Even gifts to show staff appreciation such as with occasional gift certificates, mugs, and free movie tickets may not be a permissible expenditure of public funds because these expenditures are for the primary benefit of employees who receive the gifts and are driven by the motive to convey gratitude. As such, they are likely an impermissible use of public monies.

**Significance**

Important

**Rancho Murieta Community Services District**  
**Report to Management**  
**For the Period July 1, 2018 to February 28, 2019**

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## **II. Financial Processes and Policies**

### **2019-6 District Lacks Formal, Written Accounting Policies and Standard Operating Procedures**

#### **Condition**

While the District may have procedures, processes and checklists in place, there does not appear to be formal, written accounting policies for all the daily and monthly tasks that take place in accounting. Currently, there are many procedures that have been documented and are housed in a manual binder and on the network, that utilize a series of screen shots and other instructions. However, this is not a formalized, organized or indexed set of procedures and it has not been disseminated throughout the organization. In some cases, the procedures include user id and passwords needed to perform the tasks in the system. This would not be considered a best practice for protection of sensitive financial data nor would these meet the best practice requirements for accounting policies and standard operating procedures. However, it is a place to start a more formal review of the duties within the organization and the internal controls over financial reporting.

#### **Recommendation**

We recommend that the District work to develop formal standardized operating policies and procedures (SOP) for accounting to be reviewed by the General Manager and Finance Committee and approved by the Board of Directors. Procedures do not necessarily guarantee good performance nor good results. However, what SOPs will do is ensure that you have a structured quality system and processes in place, qualified employees performing the right duties and in their simplest form support the right people in the right environment. Developing SOPs help you to evaluate more than what you are doing now but also help you decide how to move forward. An SOP is a useful business tool as it communicates the correct way of carrying out an activity within your organization. Standard Operating Procedures at a minimum gives you the following:

- **Consistency** – The number one reason for procedures is consistency in the way an individual carries out a task or activity. The more consistent a process is from person to person, the less chance there will be quality problems or confusion.
- **Reduction of errors** – A written procedure details a set of instructions for performing a task. If assigned individuals within your team performs the task as the process is written, there is a greater chance of reducing errors.
- **Communication** – Lastly, the benefit of clear and consistent communication. As improvements are made to processes, the operating procedures can be updated, and each update requires new training. This allows a formal process in which to communicate the process changes to employees and permits cross-training.

#### **Significance**

Important

**Rancho Murieta Community Services District**  
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**II. Financial Processes and Policies (Continued)**

**2019-7 Accrued Interest is being Recorded through Monthly Market Value Adjustments**

<b>Condition</b>
The District Controller's past practice has been to record the accrued income (interest/dividend receivable) on investments as a market value adjustment at the end of the month. Under generally accepted accounting principles, these amounts should be recorded as accrued interest or dividend receivable until received. These are not a market value change related to fluctuations in market price of the investment trading and markets. Though the monthly amounts are not significant to the overall financial statements, the proper classification should be used.
<b>Recommendation</b>
The District should prepare accounting policies and standard operating procedures for closing the books monthly and at year end that can be consistently followed from period to period regardless of the position being occupied by skilled personnel. These are standard recurring entries that can also be programmed in the recurring entry module within Great Plains so that the appropriate accounts and classifications are used consistently from period to period. Accrued income should be a reoccurring entry.
<b>Significance</b>
Good Practice

**Rancho Murieta Community Services District**  
**Report to Management**  
**For the Period July 1, 2018 to February 28, 2019**

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**II. Financial Processes and Policies (Continued)**

**2019-8 Stale Dated Entries and Unposted Batches in Great Plains**

<b>Condition</b>
There are approximately 568 lines of unposted journal entries with transaction dates as old as March 28, 2015 that contain dollar amounts including transfer amounts through bank accounts, AR payments received, monthly lab tests and other expenditures. Having these unposted entries remain in the system increases the risk that the amounts could be posted and create material errors in the financial reports.
<b>Recommendation</b>
We recommend that a journal entry review process be instituted immediately and old, unposted entries should be evaluated and removed from the system if no longer required.
<b>Significance</b>
Good Practice

**Rancho Murieta Community Services District**  
**Report to Management**  
**For the Period July 1, 2018 to February 28, 2019**

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**II. Financial Processes and Policies (Continued)**

**2019-9 Standardize the District's Collection Process for Utility and Security Billings**

**Condition**

The District has inconsistent collection processes for the year end utility and security billing cycle and the mid-year utility and security billing cycles. The District's past practice has been to continue to provide services to delinquent customers with utility and security accounts more than 30 days delinquent as of the end of the July billing cycle. This practice only occurs for the July billing cycle. During the year, delinquent accounts receive lock off notices which are generally paid within a few days to avoid disruption of services. Some accounts do not receive water service so there is no way to "discontinue" service on those accounts. For the end of year July billing cycle, a list is compiled of customer accounts more than 30 days delinquent for submission to the Board of Director's; the Board authorizes the transfer of the delinquent utility and security account balances to the County of Sacramento for subsequent lien and collection against the property under the County's Teeter program.

At the same time, the Accounting Supervisor makes an adjustment to "write off" the past due balance and removes these delinquent balances as of June from the Utility Platinum Star system. The account is then considered to be "current", service continues to be provided, and no further collection action is taken on these accounts by the District. Accordingly, the delinquent balance is written off the Utility system and the Controller posts a journal entry to remove the balances from the utility receivable and record it as a tax receivable account. This process eliminates the need for the customer to make the June payment to the District to bring the account current and the customer continues to receive utility and security services into the future until the next delinquency occurs during the year.

The County remitted \$219,146 in January 2019 and an additional \$24,927 in February 2019 for the 16/17 fiscal year delinquencies. This practice essentially creates days of sales outstanding of nearly 18 months as opposed to the few days in the lock off process initiated during the year for properties that receive water and sewer services. Several customers have become aware of this practice and take advantage of the time allotted for payment of the June balance on their property tax bill due in December and May.

**Recommendation**

In order to improve cash management of the District, the District should standardize its collection processes for month end with those at year end for the various service types. The District should also consider a consistent mechanism to collect the outstanding delinquent balance at year end the same as during the year. The accounts that have water service, have not paid their balance within the cure period after the lock off notices are sent, should have service disconnected prior to being placed on the tax roll. Disconnected accounts receiving water service whose bill is unpaid, disconnected and placed on the delinquent tax roll should be used in those rare circumstances such as foreclosed homes, vacant properties, etc. Accounts that do not receive water service at all should continue to be placed on the tax roll annually.

For example, developed properties, which are currently occupied, can continue with the standard District Code collection process. Developed properties, which are unoccupied and have unpaid balances at the end of the July billing cycle, should be presented to the Board of Directors at the regular scheduled August Board meeting after the completion of the lock off notice process. Delinquent accounts on vacant parcels that do not receive water, sewer and solid waste services, should be placed on the tax roll for collection.

**Significance**

Critical



**Rancho Murieta Community Services District**  
**Report to Management**  
**For the Period July 1, 2018 to February 28, 2019**

**II. Financial Processes and Policies (Continued)**

**2019-10 Errors in Posting Tax Payments Received from the County of Sacramento**

**Condition**

The District receives several installments and a supplemental payment from the County of Sacramento for its property taxes, special assessments, and other related taxes. The District was not recording its receipt of these payments consistent with governmental accounting standards and therefore the County tax payments were posted incorrectly to the general ledger. The funds were not posted in balance and the classification was not in conformance with the State of California's, Special District Uniform Accounting and Reporting Procedures, December 2018 Edition. Also, the cash amounts were not posted to the proper funds or bank accounts. The Wilmington Trust bank account is to be used for the collection of special assessments in support of related Community Facilities District (CFD) #2014-01 Bonds and the deposit of these assessments were not transferred within a reasonable period to the Wilmington Trust bank account from the date of the receipt.

In addition, the District has not been fully recognizing its receipt of property taxes on the statement of activities in revenue as it has been recording these as a deferred amount in liabilities as a reserve.

**Recommendation**

Accounting policies and procedures should be developed to ensure the proper reporting of County tax remittances and to comply with the bond covenants and waterfall requirements for the collection of taxes for debt payments. In addition, staff that participate in the accounting for these should receive outside training to ensure they provide proper oversight and responsibility for the recordation of receipts. Lastly, because the Controller posted these entries without a second level of review, cross training should occur so that the work of the Controller can be reviewed.

To correct the current condition:

- Process bank transfers or issue checks to Wilmington Trust for special assessments collected for CFD #2014-01 and included in the County payment.
- Record the transfer of cash in the general ledger through Cash Transfers within the bank module. To do this, the District will also need to set up the Wilmington Trust bank accounts in the bank module.
- Process journal entry to correct receivable portion of the payment from the County of Sacramento.
- Reverse monthly accruals of property taxes and stop future monthly property tax accruals. Property taxes should be recorded when levied consistent with generally accepted accounting principles for governments.
- For future payments from the county, review the remittance advice and allocate the payment correctly at the time of receipt. This should be done by someone other than the Controller that is responsible for the reconciliation process to ensure proper segregation of duties.

**Significance**

**Critical**

**Rancho Murieta Community Services District**  
**Report to Management**  
**For the Period July 1, 2018 to February 28, 2019**

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**II. Financial Processes and Policies (Continued)**

**2019-11 Lack of Formal Policies and Procedures Governing the Budget Preparation, Adoption and Monitoring**

**Condition**

The District's budget procedures are outdated as there are currently no formal written policies and administrative procedures governing the budget preparation, adoption, and monitoring processes. Where financial policies are the guideline for financial management decisions, administrative procedures provide the detailed steps needed to accomplish the goals of the policies and accomplish business processes. A budget policy provides guidelines to help the Board and staff consider the broader implications of their budget discussions and ultimately, to prepare a budget that is consistent with public finance best practices. In addition, the District's Director of Administration, and previously the Controller, have been almost entirely responsible for preparing the budget with minimal assistance from other internal stakeholders.

At the start of the budget preparation for fiscal year 2019-20, the Director of Administrative Services found that most of the budget was prepared utilizing Microsoft Excel™ with very complicated formulas and numerous tabs within the file making the process very arduous and convoluted. Many of these spreadsheets and formulas, lacked any specific written protocol and/or instructions as to its source of data, support for core assumptions, and estimates. When looking at the fiscal year 2018-19 adopted budget many of the amounts could not be directly traced to the budget upload into the general ledger system. In addition, the budget reports developed within the accounting system were not working properly, and due to time constraints, these reports were not initially available for the Director of Administration for use in the 2019-20 budget development process.

**Recommendation**

The District should prepare policies and administrative procedures for preparation, adoption and monitoring, and amendment of the District's annual operating and capital improvement plan budget. A policy should not be overly restrictive but it should establish overarching parameters and definitions for the final budget. A strong budget policy would include, but not be limited to: scope (funds and organizational units), length of budget period (annual, bi-annual, etc.), basis for the budget (GAAP, cash, etc.), support for significant assumptions and estimates, cost allocation methods, level of budgetary control, definition of a balanced budget, performance measures, and reserve levels.

The District should also prepare a formalized administrative procedure that describes the roles and responsibilities for the budget, a budget calendar to include the budget timeline, the budget document, opportunities for public hearings and notices, and a discussion of any other legal, contractual requirements needed. More detailed standard operating procedures should include the process used to extract the data from Great Plains, detailed notes and information on how to use the Microsoft Excel™ workbooks and the roles and responsibilities of District staff included in the process. Best practices would suggest that preparations of the budget be accomplished with input from all stakeholders (oversight board, executive management, departments). The budget calendar should have Board meeting dates, preparation deadlines, meeting dates, etc. and allow sufficient time for review and input by stakeholders. The policies and procedures (including the budget calendar) should be distributed annually to staff responsible for budget input.

**Significance**

Good Practice

**Rancho Murieta Community Services District**  
**Report to Management**  
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**II. Financial Processes and Policies (Continued)**

**2019-12 Balance Information Needs in the Budget Document**

**Condition**

The District's annual adopted budget document (book) includes a substantial level of detail that makes the document very cumbersome to navigate and difficult to understand. The current process is outdated and should be refreshed. Though there is a strong push for enhanced transparency in government, there is also a need to strike a balance between presenting a budget that tells a meaningful story about your business and can point to where you want to go, those that are not detailed enough to hold much relevance to your organization, and one that is so overly detailed you're not really sure what it is telling you.

Ideally, a reader or user of a government budget should be able to look at the budget and understand what each line item represents and what is included and why it has either been increased or decreased from the prior budget. This should include enough information to understand trends that are both internal and external to the organization. In the spirit of open government, we find that many organizations often create a budget that is too detailed which in turn is inefficient and can surely eat up valuable time and money and create additional work for staff and added costs in responding to budget variances.

**Recommendation**

The District should prepare budget policies and administrative procedures for preparing the budget document that responds to and links it to the long-term strategic financial plans and goals of the District with a focus on the prioritization of services, costs to users, areas of savings, maintenance or expansion of existing services, funding liabilities, and strategies to maintain a balanced budget. The budget book should be simplified and presented in a user-friendly format so the stakeholders can gain a good understanding of the District's goals and objectives to be accomplished with the budget. If a more detailed budget is desired, a supplemental summarized version or report should be prepared to augment and help ensure a solid understanding of the details. Also, more information should be presented regarding the major capital projects being proposed, including the impacts that will result from the project, and long-term financing strategies. District staff should also review GFOA best practices for ideas on presentation of the budget and/or review other similar district budgets for a more user-friendly presentation.

**Significance**

Good Practice

**Rancho Murieta Community Services District**  
**Report to Management**  
**For the Period July 1, 2018 to February 28, 2019**

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**II. Financial Processes and Policies (Continued)**

**2019-13 Prepare a Formal Bid to Conduct a Cost Plan Study**

**Condition**

The District is not using contemporary cost plan modeling for purposes of allocating its direct, indirect and central services costs. The District is using multiple allocation methods instead of allocating the administrative and central costs through a standard District wide indirect cost plan. Due to the overly complex methods for cost and revenue allocations the method for the monthly allocations may be randomly changed as was done in December 2018. This resulted in several material financial errors in the posting of the allocations. In addition, the District performs monthly allocations of revenue and expenses to eliminate the administrative fund and record the proportionate share of revenue and expenses in all other funds. Because the journal entry used to accomplish the allocations is very cumbersome to navigate and understand, an attempt was made to change the journal entry methodology. As of February 28, 2019, the allocations of the Administration Fund are not being presented in the financial statements until a clear and supported allocation methodology is developed.

**Recommendation**

The District should solicit proposals to engage an outside service provider to conduct a cost plan study of its direct, indirect, and central services elements of its operations. The benefit of a formal comprehensive cost plan is that it identifies and assigns all costs (direct, indirect, and central service costs) to benefitted department by a reasonable and consistent basis that is supportable and defensible. All costs and any other data used to distribute the costs included in a cost allocation plan will be supported by formal accounting records, methods, and assumptions that will corroborate the propriety and accuracy of costs assigned to departments and functions. The central service cost allocations are identified, accumulated and distributed for allowable costs to operating departments through a formal means to all benefitting departments. The allocation is typically derived as a percentage of personnel or other costs as opposed to the complex method the District currently uses. In addition, the District should also prepare accounting policies and procedures for updating its costs plan and administrative costs to include definitions of identified and allowable costs for cost plan allocation purposes. The accounts in the Administrative Fund should be evaluated to determine if the allocations are correct and consistent with the Special Districts Uniform Accounting and Reporting Procedures (SPD) — December 2018 Edition (Updated 01.11.2019).

Revenues should not be posted through an allocation methodology but should be attributed and posted to the benefitting fund at the point of receipt.

**Significance**

**Critical**

**Rancho Murieta Community Services District**  
**Report to Management**  
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**II. Financial Processes and Policies (Continued)**

**2019-14 Segregation of Duties Over Journal Entry Preparation, Approval and Recording**

<b>Condition</b>
The District lacks an appropriate level of segregation of duties (SOD) over the journal entry process which is used to record and report a significant and material amount of financial activity for the District. Currently, the Controller can initiate (authorize), create and enter the journal entry in Great Plains (record), and reconcile the bank statements and reports the financial statements through Great Plains without oversight (reconcile/report). In addition, there is not a second level of approval of journal entries taking place when made by the Controller. This is occurring as many of these journal entries are being made through the bank reconciliation module as increase/decrease adjustments without visibility at a level higher than the Controller.
<b>Recommendation</b>
Under sound internal control policies and practices, journal entries should be initiated, created, approved and posted by separate individuals prior to posting the general ledger. Someone that is separate from this function should reconcile the bank statements. The District should prepare accounting policies and standard operating procedures for processing journal entries. The standard recurring entries that can be programmed in the recurring entry module within Great Plains should be implemented for automation. All journal entries should be approved by management other than the person initiating/preparing the entries. The Director of Administration and District's General Manager should closely review the transactions posted monthly to Great Plains for appropriateness.
<b>Significance</b>
Critical

**Rancho Murieta Community Services District**  
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**II. Financial Processes and Policies (Continued)**

**2019-15 Fund Accounting in Financial Accounting System**

**Condition**

The District currently uses Great Plains Dynamics for its financial accounting system. As a special district, the District should use generally accepted accounting principles for a governmental entity which is prescribed by the Governmental Accounting Standards Board (GASB). These standards under GASB Statement No. 34 require the use of fund accounting which requires a self-balancing set of accounts for each fund for both the statement of net position and the statement of activities. The Great Plains system, more commonly used in private business, does not easily accommodate fund accounting and as a result the District's funds are out of balance (ie. debits do not equal credits) and cash allocations of pooled cash are made to the respective funds based on an estimated percentage as follows (as of June 30, 2018):

Total	Water	Sewer	Drainage	Solid Waste	Security
Expenses	38.9%	29.7%	6.1%	5.0%	20.3%
Payroll	38.9%	29.7%	6.1%	5.0%	20.3%
W, S, & Sec	38.9%	29.7%			25.1%
W, S, DR, & Sec	38.9%	29.7%	6.3%		25.1%
Unrestricted Cash	38.9%	29.7%	6.1%	5.0%	20.3%

The District's administration cash balances are not consistently allocated as some of the allocation are based on the Payroll %, while others are based on the Expense %. In this example above, the percentages are the same which is unlikely given the distribution of payroll would not precisely mirror the distribution of other non-payroll costs. We therefore are not able to verify the accuracy of the allocation basis used.

In the absence of a true fund accounting system, it is difficult to determine cash and net position (equity) balances by fund. In addition, the District is not utilizing the pooled cash concept for pooling non-restricted cash and investment for reconciliation purposes appropriately. Pooled cash ("Pool") typically has an amount that is attributed to the individual funds for their share of the pool's total consistent with banking where a liability in the Pool represents either the Water, Sewer, Drainage, etc. balance on deposit in the Pool. This would alleviate the estimation process used today. The Great Plains system is not designed for fund accounting and therefore may not easily accommodate the pooled cash concepts.

**Recommendation**

The District should evaluate with its Great Plains vendor if there is an ability to develop or integrate a tool which will handle the Pooled cash concepts by Fund. A starting balance of cash and the estimated net position should be evaluated and adjusted as part of a new chart of accounts as recommended in 2019-19.

**Significance**

Critical

**Rancho Murieta Community Services District**  
**Report to Management**  
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**II. Financial Processes and Policies (Continued)**

**2019-16 Process for Receiving Cash Payments at Front Counter**

**Condition**

When cash is presented for payment at the front desk by a customer, the Front Counter Assistant notifies the Accounting Supervisor. If the Accounting Supervisor is unavailable, the Director of Administration is notified. If both the Accounting Supervisor and the Director of Administration are unavailable, the District Secretary is notified. The person who is notified becomes the steward of the cash. The steward counts the cash, fills out a non-sequentially numbered receipt, date stamps the receipt, and then provides a copy of the receipt to the customer. A copy of the receipt is then given to the Front Counter Assistant, who enters the payment into the AR system (Platinum) as part of an active batch. We found the receipts provided at the point of sale (ie. cash or check being received) are not maintained in a sequentially numbered cash receipt log. Thus, it would be nearly impossible to determine if any one receipt of cash is missing.

In addition, the same individual who is the steward of the cash also has system administrative access to the financial system, which would allow them to modify or change any entry.

Finally, the Accounting Supervisor or the Director of Administration can also make adjustments to the customer's accounts without a second level of review. This process could be used to conceal any defalcation and exposes the District to significant level of risk.

**Recommendation**

The Accounting Supervisor should not have the ability to modify the accounts via Global Access to the GP accounting system and the Director of Administration, who's position requires Global Access to the accounting system, should not be accepting cash.

**Significance**

**Critical**

**Rancho Murieta Community Services District**  
**Report to Management**  
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**II. Financial Processes and Policies (Continued)**

**2019-17 Address Paper and Electronic Document Storage Requirements for Critical Financial Records**

<b>Condition</b>
Currently, the District maintains all its important and significant financial records in paper format, including items such as the sanity log (manual check register of checks issued), bank statements, journal entry backup, and time cards. During our project, these records were scanned in order to have them electronically transmitted to us for our use. Having these documents kept in paper format allows for misplacement and lack of a formal recordkeeping system makes identifying and finding the backup/documents difficult. In addition, in the event of a natural disaster such as fire, earthquake or flood, the District's ability to retrieve and access these documents would be lost. The risk of loss of data is expensive to any business operation.
<b>Recommendation</b>
We recommend that all critical financial records be scanned into the system upon receipt and standard operating procedures be implemented immediately that governs electronic record keeping.
<b>Significance</b>
Good Practice



**Rancho Murieta Community Services District**  
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**For the Period July 1, 2018 to February 28, 2019**

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**III. Financial System Integration**

**2019-18 Lack of Reconciliation of Non-Integrated Utility Billing System to General Ledger**

**Condition**

We compared one month (November 2018) of the Utility Star Platinum system entries to the Microsoft Access™ Report (“Access”) used to record activity in general ledger. After the billing (run on the 25<sup>th</sup> of each month) the Accounting Supervisor runs an Access™ Report that extracts transactions by revenue code types for the month. This report (commonly called “green bar”) is forwarded to the Controller to post an entry that records utility transactions, except cash receipts, in the general ledger for the month. Currently, there is no policy or procedure for reconciling the Utility Star Platinum transactions to the green bar report or the general ledger. For the month of November 2018, the individual postings to Utility Star Platinum do not match the amounts on the green bar report. There are 65 revenue codes included on the Utility Star Platinum reports, of those there are 19 codes that do not flow through correctly to the green bar report. The overall net of the transactions that do not flow through correctly is not significant (\$47.55), however some of the revenue codes have positive differences and others have negative differences which minimizes the effect of the total difference. The largest single difference is \$730.79 in one revenue code.

**Recommendation**

The District should create a policy and associated procedure to reconcile transactions posted to the Utility Star Platinum system from reports generated directly from the Access™ Report. Journal entries should be created for each activity that takes place (i.e. billing, final bills, adjustments, etc.). A best practice would be to fully integrate the Utility Star Platinum system to the Great Plains general ledger to eliminate the need for manual and duplicate processing that exists in the current design.

**Significance**

Important

**Rancho Murieta Community Services District**  
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**IV. Financial and Other Reporting**

**2019-19 Chart of Accounts Deviates from the State Controller's Special District Uniform Accounting and Reporting Procedures**

**Condition**

California Government Code, Section 53891, requires the State Controller to prescribe uniform accounting procedures for Special Districts. In order to comply with this code section, the Uniform System of Accounts for Special Districts manual was issued in 1949. In 2014, the Uniform System of Accounts for Special Districts manual was renamed and is now referred to as the Special District Uniform Accounting and Reporting Procedures (SPD) manual.

The SPD manual provides uniform accounting and reporting procedures that conform to Generally Accepted Accounting Principles (GAAP) and is for general use. Guidance for specific accounts (e.g., account numbers, names, etc.) is left to the discretion of the individual special district as long as the district sufficiently meets the statutory reporting requirements (e.g., Financial Transactions Reports, Apportionments) of the State Controller's Office (SCO). The guidelines in the SPD manual are in accordance with governmental GAAP.

The District's deviates significantly from the use of the chart of accounts as recommended by the State Controller's Office in the SPD. For example, the use of reserve accounts does not conform to GASB Statement No. 54 and other guidance that has been provided on revenue recognition, reserves, and net position.

**Recommendation**

We recommend that the District evaluate its current chart of accounts in contemplation of the recommendations provided above and the needs of the District and make modifications starting with the next fiscal year to simplify and eliminate some of the complexity that currently exists. This should be undertaken in connection with the cost allocation plan and the need to account for and provide appropriate cost pools for the distribution among funds and functions. This will aid in providing an efficient method for standard financial reporting for internal and external purposes.

**Significance**

Good Practice

**Rancho Murieta Community Services District**  
**Report to Management**  
**For the Period July 1, 2018 to February 28, 2019**

**IV. Financial and Other Reporting (Continued)**

**2019-20 Lack of Proper Accounting over the Community Facilities District**

**Condition**

The District formed CFD No. 2014-1 (the "CFD") and issued bonds in the amount of \$5,960,000, secured by special taxes on parcels within the CFD, to finance certain public improvements, including but not limited to a portion of the improvements to the District's Water Treatment Plant #1 (including reimbursement of certain Developer deposits related thereto), fund a reserve account for the bonds, and fund various bond issuance costs and capitalized interest on the bonds for 24 months. Wilmington Trust is the Trustee for the bonds and holds the respective reserves established under the bond. The total cost for Phase I and II of the project had an original estimated cost and allocation of \$12.9 million as follows:

<u>Allocation of Construction Costs Phase I &amp; II:</u>	<u>Phase 1</u>		<u>Phase I &amp; II</u>	
RMCSO	\$ 4,358,245	35.4%	\$ 4,358,245	33.9%
Rancho North Properties (Owners)	3,818,245	31.0%	4,358,245	33.9%
CFD	4,136,099	33.6%	4,136,099	32.2%
<b>Total Allocation for Phase I &amp; II</b>	<b>\$ 12,312,589</b>	<b>100.0%</b>	<b>\$ 12,852,589</b>	<b>100.0%</b>

Though debt service payments have all been made timely to the bondholders, the accounting for the costs of construction, debt service payments, and other aspects of the CFD are difficult to trace through the accounting system due to the use of large cash transfers. This is primarily due to what appears to be an improperly established and separately used CFD bank account, outside of the Trust. Since the bond was issued, this account appears to have the following types of activity flowing through it:

- Large transfers in and out from both the El Dorado Savings and Checking for capital projects related to the CFD
- Paying other fees and costs of administering the CFD
- Collections of special assessments which initially are deposited into El Dorado Savings/Checking
- Transfers to the Trust for payment of the debt service principal and interest payments
- Deposits from developers related to capital projects
- Refunding transactions for the prior bond
- Construction cost reimbursement

In addition, the District's bond dissemination agent identified similar issues with the Trust accounts in their annual report as follows:

- The June 30, 2018 Special Tax Fund balance did not meet the September 1, 2018 debt service payment requirement of the CFD bonds. The Special Tax Fund had a shortfall of \$260,772.
- The June 30, 2018 Bond Admin Expense Account is not sufficient to meet the administrative expenses for the Fiscal Year 2018/19. The Bond Admin Expense Account had a shortfall of \$18,350.
- The June 30, 2018 Reserve Account balance met the Reserve Requirement. There exists a surplus of \$1,271. This surplus should be transferred to the Trust's Special Tax Fund to help make debt service payments under the Bond Indenture waterfall requirements.

**Rancho Murieta Community Services District**  
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**IV. Financial and Other Reporting (Continued)**

**2019-20 Lack of Proper Accounting over the Community Facilities District (Continued)**

**Condition (Continued)**

During the bank reconciliation process, we were unable to determine the purpose of the separate bank account held at Bank of America. The Trust accounts as established under the bond indenture are sufficient to handle all activity related to the CFD as there is a series of accounts established under the Bond agreements. The El Dorado Checking account should be the operating bank account for the District and not be used for CFD activity.

**Recommendation**

The District should perform a separate audit of the bonds to ensure that all funds have been appropriately accounted for in the District's general ledger. The outside bank account should be closed once the balance is identified that should remain in that account. Any operating costs of the District that may have inadvertently been paid through that account should be reimbursed. The Trust accounts should be funded to the appropriate levels in accordance with the bond covenants on a timely basis. Procedures should be established over the special assessments collected through the County, whereby they should immediately be placed into the Trust accounts once received as they are pledged for debt service of the CFD and to avoid any commingling of activity with the operations of the District. Procedures for early payoff of special assessments should also conform to the bond agreements. These procedures and processes should be coordinated directly with the Bond Trustee.

**Significance**

Important

**Rancho Murieta Community Services District**  
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**Conclusion**

We have already discussed many of these comments and suggestions with various District personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations under an additional proposal for services.

This communication is intended solely for the information and use of management, the Board of Directors, and others within the District, and is not intended to be, and should not be, used by anyone other than these specified parties.

*The Pen Group, LLP*

Walnut Creek, California

## MEMORANDUM

Date: July 12, 2019  
To: Board of Directors  
From: Tom Hennig, Director of Administration  
Subject: Discuss Pun Group Financial Report Recommendations and Potential Proposal for Implementation of Recommendations

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### RECOMMENDED ACTION

No recommendation. Discussion and provide direction to staff.

### BACKGROUND

Between April and June 2019, The Pun Group conducted a complete analysis of how the District's Financial Account Services are managed. Their work product was summarized in the form of a report to the Board. Based on the original scope and a mid-project scope expansion, they have developed a listing of recommendations falling under three categories: Critical, Important, and Good Practice. Finance staff agree with the findings and would like to retain the consultants to help implement the recommendations.

### SUMMARY

As of today, we are very satisfied with the results of The Pun Group's work. They have identified a number of items which will improve the District's financial management practices and help staff to become current with general accounting standards. District administrative staff recommends contracting with The Pun Group to assist with implementing the recommendations. This contract would be considered the second phase of their work.

Under normal circumstances, the District would utilize the RFP/Q procedure for this type of professional engagement. However, this is not required by state law; therefore, we would request the Board to waive the requirement.

We have awaited finalizing a proposed scope, anticipating feedback from the Board on the findings discussed just prior to this item. Our plan is to bring the proposal forward to the August Finance Committee on August 6, and then for Board approval at the regular Board meeting of August 21.

## MEMORANDUM

Date: July 10, 2019  
To: Board of Directors  
From: Mark Martin, General Manager  
Subject: Consider Adoption of Ordinance O2019-02 Approving Recycled Water Installation Fee and Adopting District Code Chapter 17, Section 7.04 Installation Fee

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### RECOMMENDED ACTION

1. Acknowledge the Second Reading of Ordinance O2019-02; and
2. Adopt Ordinance O2019-02, an Ordinance O2019-02 Approving Recycled Water Installation Fee and Adopting District Code Chapter 17, Section 7.04 Installation Fee

### BACKGROUND

The District has maintained installation and inspection fees for potable water meters for years, however, no recycled water meter installation or inspection fee has been established to date. The exact same labor effort, meter type and minor ancillary installation hardware are used for recycled water meter installation as for regular potable water meter installation. Inspection is the same and includes not only review of the meter installation but the connections to the meter. Consequently, District staff recommends that the Board adopt a recycled water installation and inspection fee similar to the potable water fee. The new fee would apply to buildings and structures required to install a recycled water connection and meter. For a new recycled water connection, the developer or builder installs and connects the service pipe to the building or structure (subject to District inspection and approval) and the District purchases and installs the related water meter.

Staff, therefore, have evaluated the District costs to inspect a recycled water connection and to purchase and install the recycled water meter. This memo summarizes the results of that evaluation. The costs as calculated and determined by District staff are set forth below, together with a recommended fee. The evaluation is based on the District's actual labor costs based on the average time for staff to perform the particular activities and the District's actual water meter costs. These costs have been evaluated on a per recycled water connection basis to ensure that the costs of the services and material are fairly and equitably allocated among the planned new recycled water connections. Staff recommends the following fees be established.

### SUMMARY OF RECOMMENDED RECYCLED WATER FEES

#### 1" Recycled Water Meter

Meter installation component	\$ 400.00
Inspection component	\$ 126.50
<b>Recycled water installation fee – 1" Meter</b>	<b>\$ 526.50</b>

#### Greater than 1" Recycled Water Meter

Meter installation component	
Labor component	\$ 220.00
Meter hardware component	Meter Recovery Cost
Inspection component	\$ 126.50
<b>Recycled water installation fee - &gt;1" Meter</b>	<b>\$ 346.50 + Meter Recovery Cost</b>

The Meter Recovery Cost will be the actual price to the District to purchase the recycled water meter for the particular building or structure.

**FEE JUSTIFICATION**

**LABOR RATES**

- Based on available workable hours to cover a 2,080-work year hourly rate;
- 1,888 Hours available to work - Hourly rate must be based and charged on time actually available to work to support cost for leaves/holidays;
- 24 days or 192 hours subtracted from 2,080 to calculate available work hours to support 2,080-hour rate of pay and benefits – Factors reducing available hours: 8 Regular Holidays, 4 Personal Holidays, 10 days of vacation, 2 days sick;
- Estimate of time involved includes preparation of equipment, procurement of supplies, and mobilization to/from site.

**FEE BASIS ANALYSIS**

**RECYCLED WATER INSTALLATION COST ESTIMATE\***

COUNT	UNIT	DESCRIPTION		COST	
1.5	HRS	UTIL WORKER II		\$ 92.05	
0.5	HRS	UTIL WORKER MOB.		\$ 30.68	
1	HRS	UTIL SUP		\$ 97.44	<b>\$ 220.18</b> Labor Component
1	UNIT	METER + SUPPLIES		\$ 188.10	
			<b>TOTAL COST</b>	<b>\$ 408</b>	

\* Staff recommendation to reduce to \$400 to match current potable water meter installation rate. Total rounded. Although the Fee Report cost estimate for a recycled water connection is a few dollars off of the existing potable water meter installation and inspection fees, staff feels, for the purpose of consistency, there is enough flexibility in the fee estimate, a matter of a few dollars, to reduce the recommended fee recovery amount to match the District’s existing potable water meter installation and inspection fees.

**RECYCLED WATER INSPECTION COST ESTIMATE\***

COUNT	UNIT	DESCRIPTION		COST
1	HRS	UTIL SUP		\$ 97.44
0.25	HRS	DIR FIELD OPERATIONS		\$ 35.27
			<b>TOTAL COST</b>	<b>\$ 133</b>

\* Staff recommendation to reduce to \$126.50 to match current potable water meter inspection rate. Total rounded.



## ORDINANCE NO. O2019-02

### AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT, APPROVING RECYCLED WATER INSTALLATION FEE AND ADOPTING CHAPTER 17 (RECYCLED WATER CODE), SECTION 7.04, INSTALLATION FEE

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 authorize, approve, and levy a new District recycled water installation fee to fund District costs relating to the installation and inspection of recycled water connections and meters. This ordinance is adopted pursuant to Government Code sections 61060, 61100, and 61115, and other applicable law.

**SECTION 2. FINDINGS.** The Board of Directors finds and determines as follows:

a. District staff have prepared a memorandum dated June 6, 2019 (the "Fee Report"), that explains and sets forth the District services and material provided in connection with the installation and inspection of a recycled water connection and meter, the estimated costs of those services and material, and a fair and equitable method allocating those costs among the planned new recycled water connections. Based on this analysis, the Fee Report recommends a proposed recycled water installation fee to fund the District's costs of providing the services and material.

b. The purpose of the recycled water installation fee is to provide funding to pay the District's costs of providing services and material in connection with the installation and inspection of new recycled water connections and meters. As explained and substantiated in the Fee Report, the proposed recycled water installation fee does not exceed the estimated reasonable costs of providing the services and material for which the fee is imposed.

c. Prior to levying this fee, the District Board of Directors noticed and conducted a public hearing on the Fee Report and this proposed ordinance in accordance with applicable legal requirements. The Fee Report and this ordinance have been made available for public inspection, review, and copying for at least 10 days prior to the public hearing.

**SECTION 3. CODE AMENDMENT AND FEE ADOPTION.** Section 7.04 is hereby adopted and added to Chapter 17 (Recycled Water Code) of the District Code to read as follows:

Section 7.04: Installation Fee

(a) The District approves, adopts, levies, and authorizes the collection of a recycled water installation fee to fund the District costs and expenses to purchase and install a recycled water meter, inspect the recycled water connection installation and related work, and perform related services. The applicant shall pay the fee at or prior to the time of the District's issuance of a water or sewer permit for service to the premises, or the District's initial provision of service, whichever occurs first. The fee amount is based on the District's actual average costs

of material, labor, consultants, and other costs for the particular type of installation as determined from time to time by the Board of Directors. The fee amount is as follows:

**1" Recycled Water Meter**

Meter installation component	\$ 400.00
Inspection component	\$ 126.50
<b>Recycled water installation fee – 1" Meter</b>	<b>\$ 526.50</b>

**Greater than 1" Recycled Water Meter**

Meter installation component	
Labor component	\$ 220.00
Meter hardware component	Meter Recovery Cost
Inspection component	\$ 126.50
<b>Recycled water installation fee - &gt;1" Meter</b>	<b>\$ 346.50 + Meter Recovery Cost</b>

(b) The 1" Recycled Water Meter fee shall apply to the installation of a new one-inch District recycled water service connection at a premise. For any connection larger than one inch, the Greater than 1" Recycled Water Meter fee will apply. The Meter Recovery Cost shall be the actual price to the District to purchase the recycled water meter. Commencing January 1, 2021, the amount of the recycled water installation fee shall be adjusted annually each January 1 based on the previous year's change in the mean index for 20 U.S. cities in the National Engineering News Record Construction Cost Index. The General Manager shall make this adjustment and keep and maintain a current schedule of applicable fees at the District office.

(c) The recycled water installation fee revenue shall be used and applied by the District solely to pay or reimburse District costs and expenses associated with the installation and inspection of new recycled water connections and meters. The General Manager or his or her designee shall account for the fee revenue in a manner to avoid any use of the revenue for any unauthorized purpose.

**SECTION 4. EFFECTIVE DATE.** This ordinance and the new fee 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 19<sup>th</sup> day of June 2019.

**PASSED AND ADOPTED** by the Board of Directors of the Rancho Murieta Community Services District at a regular meeting on the 17<sup>th</sup> day of July 2019 by the following roll call vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

---

Les Clark  
President, Board of Directors

Attest:

---

Suzanne Lindenfeld, District Secretary

DRAFT

## MEMORANDUM

Date: July 9, 2019  
To: Board of Directors  
From: Improvements Committee Staff  
Subject: Consider Adoption of District Resolution R2019-06 Approving Three Quitclaim Deeds to Cosumnes Riverland, LLC Concerning Easements, Accepting Three Grants of Easement from Cosumnes River Land, LLC and Accepting Grant of Easement from Murieta Club Properties, LLC

---

### RECOMMENDED ACTION

Adopt District Resolution R2019-06 Approving Three Quitclaim Deeds to Cosumnes Riverland, LLC Concerning Easements, Accepting Three Grants of Easement from Cosumnes River Land, LLC and Accepting Grant of Easement from Murieta Club Properties, LLC.

### BACKGROUND

The attached resolution accepts water line and recycled water line easement rights for the purposes of using, maintaining, repairing, inspecting, etc. Quitclaim Deed of Water Easement through lots 12, 14, and 15 (Attachment A); Quitclaim Deed of Recycled Water Easement on Lot 14 (Attachment B); Quitclaim Deed of Water Easement on Lot 12 (Attachment C); Water Easement on Lots 7,8,12,13,14 (Attachment D); and Water Line Easement for Lot 12 and 14 (Attachment E) from Cosumnes River Land, LLC, to Rancho Murieta Community Services District (District); Recycled Water Easement on Lot 17 (Attachment F); Recycled Water Easement for Extension North of Highway 16 (Attachment G) copies of which are attached.

The easements have been reviewed and approved for form by District General Counsel.



# COASTLAND

CIVIL ENGINEERING - CONSTRUCTION MANAGEMENT - BUILDING DEPARTMENT SERVICES

**Date:** June 28, 2019 updated July 17, 2019

**To:** Mark Martin, General Manager, Rancho Murieta CSD

**From:** Laurie Loaiza, Coastland Civil Engineering

**cc:** Paul Siebensohn, Director of Field Operations, Rancho Murieta CSD  
Dane Schilling, Coastland Civil Engineering

**Subject:** Water and Recycled Water Easements – Murieta Gardens and Prop 84 Improvements

---

The easements (and quitclaim of easements) summarized below are required either as part of the ongoing Recycled Water main extensions or to match the current approved Water Line alignments approved as part of the Murieta Gardens infrastructure plans. The District will have Easement rights for the purposes of digging, constructing, reconstructing, repairing and forever maintaining the water and recycled water lines.

As District Engineer, Coastland has completed review of the easements and recommends adoption.

Items submitted for recordation:

1. Quitclaim of water easement through lot 12, 14, & 15. A sketch of the portion being quitclaimed is included for reference.  
**Reason: This is an existing water line that will be removed and relocated as part of Murieta Gardens Infrastructure plans.**
2. Quitclaim deed of a Recycle Water Easement on Lot 14 with a copy of the recorded easement.  
**Reason: Recycled Water Line location no longer matches this easement and is replaced with Item 4 below**
3. Quitclaim deed of a Water Easement on Lot 12 with a copy of the recorded easement  
**Reason: Water Line location no longer matches easement and is replaced with Item 7 below**
4. 15 ft wide Recycle Water Easement Lot 7, 8, 12, 13, 14 (Lonepine Dr –Legacy Ln, Utility A)  
**Reason: Easement now matches current alignment, and it replaces Quitclaim item 2.**
5. 15 ft wide Water Line Easement for Lots 12 and 14 (Water line from Hwy 16 to Utility A).  
**Reason: Easement now matches current alignment, and it replaces Quitclaim item 3.**
6. 15 ft wide Recycle Water Easement Lot 17 (Self Storage Parcel along Murieta Drive ) (for plans 6-in Recycle Water Line 7383 Murieta Dr)  
**Reason: Easement needed for 6" Recycled Water alignment along Murieta Drive (Prop 84 Project 3). Note that easement is unsigned and approval is conditioned on approval from the involved owner.**
7. 15 ft wide Recycle Water Easement – (For Plans 12-inch Rec Water Line Extension North of Hwy 16)  
**Reason: Easement needed for 12" Recycled Water extension (Prop 84 Project 1b).**

Santa Rosa  
1400 Neotomas Avenue  
Santa Rosa, CA 95403

Auburn  
11641 Blocker Drive, Ste 170  
Auburn, CA 95603  
[www.coastlandcivil.com](http://www.coastlandcivil.com)

## RESOLUTION NO. R2019-06

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT  
APPROVING THREE QUITCLAIM DEEDS TO COSUMNES RIVER LAND, LLC CONCERNING EASEMENTS,  
ACCEPTING THREE GRANTS OF EASEMENT FROM COSUMNES RIVER LAND, LLC, AND ACCEPTING  
GRANT OF EASEMENT FROM MURIETA CLUB PROPERTIES, LLC**

**BE IT RESOLVED** by the Board of Directors of the Rancho Murieta Community Services District that the District approves the following Quitclaim Deeds to Cosumnes River Land, LLC abandoning certain easements, and accepts the Grants of Easement from Cosumnes River Land, LLC and Grant of Easement from Murieta Club Properties, LLC, copies of which are attached:

- Quitclaim Deed to Cosumnes River Land, LLC concerning water line easement on Murieta Gardens Shopping Center Subdivision Lots 12, 14, & 15.
  - Quitclaim Deed to Cosumnes River Land, LLC concerning recycled water line easement on Murieta Gardens Shopping Center subdivision Lot 14
  - Quitclaim deed to Cosumnes River Land, LLC concerning water line easement on Murieta Gardens Shopping Center subdivision Lot 12
  - Grant of Easement from Cosumnes River Land, LLC for recycled water line easement on Murieta Gardens Shopping Center Subdivision Lots 7, 8, 12, 13 & 14
  - Grant of Easement from Cosumnes River Land, LLC for water line easement on Murieta Gardens Shopping Center Subdivision Lots 12 & 14
  - Grant of Easement from Cosumnes River Land, LLC for recycled water line on Murieta Gardens Shopping Center subdivision Lot 17
  - Grant of Easement from Murieta Club Properties, LLC for recycled water line easement on APN 073-0190-109
- (collectively the "Conveyance Documents")

The Board of Directors approves and accepts the Conveyance Documents on behalf of the District, authorizes and consents to the delivery of the Quitclaim Deeds, authorizes and consents to the recordation of the Grants of Easement, and authorizes and directs the District Secretary to record the Grants of Easement with the Sacramento County Recorder's Office.

**PASSED AND ADOPTED** this 17<sup>th</sup> day of July 2019 by the following vote:

**Ayes:**

**Noes:**

**Abstain:**

**Absent:**

---

Les Clark, President of the Board  
Rancho Murieta Community Services District

Attest:

---

Suzanne Lindenfeld  
District Secretary

DRAFT

RECORDING REQUESTED BY:  
Rancho Murieta Community  
Services District  
15160 Jackson Road  
Rancho Murieta, California 95683

AND WHEN RECORDED MAIL TO:  
Rancho Murieta Community  
Services District  
15160 Jackson Road  
Rancho Murieta, California 95683

Portion APN 073-0890-012

SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

**QUITCLAIM DEED**

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,

**RANCHO MURIETA COMMUNITY SERVICES DISTRICT, a local government agency**

Hereby quitclaim(s) to Cosumnes River Land, LLC, a Delaware limited liability company, the following described easement in the County of Sacramento, State of California:

All rights, title, and interest in that certain "Grant of Easement – Water Pipeline" as recorded on November 18, 2016, in Book 20161118, Page 0002, Official Records of Sacramento County, California, as shown over Lot 12 of that certain map entitled "Amended Subdivision No. 06-0514, Murieta Gardens Shopping Center", filed December 18, 2015 in Book 388 of Maps, at Page 01, said County Records.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2019

\_\_\_\_\_  
By:  
Title:

\_\_\_\_\_  
By:  
Title:



ACKNOWLEDGMENT BY NOTARY PUBLIC  
[Cal. Civ. Code § 1189]

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )  
County of \_\_\_)

On \_\_\_\_\_, 20\_\_, before me, \_\_\_\_\_, a notary public, personally appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (Seal)

RECORDING REQUESTED BY:  
Rancho Murieta Community  
Services District  
15160 Jackson Road  
Rancho Murieta, California 95683

AND WHEN RECORDED MAIL TO:  
Rancho Murieta Community  
Services District  
15160 Jackson Road  
Rancho Murieta, California 95683

Portion APN 073-0890-014

SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

**QUITCLAIM DEED**

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,

**RANCHO MURIETA COMMUNITY SERVICES DISTRICT, a local government agency**

Hereby quitclaim(s) to Cosumnes River Land, LLC, a Delaware limited liability company, the following described easement in the County of Sacramento, State of California:

All rights, title, and interest in that certain "Grant of Easement – Reclaimed Water Line Easement" as recorded on November 18, 2016, in Book 20161118, Page 0003, Official Records of Sacramento County, California, as shown over Lot 14 of that certain map entitled "Amended Subdivision No. 06-0514, Murieta Gardens Shopping Center", filed December 18, 2015 in Book 388 of Maps, at Page 01, said County Records.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2019

\_\_\_\_\_  
By:  
Title:

\_\_\_\_\_  
By:  
Title:

ACKNOWLEDGMENT BY NOTARY PUBLIC  
[Cal. Civ. Code § 1189]

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State of California )  
County of \_\_\_)

On \_\_\_\_\_, 20\_\_, before me, \_\_\_\_\_, a notary public, personally appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (Seal)

RECORDING REQUESTED BY:  
Rancho Murieta Community  
Services District  
15160 Jackson Road  
Rancho Murieta, California 95683

AND WHEN RECORDED MAIL TO:  
Rancho Murieta Community  
Services District  
15160 Jackson Road  
Rancho Murieta, California 95683

Portion APN 073-0890-012, 014, 015

SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

**QUITCLAIM DEED**

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,

**RANCHO MURIETA COMMUNITY SERVICES DISTRICT, a local government agency**

Hereby quitclaim(s) to Cosumnes River Land, LLC, a Delaware limited liability company, the following described easement in the County of Sacramento, State of California:

All rights, title, and interest in that portion of that certain "Waterline Easement, Corporation Grant Deed" as recorded on December 18, 1987, in Book 871218, Page 0394, Official Records of Sacramento County, California, as shown over Lot 12, Lot 14, and Lot 15 of that certain map entitled "Amended Subdivision No. 06-0514, Murieta Gardens Shopping Center", filed December 18, 2015 in Book 388 of Maps, at Page 01, said County Records.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2019

\_\_\_\_\_  
By:  
Title:

\_\_\_\_\_  
By:  
Title:

**ACKNOWLEDGMENT BY NOTARY PUBLIC**  
[Cal. Civ. Code § 1189]

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

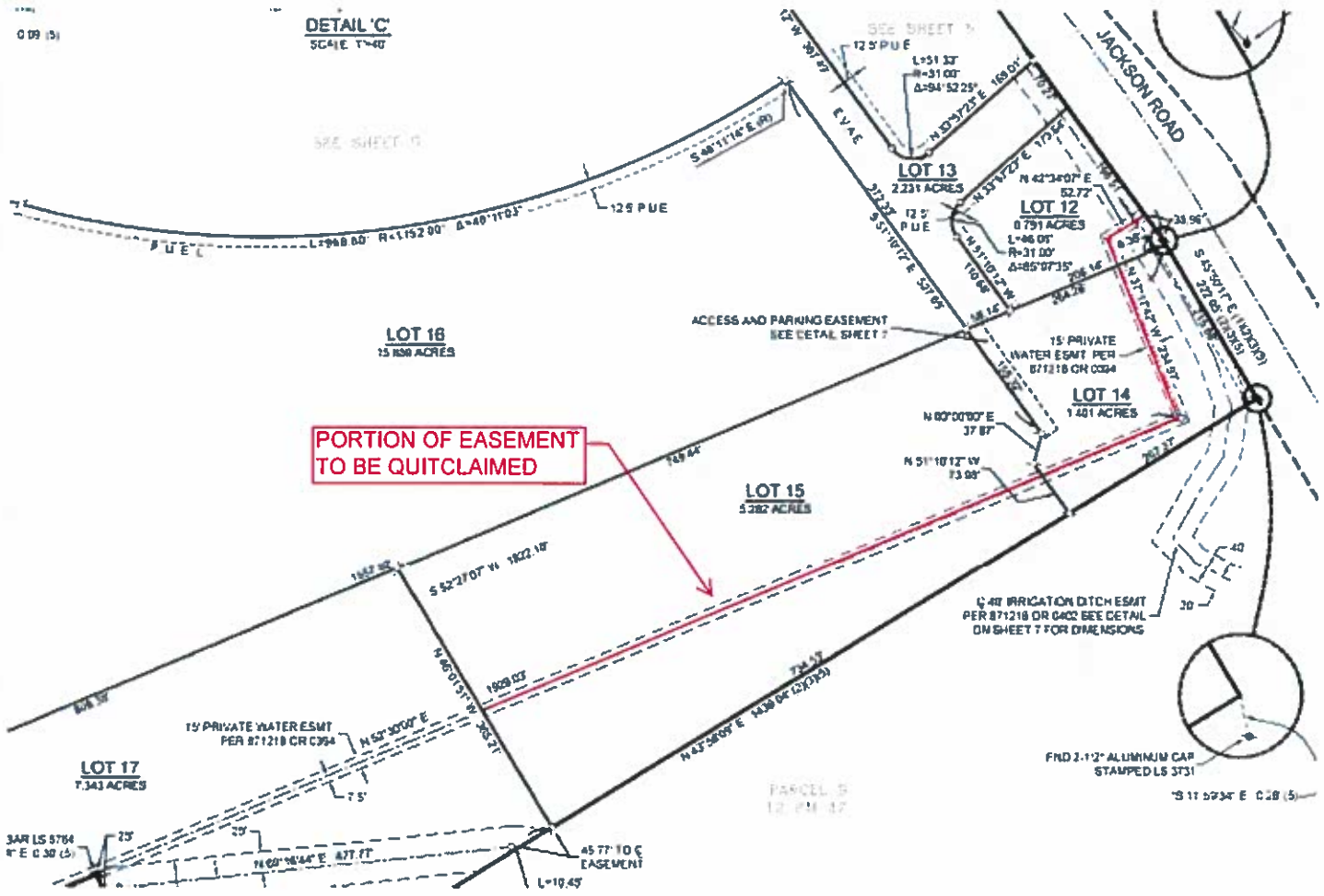
State of California    )  
County of \_\_\_\_)

On \_\_\_\_\_, 20\_\_, before me, \_\_\_\_\_, a notary public, personally appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (Seal)



DETAIL 'C'  
SCALE 1"=40'

SEE SHEET 'D'

PORTION OF EASEMENT  
TO BE QUITCLAIMED

QUITCLAIM EXHIBIT - WL  
EASEMENT 871218 OR 0394

0.09 (3)

LOT 16  
15.830 ACRES

LOT 15  
5.282 ACRES

LOT 13  
2.231 ACRES

LOT 12  
0.791 ACRES

LOT 14  
1.401 ACRES

LOT 17  
7.343 ACRES

PARCEL 5  
12.24 ACRES

FRD 3.1"2" ALUMINUM CAP  
STAMPED LS 3731

S 11° 59' 34" E C 28 (5)

34R LS 9764  
4° E C 30 (5)

45.77' TO E  
EASEMENT  
L=10.45'

15' PRIVATE WATER ESMT  
PER 871218 OR 0394

15' PRIVATE  
WATER ESMT PER  
871218 OR 0394

ACCESS AND PARKING EASEMENT  
SEE DETAIL SHEET 'F'

SEE SHEET 'N'

JACKSON ROAD

12.8 PUE  
L=968.00' R=1152.00' Δ=40° 11' 03"

12.5' PUE

12.5' PUE

37.87'

73.00'

1822.10'

1920.02'

74.17'

1430.00' (27.715)

1820.02'

74.17'

1430.00' (27.715)

74.17'

1430.00' (27.715)

74.17'

1430.00' (27.715)

74.17'

1430.00' (27.715)

74.17'

1430.00' (27.715)

74.17'

1430.00' (27.715)

74.17'

1430.00' (27.715)

74.17'

1430.00' (27.715)

74.17'

1430.00' (27.715)

74.17'

**RESOLUTION NO. R2016-12**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT  
GRANTING EASEMENT**


**BE IT RESOLVED** by the Board of Directors of the Rancho Murieta Community Services District that the District approve the Grant of Easement, Water Pipeline (Attachment A) and a Grant of Easement, Recycled Water Line Easement (Attachment B), from Cosumnes River Land, LLC, to Rancho Murieta Community Services District (District), copies of which are attached.

**PASSED AND ADOPTED** this 19<sup>th</sup> day of October, 2016 by the following vote:

**Ayes:** Pasek, Ferraro, Graf, Martel, Pecotich  
**Noes:** None  
**Absent:** None  
**Abstain:** None

  
\_\_\_\_\_  
Gerald Pasek, President of the Board  
Rancho Murieta Community Services District

**Attest:**

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

RECORDING REQUESTED BY:  
Rancho Murieta Community  
Services District  
15160 Jackson Road  
Rancho Murieta, California 95683

AND WHEN RECORDED MAIL TO:  
Rancho Murieta Community  
Services District  
15160 Jackson Road  
Rancho Murieta, California 95683

Portion APN 073-0890-014

SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

**QUITCLAIM DEED**

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,

**RANCHO MURIETA COMMUNITY SERVICES DISTRICT, a local government agency**

Hereby quitclaim(s) to Cosumnes River Land, LLC, a Delaware limited liability company, the following described easement in the County of Sacramento, State of California:

**All rights, title, and interest in that certain "Grant of Easement – Reclaimed Water Line Easement" as recorded on November 18, 2016, in Book 20161118, Page 0003, Official Records of Sacramento County, California, as shown over Lot 14 of that certain map entitled "Amended Subdivision No. 06-0514, Murieta Gardens Shopping Center", filed December 18, 2015 in Book 388 of Maps, at Page 01, said County Records.**

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2019

\_\_\_\_\_  
By:  
Title:

\_\_\_\_\_  
By:  
Title:



**ACKNOWLEDGMENT BY NOTARY PUBLIC**  
**[Cal. Civ. Code § 1189]**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California    )  
County of \_\_\_\_)

On \_\_\_\_\_, 20\_\_, before me, \_\_\_\_\_, a notary public, personally appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (Seal)



Sacramento County Recorder  
 Donna Allred, Clerk/Recorder  
 BOOK **20161118** PAGE **0003**

Friday, NOV 18, 2016 8:03:32 AM  
 Ttl Pd \$0.00 Rcpt # 0009330588

RJD/19/1-6

Recording requested by, and  
 when recorded return to:

Rancho Murieta Community Services District  
 P.O. Box 1050  
 15160 Jackson Road  
 Rancho Murieta, CA 95683

Portion APN 073-0890-014

SPACE ABOVE THIS LINE FOR RECORDER'S USE

**GRANT OF EASEMENT**  
**Recycled Water Line Easement**

*Conveyance to government agency -- exempt from recording fees (Government Code sections 6103 & 27383) and documentary transfer tax (Revenue and Taxation Code section 11922).*

COSUMNES RIVER LAND, LLC, a Delaware Limited Liability Company ("Grantor"), the owner of that certain real property ("Property") located in the unincorporated area of the County of Sacramento, State of California, which is known as County Assessor's Parcel No.073-0890-014, as shown in Exhibit B, grants to Rancho Murieta Community Services District, a local government agency ("District"), a permanent and non-exclusive easement in gross (the "Easement") over, across and under a strip of the Property as described on the attached Exhibit A and as shown on the attached Exhibit B for the survey, design, installation, construction, excavation, use, operation, maintenance, repair, inspection, expansion, improvement, modification, removal, relocation and replacement of a recycled water line and related valves, fittings, equipment, facilities and appurtenances; together with the following rights: (a) to reasonable ingress to, and egress from, the Easement over and across Grantor's lands for such purposes; (b) to temporarily use Grantor's lands contiguous to the Easement as may be necessary during construction-related activities; (c) to trim, cut down, clear away or remove any trees, brush, roots, other vegetation or other obstructions on the Easement that now or in the future may obstruct or interfere with the use of the Easement or access to the Easement area or pose a hazard to District equipment, facilities, employees or contractors; (d) to use gates on the Property in fences that may cross the Easement or that restrict access to the Easement; and (e) to mark the location of underground utilities by suitable markers set and maintained on the land surface above the utility line.

This Easement shall be subject to the following terms and conditions:

1. District shall have the right to use the Easement at any time without prior notice to Grantor as may be necessary or convenient for the purposes and rights described above. The Easement rights may be exercised by District and any of its employees, officers and authorized agents and contractors.

2. Grantor shall not disturb or tamper with any pipeline, valve, fitting, equipment, facility or appurtenance that District may construct or install within the Easement area. Grantor shall not construct any building, structure, or fence, conduct any excavation, grading, drilling, tree planting or other ground-surface alteration, or install any

other pipelines or underground utilities on or within the Easement area without the prior written consent of District, which consent shall not be withheld unreasonably.

3. Grantor shall not grant to any third party any easement over, under, upon, across or through the Easement area that would interfere with District's use of its Easement.

4. Grantor shall furnish District with keys to all gates that would otherwise restrict District's access to or within the Easement area.

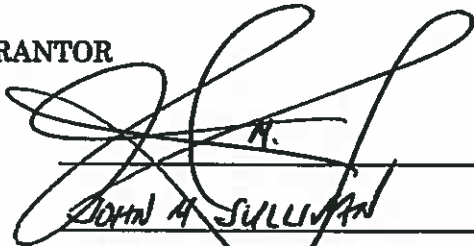
5. The Easement shall run with the Property and bind, and inure to the benefit of, the successors in interest of Grantor and successors in interest and assigns of District.

6. District shall indemnify, defend, protect and hold harmless Grantor, and its officers, employees and agents, from and against any and all liability, claims, damages, expenses, and costs to the extent caused by a negligent act, error or omission, willful misconduct or violation of law of or by District or its officer, employee or authorized agent or contractor in the exercise of rights granted to District by the Easement, except any loss or damage caused by Grantor's sole negligence, gross negligence, active negligence or willful misconduct.

7. Except for the Easement rights granted to District, Grantor shall continue to have the full use, occupancy and enjoyment of the Property.

Dated: OCT 26, 2016

GRANTOR



John A. Sullivan [name]

MANAGER [title, if applicable]

COSUMES RIVER (AND), LLC

ALL SIGNATURES MUST BE NOTARIZED

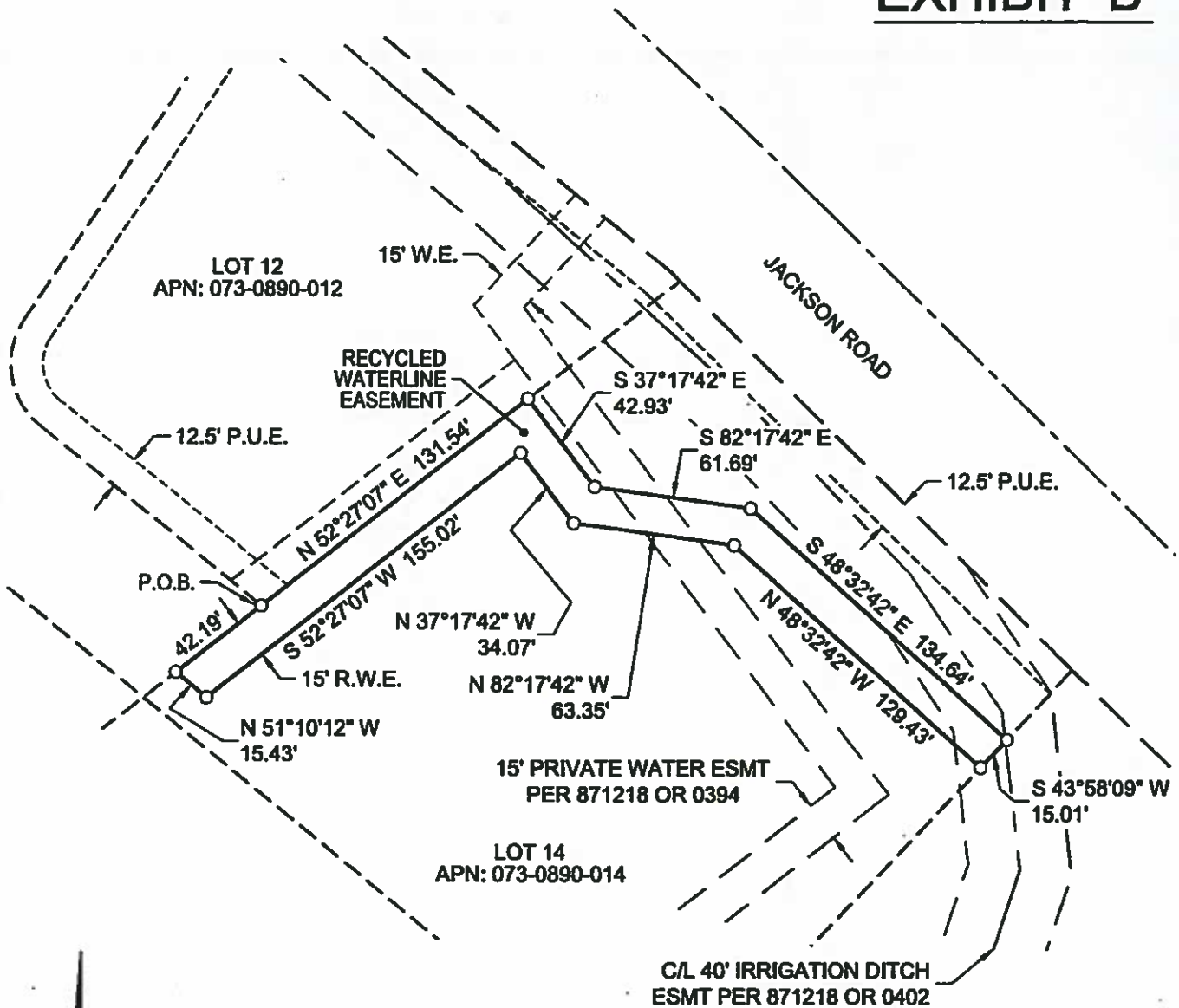
**EXHIBIT 'A'**  
**RECYCLED WATERLINE EASEMENT**  
**MURIETA GARDENS SHOPPING CENTER**

A 15.00 foot wide Recycled Waterline easement over and across a portion of Lot 14 of that certain map entitled "Amended Subdivision No. 06-0514, Murieta Gardens Shopping Center", filed December 18, 2015 in Book 388 of Maps, at Page 01, Sacramento County Official Records. Situated in the County of Sacramento, State of California and being more particularly described as follows:

**Beginning** at the most southerly corner of Lot 12 of said Map, thence along the northwest boundary of said Lot 14, North  $52^{\circ}27'07''$  East, 131.54 feet; thence leaving said boundary South  $37^{\circ}17'42''$  East, 42.93 feet; thence South  $82^{\circ}17'42''$  East, 61.69 feet; thence South  $48^{\circ}32'42''$  East, 134.64 feet to a point on the southeast boundary of said Lot 14; thence along said boundary, South  $43^{\circ}58'09''$  West, 15.01 feet; thence leaving said boundary, North  $48^{\circ}32'42''$  West, 129.43 feet; thence North  $82^{\circ}17'42''$  West, 63.35 feet; thence North  $37^{\circ}17'42''$  West, 34.07 feet to a point lying 15.00 foot southeasterly at right angles from the northwesterly boundary of said Lot 14; thence along a line parallel with said boundary, South  $52^{\circ}27'07''$  West, 155.02 feet; thence leaving said parallel line, North  $51^{\circ}10'12''$  West, 15.43 feet to the northwest boundary of said Lot 14; thence along said boundary, North  $52^{\circ}27'07''$  East, 42.19 feet to the **Point of Beginning**.

**End of Description.**

# EXHIBIT 'B'



**LEGEND**

- P.O.B. POINT OF BEGINNING
- W.E. WATERLINE EASEMENT
- R.W.E. RECYCLED WATERLINE EASEMENT
- OR OFFICIAL RECORD



**IBW** BAKER-WILLIAMS ENGINEERING GROUP  
 Engineering / Surveying / Land Planning / Entitlement Processing / GPS Services  
 8020 Rutland Drive, Suite 19 - Carmichael CA 95608  
 (916) 331-4336 - fax (916) 331-4439 - [info@bwengr.com](mailto:info@bwengr.com)

SCALE: 1"=60'  
 JOB #: 11-01-001  
 DATE: MAR., 2016

RECYCLED WATERLINE EASEMENT  
 RANCHO MURIETA  
 073-0890-014  
 SACRAMENTO COUNTY, CALIFORNIA

CALIFORNIA ALL-PURPOSE ACKNOWLEDGEMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California            )  
  ) SS  
County of Sacramento        )

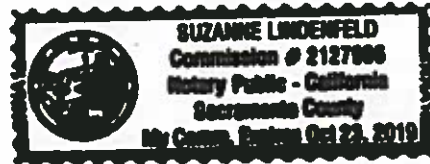
On October 26, 2016, before me, Suzanne Lindenfeld, Notary Public, personally appeared John M. Sullivan, who proved to me on the basis of satisfactory evidence to be the person(s) whose name is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

Witness my hand and official seal.

(Seal)

Suzanne Lindenfeld  
(Signature)



**RESOLUTION NO. R2016-12**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT  
GRANTING EASEMENT**


**BE IT RESOLVED** by the Board of Directors of the Rancho Murieta Community Services District that the District approve the Grant of Easement, Water Pipeline (Attachment A) and a Grant of Easement, Recycled Water Line Easement (Attachment B), from Cosumnes River Land, LLC, to Rancho Murieta Community Services District (District), copies of which are attached.

**PASSED AND ADOPTED** this 19<sup>th</sup> day of October, 2016 by the following vote:

**Ayes:** Pasek, Ferraro, Graf, Martel, Pecotich  
**Noes:** None  
**Absent:** None  
**Abstain:** None

  
\_\_\_\_\_  
Gerald Pasek, President of the Board  
Rancho Murieta Community Services District

**Attest:**

  
Suzanne Lindenfeld  
District Secretary

RECORDING REQUESTED BY:  
Rancho Murieta Community  
Services District  
15160 Jackson Road  
Rancho Murieta, California 95683

AND WHEN RECORDED MAIL TO:  
Rancho Murieta Community  
Services District  
15160 Jackson Road  
Rancho Murieta, California 95683

Portion APN 073-0890-012

SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

**QUITCLAIM DEED**

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,

**RANCHO MURIETA COMMUNITY SERVICES DISTRICT, a local government agency**

Hereby quitclaim(s) to Cosumnes River Land, LLC, a Delaware limited liability company, the following described easement in the County of Sacramento, State of California:

All rights, title, and interest in that certain "Grant of Easement – Water Pipeline" as recorded on November 18, 2016, in Book 20161118, Page 0002, Official Records of Sacramento County, California, as shown over Lot 12 of that certain map entitled "Amended Subdivision No. 06-0514, Murieta Gardens Shopping Center", filed December 18, 2015 in Book 388 of Maps, at Page 01, said County Records.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2019

\_\_\_\_\_  
By:  
Title:

\_\_\_\_\_  
By:  
Title:



ACKNOWLEDGMENT BY NOTARY PUBLIC  
[Cal. Civ. Code § 1189]

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )  
County of \_\_\_)

On \_\_\_\_\_, 20\_\_, before me, \_\_\_\_\_, a notary public, personally appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (Seal)



Sacramento County Recorder  
 Donna Allred, Clerk/Recorder  
 BOOK 20161118 PAGE 0002

Friday, NOV 18, 2016 8:03:32 AM  
 Ttl Pd \$0.00 Rcpt # 0000330587

RJD/19/1-6

Recording requested by, and  
 when recorded return to:

Rancho Murieta Community Services District  
 P.O. Box 1050  
 15160 Jackson Road  
 Rancho Murieta, CA 95683

Portion Sac. Co. APN 073-0890-012

SPACE ABOVE THIS LINE FOR RECORDER'S USE

**GRANT OF EASEMENT**  
**[Water Pipeline]**

*Conveyance to government agency -- exempt from recording fees (Government Code sections 6103 & 27383) and documentary transfer tax (Revenue and Taxation Code section 11922).*

COSUMNES RIVER LAND, LLC, a Delaware limited liability company ("Grantor"), the owner of that certain real property ("Property") located in the unincorporated area of the County of Sacramento, State of California, which is known as Sacramento County Assessor's Parcel No. 073-0890-012, as shown on the attached Exhibit B, grants to Rancho Murieta Community Services District, a local government agency ("District"), a permanent and non-exclusive easement in gross (the "Easement") over, across and under a strip of the Property as described on the attached Exhibit A and as shown on the attached Exhibit B for the survey, design, installation, construction, excavation, use, operation, maintenance, repair, inspection, expansion, improvement, modification, removal, relocation and replacement of water pipelines and related valves, fittings, equipment, facilities and appurtenances; together with the following rights: (a) to reasonable ingress to, and egress from, the Easement over and across Grantor's lands for such purposes; (b) to temporarily use Grantor's lands contiguous to the Easement as may be necessary during construction-related activities; (c) to trim, cut down, clear away or remove any trees, brush, roots, other vegetation or other obstructions on the Easement that now or in the future may obstruct or interfere with the use of the Easement or access to the Easement area or pose a hazard to District equipment, facilities, employees or contractors; (d) to use gates on the Property in fences that may cross the Easement or that restrict access to the Easement; and (e) to mark the location of underground utilities by suitable markers set and maintained on the land surface above the utility line.

This Easement shall be subject to the following terms and conditions:

1. District shall have the right to use the Easement at any time without prior notice to Grantor as may be necessary or convenient for the purposes and rights described above. The Easement rights may be exercised by District and any of its employees, officers and authorized agents and contractors.

2. Grantor shall not disturb or tamper with any pipeline, valve, fitting, equipment, facility or appurtenance that District may construct or install within the Easement area. Grantor shall not construct any building, structure, or fence, conduct any excavation, grading, drilling, tree planting or other ground-surface alteration, or install any

other pipelines or underground utilities on or within the Easement area without the prior written consent of District, which consent shall not be withheld unreasonably.

3. Grantor shall not grant to any third party any easement over, under, upon, across or through the Easement area that would interfere with District's use of its Easement.

4. Grantor shall furnish District with keys to all gates that would otherwise restrict District's access to or within the Easement area.

5. The Easement shall run with the Property and bind, and inure to the benefit of, the successors in interest of Grantor and successors in interest and assigns of District.

6. District shall indemnify, defend, protect and hold harmless Grantor, and its officers, employees and agents, from and against any and all liability, claims, damages, expenses, and costs to the extent caused by a negligent act, error or omission, willful misconduct or violation of law of or by District or its officer, employee or authorized agent or contractor in the exercise of rights granted to District by the Easement, except any loss or damage caused by Grantor's sole negligence, gross negligence, active negligence or willful misconduct.

7. Except for the Easement rights granted to District, Grantor shall continue to have the full use, occupancy and enjoyment of the Property.

Dated: OCT 26, 2016

GRANTOR  
M.  
\_\_\_\_\_  
JOHN M. SULLIVAN [name]  
\_\_\_\_\_  
MANAGER [title]  
BUSINESS RIVER LAND, LLC

ALL SIGNATURES MUST BE NOTARIZED

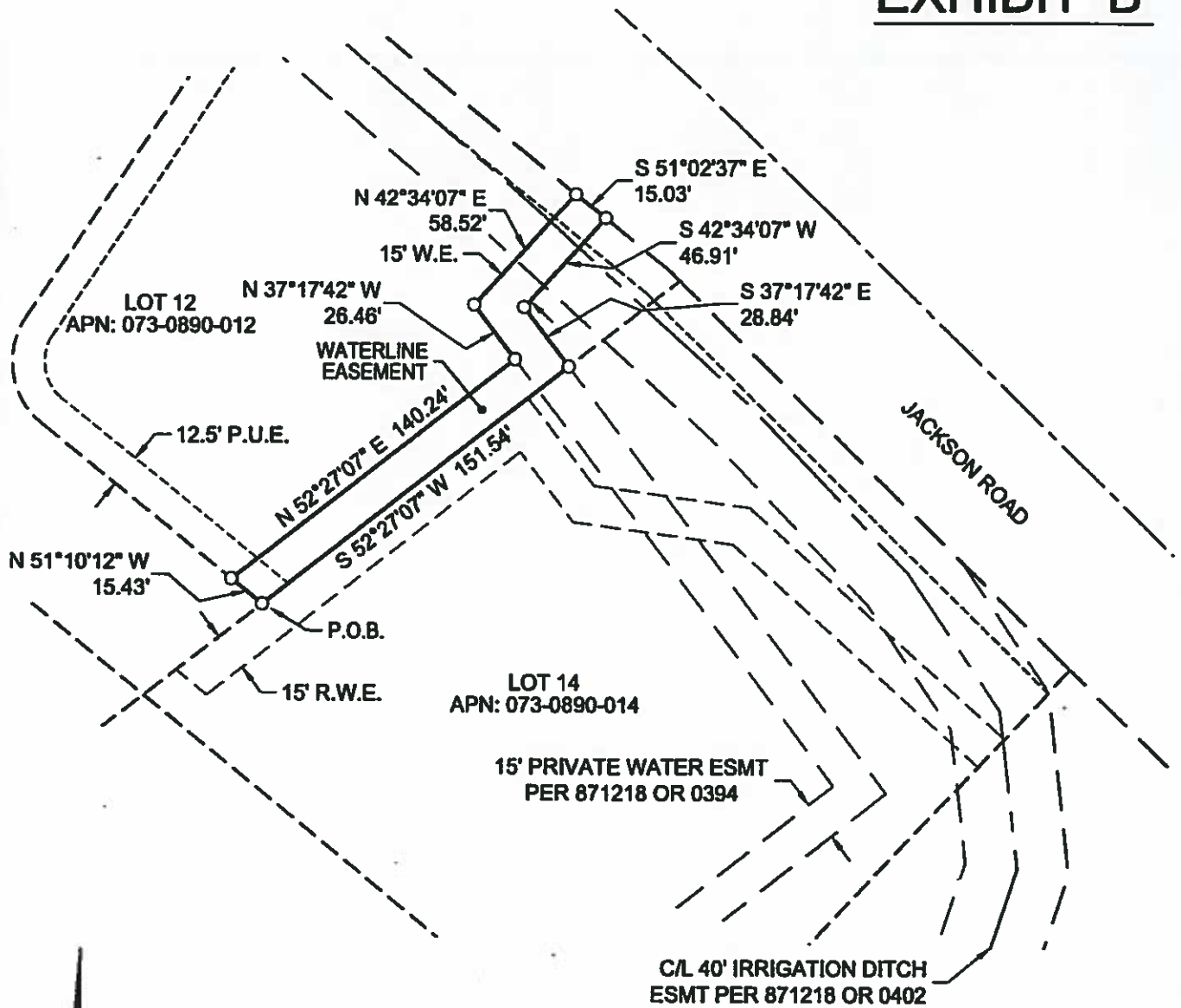
**EXHIBIT 'A'**  
**WATERLINE EASEMENT**  
**MURIETA GARDENS SHOPPING CENTER**

A 15.00 foot wide Waterline easement over and across a portion of Lot 12 of that certain map entitled "Amended Subdivision No. 06-0514, Murieta Gardens Shopping Center", filed December 18, 2015 in Book 388 of Maps, at Page 01, Sacramento County Official Records. Situated in the County of Sacramento, State of California and being more particularly described as follows:

**Beginning at the most southerly corner of said Lot 12, thence along the southwest boundary of said Lot, North 51°10'12" West, 15.43 feet; thence leaving said boundary along a line that is parallel and 15.00 foot northwest, at right angles, of the Southeast boundary of said Lot 12, North 52°27'07" East, 140.24 feet; thence leaving said parallel line, North 37°17'42" West, 26.46 feet; thence North 42°34'07" East, 58.52 feet to the Northeast boundary of said Lot; thence along last said boundary, South 51°02'37" East, 15.03 feet; thence leaving said boundary, South 42°34'07" West, 46.91 feet; thence South 37°17'42" East, 28.84 feet to the southeast boundary of said Lot; thence along said boundary, South 52°27'07" West, 151.54 feet to the Point of Beginning.**

**End of Description.**

# EXHIBIT 'B'



**LEGEND**

- P.O.B. POINT OF BEGINNING
- W.E. WATERLINE EASEMENT
- R.W.E. RECYCLED WATERLINE EASEMENT
- OR OFFICIAL RECORD



**BDW** BAKER-WILLIAMS ENGINEERING GROUP  
 Engineering / Surveying / Land Planning / Estimation Processing / GPS Services  
 6520 Rockwood Drive, Suite 100 - Carmichael CA 95628  
 (916) 331-4330 - fax (916) 331-4430 - [office@bakermurphy.com](mailto:office@bakermurphy.com)

SCALE: 1"=60'  
 JOB #: 11-01-001  
 DATE: MAR., 2016

**WATERLINE EASEMENT**  
**RANCHO MURIETA**  
 APN: 073-0890-012  
 SACRAMENTO COUNTY, CALIFORNIA

CALIFORNIA ALL-PURPOSE ACKNOWLEDGEMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California            )  
  ) SS  
County of Sacramento        )

On October 26, 2016, before me, Suzanne Lindenfeld, Notary Public, personally appeared John M. Sullivan, who proved to me on the basis of satisfactory evidence to be the person(s) whose name is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

Witness my hand and official seal.

(Seal)

Suzanne Lindenfeld  
(Signature)



**RESOLUTION NO. R2016-12**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT  
GRANTING EASEMENT**

**BE IT RESOLVED** by the Board of Directors of the Rancho Murieta Community Services District that the District approve the Grant of Easement, Water Pipeline (Attachment A) and a Grant of Easement, Recycled Water Line Easement (Attachment B), from Cosumnes River Land, LLC, to Rancho Murieta Community Services District (District), copies of which are attached.

**PASSED AND ADOPTED** this 19<sup>th</sup> day of October, 2016 by the following vote:

**Ayes:** Pasek, Ferraro, Graf, Martel, Pecotich  
**Noes:** None  
**Absent:** None  
**Abstain:** None

  
\_\_\_\_\_  
Gerald Pasek, President of the Board  
Rancho Murieta Community Services District

**Attest:**

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

Recording requested by, and  
when recorded return to:

Rancho Murieta Community Services District  
P.O. Box 1050  
15160 Jackson Road  
Rancho Murieta, CA 95683

---

Portion APN 073-0890-007,012,013,014,025,027 SPACE ABOVE THIS LINE FOR RECORDER'S USE  
Portion APN 073-0460-004

**GRANT OF EASEMENT**  
**Recycled Water Line Easement**

*Conveyance to government agency -- exempt from recording fees (Government Code sections 6103 & 27383) and documentary transfer tax (Revenue and Taxation Code section 11922).*

COSUMNES RIVER LAND, LLC, a Delaware Limited Liability Company ("Grantor"), the owner of that certain real property ("Property") located in the unincorporated area of the County of Sacramento, State of California, which is known as County Assessor's Parcel No., 073-0890-007,012,013,014,025,027 and 073-0460-004 as shown in Exhibit B, grants to Rancho Murieta Community Services District, a local government agency ("District"), a permanent and non-exclusive easement in gross (the "Easement") over, across and under a strip of the Property as described on the attached Exhibit A and as shown on the attached Exhibit B for the survey, design, installation, construction, excavation, use, operation, maintenance, repair, inspection, expansion, improvement, modification, removal, relocation and replacement of a recycled water line and related valves, fittings, equipment, facilities and appurtenances; together with the following rights: (a) to reasonable ingress to, and egress from, the Easement over and across Grantor's lands for such purposes; (b) to temporarily use Grantor's lands contiguous to the Easement as may be necessary during construction-related activities; (c) to trim, cut down, clear away or remove any trees, brush, roots, other vegetation or other obstructions on the Easement that now or in the future may obstruct or interfere with the use of the Easement or access to the Easement area or pose a hazard to District equipment, facilities, employees or contractors; (d) to use gates on the Property in fences that may cross the Easement or that restrict access to the Easement; and (e) to mark the location of underground utilities by suitable markers set and maintained on the land surface above the utility line.

This Easement shall be subject to the following terms and conditions:

1. District shall have the right to use the Easement at any time without prior notice to Grantor as may be necessary or convenient for the purposes and rights described above. The Easement rights may be exercised by District and any of its employees, officers and authorized agents and contractors.

2. Grantor shall not disturb or tamper with any pipeline, valve, fitting, equipment, facility or appurtenance that District may construct or install within the Easement area. Grantor shall not construct any building, structure, or fence, conduct any excavation, grading, drilling, tree planting or other ground-surface alteration, or install any



other pipelines or underground utilities on or within the Easement area without the prior written consent of District, which consent shall not be withheld unreasonably.

3. Grantor shall not grant to any third party any easement over, under, upon, across or through the Easement area that would interfere with District's use of its Easement.

4. Grantor shall furnish District with keys to all gates that would otherwise restrict District's access to or within the Easement area.

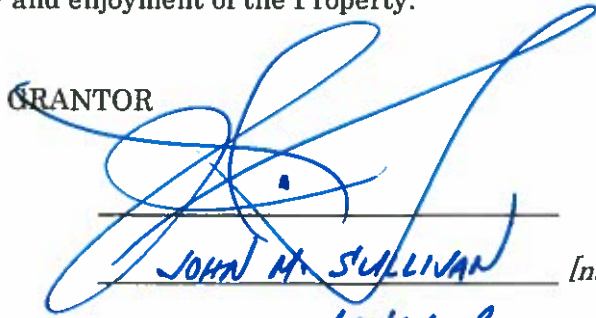
5. The Easement shall run with the Property and bind, and inure to the benefit of, the successors in interest of Grantor and successors in interest and assigns of District.

6. District shall indemnify, defend, protect and hold harmless Grantor, and its officers, employees and agents, from and against any and all liability, claims, damages, expenses, and costs to the extent caused by a negligent act, error or omission, willful misconduct or violation of law of or by District or its officer, employee or authorized agent or contractor in the exercise of rights granted to District by the Easement, except any loss or damage caused by Grantor's sole negligence, gross negligence, active negligence or willful misconduct.

7. Except for the Easement rights granted to District, Grantor shall continue to have the full use, occupancy and enjoyment of the Property.

Dated: \_\_\_\_\_, 20\_\_

GRANTOR



JOHN M. SULLIVAN [name]

MANAGER [title, if applicable]

COSUMES RIVER LAND, LLC

ALL SIGNATURES MUST BE NOTARIZED

ACKNOWLEDGMENT BY NOTARY PUBLIC  
[Cal. Civ. Code § 1189]

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )  
County of Sacramento

On June 21, 2019, before me, Josh Bruno, a notary public, personally appeared John M. Sullivan, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that ~~he/she/they~~ executed the same in ~~his/her/their~~ authorized capacity(ies), and that by ~~his/her/their~~ signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature *Josh Bruno* (Seal)



**EXHIBIT 'A'**  
**RECYCLED WATERLINE EASEMENT**  
**RANCHO MURIETA**

**Easement No. 1**

A 15.00 foot wide Recycled Waterline easement over, across, and under a portion of Lot 7, Lot 12, Lot 13, and Lot 14 as shown on that certain map entitled "Amended Subdivision No. 06-0514, Murieta Gardens Shopping Center", filed December 18, 2015 in Book 388 of Maps, at Page 01, Sacramento County Official Records. Situated in the County of Sacramento, State of California. The centerline of which being more particularly described as follows:

**Commencing** at the East corner of said Lot 14. Thence leaving said corner along the north boundary of said Lot 14, North 45°50'17" West, 7.50 feet and the true **Point of Beginning**; thence leaving said north line along a line parallel with and distant 7.50' northwest of the east line of said Lot 14 and said centerline, South 43°8'09" West, 45.05 feet; thence North 48°32'42" West, 124.53 feet; thence North 82°17'42" West, 62.52 feet; thence North 37°17'42" West, 43.50 feet to a line lying 2.50 foot southeast and parallel to the boundary line common to said Lot 12 and Lot 14; thence along said parallel line, South 52°27'07" West, 157.89 feet, thence North 51°10'12" West, 438.54 feet to a point hereinafter referred to as Point "A"; thence, North 51°10'12" West, 186.51 feet; thence to the left along the arc of a 217.50 foot radius, tangent curve, concave to the southwest, having a central angle of 13°23'52", and an arc length of 50.86 feet; thence North 87°04'04" West, 19.39 feet; thence North 64°34'04" West, 12.03 feet to a point on northwest boundary of said Lot 7 and the **Point of Termination**.

The sidelines of said easement to be lengthened or shortened to terminate on the northwest boundary of said Lot 7 and the southeast boundary of said Lot 14.

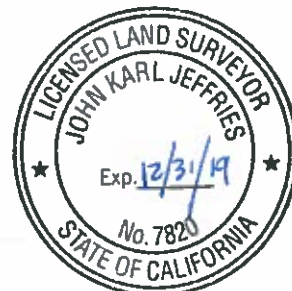
**Easement No. 2**

A 15.00 foot wide Recycled Waterline easement over, across, and under a portion of Lot 7, Lot 8, Lot 13, Murieta Drive and Lone Pines Drive as shown on that certain map entitled "Amended Subdivision No. 06-0514, Murieta Gardens Shopping Center", filed December 18, 2015 in Book 388 of Maps, at Page 01, Sacramento County Official Records. Situated in the County of Sacramento, State of California. The centerline of which being more particularly described as follows:

**Beginning** at said Point "A", thence along said centerline, to the right, along the arc of a non-tangent 1,093.00 foot radius curve, concave to the northwest, having a radial bearing of South 49°13'58" East, a central angle of 24°48'09", and an arc length of 473.14 feet; thence South 88°26'47" West, 7.78 feet; thence to the right, along the arc of a 1,090.00 foot radius non-tangent curve, concave to the north, having a radial bearing of South 24°03'13" East, a central angle of 24°03'03", and an arc length of 457.54 feet; thence North 89°59'49" East, 265.32 feet; thence North 00°00'57" West, 102.01 feet; thence North 89°57'39" West, 9.86 feet; thence North 68°27'39" West, 48.50 feet to the **Point of Termination**.

End of Description.

  
7/9/19



HIGHWAY 16 (JACKSON ROAD)

# EXHIBIT 'B'

SHEET 1 OF 5

P.O.C.  
EAST COR  
LOT 14 388 BM 1

LOT 11  
388 BM 1

LOT 13  
388 BM 1

LOT 12  
388 BM 1

LOT 14  
388 BM 1

LOT 15  
388 BM 1

SEE SHEET 2

N 51°10'12" W 438.54'

15.0' R.W.E.

12.5' P.U.E.  
388 BM 1

S 52°27'07" W 157.89'

C/L EASEMENT 1

2.5'

N 37°17'42" W  
43.50'

N 82°17'42" W  
62.52'

P.O.B. EASEMENT 1

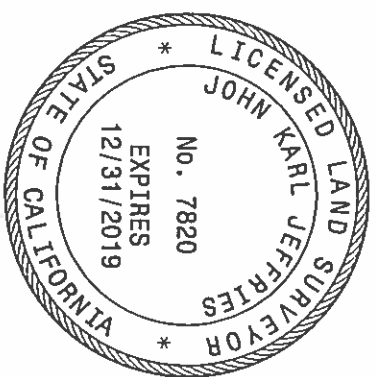
N 48°32'42" W 124.53'

N 45°50'17" W  
7.50'  
S 43°58'09" W  
45.05'

RESULTANT PARCEL 1  
20160121 1107  
LOT 15  
388 BM 1

MURIETA GARDENS SHOPPING CENTER  
388 BM 1

*John Karl Jeffries*  
7/4/19



- LEGEND**
- P.O.B. POINT OF BEGINNING
  - P.O.C. POINT OF COMMENCEMENT
  - P.O.T. POINT OF TERMINATION
  - BM BOOK OF MAPS
  - P.U.E. PUBLIC UTILITY EASEMENT
  - R.W.E. RECYCLED WATER EASEMENT



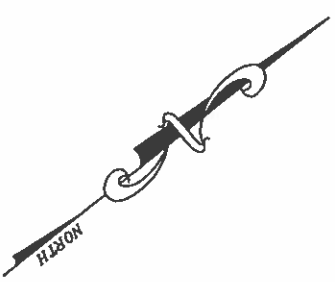
**BAKER-WILLIAMS ENGINEERING GROUP**  
Engineering / Surveying / Land Planning / Entitlement Processing / GIS Services  
6020 Rutland Drive, Suite 19 - Carmichael, CA 95608  
(916) 331-4338 - Fax (916) 331-4430 - [info@bakerwilliams.com](mailto:info@bakerwilliams.com)

SCALE: 1"=50'

JOB #: 11-01-001

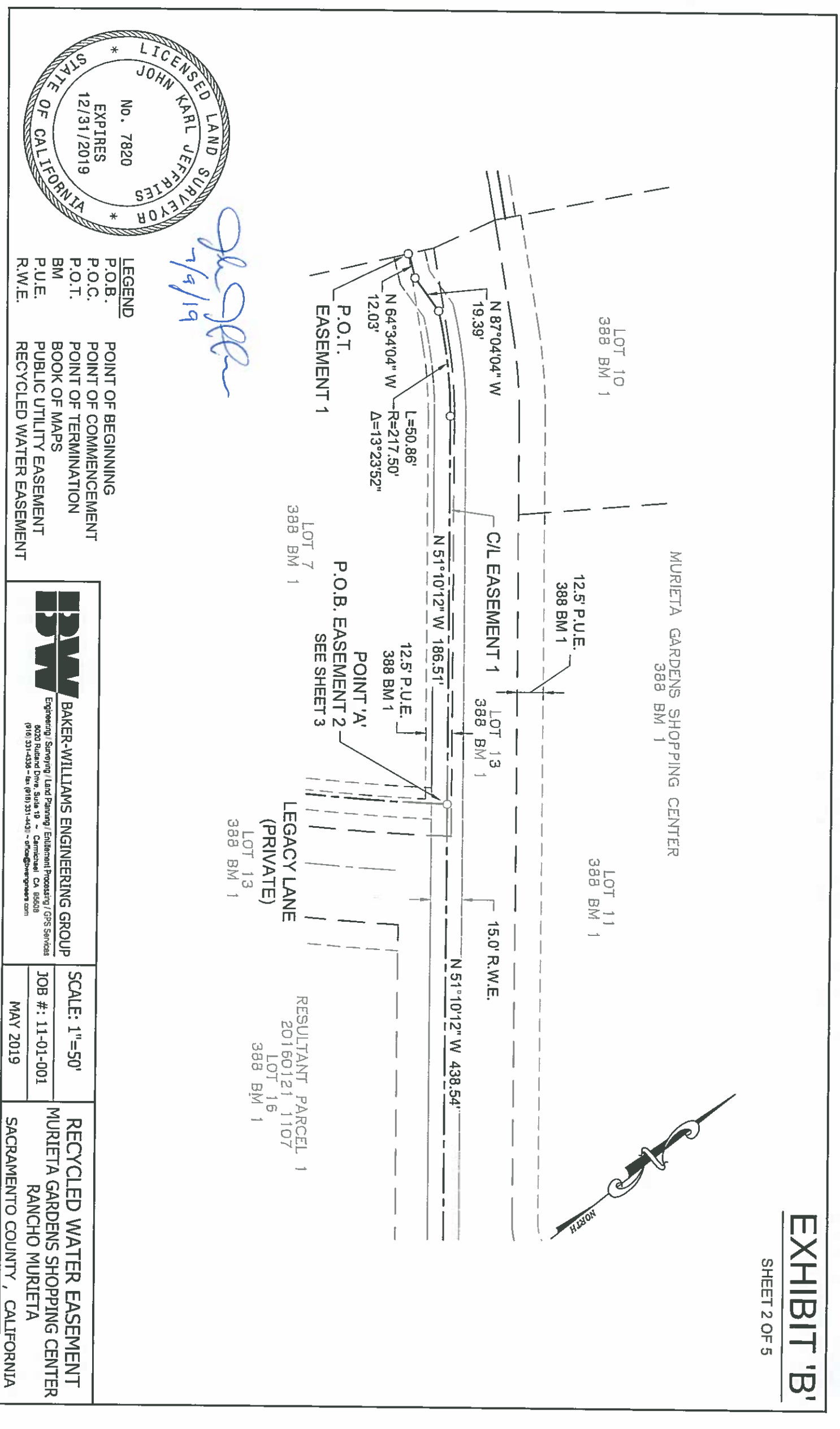
DATE: May, 2019

RECYCLED WATER EASEMENT  
MURIETA GARDENS SHOPPING CENTER  
RANCHO MURIETA  
SACRAMENTO COUNTY, CALIFORNIA

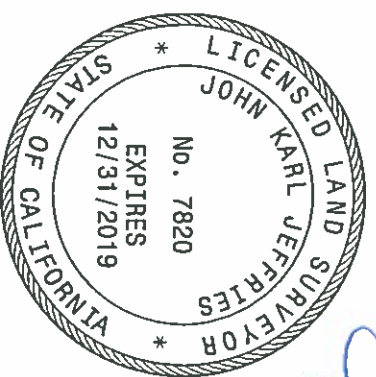


# EXHIBIT 'B'

SHEET 2 OF 5



*John Karl Jeffries*  
7/9/19



LEGEND	
P.O.B.	POINT OF BEGINNING
P.O.C.	POINT OF COMMENCEMENT
P.O.T.	POINT OF TERMINATION
BM	BOOK OF MAPS
P.U.E.	PUBLIC UTILITY EASEMENT
R.W.E.	RECYCLED WATER EASEMENT

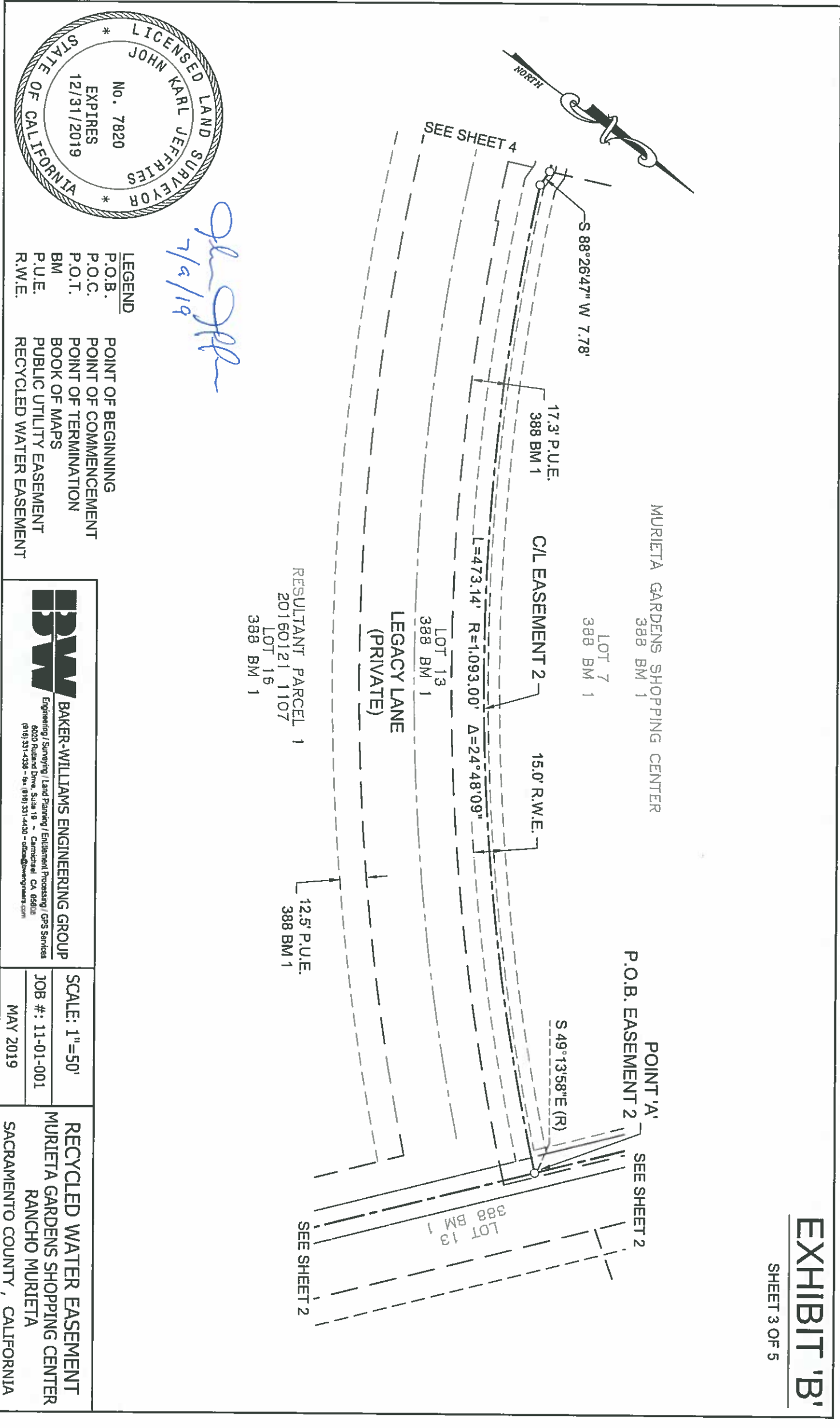
**BW** BAKER-WILLIAMS ENGINEERING GROUP  
Engineering / Surveying / Land Planning / Entitlement Processing / GPS Services  
4020 Rutland Drive, Suite 100 - Carmichael, CA 95608  
(916) 331-4336 - fax (916) 331-4431 - [info@bakwilliams.com](mailto:info@bakwilliams.com)

SCALE: 1"=50'
JOB #: 11-01-001
MAY 2019

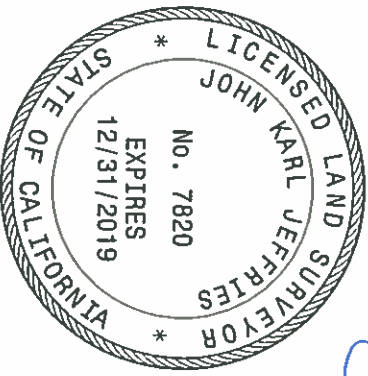
RECYCLED WATER EASEMENT  
MURIETA GARDENS SHOPPING CENTER  
RANCHO MURIETA  
SACRAMENTO COUNTY, CALIFORNIA

# EXHIBIT 'B'

SHEET 3 OF 5



*John Karl Jeffries*  
7/9/19



- LEGEND**
- P.O.B. POINT OF BEGINNING
  - P.O.C. POINT OF COMMENCEMENT
  - P.O.T. POINT OF TERMINATION
  - BM BOOK OF MAPS
  - P.U.E. PUBLIC UTILITY EASEMENT
  - R.W.E. RECYCLED WATER EASEMENT

RESULTANT PARCEL 1  
20160121 1107  
LOT 15  
388 BM 1

12.5' P.U.E.  
388 BM 1

LEGACY LANE  
(PRIVATE)

MURIETA GARDENS SHOPPING CENTER  
388 BM 1

LOT 7  
388 BM 1

POINT 'A'  
P.O.B. EASEMENT 2



**BAKER-WILLIAMS ENGINEERING GROUP**  
Engineering / Surveying / Land Planning / Equipment Processing / GPS Services  
6020 Rutland Drive, Suite 19 - Camarillo, CA 93608  
(916) 331-4238 - Fax: (916) 331-4430 - [info@bakerwilliams.com](mailto:info@bakerwilliams.com)

SCALE: 1"=50'

JOB #: 11-01-001

MAY 2019

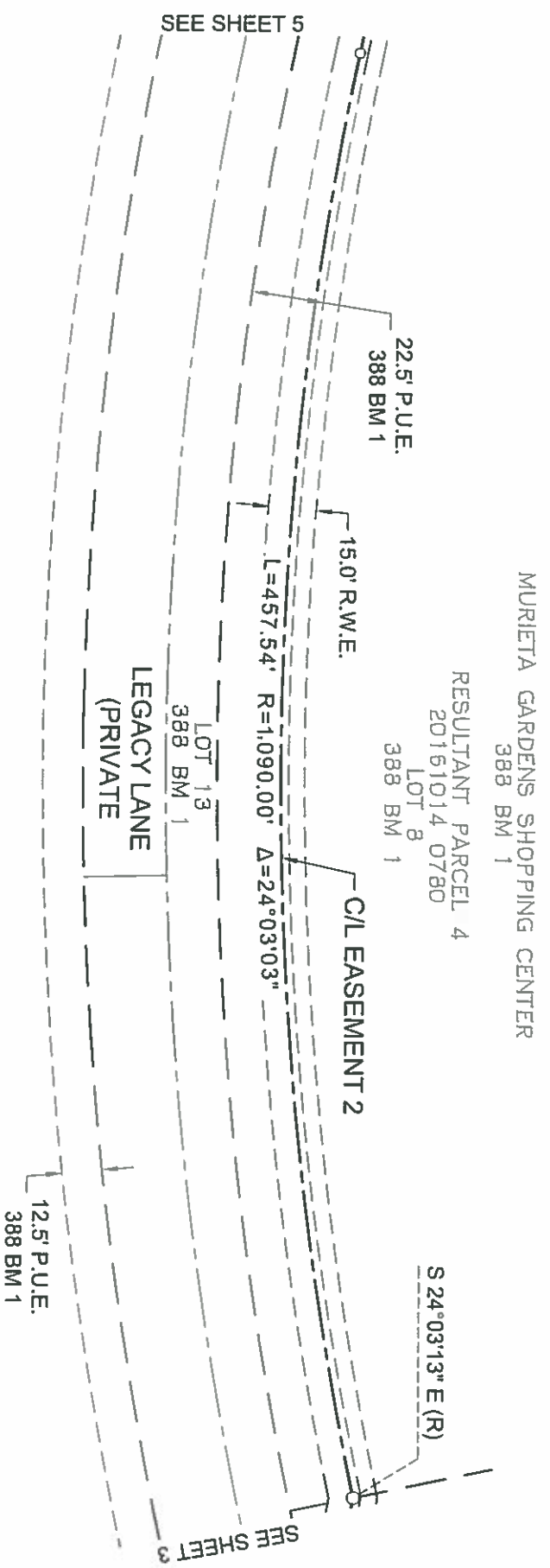
RECYCLED WATER EASEMENT  
MURIETA GARDENS SHOPPING CENTER  
RANCHO MURIETA  
SACRAMENTO COUNTY, CALIFORNIA

# EXHIBIT 'B'

SHEET 4 OF 5



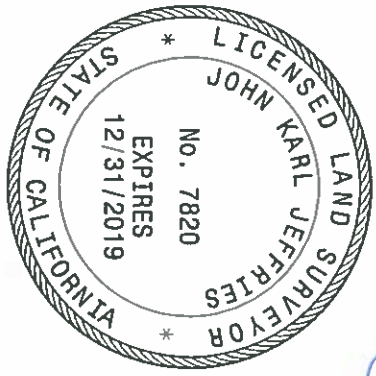
SEE SHEET 5



RESULTANT PARCEL 1  
20160121 1107  
LOT 13  
388 BM 1

RESULTANT PARCEL 4  
20161014 0780  
LOT 8  
388 BM 1

*JK*  
*2/9/19*



- LEGEND**
- P.O.B. POINT OF BEGINNING
  - P.O.C. POINT OF COMMENCEMENT
  - P.O.T. POINT OF TERMINATION
  - BM BOOK OF MAPS
  - P.U.E. PUBLIC UTILITY EASEMENT
  - R.W.E. RECYCLED WATER EASEMENT

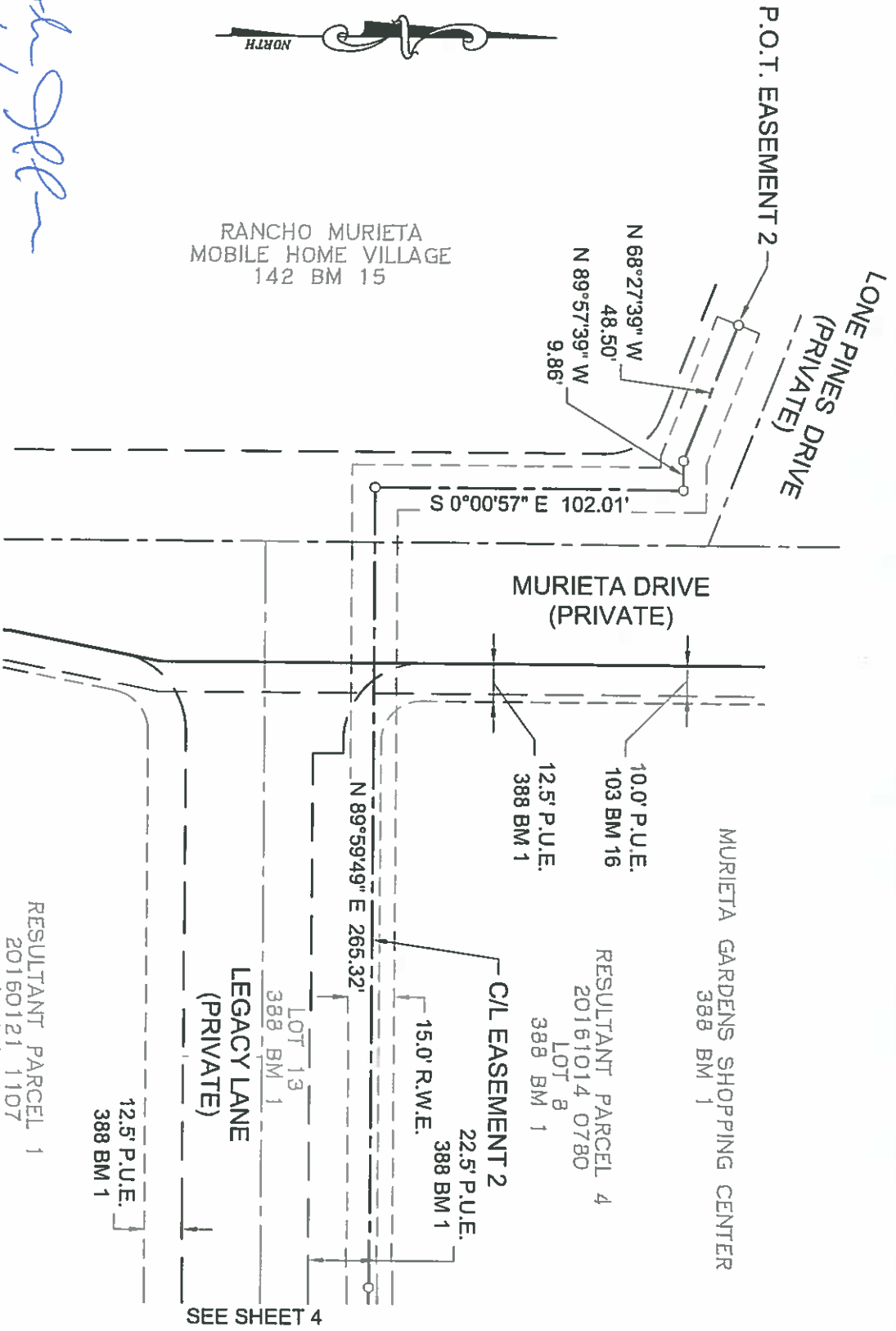
**BW** BAKER-WILLIAMS ENGINEERING GROUP  
 Engineering / Surveying / Land Planning / Entitlement Processing / GPS Services  
 6020 Rutland Drive, Suite 19 - Camarillo, CA 93605  
 (916) 331-4336 - fax (916) 331-4430 - [office@bakermw.com](mailto:office@bakermw.com)

SCALE: 1"=50'  
 JOB #: 11-01-001  
 MAY 2019

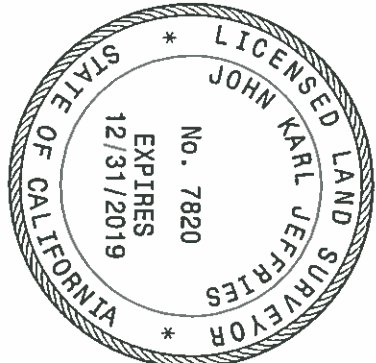
RECYCLED WATER EASEMENT  
 MURIETA GARDENS SHOPPING CENTER  
 RANCHO MURIETA  
 SACRAMENTO COUNTY, CALIFORNIA

# EXHIBIT 'B'


SHEET 5 OF 5



*John Jeffries*  
7/9/19



- LEGEND**
- P.O.B. POINT OF BEGINNING
  - P.O.C. POINT OF COMMENCEMENT
  - P.O.T. POINT OF TERMINATION
  - BM BOOK OF MAPS
  - P.U.E. PUBLIC UTILITY EASEMENT
  - R.W.E. RECYCLED WATER EASEMENT

 <p><b>BAKER-WILLIAMS ENGINEERING GROUP</b> Engineering / Surveying / Land Planning / Easement Processing / GPS Services 6020 Rutland Drive, Suite 118 - Camanche, CA 95604 (916) 331-4328 - Fax: (916) 331-4430 - info@bakerwilliams.com</p>	<p>SCALE: 1"=50'</p>	<p>RECYCLED WATER EASEMENT MURIETA GARDENS SHOPPING CENTER RANCHO MURIETA SACRAMENTO COUNTY, CALIFORNIA</p>
	<p>JOB #: 11-01-001</p>	
<p>MAY 2019</p>		

RESULTANT PARCEL 1  
20160121 1107  
LOT 16  
388 BM 1

RESULTANT PARCEL 4  
20161014 0780  
LOT 8  
388 BM 1

SEE SHEET 4



Recording requested by, and  
when recorded return to:

Rancho Murieta Community  
Services District  
15160 Jackson Road  
Rancho Murieta, CA 95683

Portion of APN 073-0890-012

SPACE ABOVE THIS LINE FOR RECORDER'S USE

### GRANT OF EASEMENT

*Conveyance to government agency -- exempt from recording fees (Government Code sections 6103 & 27383) and documentary transfer tax (Revenue and Taxation Code section 11922).*

**COSUMNES RIVER LAND LLC, a Delaware Limited Liability Company** ("Grantor"), the owner of that certain real property ("Property") located in the unincorporated area of the County of Sacramento, State of California, which is known as County Assessor's Parcel No. 073-0890-012, grants to **Rancho Murieta Community Services District**, a local government agency ("District"), a permanent and non-exclusive easement in gross (the "Easement") over, across and under a strip of the Property as described on the attached Exhibit A and as shown on the attached Exhibit B for the survey, design, installation, construction, excavation, use, operation, maintenance, repair, inspection, expansion, improvement, modification, removal, relocation and replacement of a **Water pipeline** and related valves, fittings, equipment, facilities and appurtenances; together with the following rights: (a) to reasonable ingress to, and egress from, the Easement over and across Grantor's lands for such purposes; (b) to temporarily use Grantor's lands contiguous to the Easement as may be necessary during construction-related activities; (c) to trim, cut down, clear away or remove any trees, brush, roots, other vegetation or other obstructions on the Easement that now or in the future may obstruct or interfere with the use of the Easement or access to the Easement area or pose a hazard to District equipment, facilities, employees or contractors; (d) to use gates on the Property in fences that may cross the Easement or that restrict access to the Easement; and (e) to mark the location of underground utilities by suitable markers set and maintained on the land surface above the utility line.

This Easement shall be subject to the following terms and conditions:

1. District shall have the right to use the Easement at any time without prior notice to Grantor as may be necessary or convenient for the purposes and rights described above. The Easement rights may be exercised by District and any of its employees, officers and authorized agents and contractors.

2. Grantor shall not disturb or tamper with any pipeline, valve, fitting, equipment, facility or appurtenance that District may construct or install within the Easement area. Grantor shall not construct any building, structure, or fence, conduct any excavation, grading, drilling, tree planting or other ground-surface alteration, or install any other pipelines or underground utilities on or within the Easement area without the prior written consent of District, which consent shall not be withheld unreasonably.

3. Grantor shall not grant to any third party any easement over, under, upon, across or through the Easement area that would unreasonably interfere with District's use of its Easement.

4. Grantor shall furnish District with keys to all gates that would otherwise restrict District's access to or within the Easement area.

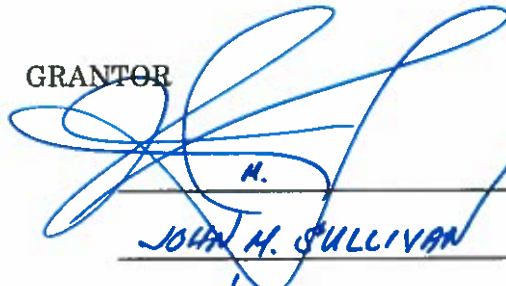
5. The Easement shall run with the Property and bind, and inure to the benefit of, the successors in interest of Grantor and successors in interest and assigns of District.

6. District shall indemnify, defend, protect and hold harmless Grantor, and its officers, employees and agents, from and against any and all liability, claims, damages, expenses, and costs to the extent caused by a negligent act, error or omission, willful misconduct or violation of law of or by District or its officer, employee or authorized agent or contractor in the exercise of rights granted to District by the Easement, except any loss or damage caused by Grantor's sole negligence, gross negligence, active negligence or willful misconduct.

7. Except for the Easement rights granted to District, Grantor shall continue to have the full use, occupancy and enjoyment of the Property.

Dated: \_\_\_\_\_, 20\_\_

GRANTOR



H.

JOHN H. SULLIVAN [name]

MANAGER [title, if applicable]

COSUMES RIVER LAND, LLC

ALL SIGNATURES MUST BE NOTARIZED

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**

**CIVIL CODE § 1189**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )  
County of Sacramento )  
On June 21, 2019 before me, Josh Bruno, notary public  
Date Here Insert Name and Title of the Officer  
personally appeared John M. Sullivan  
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Josh Bruno  
Signature of Notary Public



Place Notary Seal Above

**OPTIONAL**

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

**Description of Attached Document**

Title or Type of Document: Grant of Easement Document Date: 6-21-19  
Number of Pages: \_\_\_\_\_ Signer(s) Other Than Named Above: \_\_\_\_\_

**Capacity(ies) Claimed by Signer(s)**

- Signer's Name: \_\_\_\_\_
- Corporate Officer — Title(s): \_\_\_\_\_
- Partner —  Limited  General
- Individual  Attorney in Fact
- Trustee  Guardian or Conservator
- Other: \_\_\_\_\_

- Signer's Name: \_\_\_\_\_
- Corporate Officer — Title(s): \_\_\_\_\_
- Partner —  Limited  General
- Individual  Attorney in Fact
- Trustee  Guardian or Conservator
- Other: \_\_\_\_\_

Signer Is Representing: \_\_\_\_\_

Signer Is Representing: \_\_\_\_\_

**EXHIBIT 'A'**  
**WATERLINE EASEMENT**  
**RANCHO MURIETA**

A 15.00 foot wide Waterline easement over, across, and under a portion of Lot 12, and Lot 14 as shown on that certain map entitled "Amended Subdivision No. 06-0514, Murieta Gardens Shopping Center", filed December 18, 2015 in Book 388 of Maps, at Page 01, Sacramento County Official Records. Situated in the County of Sacramento, State of California. Being more particularly described as follows:

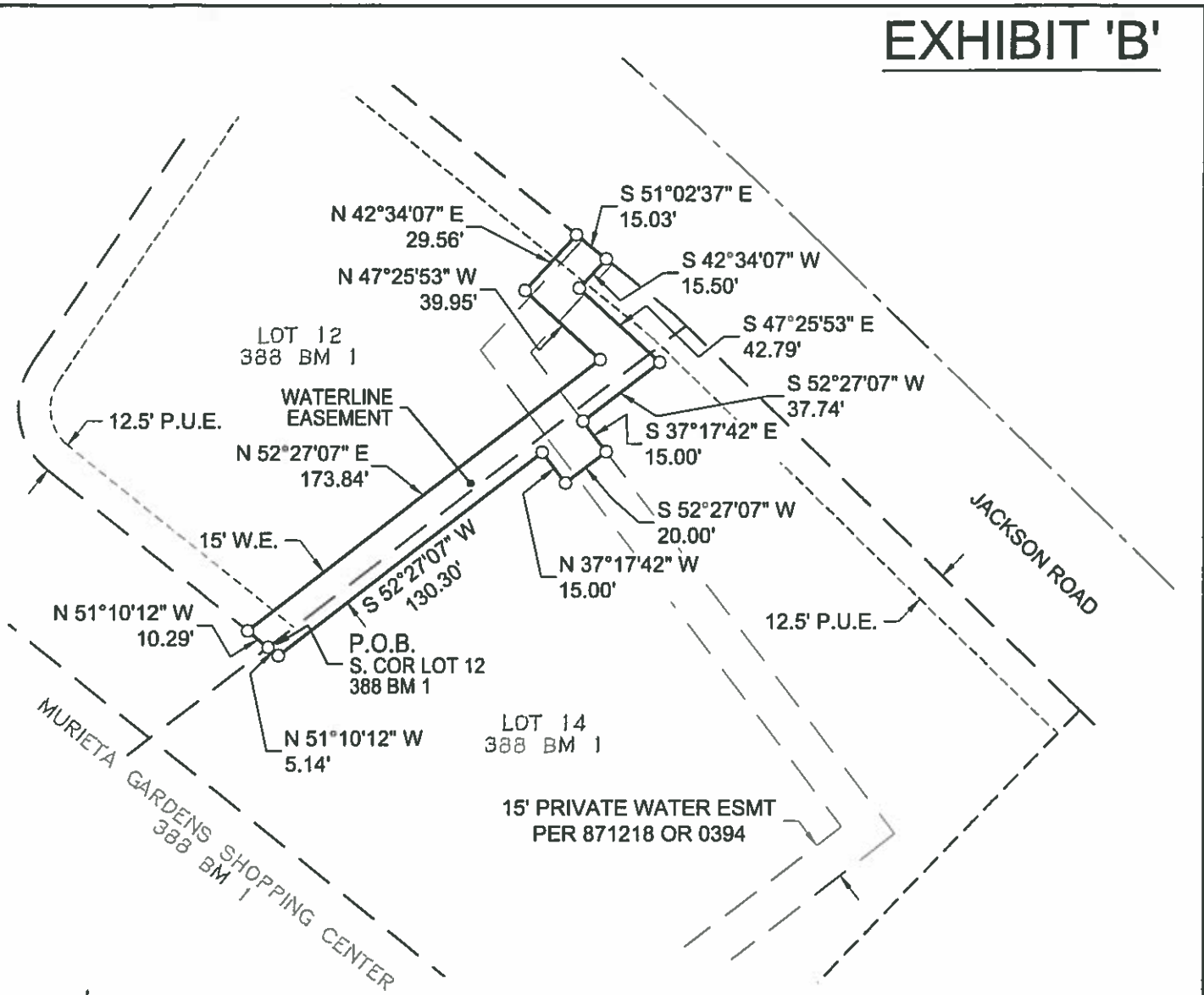
**Beginning** at the south corner of said Lot 12. Thence leaving said corner along the southwest boundary of said Lot 12 and common to the northeast boundary of Lot 13 of said map, North 51°10'12" West, 10.29 feet; thence leaving said common boundary, North 52°27'07" East, 173.84 feet; thence North 47°25'53" West, 39.95 feet; thence North 42°34'07" East, 29.56 feet to a point on the northeast boundary of said Lot 12, and common to the southwest right of way of Jackson Highway as shown on said map; thence along last said common line, South 51°02'37" East, 15.03 feet; thence leaving said common line, South 42°34'07" West, 15.50 feet; thence South 47°25'53" East, 42.79 feet; thence South 52°27'07" West, 37.74 feet; thence South 37°17'42" East, 15.00 feet; thence South 52°27'07" West, 20.00 feet; thence North 37°17'42" West, 15.00 feet; thence South 52°27'07" West, 130.30 feet to said northeast boundary of Lot 13; thence along last said boundary, North 51°10'12" West, 5.14 feet to the **Point of Beginning**.

End of Description.



*John Karl Jeffries*  
7/2/19

# EXHIBIT 'B'



**LEGEND**

- P.O.B. POINT OF BEGINNING
- W.E. WATERLINE EASEMENT
- R.W.E. RECYCLED WATERLINE EASEMENT
- OR OFFICIAL RECORD



*John Karl Jeffries*  
-12/19

**IBW** BAKER-WILLIAMS ENGINEERING GROUP  
 Engineering / Surveying / Land Planning / Entitlement Processing / GPS Services  
 6020 Rutland Drive, Suite 19 ~ Carmichael CA 95608  
 (916) 331-4338 ~ fax (916) 331-4430 ~ office@bwengineers.com

SCALE: 1"=60'

JOB #: 11-01-001

DATE: MAY, 2019

**WATERLINE EASEMENT  
RANCHO MURIETA**

SACRAMENTO COUNTY, CALIFORNIA

Recording requested by, and  
when recorded return to:

Rancho Murieta Community Services District  
P.O. Box 1050  
15160 Jackson Road  
Rancho Murieta, CA 95683

---

Portion APN 073-0890-020 and 073-0890-027 SPACE ABOVE THIS LINE FOR RECORDER'S USE

**GRANT OF EASEMENT**  
**Recycled Water Line Easement**

*Conveyance to government agency -- exempt from recording fees (Government Code sections 6103 & 27383) and documentary transfer tax (Revenue and Taxation Code section 11922).*

COSUMNES RIVER LAND, LLC, a Delaware Limited Liability Company (“Grantor”), the owner of that certain real property (“Property”) located in the unincorporated area of the County of Sacramento, State of California, which is known as County Assessor’s Parcel No.073-0890-020, as shown in Exhibit B, grants to Rancho Murieta Community Services District, a local government agency (“District”), a permanent and non-exclusive easement in gross (the “Easement”) over, across and under a strip of the Property as described on the attached Exhibit A and as shown on the attached Exhibit B for the survey, design, installation, construction, excavation, use, operation, maintenance, repair, inspection, expansion, improvement, modification, removal, relocation and replacement of a recycled water line and related valves, fittings, equipment, facilities and appurtenances; together with the following rights: (a) to reasonable ingress to, and egress from, the Easement over and across Grantor's lands for such purposes; (b) to temporarily use Grantor's lands contiguous to the Easement as may be necessary during construction-related activities; (c) to trim, cut down, clear away or remove any trees, brush, roots, other vegetation or other obstructions on the Easement that now or in the future may obstruct or interfere with the use of the Easement or access to the Easement area or pose a hazard to District equipment, facilities, employees or contractors; (d) to use gates on the Property in fences that may cross the Easement or that restrict access to the Easement; and (e) to mark the location of underground utilities by suitable markers set and maintained on the land surface above the utility line.

This Easement shall be subject to the following terms and conditions:

1. District shall have the right to use the Easement at any time without prior notice to Grantor as may be necessary or convenient for the purposes and rights described above. The Easement rights may be exercised by District and any of its employees, officers and authorized agents and contractors.

2. Grantor shall not disturb or tamper with any pipeline, valve, fitting, equipment, facility or appurtenance that District may construct or install within the Easement area. Grantor shall not construct any building, structure, or fence, conduct any excavation, grading, drilling, tree planting or other ground-surface alteration, or install any

other pipelines or underground utilities on or within the Easement area without the prior written consent of District, which consent shall not be withheld unreasonably.

3. Grantor shall not grant to any third party any easement over, under, upon, across or through the Easement area that would interfere with District's use of its Easement.

4. Grantor shall furnish District with keys to all gates that would otherwise restrict District's access to or within the Easement area.

5. The Easement shall run with the Property and bind, and inure to the benefit of, the successors in interest of Grantor and successors in interest and assigns of District.

6. District shall indemnify, defend, protect and hold harmless Grantor, and its officers, employees and agents, from and against any and all liability, claims, damages, expenses, and costs to the extent caused by a negligent act, error or omission, willful misconduct or violation of law of or by District or its officer, employee or authorized agent or contractor in the exercise of rights granted to District by the Easement, except any loss or damage caused by Grantor's sole negligence, gross negligence, active negligence or willful misconduct.

7. Except for the Easement rights granted to District, Grantor shall continue to have the full use, occupancy and enjoyment of the Property.

Dated: \_\_\_\_\_, 20\_\_

GRANTOR

\_\_\_\_\_

\_\_\_\_\_ *[name]*

\_\_\_\_\_ *[title, if applicable]*

ALL SIGNATURES MUST BE NOTARIZED

ACKNOWLEDGMENT BY NOTARY PUBLIC  
[Cal. Civ. Code § 1189]

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )  
County of \_\_\_\_)

On \_\_\_\_\_, 20\_\_, before me, \_\_\_\_\_, a notary public, personally appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (Seal)



**EXHIBIT ‘A’**  
**RECYCLED WATERLINE EASEMENT**  
**RANCHO MURIETA**

A 15.00 foot wide Recycled Waterline easement over, across, and under a portion of Lot 17, and Murieta Drive as shown on that certain map entitled “Amended Subdivision No. 06-0514, Murieta Gardens Shopping Center”, filed December 18, 2015 in Book 388 of Maps, at Page 01, Sacramento County Official Records. Situated in the County of Sacramento, State of California. Being more particularly described as follows:

**Commencing** at the northwest corner of said Lot 17. Thence along the north boundary of said Lot 17, South 89°57’39” East, 12.53 feet to a point on the easterly line of a 12.50 foot Public Utility Easement as shown on said map and the true **Point of Beginning**; thence along said north boundary, South 89°57’39” East, 15.04 feet; thence leaving said boundary, to the right along the arc of a 507.50 foot radius non-tangent curve, concave to the west, having a radial bearing of South 86°04’43” East, a central angle of 29°37’50”, and an arc length of 262.45 feet to the southerly boundary of said Lot 17; thence along last said boundary, South 52°30’00” West, 10.67 feet; thence leaving said boundary, North 56°01’35” West, 84.14 feet to a point on the northwest boundary of said Murieta Drive; thence along last said boundary, to the left along the arc of a 420.00 foot radius non-tangent curve, concave to the northwest, having a radial bearing of South 55°09’20” East, a central angle of 02°02’47”, and an arc length of 15.00 feet; thence leaving last said boundary, South 56°01’35” East, 72.51 feet to a point on said easterly line of the 12.50 foot Public Utility Easement; thence along last said line, to the left along the arc of a 492.50 foot radius non-tangent curve, concave to the west, having a radial bearing of South 57°01’44” East, a central angle of 28°55’53”, and an arc length of 248.69 feet to the **Point of Beginning**.

End of Description.

# EXHIBIT 'B'



RANCHO MURIETA  
MOBILE HOME PARK  
142 BM 15

P.O.C.  
NW CORNER LOT 17 388 BM 1  
3/4" REBAR W/ CAP LS 4732

RESULTANT PARCEL 1  
20160121 1107

LOT 16  
388 BM 1

S 89°57'39" E 12.53'  
S 89°57'39" E 15.04'  
S 86°04'43" E (R)

P.O.B.

15.0' R.W.E.

R.W.E. AREA  
5092± SF

RESULTANT PARCEL 2  
20160121 1107

LOT 17  
388 BM 1

MURIETA DRIVE

L=15.00'  
R=420.00'  
Δ=2°02'47"

S 55°09'20" E (R)

LOT 7  
98 BM 25

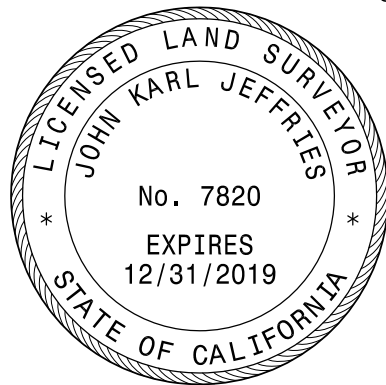
10' P.U.E.  
103 BM 16  
12.5' P.U.E.  
388 BM 1

S 56°01'35" E 72.51'  
N 56°01'35" W 84.14'

S 57°01'44" E (R)

S 52°30'00" W  
10.67'

LOT 5  
98 BM 25



**LEGEND**

- P.O.C. POINT OF COMMENCEMENT
- P.O.B. POINT OF BEGINNING
- BM BOOK OF MAPS
- R.W.E. RECYCLED WATER EASEMENT
- P.U.E. PUBLIC UTILITY EASEMENT



**BAKER-WILLIAMS ENGINEERING GROUP**

Engineering / Surveying / Land Planning / Entitlement Processing / GPS Services  
6020 Rutland Drive, Suite 19 ~ Carmichael CA 95608  
(916) 331-4336 ~ fax: (916) 331-4430 ~ office@bwengineers.com

SCALE: 1"=40'

JOB #: 19-04-018

DATE: MAY 2019

**RECYCLED WATER EASEMENT**

**LOT 17**

**RANCHO MURIETA**

**SACRAMENTO COUNTY, CALIFORNIA**

Recording requested by, and  
when recorded return to:

Rancho Murieta Community Services District  
P.O. Box 1050  
15160 Jackson Road  
Rancho Murieta, CA 95683

---

Portion APN 073-0190-109

SPACE ABOVE THIS LINE FOR RECORDER'S USE

**GRANT OF EASEMENT**  
**Recycled Water Line Easement**

*Conveyance to government agency -- exempt from recording fees (Government Code sections 6103 & 27383) and documentary transfer tax (Revenue and Taxation Code section 11922).*

MURIETA CLUB PROPERTIES LLC, a Delaware Limited Liability Company ("Grantor"), the owner of that certain real property ("Property") located in the unincorporated area of the County of Sacramento, State of California, which is known as County Assessor's Parcel No.073-0190-109, as shown in Exhibit B, grants to Rancho Murieta Community Services District, a local government agency ("District"), a permanent and non-exclusive easement in gross (the "Easement") over, across and under a strip of the Property as described on the attached Exhibit A and as shown on the attached Exhibit B for the survey, design, installation, construction, excavation, use, operation, maintenance, repair, inspection, expansion, improvement, modification, removal, relocation and replacement of a recycled water line and related valves, fittings, equipment, facilities and appurtenances; together with the following rights: (a) to reasonable ingress to, and egress from, the Easement over and across Grantor's lands for such purposes; (b) to temporarily use Grantor's lands contiguous to the Easement as may be necessary during construction-related activities; (c) to trim, cut down, clear away or remove any trees, brush, roots, other vegetation or other obstructions on the Easement that now or in the future may obstruct or interfere with the use of the Easement or access to the Easement area or pose a hazard to District equipment, facilities, employees or contractors; (d) to use gates on the Property in fences that may cross the Easement or that restrict access to the Easement; and (e) to mark the location of underground utilities by suitable markers set and maintained on the land surface above the utility line.

This Easement shall be subject to the following terms and conditions:

1. District shall have the right to use the Easement at any time without prior notice to Grantor as may be necessary or convenient for the purposes and rights described above. The Easement rights may be exercised by District and any of its employees, officers and authorized agents and contractors.

2. Grantor shall not disturb or tamper with any pipeline, valve, fitting, equipment, facility or appurtenance that District may construct or install within the Easement area. Grantor shall not construct any building, structure, or fence, conduct any excavation, grading, drilling, tree planting or other ground-surface alteration, or install any

other pipelines or underground utilities on or within the Easement area without the prior written consent of District, which consent shall not be withheld unreasonably.

3. Grantor shall not grant to any third party any easement over, under, upon, across or through the Easement area that would interfere with District's use of its Easement.

4. Grantor shall furnish District with keys to all gates that would otherwise restrict District's access to or within the Easement area.

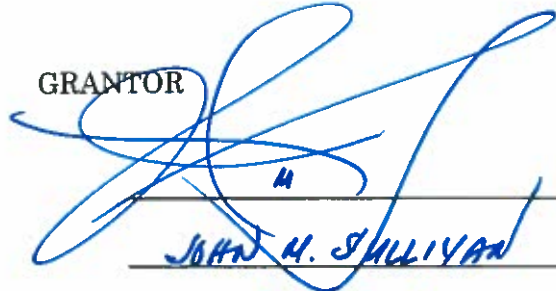
5. The Easement shall run with the Property and bind, and inure to the benefit of, the successors in interest of Grantor and successors in interest and assigns of District.

6. District shall indemnify, defend, protect and hold harmless Grantor, and its officers, employees and agents, from and against any and all liability, claims, damages, expenses, and costs to the extent caused by a negligent act, error or omission, willful misconduct or violation of law of or by District or its officer, employee or authorized agent or contractor in the exercise of rights granted to District by the Easement, except any loss or damage caused by Grantor's sole negligence, gross negligence, active negligence or willful misconduct.

7. Except for the Easement rights granted to District, Grantor shall continue to have the full use, occupancy and enjoyment of the Property.

Dated: \_\_\_\_\_, 20\_\_

GRANTOR



\_\_\_\_\_  
JOHN M. SULLIVAN [name]

\_\_\_\_\_  
MANAGER [title, if applicable]

HURieta CLUB PROPERTIES, LLC

ALL SIGNATURES MUST BE NOTARIZED

ACKNOWLEDGMENT BY NOTARY PUBLIC  
[Cal. Civ. Code § 1189]

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )  
County of Sacramento

On June 21, 2019, before me, Josh Bruno, a notary public, personally appeared John M. Sullivan, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/~~her~~/~~their~~ authorized capacity(ies), and that by his/~~her~~/~~their~~ signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature *Josh Bruno* (Seal)



**EXHIBIT 'A'**  
**RECYCLED WATERLINE EASEMENT**  
**RANCHO MURIETA**

A 15.00 foot wide Recycled Waterline easement over, across, and under a portion of Section 3, Township 7 North, Range 8 East, Mount Diablo Base and Meridian. Situated in the County of Sacramento, State of California. The centerline of which being more particularly described as follows:

**Commencing** at the East corner of Lot 14 as shown on that certain map entitled "Amended Subdivision No. 06-0514, Murieta Gardens Shopping Center", filed December 18, 2015 in Book 388 of Maps, at Page 01, Sacramento County Official Records. Thence leaving said corner, North 40°02'50" East, 120.31 feet to a point on the north right of way of Highway 16 (Jackson Road) and the true **Point of Beginning**; thence along said centerline, North 44°09'43" East, 20.00 feet; thence South 45°50'17" East, 82.02 feet; thence North 89°09'43" East, 297.01 feet; thence North 67°29'25" East, 26.80 feet to the **Point of Termination**.

The sidelines of said easement to be lengthened or shortened to terminate on said right of way of Highway 16.

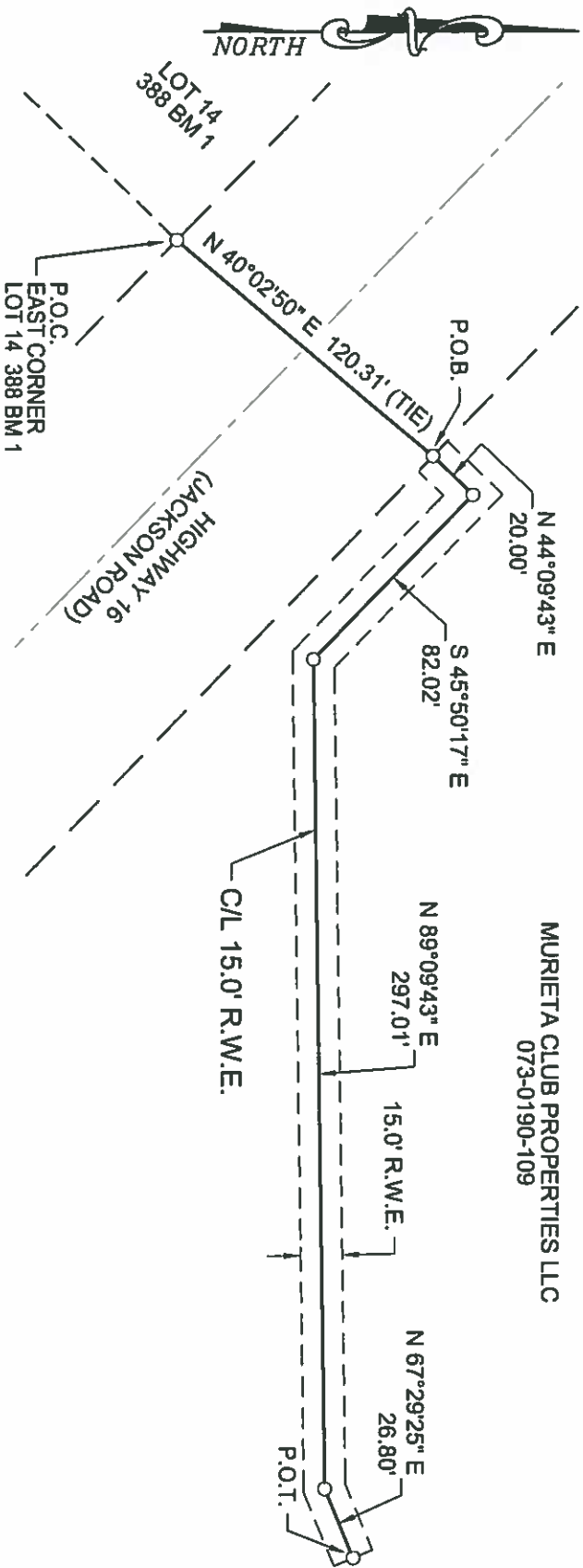
Containing 6,387 square feet, more or less.

End of Description.



*John Karl Jeffries*  
7/9/19

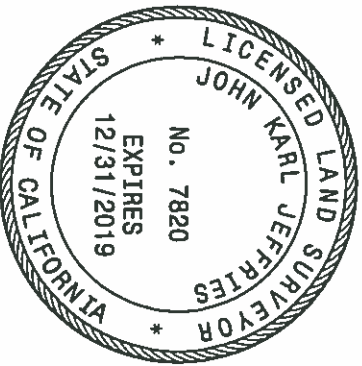
# EXHIBIT 'B'




MURIETA CLUB PROPERTIES LLC  
073-0190-109

- LEGEND**
- P.O.C. POINT OF COMMENCEMENT
  - P.O.B. POINT OF BEGINNING
  - P.O.T. POINT OF TERMINATION
  - BM BOOK OF MAPS
  - R.W.E. RECYCLED WATER EASEMENT

*John Karl Jeffries*  
7/9/19



 <b>BAKER-WILLIAMS ENGINEERING GROUP</b> Engineering / Surveying / Land Planning / Evidentiary Processing / GPS Services 6200 Rutland Drive, Suite 19 - Carmichael, CA 95608 (916) 331-4336 - fax (916) 331-4400 - office@bakerwilliams.com	SCALE: 1"=60'	<b>RECYCLED WATER EASEMENT</b> <b>RANCHO MURIETA</b> <b>SACRAMENTO COUNTY, CALIFORNIA</b>
	JOB #: 19-03-010 DATE: MAY 2019	

## MEMORANDUM

Date: July 2, 2019  
To: Board of Directors  
From: Finance Committee Staff  
Subject: Consider Introduction of Ordinance O2019-03, Amending District Code Chapter 14 Relating to Interest Rate on Delinquent Water Service Charges; Chapter 15 Relating to Interest Rate on Delinquent Sewer Service Charges; Chapter 16A Relating to Interest Rate of Delinquent Drainage Special Taxes; Chapter 21 Relating to Interest Rate on Delinquent Security Special Taxes; and Chapter 31 Relating to Solid Waste Collection and Disposal Service Charges and Collection Through the County Tax Roll

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### RECOMMENDED ACTION

Introduce Ordinance O2019-03, Amending District Code Chapter 14 Relating to Interest Rate on Delinquent Water Service Charges; Chapter 15 Relating to Interest Rate on Delinquent Sewer Service Charges; Chapter 16A Relating to Interest Rate of Delinquent Drainage Special Taxes; Chapter 21 Relating to Interest Rate on Delinquent Security Special Taxes; and Chapter 31 Relating to Solid Waste Collection and Disposal Service Charges and Collection Through the County Tax Roll, waive the full reading and continue to the August 21, 2019 Regular Board meeting for adoption.

### BACKGROUND

A request to evaluate the potential to increase the interest charge amount originated when District staff provided a detailed accounting of the high amount of delinquent accounts reported at the May 15, 2019, Board meeting. After a short discussion amongst Board members, the staff was requested to evaluate the possibility of increasing the current 0.5% delinquent account fee. The Board wanted to decide if the current fee was in the best interest of the District and its rate payers. On June 17, 2019, after reviewing the staff memo, the Board agreed that staff should provide a proposal to the Finance Committee, to increase interest charges for delinquent accounts from 0.5%, to 1.0%. As discussed at the June 17, 2019, Board meeting, all current past due accounts, incur the following charges:

1. A one-time basic penalty of ten percent (10%) shall be added to each delinquent bill for the first month the bill is delinquent. (Amended by Ordinance # 96-3)
2. After levying the basic penalty provided in Section 9.06 (a), the District shall thereafter levy an additional penalty of one-half percent (.5%) per month to all delinquent charges and basic penalties remaining unpaid, until and unless the Board requests the County Auditor to include the amount of all delinquent rates, charges, and penalties on the bills for taxes levied against the appropriate premises as set forth in Section 9.09. (Amended by Ordinance No. 96-3)

### RELATED STATE AND DISTRICT CODE

For fees and charges, the maximum penalty and interest are provided by Government Code Section 61115(a)(3)(C). This authorizes "a basic penalty for the nonpayment of charges of not more than 10%, plus an additional penalty of not more than 1% per month for the nonpayment of the charges and the basic penalty."



The current District penalties are set at the 10% maximum and the interest is fixed at 0.5% per month, meaning that there is room to increase the interest rate up to 1% per month. (District Code Chapter 14, Section 9.06; District Code Chapter 15, Section 7.10; and District Code Chapter 31, Section 4.03(f).)

Security and drainage special taxes are also subject to the same penalties for nonpayment as the monthly District fees and charges. (Government. Code Sec. 50077(b); District Ordinance No. 98-1, Section. 4.00 and District Ordinance No. 98-2, Section. 4.00; District Code Chapter 16A, Section 4.00 and District Code Chapter 21, Section 7.01). Therefore, the maximum penalty and interest imposed on delinquent special tax payments should be the same as the penalty and interest imposed by the District on delinquent fees. The special taxes also are subject to the same 10% (one time) and potential for up to 1% per month limits set forth above.

**The Finance Committee recommends adoption.**

## ORDINANCE NO. O2019-03

### AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT, AMENDING DISTRICT CODE CHAPTER 14 RELATING TO INTEREST RATE ON DELINQUENT WATER SERVICE CHARGES; CHAPTER 15 RELATING TO INTEREST RATE ON DELINQUENT SEWER SERVICE CHARGES; CHAPTER 16A RELATING TO INTEREST RATE ON DELINQUENT DRAINAGE SPECIAL TAXES; CHAPTER 21 RELATING TO INTEREST RATE ON DELINQUENT SECURITY SPECIAL TAXES; AND CHAPTER 31 RELATING TO INTEREST RATE ON DELINQUENT SOLID WASTE COLLECTION AND DISPOSAL SERVICE CHARGES AND COLLECTION THROUGH THE COUNTY TAX ROLL

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

SECTION 1. Purpose and Authority. The purpose of this ordinance is to increase the interest rate on delinquent District water, sewer and solid waste collection and disposal service charges and drainage and security special taxes from 0.5% to 1% per month. Government Code section 61115(a)(3)(C) authorizes the District to impose “a basic penalty for the nonpayment of charges of not more than 10 percent, plus an additional penalty of not more than 1 percent per month for the nonpayment of the charges and the basic penalty.” The Board desires to increase the interest rate on delinquent service charges and special taxes to the full 1% per month authorized by state law. The ordinance also provides for the District to collect delinquent solid waste service charges on the County tax roll as authorized by state law.

SECTION 2. Service Charge and Tax Adjustments; District Code Amendments

- I) The Water Code, Chapter 14, Section 9.06 Delinquencies – Basic Penalty is amended to read as follows:
  - a. A one-time basic penalty of ten percent (10%) of the delinquent service charges shall be added to each delinquent bill for the first month the bill is delinquent.
  - b. After levying the basic penalty provided in Section 9.06(a), the District shall thereafter levy an additional penalty of one percent (1%) per month to all delinquent charges and basic penalties remaining unpaid, until and unless the Board requests the County Auditor to include the amount of all delinquent rates, charges, and penalties for collection on the County property tax roll as set forth in Section 9.09. Monies paid when any portion of an account is delinquent shall first be credited to interest and penalties, then to the delinquent portion of the bill, and then to the current portion of the bill.
- II) The Sewer Code, Chapter 15, Section 7.10 Delinquency Penalty is amended to read as follows:
  - a. A one-time basic penalty of ten percent (10%) of the delinquent charges shall be added to each delinquent bill for the first month the bill is delinquent.
  - b. After levying the basic penalty provided in Section 7.10(a), the District shall thereafter levy an additional penalty of one percent (1%) per month to all delinquent charges and basic penalties remaining unpaid, until and unless the Board requests the County Auditor to include the amount of all delinquent rates, charges, and penalties for collection on the County property tax roll as set forth in Section 7.13. Monies paid when any portion of an account is delinquent shall first be credited to interest and penalties, then to the delinquent portion of the bill, and then to the current portion of the bill.

III) The Drainage Special Tax, Chapter 16A, Section 4.00 Collection is amended to read as follows:

- a. The drainage tax shall be collected with other monthly District taxes, fees and charges and shall be subject to the same penalties for nonpayment as other monthly District taxes, fees and charges. A special tax bill is delinquent if not paid and received at the District office by the 25<sup>th</sup> day of the month following the month in which the bill was mailed.
- b. A one-time basic penalty of ten percent (10%) of the delinquent taxes shall be added to each delinquent bill for the first month the bill is delinquent.
- b. After levying the basic penalty provided in Section 4.00(b), the District shall thereafter levy an additional penalty of one percent (1%) per month to all delinquent taxes and basic penalties remaining unpaid, until and unless the Board requests the County Auditor to include the amount of all delinquent taxes and penalties for collection on the County property tax roll as authorized by section 4.00(a), chapter 14, section 9.09, and chapter 15, section 7.13. Monies paid when any portion of an account is delinquent shall first be credited to interest and penalties, then to the delinquent portion of the bill, and then to the current portion of the bill.

IV) The Security Code, Chapter 21, Section 7.01 Penalty for Late Payment is amended to read as follows:

A one-time basic penalty of ten percent (10%) of the delinquent taxes shall be added to each delinquent bill for the first month the charge is delinquent. Thereafter, an additional penalty of one percent (1%) per month shall be added to all delinquent taxes and basic penalties remaining unpaid, until the District requests the County Auditor to include the amount of the delinquent taxes and penalties for collection on the County property tax roll as set forth in Section 7.03. Monies paid when any portion of an account is delinquent shall first be credited to interest and penalties, then to the delinquent portion of the bill, and then to the current portion of the bill.

V) The Solid Waste Collection and Disposal Code, Chapter 31, Section 4.03 (Collection Rates and Billings), subsection (f), is amended as to read follows:

f. Delinquency Penalty

1. A one-time basic penalty of ten percent (10%) of the delinquent service charges shall be added to each delinquent bill for the first month the bill is delinquent.
2. After levying the basic penalty provided in Section 4.03(f)(1), the District shall thereafter levy an additional penalty of one percent (1%) per month to all delinquent charges and basic penalties remaining unpaid, until and unless the Board requests the County Auditor to include the amount of all delinquent rates, charges and penalties for collection on the County property tax roll as set forth in Section 4.03(g). Monies paid when any portion of an account is delinquent shall first be credited to interest and penalties, then to the delinquent portion of the bill, and then to the current portion of the bill.

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Section 4.03, Collection Rates and Billings, subsection (g) is added to read as follows:

g. Collection of Delinquent Charges on County Tax Roll

All rates, charges, penalties, and interest, which remain delinquent, may be collected on the County property tax roll in the same manner as property taxes in accordance with Government Code section 61115(b), provided that the District shall first have given the property owner notice and an opportunity to be heard as provided by law. After delinquent amounts have been turned over to the County Auditor for collection, no payment shall be received by the District on the delinquent amounts except as collected by the County Tax Collector.

SECTION 3. Superseder. This ordinance supersedes prior inconsistent District ordinances, resolutions, policies, rules, and regulations concerning the subject matter of this ordinance.

SECTION 4. Effective Date. This ordinance shall take effect 30 days after its adoption.

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 17<sup>th</sup> day of July 2019.

**PASSED AND ADOPTED** by the Board of Directors of the Rancho Murieta Community Services District, Sacramento County, California, at a meeting held on the 21<sup>st</sup> day of August 2019, by the following roll call vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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Les Clark, President of the Board  
Rancho Murieta Community Services District

[seal]

**ATTEST:**

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Suzanne Lindenfeld, District Secretary

**Sierra Network Seat – B**  
**Candidate Statement – Ginger Root**

I have worked with Special Districts since January 1, 1976 as a Board Clerk, and now a CAO for three Fire Districts, Board Clerk for a fourth Fire District, and a Board Clerk and GM for a Sanitary District. in San Joaquin County. I am a nonvoting member of the three Fire District Boards of Directors. I was Treasurer of the San Joaquin County Fire Chiefs Association for 27 years. I worked with the Special Fire Districts as a participant and a discussion contributor when writing SB 515 the "Fire Protection District Law of 1987". I have been a member to the CSDA Board for three terms and two appointed years. I served as Treasurer for two years. California Special Districts Association is growing and developing in a very positive way and I am privileged to serve on the Board and would like to continue to do so this coming term. I respectfully request that you support me and vote for me.

Thank you,  
Ginger Root



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Districts Association  
*Districts Stronger Together*

## 2019 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Ginger Root

District/Company: Country Club Sanitary District

Title: GM / Clerk of the Board

Elected/Appointed/Staff: Appointed

Length of Service with District: 20+ years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

CSDA Board representative

Audit Committee (Chair) Finance Committee

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

\_\_\_\_\_  
\_\_\_\_\_

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

\_\_\_\_\_  
\_\_\_\_\_

4. List civic organization involvement:

\_\_\_\_\_  
\_\_\_\_\_

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after April 17, 2019 will not be included with the ballot.**



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## 2019 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: GINGER ROOT

District/Company: LINCOLN RURAL COUNTY FIRE PROTECTION DISTRICT

Title: CAO / CLERK OF THE BOARD

Elected/Appointed/Staff: STAFF

Length of Service with District: 02/05/1975 TO PRESENT

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

DIRECTOR FOR CSDA - AUDIT COMMITTEE - FISCAL COMMITTEE

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

NO

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

4. List civic organization involvement:

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after April 17, 2019 will not be included with the ballot.**



## Chris Burns

Candidate for Sierra Network Seat B  
Board of Directors  
California Special Districts Association

### **Endorsed by:**

- Senator Jim Nielsen
- Stanislaus County Supervisor Tom Berryhill
- Stanislaus County Supervisor Kristin Olsen

Chris will bring over 25 years of Legislative experience and perspective to the CSDA Board of Directors. He wants to use his experience to help CSDA staff and members outreach and advocate for special districts before the Legislature.

He has lived in the Sacramento region for over 30 years where he began working at the California State Legislature after graduating from the University of California Davis with a political science degree. He was elected to the Reclamation District 1000 Board of Trustees in November 2017.

Chris understands the unique role special districts play in providing vital services to our communities. He has worked in various positions for many Legislators who represented rural areas in Calaveras, Stanislaus, Amador, Tuolumne, Kern, San Luis Obispo, and San Bernardino Counties.

In addition to his work on legislation and budget issues, he currently serves as a Consultant to Senators serving on the Senate Rules Committee. In this capacity, he evaluates the Governor's Agency Secretaries, Department Directors and other boards and commissions appointees such as CAL FIRE, State Water Resources Control Board, and the Secretary of the Natural Resources Agency. He advises Senators on the competency of the Governor's appointee and recommends if they should be confirmed.

Please contact Chris with any questions: [CBurns@RD1000.org](mailto:CBurns@RD1000.org) or 916.600.8426.

### **Voting Begins June 17<sup>th</sup> and ends August 9, 2019**

Districts will be emailed their ballot on or before June 17<sup>th</sup>. Any questions on the ballots and voting, contact Amber Phelen at CSDA.

[amberp@csda.net](mailto:amberp@csda.net)

### **CSDA Sierra Network consists of the following Counties:**

Alpine, Amador, Butte, Calaveras, El Dorado, Nevada, Placer, Sacramento, San Joaquin, Sierra, Stanislaus, Tuolumne, Yuba.





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## 2019 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Chris Burns

District/Company: Reclamation District 1000

Title: Trustee

Elected/Appointed/Staff: Nov 2017

Length of Service with District: 1.5 years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

2018 CSDA Annual Conference - Indian Wells.

CSDA Gold Country Regional Chapter Workshop Jan 2019

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

Not as a member or elected, but have worked with many

during my career - RLRC, CSAC, League and ACWA

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

Sacramento Area Flood Control Agency

4. List civic organization involvement:

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after April 17, 2019 will not be included with the ballot.**

## CANDIDATE STATEMENT FOR CINTHIA SAYLORS

My name is Cinthia Saylor. I was elected as Director for the Sacramento Metropolitan Fire District, Division 1, in December 2018. I served the public for nearly 24 years with the City of Sacramento Fire Department, retiring in 2011. I love and understand the fire service, and held many ranks while working. I spent my career doing and learning as much as I could about the job, the brother/sisterhood, and the changes technology brought and are still bringing to the job. I have put out fires, sat on committees with Chiefs, and testified during court trials.

In addition to my professional career, I have lived in the Rio Linda/Elverta area for nearly 30 years. I love the rural feel of the area and my horses like it too. I have witnessed the changes within our community, and the growth of the population in a rural community and the changes that growth brings. That knowledge and understanding will further assist me if elected to serve as the Board Member for CSDA's Sierra Network.

With my background, training, and experience I know I can be an effective Board Member for the California Special District Association. As an elected member of a special district, I know that agencies like CSDA help local leaders magnify their positions and give them the tools to be successful. I want to be a part of that!

Thank you for reading this and thank you for your vote.



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## 2019 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Cynthia Gaylor  
District/Company: Sacramento Metropolitan Fire District  
Title: Director, Division 1  
Elected/Appointed/Staff: Elected  
Length of Service with District: First elected 12/2018

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

N/A

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

N/A

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

N/A

4. List civic organization involvement:

N/A

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after April 17, 2019 will not be included with the ballot.**

## **CSDA BOARD OF DIRECTORS NOMINATION/CANDIDATE'S STATEMENT**

### **JERRY L. GILMORE/TRUCKEE SANITARY DISTRICT**

My name is Jerry Gilmore. I am submitting this application to represent the Sierra Network on the CSDA Board of Directors.

I have served on the Truckee Sanitary District Board of Directors for twenty five years and was recently re-elected for a seventh term. Our District has received fifteen local and state "Collection System of the Year" awards from the California Water Environment Association, including three "Best of the Best" recognitions and numerous individual and safety awards. I mention these recognitions as a team member of a very successful board.

I am a U.S. Navy, Vietnam veteran and have remained actively involved with military associated organizations over the years, including the U.S. Naval Sea Cadets, Civil Air Patrol, and currently, as the immediate Past Division Commander in the Coast Guard Auxiliary.

I currently serve as a Field Admissions Representative for the United States Merchant Marine Academy at Kings Point, New York. I am also a long-time member of Congressman Tom McClintock's Academy Admissions Review Panel.

My wife, Judy, and I have lived in Truckee for over 40 years. I am a California licensed contractor and own a successful business in Tahoe/Truckee.

I have always made it a priority to be an involved community member. That involvement includes: Town of Truckee Incorporation Committee, CATT formation team, River Oaks Homeowners Board, Glenshire Mutual Water Company Board, as well as many School District programs/committees. After attending numerous CSDA conferences, I have seen the value CSDA brings to the community of special districts, and would like to become more involved.

I understand the commitment and expectations of this position and pledge to live by those standards. I ask for your support.

Thank you,

Jerry L. Gilmore



## 2019 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: JERRY GILMORE

District/Company: TRUCKEE SANITARY DISTRICT

Title: DIRECTOR

Elected/Appointed/Staff: ELECTED

Length of Service with District: 25 YEARS

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

ATTENDANCE AT ANNUAL CONFERENCES

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

CASA (CALIFORNIA ASSOCIATION OF SANITATION AGENCIES)

CSRMA (CALIFORNIA SANITATION RISK MANAGEMENT AUTHORITY)

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

5 YEARS ON CONGRESSMAN TOM MCCUNTOCKS'

MILITARY ACADEMY ADMISSIONS REVIEW BOARD

4. List civic organization involvement:

CIVIL AIR PATROL - BOTH SENIOR + CADET PROGRAMS

US NAVAL SEA CADET SENIOR OFFICER

US COAST GUARD AUXILIARY - PAST DIVISION COMMANDER

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after April 17, 2019 will not be included with the ballot.**

## Candidate Statement

### Jessica Dias -Fulton El Camino Recreation and Park District Director

I'm new to public service, but not to leadership roles. I've spent the last 20 years in the insurance industry in a variety of leadership positions; both executive and strategic. In the past year that I have served on the Board of Directors for Fulton-El Camino Recreation and Park District, I have been amazed and humbled by the ingenuity, passion and commitment of our special district. I have no doubt these qualities exist across all special districts in California. While I am still learning, I'd bring a fresh perspective and strong leadership skills to this role. I look forward to learning more about all independent special districts inside and outside the Sierra network and supporting your district as a Board Member for the CSDA.



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### 2019 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Jessica Dias  
District/Company: Fulton - El Camino Rec District  
Title: Vice-Chair (BOD)  
Elected/Appointed/Staff: Elected  
Length of Service with District: 1 year

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

Will be attending July conference

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

No

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

No

4. List civic organization involvement:

NA

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after April 17, 2019 will not be included with the ballot.**



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## 2019 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Nancy Mora  
 District/Company: Groveland Community Services District  
 Title: Director / Vice-President  
 Elected/Appointed/Staff: Appointed  
 Length of Service with District: 14 months

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

No

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

No

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

No

4. List civic organization involvement:

Member PML Airport Association

Substitute reader at Groveland library (read to preschoolers Fri a.m's)  
Wheels driver at SSSI, driving seniors to appointments, errands, etc.

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after April 17, 2019 will not be included with the ballot.**

Special Districts Governance Award 3-26-19

2019 Spec. Dist leadership Academy Advanced Coursework Apr 7-10, 2019

2018 " " " " Apr 15-18, 2018



April 15, 2019

Nancy Mora  
Candidate Statement  
2019 CSDA Board Candidate

I would like to be considered as a Board Member with CSDA. I am currently a Board Member at the Groveland Community Services District. I joined the Board in February of 2018 after another member resigned. I have always been one to be involved in my community, and figured this was a great way to do just that. During the time I've been serving on the Board, I've worked to learn as much as I can, completing the following courses:

2018 Special District Leadership Academy – April 15-18, 2018

Special Districts Governance Award – March 26, 2019

2019 Special Districts Leadership Academy Advanced Coursework – April 7-10, 2019

A little bit about me. I was born and raised in North Dakota and met my husband there, who was in the military. The Air Force is what brought us to California. While based in Merced, CA we visited this sleepy little town called Groveland, and decided then we would retire here in the mountains. We bought a piece of land in 1986 planning to do just that, moved up here full time in 2016 and love it.

The majority of my career was spent in the printing industry. I worked for a large, commercial printing company located in Merced for thirty years. Most of that time was in Customer Service, first as a representative, then a team leader, and finally as department manager. My husband and I also own two UPS Stores. I realize neither of these relate exactly to water/sewer/fire/park district, but hopefully it shows that I'm a dedicated worker and ideally, that I have a good sense of business.

Thanks in advance for your consideration.

Nancy Mora



2729 Prospect Park Drive, Suite 230  
Rancho Cordova, CA 95670  
(916) 842-3300

Patrick Larkin  
General Manager  
Cordova Recreation and Park District  
Candidate Statement

I have been a member of CSDA for 14 years. I have learned a lot from the educational opportunities CSDA provides. The assets I would bring to the CSDA Board of Directors if elected include having strong interpersonal communication and relationship building skills. I will work well with other Board members to set and achieve realistic goals that benefit the CSDA membership. I am an active listener, in that, I believe you can learn a lot more by listening than by speaking. I have a good sense of humor and love to work in high functioning teams. I am also a maximizer. I use this strength to take something good to something superb. I want to hear what the CSDA members want and need and plan to address the wants and needs to best serve as a Board Member representing the Sierra Network.

I enjoy building relationships with others which is the foundation of any successful organization. I am a good coach and mentor and enjoy developing people. I will use my communication strengths to advocate and pull out the wants and needs of the membership and work with the CSDA Board to address them and look to solve problems or issues of concern.



## 2019 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

**Name:** Patrick Larkin

**District/Company:** Cordova Recreation and Park District

**Title:** General Manager

**Elected/Appointed/Staff:** Appointed

**Length of Service with District:** two years and two months

**Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):**

Attended CSDA General Manager Summit and CSDA Conference  
Attended Ethics training  
Hosted a park tour for CSDA members and staff  
Featured article on Heron Landing Park on CSDA website and magazine.

**Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):**

CA Parks and Recreation Society (CPRS) District 2 President

National Park and Recreation Association (NRPA) Certified Park and Recreation Professional

**List local government involvement (such as LAFCo, Association of Governments, etc.):**

CRPD Board members appointed to:  
Sacramento LAFCO- Special District Advisory Committee  
CA Association of Recreation and Park Districts (CARPD)  
Sacramento County Consolidated Redevelopment Agency Oversight Board  
CA Association of Park & Recreation Commissioners & Board Members (CAPRCBM Board)

**1. List civic organization involvement:**

Rancho Cordova Chamber of Commerce -Leadership Rancho Cordova class 13

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after April 17, 2019 will not be included with the ballot.**

# MEMORANDUM

**Date:** July 12, 2019  
**To:** Board of Directors  
**From:** Mark Martin, General Manager  
**Subject:** Board Goals Update/Review

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## BACKGROUND

In February 8, 2019, staff worked with the Board to establish District operational goals for 2019. This item is to review the 2019 Board goals, discuss staffs' progress in meeting those goals, and receive feedback from the Board.

STRATEGIC GOALS					RANKING (IF NO RANK PROVIDED, EACH RECOMMENDED GOAL ASSIGNED A VALUE OF "1")								GOAL DETAILS
1. PROVIDE NEEDED COMMUNITY SERVICES													
2. OPTIMIZE LEVEL OF SERVICE													
3. EMPLOY A QUALITY WORKFORCE													
4. MAINTAIN GOOD RELATIONSHIPS													
5. HANDLE FINANCES EFFECTIVELY					CLARK	JENCO	MERCHANT	BUTLER	MAYBEE	# DIR VOTE	Calc		
1	2	3	4	5									
				X	1	3	1	4	6	2	5	16	<p><b>EFFECTIVELY MANAGE DISTRICT FINANCES</b>                      -ASSESS THE LONG-TERM FINANCIAL POSITION OF THE DISTRICT                      -ENHANCE RATE SETTING ANALYSIS &amp; PROCEDURES                      -ENHANCE FINANCIAL REPORTING &amp; REVIEW</p> <p><b>CLARK</b>                      - 5 year CIP &amp; CRP rolling projections                      - Comprehensive Water charges and payments, including CIA to RMA</p> <p><b>BUTLER</b>                      - Effectively manage District Finances- Use most recent Reserve study to provide necessary guidance in expenditures, planned and unplanned.                      - Address and Review development plans (<i>intent of development</i>), past, current and future to determine our actual financial exposure.</p> <p><b>MERCHANT</b>                      1. New financial reporting tools to assess cash flow/operating capital, reserve status and long term personnel/retirement liabilities.                      2. An asset evaluation of current reservable infrastructure and equipment.                      3. <i>Better understanding of how "Depreciation" fits into finance picture</i>                      4. <i>Assess long term rates view based on District needs</i>                      5. <i>Better Communication</i>                      6. <i>More digestible narrative instead of current format</i>                      7. <i>Improve budget justification communication re: rate levels</i>                      8. <i>Competitive analysis - Comp to other agencies rates vs. economy of scale</i></p> <p>Success would be defined as meeting the criteria below                      1. A year end "red, yellow or green" assessment and key items of focus to improve our initial rating                      2. A board decision on a satisfactory level of reserves as a whole                      3. A long term plan to fund this level of reserves and any other liabilities of concern</p> <p><b>MERCHANT</b></p> <p><b>FINANCIAL REPORTING</b>                      -"EBITA" Type Report                      - Reserve Status Breakout                      - Pension/Personnel Liability                      - Quarterly Review                      - Detailed Review at Finance Comm.                      - (Allows streamline reporting for Board Meetings)</p> <p><b>SECURITY COST ANALYSIS</b>                      1. Identify/Document "Basic Services"                      2. Apply revenue to basic costs and determine special tax revenue vs. basic services                      3. Establish rate sheets for additional costs                      4. Establish costs for "Special Event"/Special Response services                      5. Pursue re-billing/revenue opportunities (e.g. Speeding Program)</p>

STRATEGIC GOALS														
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2. OPTIMIZE LEVEL OF SERVICE														
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5. HANDLE FINANCES EFFECTIVELY														
RANKING (IF NO RANK PROVIDED, EACH RECOMMENDED GOAL ASSIGNED A VALUE OF "1")														
1	2	3	4	5	2019 PRIORITY	OPERATIONAL GOALS	CLARK	JENCO	MERCHANT	BUTLER	MAYBEE	# DIR VOTE	Calc	GOAL DETAILS
X					2	SECURITY Services	5	3	3	3	1	5	18	<p><b>CLARK</b></p> <ul style="list-style-type: none"> <li>- Ensure delivery of desired services identified by majority of fully informed, willingly funding constituents</li> </ul> <p><b>BUTLER</b></p> <ul style="list-style-type: none"> <li>- Establish a Master Plan for Security and Safety</li> <li>- Establish a collaborative working relationship with RMA</li> <li>- Clarify and define areas of authority and responsibility between CSD &amp; RMA</li> <li>- Explore Alternative approaches to full area Security (commercial area, Hotel, Airport, Village, Equestrian Center).</li> </ul> <p><b>JENCO</b></p> <ul style="list-style-type: none"> <li>-Address Community perception</li> </ul> <p><i>-Review Measure J Bond (Prop 218) for options - Determine Cost to Pursue new Bond Vote</i></p>
X					3	<p><b>WATER Services</b></p> <ul style="list-style-type: none"> <li>-PERMIT EXTENSION</li> <li>-20/20 WATER CONSERVATION PLAN UPDATE</li> <li>-WATER CAPACITY OPTIONS</li> </ul>	2	4	1	1	12	5	20	<p><i>-Implement <del>Emergency Well</del> Catastrophic Plan</i></p> <ul style="list-style-type: none"> <li>-Water Rights Permit Extension (Current extension expires 12/2020)</li> <li>-Plan for and manage aging infrastructure</li> <li><i>-Examine water storage options, eliminate non-options</i></li> <li><i>Guard against challenges</i></li> <li><i>-Is there a way to store more water based on our permit that allows more diversion than present max storage?</i></li> <li><i>-Is there a benefit to listing recreational benefit as we lobby for greater storage capacity?</i></li> </ul> <p><b>CLARK</b></p> <ul style="list-style-type: none"> <li>-Water Rights Permit Extension; prior to 2020 expiration</li> <li>-Ensure full application of CIA water transfer fees/funds <i>(Move CIA Ditch to Standalone CIA Ditch Goals item)</i></li> </ul>
X				X	4	<p><b>AGING INFRASTRUCTURE Management</b></p> <p><b>RESERVES STUDY</b></p>	4	2	2	10	6	5	24	<ul style="list-style-type: none"> <li>-5-Year Capital Replacement Plan</li> <li>-Update long-term Infrastructure Plan</li> </ul> <p><b>CLARK</b></p> <ul style="list-style-type: none"> <li>- 5-Year CRP Projections</li> <li>- Maintain CSD awareness of gov mandated additional LOS</li> </ul> <p><b>BUTLER</b></p> <ul style="list-style-type: none"> <li>- Update long- term and 5-year Capitol Replacement Infrastructure plans</li> <li>- Review and update Stormwater and Drainage Management plans</li> <li>- Explore County and other available technology available to District to provide comprehensive infrastructure information.</li> </ul>

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	X				5	OPTIMIZE ORGANIZATIONAL STRUCTURE Explore INCENTIVES to RETAIN QUALITY WORKFORCE	1		5	12	5	4	23	-Address existiing staffing level challenges -Optimize organizational form -Accommodate growing regulatory requirements <del>-Accommodate growth of CSD role CLARK</del> -Create a model for succession and cross functional learning.  <b>CLARK</b> - Maintain details from 2018  <b>JENCO</b> -Quality Workforce  -Workforce Incentives can range from financial, to adequate staffing levels, to tools to help accomplish workload. -Tools: desktop scanners, a functional GIS, updated software and training.
X					6	STORMWATER/ DRAINAGE Services	6		6	11	8	4	31	-Proactive Storm Water Quality Management Plan -Comprehensive Detention Basin Management Plan <del>-Review Measure K (Prop 218) for options - Determine Cost to Pursue new Bond Vote</del> <del>-1988 Stormwater Plan - Defines District responsibilities</del> <del>-Collaboration ongoing</del> <del>-ID Additional costs for extra level of drainage facility maintenance desired by residents</del>  <b>CLARK</b> -Develop comprehensive 'needs analysis', in line with current gov regs, include projections of future needs and proposed new development. Financial Projections.
			X		7	Facilitate ENHANCED COMMUNITY EDUCATION AND OUTREACH (COMMUNICATION)	10	5		8	15	4	38	-Sewer (wipes), Recycling, Role of Security, Development etc.  <b>CLARK</b> -Assure that information regarding the affairs of the District is adequately, appropriately and effectively communicated to its constituents and the public at large.  <b>BUTLER</b> - Enhance Transparency in Community Education & Outreach especially in areas of water, development, finance and security.
			X		8	Review and reinforce CSD and RMA RESPONSIBILITIES	11			4	3	3	18	<b>CLARK</b> - Provide LOS (level of service) defined by Measure J tax vote; communicate LOS - Determine additional community Security needs through informed outreach  <b>BUTLER:</b> Change "vs." to "and"
				X	9	Expand Board Policy to ESTABLISH GREATER FIDUCIARY RESPONSIBILITY	7			7	4	3	18	-Limit proposals for expanded (not existing) non-budgeted services to only those of emergency or mandated govt. compliance. Require separate supplementary funding to be adopted. -Review Organizational responsibilities against resources and expectations  <b>CLARK</b> -Maintain 2018 goals details

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X					10	RECYCLED WATER Services	9			2	11	3	22	-Develop Facility update/expansion schedule and plan accordingly for compliance with Recycled Water Permit <b>CLARK</b> Proactive management of integrated implementation into newly developing areas. Exploit opprotunities to implement system. Explore grant funding. <b>JENCO</b> -Expand Recycled Water
			X		11	Seek CONTINUOUS COLLABORATIVE EFFORT on common goals	12			5	7	3	24	-Recognize and respect areas of interest/authority; avoid duplication and potential/perceived encroachment of recognized jurisdictions. -CSD activities should match authorization and funding collected to perform role. <b>CLARK</b> - Carry over from 2018 goals - Merge with CSD vs. RMA Responsibilities <b>JENCO</b> -RMCS D/RMA/RMCC Collaboration
	X			X	12	DEVELOPMENT PROPOSALS Proactive management, review and comment	15			9	9	3	33	-Monitor triggers for Urban Water Supplier 3K+ connections for prep of Urban Water Management Plan -Review existing planned Development mitigations related to CSD role. <b>CLARK</b> -Anticipate agreements/permits conditions of approval <b>BUTLER</b> - Review and update 2016 Water Assessment Study with respect to new data, climate information and Cosumnes River Basin information.
X					13	SEWER Services	8				10	2	18	<b>CLARK</b> -Ensure comprehensive impacts from combined new development and pending gov regs are reflected in CIP budgets. - Educate public relating to "What not to flush"
	X				14	Conduct Regular POLICY REVIEW UPDATES	16				4	2	20	-Review all items requiring update -Staff capacity needed to focus on this effort
			X		15	ENHANCE ONLINE SERVICES	13				13	2	26	-Investigate improved online utility billing and other services
X					16	SOLID WASTE Services	14				15	2	29	-Improve Recycling Event outreach. Consider costs of providing these opportunities versus benefit. -Contract renewal annually by June. Full contract expires October 31, 2025

X PRIMARY  
x SECONDARY