



## RANCHO MURIETA COMMUNITY SERVICES DISTRICT

15160 JACKSON ROAD  
RANCHO MURIETA, CA 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 OF DIRECTORS MEETINGS ARE HELD  
3<sup>rd</sup> Wednesday of Each Month

#### **REGULAR BOARD MEETING**

**JANUARY 20, 2016**

Open Session 5:00 p.m.

RMCS D Administration Building – Board Room  
15160 Jackson Road  
Rancho Murieta, CA 95683

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#### BOARD MEMBERS

Gerald Pasek	President
Betty Ferraro	Vice President
Morrison Graf	Director
Michael Martel	Director
Mark Pecotich	Director

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#### STAFF

Darlene J. Gillum	General Manager
Greg Remson	Security Chief
Paul Siebensohn	Director of Field Operations
Eric Thompson	Controller
Suzanne Lindenfeld	District Secretary

**RANCHO MURIETA COMMUNITY SERVICES DISTRICT**  
**REGULAR BOARD MEETING**  
**JANUARY 20, 2016**  
**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**

1. **CALL TO ORDER** - Determination of Quorum - President Pasek (**Roll Call**) 4:00
2. **ADOPT AGENDA** (**Motion**)

3. **CLOSED SESSION**

*Under Government Code 54957: Public Employee Performance Review: General Manager.*

4. **OPEN SESSION** 5:00

*The Board will discuss items on this agenda, and may take action on those items, including informational items and continued items. The Board may also discuss other items that do not appear on this agenda, but will not act on those items unless action is urgent, and a resolution is passed by a two-thirds (2/3) vote declaring that the need for action arose after posting of this agenda.*

*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.*

5. **REPORT ACTION FROM CLOSED SESSION**

6. **SPECIAL ANNOUNCEMENTS AND ACTIVITIES**

- a. Patrol Officer Michael Scarzella Promotion

7. **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.*

- 8. CONSENT CALENDAR (Motion) (Roll Call Vote) (5 min.)**  
*All the following items in Agenda Item 8 will be approved as one item if they are not excluded from the motion adopting the consent calendar.*
- a. Approval of December 16, 2015 Special Board Meeting Minutes
  - b. Approval of December 16, 2015 Regular Board Meeting Minutes
  - c. Approval of January 11, 2016 Water Assessment Workshop Minutes
  - d. Approval of January 13, 2016 Board Goal Workshop Minutes
  - e. Bills Paid Listing
- 9. STAFF REPORTS (Receive and File)**
- a. General Manager's Report
  - b. Administration/Financial Report
  - c. Security Report
  - d. Water/Wastewater/Drainage Report
- 10. CORRESPONDENCE**
- a. Letter Received January 4, 2016
- 11. CONSIDER APPROVAL OF INCREASE IN GENERAL MANAGER'S AUTHORITY REGARDING CLAIMS AGAINST DISTRICT (Discussion/Action) (Motion) (Roll Call Vote) (5 min.)**
- 12. CONSIDER APPROVAL OF MEMORANDUM OF UNDERSTANDING BY AND BETWEEN RANCHO MURIETA COMMUNITY SERVICES DISTRICT AND THE COUNTY OF SACRAMENTO REGARDING ELECTION SERVICES (Discussion/Action) (Motion) (Roll Call Vote) (5 min.)**
- 13. CONSIDER APPROVAL OF THE WATER SUPPLY ASSESSMENT REPORT FOR RANCHO MURIETA NORTH DEVELOPMENT PROJECT (Discussion/Action) (Motion) (5 min.)**
- 14. CONSIDER APPROVAL OF PAYMENT OF INVOICE FROM YOUNGDAHL CONSULTING GROUP FOR ADDITIONAL WATER TREATMENT PLANT EXPANSION PROJECT INSPECTION FEES (Discussion/Action) (Motion) (5 min.)**
- 15. CONSIDER APPROVAL OF RANCHO MURIETA NORTH GATE USE AGREEMENT BETWEEN RANCHO MURIETA ASSOCIATION AND THE DISTRICT (Discussion/Action) (Roll Call Vote) (Motion) (10 min.)**
- 16. CONSIDER APPROVAL OF POLICY 2015-07, GATE POLICY (Discussion/Action) (Motion) (Roll Call Vote) (10 min.)**
- 17. RECEIVE WATER TREATMENT PLANT EXPANSION PROJECT UPDATE (Discussion/Action) (5 min.)**
- 18. REVIEW AND SELECT CONFERENCE/EDUCATION OPPORTUNITIES (Discussion/Action) (Motion) (5 min.)**

**19. REVIEW MEETING DATES/TIMES:**

**Special Board Meeting:** February 3, 2016 - open session at 6:00 p.m.

**Regular Board Meeting:** February 17, 2016 - open session at 5:00 p.m.

**20. COMMENTS/SUGGESTIONS – BOARD MEMBERS AND STAFF**

*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.*

**21. ADJOURNMENT (Motion)**

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

Note: This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of this posting is January 15, 2016. Posting locations are: 1) District Office; 2) Plaza Foods; 3) Rancho Murieta Association; 4) Murieta Village Association.





## RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Board of Directors Special Meeting

MINUTES

December 16, 2015 - 4:45 p.m.

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

President Gerald Pasek called the special meeting of the Board of Directors of Rancho Murieta Community Services District to order at 4:45 p.m. in the District meeting room, 15160 Jackson Road, Rancho Murieta. Directors present were Gerald Pasek, Morrison Graf, Michael Martel, and Mark Pecotich. Also present were Darlene J. Gillum, General Manager; Greg Remson, Security Chief; Paul Siebensohn, Director of Field Operations; Eric Thompson, Controller; and Suzanne Lindenfeld, District Secretary. Director Betty Ferraro arrived at 4:47 p.m.

### **2. ADOPT AGENDA**

**Motion/Graf** to adopt the agenda. **Second/Pecotich. Ayes: Pasek, Graf, Martel, Pecotich. Noes: None. Absent: Ferraro. Abstain: None.**

### **3. COMMENTS FROM THE PUBLIC**

None.

### **4. BOARD ADJOURNED TO CLOSED SESSION AT 4:46 P.M. TO DISCUSS THE FOLLOWING ITEMS:**

*Under Government Code 54957.9(d)(1):* Conference with Legal Counsel regarding existing litigation, Overhauser vs. District.

### **5. BOARD RECONVENED TO OPEN SESSION AT 4:55 P.M. AND REPORTED THE FOLLOWING:**

*Under Government Code 54957.9(d)(1):* Conference with Legal Counsel regarding existing litigation, Overhauser vs. District. Nothing to report back.

### **6. CONSIDER APPROVAL OF SETTLEMENT AGREEMENT CONCERNING OVERHAUSER VS. DISTRICT LAWSUIT**

Darlene Gillum gave a brief summary of the recommendation to approve the settlement agreement concerning a claim filed by resident Overhauser against the District.

**Motion/Graf** to approve the settlement agreement concerning Overhauser vs. District lawsuit. **Second/Pecotich. Ayes: Pasek, Ferraro, Graf, Martel, Pecotich. Noes: None. Absent: None. Abstain: None.**

### **7. ADJOURNMENT**

**Motion/Ferraro** to adjourn at 5:02 p.m. **Second/Graf. Ayes: Pasek, Ferraro, Graf, Martel, Pecotich. Noes: None. Absent: None. Abstain: None.**

Respectfully submitted,

Suzanne Lindenfeld  
District Secretary



## RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Board of Directors Regular Meeting

MINUTES

December 16, 2015

5:00 p.m. Open Session

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

President Gerald Pasek called the regular meeting of the Board of Directors of Rancho Murieta Community Services District to order at 5:04 p.m. in the District meeting room, 15160 Jackson Road, Rancho Murieta. Directors present were Gerald Pasek, Betty Ferraro, Morrison Graf, Michael Martel, and Mark Pecotich. Also present were Darlene J. Gillum, General Manager; Greg Remson, Security Chief; Paul Siebensohn, Director of Field Operations; Eric Thompson, Controller; Suzanne Lindenfeld, District Secretary; and Richard Shanahan, District General Counsel.

### **2. ADOPT AGENDA**

**Motion/Ferraro** to adopt the agenda. **Second/Graf. Ayes: Pasek, Ferraro, Graf, Martel, Pecotich. Noes: None. Absent: None. Abstain: None.**

### **3. SPECIAL ANNOUNCEMENTS AND ACTIVITIES**

None.

### **4. COMMENTS FROM THE PUBLIC**

Jim Moore, Rancho Murieta Association (RMA), Board President, presented the District's Board of Directors and John Sullivan with framed pictures of the new North Gate and thanked them for their partnering with RMA on the New North Gate Project. Mr. Moore also thanked Chief Remson for his work on the project.

John Van Doren asked that the approval of the Water Supply Assessment (WSA) be deferred to a later date to allow interested parties more time to review and comment. Mr. Van Doren also asked about having an independent review of the report. Darlene Gillum stated that the WSA will be submitted to Sacramento County who will have a peer review done.

Richard Margarita asked that the approval of the Water Supply Assessment (WSA) be deferred to a later date to allow interested parties time to review and comment and asked why meetings start at 5:00 p.m. instead of 6:00 p.m.

### **5. CONSENT CALENDAR**

Director Pecotich asked about the status of the augmentation well information being posted on the District's website. Darlene stated that the goal is to have it up by the January 20, 2016 Board meeting.

Under Agenda Item 5d, President Pasek asked about the closing out of the CFD #1. Darlene stated that it should be closed out by the end of February 2016.

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

## 6. STAFF REPORTS

No discussion.

## 7. CORRESPONDENCE

No comments.

## 9. REVIEW WATER SMART GRANT PROPOSED PROJECTS (taken out of order)

Kevin Kennedy, AECOM, gave a brief PowerPoint presentation on the Water Smart Grant proposed projects. Those projects include: Control (SCADA) System, potable water system connection via an air gap to the equalization basin, pumping station improvements on the north golf course, District administration building irrigation, Escuela and Stonehouse Parks converted to recycled water, Lookout Hill storage tank, and north entrance converted to recycled water. A question and answer period followed. By consensus, the Board agreed to move forward with the grant application and proposed projects.

## 8. CONSIDER APPROVAL OF THE WATER SUPPLY ASSESSMENT REPORT

Darlene Gillum gave a brief overview of the purpose of the Water Supply Assessment (WSA) which the District was requested to prepare in accordance with the requirements of SB610 by Sacramento County Planning, the lead agency for the Rancho Murieta North proposed development project. This report will be attached to the Environmental Impact Report and available to the public for review and comment at that time also. Once submitted, the County will be conducting an independent peer review of the report.

Lisa Maddaus, Maddaus Water Management (MWM), gave a brief summary of the report. The water supply source information used in this report was based primarily on the District's 2010 Integrated Water Master Plan Update, the 2020 Compliance Plan, and the 2013 Summary of Residential Demand Factors Analysis, unless updated information was applicable. Information specific to Rancho Murieta North Development Project was provided by the District and Sacramento County. MWM took a conservative approach in this report. A question and answer period followed.

Richard Shanahan, District General Counsel, stated that the original due date for this report was in September 2015, the 30 day extension put it out to October. Darlene stated that she spoke with the County and they stated that an additional 30 day extension would have no impact on the process.

**Motion/Ferraro** to defer the approval of the report until the January 20, 2016 Board meeting and hold a workshop for the community prior to that date. **Second/Pecotich. Ayes: Pasek, Ferraro, Graf, Martel, Pecotich. Noes: None. Absent: None. Abstain: None.**

Larry Shelton commented on his concerns that some of the assumptions in the report were difficult to understand and feels that information in the report is outdated.

Keith Golden commented on the report having "DRAFT" on it. Darlene explained that it is a draft document until the Board approves it. Then it will be forwarded to the county as a final – the word "DRAFT" will be removed.

## **10. CONSIDER APPROVAL OF THE AMENDED SECURITY SURVEILLANCE CAMERA IMPLEMENTATION, INTEGRATION AND EXPANSION PLAN**

Darlene Gillum stated that the Surveillance Camera Implementation, Integration, and Expansion Plan has been amended based on the direction provided by the Board at the November 18, 2015 Board meeting.

Les Clark commented on the report not being a complete policy and the wording used appears to be overbearing to the residents and suggested the policy be more general and include the goals and objectives.

Director Ferraro stated that she feels the policy is too wordy and suggested going back to the Plan that was adopted in May.

Darlene Gillum stated that the report is not a policy; it is an outline on how the District would like to proceed. As stated in the Plan, policies will be developed once the project moves forward. The Board felt the original proposed plan submitted by staff was too general and would not approve it until more detail was included. The more detailed report was adopted in May 2015.

Director Pecotich commented on his concerns that cameras are not effective unless they are monitored 24/7.

Director Martel stated that cameras are a deterrent and the video can be used after the fact.

Director Graf suggested removal of Exhibit A. By consensus, the Board agreed.

**Motion/Pasek** to approve the amended Surveillance Camera Implementation, Integration, and Expansion Plan. **Second/Martel. Roll Call Vote: Ayes: Pasek, Ferraro, Graf, Martel. Noes: None. Absent: None. Abstain: Pecotich.**

## **11. CONSIDER APPROVAL OF ADDITIONAL COSTS FOR THE WATER TREATMENT PLANT BIRD NETTING**

Eric Thompson gave a brief summary of the recommendation to approve the additional costs for the water treatment plant bird netting. As the addition of the bird netting is being processed as a change order to the construction contract, Roebbelen (as the construction manager) is entitled to 3.5% of the value plus fees for additional liability and risk assumption. These amounts total the additional \$1,150 that is being requested.

**Motion/Pecotich** Approve additional (construction manager related) expenses for the installation of bird netting at the water treatment plant in an amount not to exceed \$1,150. Funding to come from Water Treatment Plant Construction Fund Reserves and CFD 2014-1 Bond Funds. **Second/Pasek. Ayes: Pasek, Ferraro, Graf, Martel, Pecotich. Noes: None. Absent: None. Abstain: None.**

## **12. RECEIVE RANCHO MURIETA EVACUATION PLAN UPDATE**

Chief Remson stated he is in the process of gathering information from Sacramento County Office of Emergency Services (OES) and other agencies responsible for emergency services. This information will be made available on the District website. Chief Remson will also coordinate with Rancho

Murieta Association (RMA) and offer assistance on updates to the Rancho Murieta Association Disaster Preparedness Plan 2001 to ensure that it contains the most current and relevant information.

**13. RECEIVE UPDATE ON PROPOSED AD HOC COMMITTEE RELATING TO NEW DEVELOPMENT**

Nothing to report.

**14. RECEIVE PARKS COMMITTEE MEETING UPDATE**

Director Pecotich gave a brief summary of the November 30, 2015 Parks Committee meeting. Items discussed included: fund balances, bond funding, and trails. Darlene stated that legal counsel for both RMA and the District are working together on the memorandum of understanding. The next meeting is tentatively scheduled for January 11, 2016.

**15. RECEIVE JOINT SECURITY COMMITTEE MEETING UPDATE**

Chief Remson gave a brief summary of the Joint Security Committee meeting. Items discussed included: incidents of note, Escuela Gate, Halloween Security, the new North Gate, community surveillance cameras, traffic enforcement. The next meeting will be schedule in March 2016.

Director Martel stated that Chief Remson did a great job on running the meeting.

President Pasek stated that at the Presidents' meeting, Greg Vorster stated that whoever is contracted with for the Escuela Gate, they are to provide two (2) gate arms and two (2) barcode readers. Larry Shelton, RMA Director, stated that the RMA Board of Directors accepts responsibility for those items.

**16. RECEIVE WATER TREATMENT PLANT EXPANSION PROJECT UPDATE**

Paul Siebensohn gave a brief update on the Water Treatment Plant Expansion Project. Due to the holidays and a delay in receiving a pump, DDW will not be out to conduct their inspection until January 7, 2016.

**17. CONSIDER NOMINATION FOR MEMBERSHIP ON SACRAMENTO LOCAL AGENCY FORMATION COMMISSION ON SPECIAL DISTRICT ADVISORY COMMITTEE**

After a brief discussion, President Pasek nominated himself. There was no objection from the Board.

**18. DISCUSS DISTRICT MEDIA DAY**

Darlene Gillum stated she is working with Doug Elmetts and John Sullivan on planning a joint media day in March 2016, which will include the water treatment plant, the District's solar power, and the new development.

**19. REVIEW AND SELECT CONFERENCE/EDUCATION OPPORTUNITIES**

No discussion.

**20. REVIEW MEETING DATES AND TIMES**

Staff will coordinate a date and time for the WSA workshop.

## **21. DIRECTOR COMMENTS**

Paul Siebensohn wished everyone happy holidays.

Director Ferraro thanked Chief Remson and the Security staff for their assistance on Saturday.

Director Martel asked about the training for the 700 Forms. Suzanne stated that the County already held the training but she will forward the information to the Directors.

Director Pecotich stated that he felt tonight's discussions were good.

Darlene Gillum stated that at the December Presidents' meeting the topics discussed included: Escuela Gate, geese issues, e-bill program not compatible with Apple products and that issue is being addressed. Darlene and President Pasek gave Senator Cooley a tour of the community. Darlene will be on vacation December 22 to December 29, 2015.

## **22. ADJOURNMENT**

**Motion/Ferraro** to adjourn at 8:20 p.m. **Second/Graf. Ayes: Pasek, Ferraro, Graf, Martel, Pecotich. Noes: None. Absent: None. Abstain: None.**

Respectfully submitted,

Suzanne Lindenfeld  
District Secretary



## RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Board of Directors Special Meeting

MINUTES

January 11, 2016 – 6:00 p.m.

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

President Gerald Pasek called the special meeting of the Board of Directors of Rancho Murieta Community Services District to order at 6:00 p.m. in the District meeting room, 15160 Jackson Road, Rancho Murieta. Directors present were Gerald Pasek, Morrison Graf, Michael Martel, and Mark Pecotich. Also present were Darlene J. Gillum, General Manager; Paul Siebensohn, Director of Field Operations; and Suzanne Lindenfeld, District Secretary. Director Betty Ferraro was absent.

### **2. ADOPT AGENDA**

**Motion/Pecotich** to adopt the agenda. **Second/Martel. Ayes: Pasek, Graf, Martel, Pecotich. Noes: None. Absent: Ferraro. Abstain: None.**

### **3. COMMENTS FROM THE PUBLIC**

None.

### **4. RECEIVE COMMUNITY INPUT REGARDING WATER SUPPLY ASSESSMENT REPORT**

Darlene Gillum stated that a change was made to table 4-1 of the Water Supply Assessment Report, which adjusted the Approved Projected Demand from 265 AFY to 291 AFY for years 2025, 2030 and 2035. This change rolled forward to additional tables in chapter 4 and chapter 6 of the WSA. This correction did not change the WSA conclusion.

Director Pecotich thanked everyone in attendance for coming out and stated that there is CPAC meeting on January 26, 2016.

Darlene Gillum gave a brief PowerPoint presentation giving a summary of the Water Supply Assessment (WSA) completed by Maddaus Water Management (MWM). The District received a request from Sacramento County for a Water Supply Assessment to be completed to determine if the water supply is sufficient to serve the proposed development under normal year, single dry year, and multiple dry year conditions during a 20 year projection.

The supply assumptions included 4,723 acre feet per year (AFY) constrained maximums which includes the stop logs and 560 AFY of recycled water off-set to potable demands. As a conservative approach, the direct diversion supply and the augmentation wells were not included in the available supply.

The WSA assumptions produced a conservative demand for the proposed development. The proposed project demand in the year 2035 is 1,326 AFY, which is equivalent to 1.2 million gallons a day (MGD). As a validation check, the Water Treatment Plant Expansion capacity paid for by the developers is for 1.5 MGD. Building the project demand from the “ground up”, estimated proposed project demands calculate to be 1,995 EDUs as compared to 1,202 EDUs strictly based on lot size and the District’s 2020 demand factor of 600 GPD.

The conclusion of the WSA is that the District has sufficient water supply to serve the proposed project per the requirements of SB610 in a normal year, single dry year, and multiple dry years.

The next steps are for the Board to approve the WSA at the January 20, 2016 Regular Board meeting; the District then submits the WSA to the County Planning Department who will then conduct a peer review of the WSA. Once completed, the WSA becomes an attachment to the project EIR which is anticipated to be released for public review and comment in September 2016. A question and answer period followed.

Darlene Gillum reviewed the comments that Les Clark submitted for the December 16, 2015 Board meeting.

John Merchant commented on the Integrated Water Master Plan Update which noted that an additional 300 acre feet was needed to meet demand and the purpose of the augmentation wells. President Pasek stated that is not needed now with the Water Treatment Plant Expansion Project and that the wells are for emergency use only.

Linda Kline commented on her feeling that the future predictions were outdated and that the report should reflect more severe drought conditions.

Lisa Maddaus gave a brief summary of the Integrated Water Master Plan Update and the variety of scenarios used, which included multiple scenarios including severe ones. Ms. Maddaus stated MWM used UC Davis data for the IWMP analysis.

Donna (last name not provided) commented on her concern with getting a new contract with the County for water rights that would reduce our water right's quantity. Darlene stated that it is not anticipated that the amount of water provided by our permit would be reduced but that excess water was not used in this assessment as available supply. The WSA considers only the amount of water that the District can actually store. Our Water Rights are up for extension in 2020. Staff will begin the process in 2017.

Keith Golden commented on his concern with the District's Drought Contingency Plan and when the wells will be used. Darlene stated that it is hard to predict but the District's intention is to only use the wells in emergency conditions but that it also ties into what the State mandates. Information explaining the augmentation wells will be posted to the District's website by mid-February. Mr. Golden also asked that an appendices be added to explain all the acronyms and how the calculations were reached.

Linda commented on her feeling that the report should reflect 5 year drought conditions not a 1 year.

Cheryl McElhany commented that the District should consider a reduction in houses as an option for conserving water in the District's emergency plan.

Roger Brandt commented on the CIA Ditch taking water from the District's reservoirs for the Ranch. Paul Siebensohn said that does not happen, but he did use the CIA Ditch to move water from Clementia to Laguna Joaquin.



Larry Shelton suggested that the WSA should note the IWMP data used was from UC Davis and asked that the report include how long the water supply would last if no pumping was allowed due to drought conditions.

George Philips identified himself as the land use attorney for the developer and stated that all the comments made were good comments. He also stated that SB610 does not require the assessment to include doomsday conditions. That will be addressed in the CEQA report.

John VanDorn asked about non-usable water in the reservoirs. Darlene stated that is referred to as "dead storage" and that amount is not included in the report. Only usable water is included in the amount of water supply for the report.

Darlene and Lisa will take the comments and make any necessary changes and submit to the Board for approval at the January 20, 2016 Board meeting.

**5. ADJOURNMENT**

**Motion/Martel** to adjourn at 7:54 p.m. **Second/Graf. Ayes: Pasek, Graf, Martel, Pecotich. Noes: None. Absent: Ferraro. Abstain: None.**

Respectfully submitted,

Suzanne Lindenfeld  
District Secretary

DRAFT



## RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Board of Directors Special Meeting

MINUTES

January 13, 2016 – 2:00 p.m.

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

President Gerald Pasek called the special meeting of the Board of Directors of Rancho Murieta Community Services District to order at 2:00 p.m. in the District meeting room, 15160 Jackson Road, Rancho Murieta. Directors present were Gerald Pasek, Betty Ferraro, Morrison Graf, and Michael Martel. Also present were Darlene J. Gillum, General Manager; Greg Remson, Security Chief; Paul Siebensohn, Director of Field Operations; Eric Thompson, Controller; and Suzanne Lindenfeld, District Secretary. Director Mark Pecotich was absent.

### **2. ADOPT AGENDA**

**Motion/Ferraro** to adopt the agenda. **Second/Graf. Ayes: Pasek, Ferraro, Graf, Martel. Noes: None. Absent: Pecotich. Abstain: None.**

### **3. COMMENTS FROM THE PUBLIC**

None.

### **4. CONSIDER APPROVAL OF WATERSMART GRANT APPLICATION**

Tom Guinn, AECOM, gave a brief summary of the WaterSMART Grant application in support of Phase 1 of the Recycled Water System Expansion Project. A question and answer period followed.

*Director Pecotich arrived at 2:08 p.m.*

John Sullivan commented on his concern that the District has put Stonehouse Park as a higher priority than the commitment the District made regarding the water augmentation fees the developers have paid over the past 25 years for the commercial loop, which is not listed in Figure 6 of the Application. Mr. Sullivan stated that Stonehouse is not part of Phase 1.

Darlene Gillum stated she will work with AECOM to discuss the connectivity to the business loop and if it is not able to be included in the service of recycled water, she will not go forward with the grant application.

Mr. Sullivan stated that the District should go forward with the grant application but just wanted to be sure the District sticks with the commitment that was made 25 years ago.

**Motion/Pecotich** to approve USBR funding application from AECOM for the WaterSMART: Water and Energy Efficiency Grants for FY 2016 in support of Phase 1 of the Recycled Water System Expansion Project contingent upon the outcome regarding the ability to serve the business loop connection. **Second/Ferraro. Ayes: Pasek, Ferraro, Graf, Martel, Pecotich. Noes: None. Absent: None. Abstain: None.**

## **5. CONSIDER ADOPTION OF RESOLUTION R2016-01 SUPPORTING PARTICIPATION IN THE BUREAU OF RECLAMATION WATERSMART GRANT PROGRAM**

Darlene Gillum gave a brief summary of the recommendation to adopt Resolution R2016-01, supporting the District's participation in the Bureau of Reclamation WaterSMART: Water and Energy Efficiency Grants.

**Motion/Graf** to adopt Resolution R2016-01 supporting the District's participation in the Bureau of Reclamation WaterSMART: Water and Energy Efficiency Grants for FY 2016 – R16-FOA-DO-004 contingent upon the outcome regarding the ability to serve the business loop connection. **Second/Pecotich. Roll Call Vote: Ayes: Pasek, Ferraro, Graft, Martel, Pecotich. Noes: None. Abstain: None. Absent: None.**

## **6. CONSIDER APPROVAL OF WATER SUPPLY ASSESSMENT CONTRACT ADDENDUM**

Darlene Gillum gave a brief summary of the recommendation to approve the proposal from Maddaus Water Management for Task Order 16-02 for continued support of the Water Supply Assessment (WSA) for the Rancho Murieta North Project, contingent upon receipt of Developer deposit to cover the cost of the proposed work.

John Sullivan commented that the Draft Water Supply Assessment (WSA) did not include the multi-family project. Darlene stated that the WSA only includes the existing demands, approved and proposed projects' estimated demands.

Director Pecotich suggested that Maddaus Water Management include their experience in the report. Darlene will check with Lisa on including that information.

**Motion/Pecotich** to approve the proposal from Maddaus Water Management for Task Order 16-02 for continued support of the Water Supply Assessment (WSA) for the Rancho Murieta North Project, in an amount not to exceed \$26,764, contingent upon receipt of Developer deposit to cover the cost of the proposed work. **Second/Ferraro. Ayes: Pasek, Ferraro, Graft, Martel, Pecotich. Noes: None. Abstain: None. Absent: None.**

## **7. GOAL PLANNING**

Darlene Gillum gave a brief review and status report on the 2015 Board Goals. During the review of the goals, a short Board dialogue ensued.

### **Review of 2016 Dialogue Sheet**

Darlene Gillum provided a summary of the goals listed on the dialogue sheet. Each Director provided input on their items on the 2016 dialogue sheet, their intent, and desired outcome. These categories included Water/Wastewater, Security, Community Relations, RMA/RMCC Relations, Employee Relations, Development and District Board. During presentation of each goal suggestion, a short Board dialogue ensued. After much dialogue, the following new goals were agreed to.

**Goal 1. Ensure District maintains a focus on future vision for successful delivery of services to the Rancho Murieta community.**

- a. Update the 2011 Strategic Plan by January 1, 2017.

**Goal 2. Successfully manage water supply to meet the Rancho Murieta Community needs.**

- a. Complete Water Treatment Plant Expansion Project and bring plant operational no later than March 1, 2016.
- b. Complete Augmentation Well Project before grant performance period ends, anticipated to be extended to June 2017.
- c. Closely monitor number of connections as we near qualifying as an Urban Water Supplier (3,000 connections) in the next few years to ensure Urban Water Management Plan is prepared and submitted timely.
- d. Develop plan for submitting water right permit request to extend beyond December 2020.

**Goal 3. Successfully manage recycled water supply to comply with Master Reclamation Permit and State regulations regarding use of reclaimed water.**

- a. Develop facility update/expansion schedule and plan accordingly; leveraging existing recycled water system. This task is currently part of Phase 1 projects submitted to Board of Reclamation for WaterSMART grant funds.
- b. Finalize agreement with Ranch Murieta Country Club and the property owners regarding raw and reclaimed water use and need by December 31, 2016.

**Goal 4. Manage aging infrastructure to ensure on-going provision of services to the Rancho Murieta Community.**

- a. Prepare 5-year Capital Replacement Plan (water, sewer, drainage, security, and administration) based on 2015 Reserve Study by May 15, 2016.
- b. Update long-term plan for infrastructure (water, sewer, drainage) inspection, repair or replacement.

**Goal 5. Effectively Manage District Finances**

- a. Achieve cost savings through the completion of the solar power arrays at the Wastewater Treatment Plant and the Water Treatment Plant by December 31, 2016.
- b. Seek cost savings through efficiencies gained by shared services and other opportunities with other agencies.
- c. Review 2009 Ad Hoc Governance Committee report for shared service opportunities with RMA and RMCC that have not yet been implemented.
- d. Increase participation in electronic billing service by 20% before December 31, 2016 to achieve cost savings.
- e. Formalize Security Impact Fee Policy by April 30, 2016.
- f. Complete recycled water rate study by December 31, 2016.

- g. Investigate Security Tax Initiative for increase cap on Security Tax escalation for the November 2016 General Election Ballots.
- h. Address RMA financial obligation for water permit fees and related charges.

**Goal 6. Provide Security Services to the community at a level that meets community needs and expectations.**

- a. Develop long term Security Master Plan by December 31, 2016 to address how to effectively provide security services as the Rancho Murieta community grows in development of residential and commercial properties.
  - i. Evaluate strategy to improve/change public perception of Security to a positive experience.
- b. Complete Security Surveillance Camera Plan by May 31, 2016.
- c. Formalize Security Impact Fee Policy by April 30, 2016.
- d. Formulate plan for use and operation of Escuela Gate, both long term and short term, with RMA by July 1, 2016.

**Goal 7. Provide solid waste services to the community at a level that meets community needs and expectations.**

- a. Research providing commercial solid waste collection and disposal services through contract with California Waste Recovery Systems by May 31, 2016.
- b. Research and evaluate feasibility of organic waste/compost project by July 1, 2016.

**Goal 8. Effectively monitor and manage development impacts to the provision of District services.**

- a. Successfully complete the Operating Agreement regarding the Parks Committee and each entity's role and responsibility by March 31, 2016.
- b. Monitor and participate in the County Planning process for the Rancho Murieta North proposed development project representing and protecting the District's interests and responsibilities.
- c. Keep community informed of the planning process as it relates to the Rancho Murieta North proposed development and District involvement.

**Goal 9. Maintain community relationships by effective communication and responding to the needs of the community.**

- a. Conduct community outreach events on various District services throughout the year (target quarterly but no less than semi-annual events).
- b. Address community concerns of midge fly nuisance (especially around Laguna Joaquin) before next hatching season (May 1, 2016).

- c. Water Treatment Plant Expansion Project publicity event/announcement in March or April 2016.
- d. Publish information regarding Augmentation Well Project purpose and plans by February 28, 2016.
- e. Communicate with the community in lay-person terminology (i.e., translate technical information in understandable terminology).
- f. Review potential of televising District Board meetings.
- g. Launch new and improved District website by March 31, 2016; continue evaluation of social media use and benefit.
- h. Develop strategy to improve timeliness of District response to residents' communications.

**Goal 10. Foster a working environment that develops employee strengths, encourages employee growth, and makes the District a highly desired place of employment.**

- a. Seek out training and education opportunities for employees.
- b. Value employees' ideas and suggestions regarding District processes and procedures. Encourage employee participation to provide their ideas to management.

**8. DIRECTOR COMMENTS/SUGGESTIONS**

None.

**9. ADJOURNMENT**

**Motion/Ferraro** to adjourn at 4:58 p.m. **Second/Pecotich. Ayes: Pasek, Ferraro, Graf, Martel, Pecotich. Noes: None. Absent: None. Abstain: None.**

Respectfully submitted,

Suzanne Lindenfeld  
District Secretary

## MEMORANDUM

Date: January 4, 2016  
To: Board of Directors  
From: Eric Thompson, Controller  
Subject: Bills Paid Listing

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Enclosed is the Bills Paid Listing Report for **December 2015**. Please feel free to call me before the Board meeting regarding any questions you may have relating to this report. This information is provided to the Board to assist in answering possible questions regarding large expenditures.

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

<u>Vendor</u>	<u>Project/Purpose</u>	<u>Amount</u>	<u>Funding</u>
S. M. U. D.	Monthly Bill	\$ 23,891.21	Operating Expense
Roebbelen Construction Management Services	WTP#1 Expansion	\$ 110,431.26	Construction Acct Funding & Bonds
Maddaus Water Management Inc	Water Supply Assessment	\$ 29,014.75	Developer Deposit
Larry Bain, CPA, An Accounting Corporation	Annual Audit	\$ 13,500.00	Operating Expense
Hertz Equipment Rental Corporation	Backhoe-Deere #310J	\$ 62,245.80	Water & Sewer Capital Reserves
Bartkiewicz, Kronick & Shanahan	Legal Services	\$ 5,076.84	Operating Expense
U.S. Bank Corp. Payment System	Monthly Gasoline Bill	\$ 5,672.88	Operating Expense
State Water Resources Control Board	Annual Permits	\$ 23,668.49	Operating Expense
NTU Technologies, Inc.	Chemicals	\$ 10,681.60	Operating Expense
California Waste Recovery Systems	Monthly Solid Waste Contract	\$ 46,458.87	Operating Expense
California Special Districts Association	Membership 2016	\$ 6,089.00	Operating Expense

## Rancho Murieta Community Services District

### Bills Paid Listing for December 2015

Ck Number	Date	Vendor	Amount	Purpose
CM30235	12/1/2015	Weldon Bowen	\$100.00	Toilet Rebate
CM30236	12/1/2015	California Public Employees' Retirement Sys	\$36,142.19	Payroll
CM30237	12/1/2015	Guardian Life Insurance	\$5,148.01	Payroll
CM30238	12/1/2015	Vision Service Plan (CA)	\$497.92	Payroll
EFT	12/1/2015	EFTPS	\$5,135.86	Payroll
CM30239	12/4/2015	A Leap Ahead IT	\$3,585.07	Monthly IT Service
CM30240	12/4/2015	A&D Automatic Gate and Access	\$2,234.23	South Gate Light Repair
CM30241	12/4/2015	American Family Life Assurance Co.	\$544.11	Payroll
CM30242	12/4/2015	Applications By Design, Inc.	\$125.00	Security Data Backup
CM30243	12/4/2015	Aramark Uniform & Career Apparel, LLC	\$355.42	Uniform Service - Water
CM30244	12/4/2015	AT&T	\$57.00	Monthly Internet Bill-Security
CM30245	12/4/2015	BlueLine Rental, LLC	\$2,754.00	Backhoe Rental
CM30246	12/4/2015	California Public Employees' Retirement Sys	\$22,050.68	Payroll
CM30247	12/4/2015	C.S.T.A.	\$50.00	Patrol Training
CM30248	12/4/2015	California Special Districts Association	\$6,089.00	Membership 2016
CM30249	12/4/2015	California Waste Recovery Systems	\$46,458.87	Monthly Solid Waste Contract
CM30250	12/4/2015	CWEA	\$250.00	Employee Certification - Water
CM30251	12/4/2015	Chemtrade Chemicals US LLC	\$2,382.69	Chemicals
CM30252	12/4/2015	Capital One Commercial	\$1,173.92	Monthly Supplies
CM30253	12/4/2015	County of Sacramento	\$27.00	Pre Employment Screening
CM30254	12/4/2015	Employment Development Department	\$4,150.33	Payroll
CM30255	12/4/2015	Folsom Lake Fleet Services	\$1,250.88	#211 Repairs
CM30256	12/4/2015	Franchise Tax Board	\$100.00	Payroll
CM30257	12/4/2015	Gold Country Tractors, Inc	\$1,191.52	Service RTV900
CM30258	12/4/2015	Groeniger & Company	\$2,731.03	Repairs & Maintenance
CM30259	12/4/2015	Legal Shield	\$55.63	Payroll
CM30260	12/4/2015	McMaster-Carr Supply Co.	\$1,060.66	WTP Supplies
CM30261	12/4/2015	Nationwide Retirement Solution	\$3,954.00	Payroll
CM30262	12/4/2015	NTU Technologies, Inc.	\$10,681.60	Chemicals
CM30263	12/4/2015	Operating Engineers Local Union No. 3	\$624.00	Payroll
CM30264	12/4/2015	Pollardwater.com	\$59.40	Tools
CM30265	12/4/2015	Rancho Murieta Ace Hardware	\$175.51	Monthly Supplies
CM30266	12/4/2015	Roto Rooter Service & Plumbing	\$615.00	So Gate Repairs
CM30267	12/4/2015	Safety Center, Inc.	\$140.00	Training - Water
CM30268	12/4/2015	Tom Shaffer	\$423.56	Account Refund
CM30269	12/4/2015	Sierra Chemical Co.	\$1,434.34	Chemicals
CM30270	12/4/2015	Signal Service, Inc.	\$216.28	Fire Sensor Replacement
CM30271	12/4/2015	State Water Resources Control Board	\$23,668.49	Annual Permits
CM30272	12/4/2015	State Water Resources Control Board	\$300.00	Employee Certification - Water
CM30273	12/4/2015	Sutter EAP Resources	\$324.00	Payroll



## Rancho Murieta Community Services District

### Bills Paid Listing for December 2015

Ck Number	Date	Vendor	Amount	Purpose
CM30274	12/4/2015	TASC	\$122.69	Payroll
CM30275	12/4/2015	U.S. Bank Corp. Payment System	\$5,672.88	Monthly Gasoline Bill
CM30276	12/4/2015	U.S. HealthWorks Medical Group, PC	\$214.00	Pre Employment Screening
CM30277	12/4/2015	U.S. Postmaster	\$450.00	Bulk Mail Permit
CM30278	12/4/2015	Univar USA Inc.	\$563.88	Chemicals
CM30279	12/4/2015	W.W. Grainger Inc.	\$1,467.59	Repairs & Maintenance
EFT	12/4/2015	EFTPS	\$11,077.50	Payroll
EFT	12/4/2015	Pitney Bowes	\$100.00	Postage Machine Refill
EFT	12/7/2015	Pitney Bowes	\$50.00	Postage Machine Refill
CM30280	12/10/2015	Socius	\$181.70	Annual Service Contract
CM30281	12/11/2015	AT&T	\$1,564.28	Monthly Phone Bill
EFT	12/17/2015	Pitney Bowes	\$100.00	Postage Machine Refill
CM30282	12/18/2015	Action Cleaning Systems	\$1,172.00	Monthly Cleaning Service
CM30283	12/18/2015	American Family Life Assurance Co.	\$544.11	Payroll
CM30284	12/18/2015	Aramark Uniform & Career Apparel, LLC	\$214.92	Uniform Service - Water
CM30285	12/18/2015	ASR - Sacramento Uniform	\$377.86	Uniforms - Security
CM30286	12/18/2015	AT&T	\$57.00	Monthly Internet Bill - Admin
CM30287	12/18/2015	AT&T	\$994.01	Monthly Phone Bill - Cell
CM30288	12/18/2015	Bartkiewicz, Kronick & Shanahan	\$5,076.84	Legal Services
CM30289	12/18/2015	Biosolids Recycling, Inc.	\$2,766.51	Remove & Disposal of Biosolid
CM30290	12/18/2015	California Cut & Core, Inc	\$500.00	Core holes @ WTP Septic tank
CM30291	12/18/2015	California Laboratory Services	\$1,562.12	Monthly Lab Tests
CM30292	12/18/2015	California Special Districts Association	\$100.00	15/16 Salary & Benefits Survey
CM30293	12/18/2015	Caltronics Business Systems	\$1,513.45	Copier - Admin.
CM30294	12/18/2015	County of Sacramento	\$459.36	Off-Duty Sheriff Program
CM30295	12/18/2015	ECS House Industries, Inc.	\$1,216.99	Repairs & Maintenance
CM30296	12/18/2015	Edward R. Bacon Company, Inc.	\$584.83	Equipment Repairs
CM30297	12/18/2015	Employment Development Department	\$2,021.35	Payroll
CM30298	12/18/2015	Express Office Products, Inc.	\$398.87	Office Supplies
CM30299	12/18/2015	Ford Motor Credit Company LLC	\$234.78	2012 Ford Escape Lease Pmt.
CM30300	12/18/2015	Franchise Tax Board	\$100.00	Payroll
CM30301	12/18/2015	Gempler's, Inc.	\$1,674.55	Safety Supplies
CM30302	12/18/2015	Greenfield Communications	\$142.97	Internet/TV
CM30303	12/18/2015	Groeniger & Company	\$1,838.16	Repairs & Maintenance
CM30304	12/18/2015	John and Annie Harrigan	\$1,659.00	Damage Reimbursement
CM30305	12/18/2015	HDR Engineering, Inc	\$4,479.64	WTP#1 Expansion
CM30306	12/18/2015	Hertz Equipment Rental Corporation	\$62,245.80	Backhoe-Deere #310J
CM30307	12/18/2015	Home Depot Credit Services	\$49.82	Supplies
CM30308	12/18/2015	Howe It's Done	\$803.13	Emp Holiday Lunch
CM30309	12/18/2015	KMCreative	\$1,557.50	Intranet Development

## Rancho Murieta Community Services District

### Bills Paid Listing for December 2015

Ck Number	Date	Vendor	Amount	Purpose
CM30310	12/18/2015	Larry Bain, CPA, An Accounting Corporation	\$13,500.00	Annual Audit
CM30311	12/18/2015	Legal Shield	\$55.63	Payroll
CM30312	12/18/2015	Maddaus Water Management Inc	\$29,014.75	Water Supply Assessment
CM30313	12/18/2015	Nationwide Retirement Solution	\$3,954.00	Payroll
CM30314	12/18/2015	Normac	\$230.26	Repairs & Maintenance
CM30315	12/18/2015	Operating Engineers Local Union No. 3	\$624.00	Payroll
CM30316	12/18/2015	Roebbelen Construction Management Services	\$110,431.26	WTP#1 Expansion
CM30317	12/18/2015	S. M. U. D.	\$23,891.21	Monthly Bill
CM30318	12/18/2015	Sacramento Bee	\$1,145.12	Notice of Proposal - Solar CEQA
CM30319	12/18/2015	Sierra Office Supplies	\$1,072.44	Office Supplies
CM30320	12/18/2015	State of California	\$32.00	Pre Employment Screening
CM30321	12/18/2015	State Water Resources Control Board	\$90.00	Employee Certification - Water
CM30322	12/18/2015	TASC	\$62.75	Payroll
CM30323	12/18/2015	TASC	\$122.69	Payroll
CM30324	12/18/2015	TelePacific Communications	\$608.89	Monthly Phone Bill
CM30325	12/18/2015	The Door Company	\$493.04	Repairs & Maintenance
CM30326	12/18/2015	U.S. HealthWorks Medical Group, PC	\$94.00	Employee Screening
CM30327	12/18/2015	U.S. Postmaster	\$164.00	P O Box Renewal
CM30328	12/18/2015	USA Blue Book	\$2,736.27	Repairs & Maintenance
CM30329	12/18/2015	W.W. Grainger Inc.	\$463.70	Safety/Chemical/Misc
CM30330	12/18/2015	WaterReuse Association	\$695.50	2016 Membership dues
CM30331	12/18/2015	Waterwise Consulting, INC	\$140.00	Water Wise Survey
CM30332	12/18/2015	Western Exterminator Co.	\$470.00	Monthly Pest Control
CM30333	12/18/2015	California Public Employees' Retirement Sys	\$8,579.00	Payroll
CM30334	12/18/2015	Sprint	\$111.63	Internet
EFT	12/18/2015	EFTPS	\$9,141.30	Payroll
EFT	12/29/2015	Pitney Bowes	\$1,400.00	Postage Machine Refill
		<b>TOTAL</b>	<b>\$513,550.73</b>	

**Rancho Murieta Community Services District  
Bills Paid Listing for December 2015**

<b>Ck Number</b>	<b>Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Purpose</b>
		<b><u>CFD#1 Bank of America Checking</u></b>		
CM2756	12/4/2015	Bank of America	\$74.69	CFD#1 Admin Cost
CM2757	12/18/2015	Larry Bain, CPA, An Accounting Corporation	\$4,000.00	VOIDED CHECK
CM2758	12/18/2015	Larry Bain, CPA, An Accounting Corporation	\$2,000.00	AUDIT JUNE 30, 2015 CFD#1
		<b>TOTAL</b>	<b>\$2,074.69</b>	
		<b><u>CFD 2014-1 Bank of America Checking</u></b>		
CM2013	12/18/2015	Corelogic Solutions, LLC	\$165.00	CFD 2014-1 Admin Cost
CM2014	12/18/2015	Larry Bain, CPA, An Accounting Corporation	\$2,000.00	Audit June 30,2015 CFD2014#1
		<b>TOTAL</b>	<b>\$2,165.00</b>	
		<b><u>EL DORADO PAYROLL</u></b>		
Checks: # CM11390 to CM11412 and Direct Deposits: DD08496 to DD08558			\$ 135,707.48	Payroll
EFT	12/31/2015	National Payment Corp	\$194.37	Payroll
		<b>TOTAL</b>	<b>\$135,901.85</b>	

## MEMORANDUM

Date: January 18, 2016  
To: Board of Directors  
From: Darlene J. Gillum, General Manager  
Subject: General Manager's Report

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Following are highlights since our last Board Meeting:

### **FINANCE/IT**

The e-billing compatibility issue with Apple products is resolved.

Staff has started the budget cycle for the 2016 – 2017 budget. We will have the Board Budget Workshop in the month of February; specific date not yet selected.

### **SECURITY**

Officer Michael Scarzella was promoted to Sergeant effective January 9, 2016.

Chief Remson and I met with Greg Vorster to begin discussion on the RMA plans for the Escuela Gate. At this time, RMA is considering opening the gate for a 12-hour period (time to be determined but sufficient to allow rush-hour commuters to use the gate in the mornings and evenings). In addition, the gate will also be opened for special events and sport activities at Stonehouse Park. The gate will be passive with ingress and egress access controlled by bar codes and gate arms.

Chief Remson is working on final updates to the information update form. The first mailing is scheduled to go out before the end of January.

### **WATER**

In December, the community's residential gallons per capita per day (R-GPCD) usage was 85 gallons; a reduction of 39% over November R-GPCD, which is a reflection of the cooler and wetter weather pattern. Calendar year to date residential conservation through December as compared to the same period in 2013 is 31%.

As of January 13, 2016, our reservoirs were at 84% capacity to the spillways. Staff continues to monitor the river flows and is operating the 125 hp diversion pumps as flow allows.

The Division of Drinking Water (DDW) completed a field inspection of the WTP#1 on January 11, 2016. Paul sent a formal request to DDW to operate the new plant on the 11<sup>th</sup> as well. Sacramento District Engineer, Ali Rezvani, has expressed that DDW needs time to review the Operations and Maintenance Plan and LRV calculations that will take time; they do not want to rush through the review process. At this time, Mr. Rezvani is not able to provide a definitive date for their notification of approval to operate. Paul and I will keep a close eye on the status of our request.

## **WASTEWATER**

The Wastewater Reclamation Plant is offline for the winter. The WaterSMART grant application will be submitted before the January 20 deadline. I have confirmed with Kevin Kennedy that the commercial loop can be included in the Recycled Water projects. Kevin will be requesting as-built drawings for the current installation of purple pipe to begin the analysis of connecting the commercial loop into the recycled water system.

## **AUGMENTATION WELLS**

Nothing new to report.

## **DRAINAGE**

Utility staff continues to work on inspecting and cleaning the drainage pipes and culverts in anticipation of a wet winter.

## **SOLAR POWER PROJECT**

Paul, Aspen Environmental, and SolarCity are working together on the CEQA documentation. The schedule currently projects the CEQA work will be completed by the end of March 2016.

## **DEVELOPMENT**

The Water Supply Assessment (WSA) of the proposed Rancho Murieta North development project has been modified based on input and comments received at the Public Workshop held on January 11, 2016. The assessment was updated with more detailed information supporting the assumptions and calculations of project demand. It is included in the January board packet for review. SB610 requires the WSA be approved by the District's governing board at a regular or special meeting. After approval, the WSA will be sent to Sacramento County Planning, as the lead agency, to be included in the CEQA document for the project. Public comments on the WSA should be made in coordinated review of the entire CEQA document.

## MEMORANDUM

Date: January 13, 2016  
 To: Board of Directors  
 From: Eric Thompson, Controller  
 Subject: Administration / Financial Reports

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Enclosed is a combined financial summary report for **December 2015**. Following are highlights from various internal financial reports. Please feel free to call me before the Board meeting regarding any questions you may have relating to these reports.

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

**Water Consumption** - 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>	0.0%	2,517	2,517	2,517	2,517	2,517	2,518						
	Weighted average	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>Cubic Feet</b>	1,518	1,854	2,068	1,873	1,475	1,156	682						
<b>Gallons per day</b>	378	462	516	467	368	288	170						
<b>Planning Usage GPD</b>	<b>583</b>												

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

**Aging Report** – Delinquent accounts totaled \$63,167 which was 12.3% of the total accounts receivable balance of \$515,292. Past due receivables decreased approximately 7.5% or \$5,092. Payments were made on several of the past-due raw water accounts mentioned in last month’s finance report. Raw water account delinquencies decreased by \$15,757 in December.

**Summary of Reserve Accounts as of December 31, 2015** – The District’s reserve accounts have increased \$345,766 since the beginning of the fiscal year. No billing was received from Roebbelen for the Water Treatment Plant Expansion and Upgrade project during the month of December. \$62,246 was spent from Capital Replacement Reserves (split 50/50 between water/sewer) in December for the purchase of a backhoe from Hertz Equipment Rental (Board approved May 20, 2015). The total amount of reserves held by the District on December 31, 2015 was \$4,898,533. See the Reserve Fund Balances table below for information by specific reserve account.

### Reserve Fund Balances

Reserve Descriptions	Fiscal Yr Beg Balance July 1, 2015	YTD Collected & Interest Earned	YTD Spent	Period End Balance Dec 31, 2015
Water Capital Replacement (200-2505)	671,239	106,289	(58,661)	718,867
Sewer Capital Replacement (250-2505)	1,475,914	177,843	(70,232)	1,583,525
Drainage Capital Replacement (260-2505)	46,370	44	(0)	46,414
Security Capital Replacement (500-2505)	20,602	21,725	(11,948)	30,379
Admin Capital Replacement (xxx-2505-99)	38,386	0	(0)	38,386
Sewer Capital Improvement Connection (250-2500)	4,028	3	(0)	4,031
Capital Improvement (xxx-2510)	291,453	13,096	(0)	304,549
Water Supply Augmentation (200-2511)	1,751,059	25,663	(1,335)	1,775,387
WTP Construction Fund Reserve (200-2513)	253,716	1,584,207	(1,440,928)	396,995
<b>Total Reserves</b>	<b>4,552,767</b>	<b>1,928,870</b>	<b>(1,583,104)</b>	<b>4,898,533</b>

### Inter-fund Borrowing Balances

Inter-fund Borrowing	Fiscal Yr Beg Balance July 1, 2015	YTD Interest	YTD Repayment	Period End Balance Dec 31, 2015
Sewer Loan to WTP Construction Fund	1,418,143	2,449	(72,627)	1,347,965
WSA Loan to WTP Construction Fund	472,714	816	(24,209)	449,321
N. Gate Security Loan from Drainage Fund	108,875	183	(11,601)	97,457
<b>Total Inter-fund Borrowing</b>	<b>1,999,732</b>	<b>3,448</b>	<b>(108,437)</b>	<b>1,894,743</b>

**PARS GASB 45 Trust** - The PARS GASB 45 Trust, which is the investment trust established to fund Other Post Employment Benefits, had the following returns:

Period ended November 30, 2015		
1-Month	3-Months	1-Year
0.07%	2.30%	-0.08%

### Financial Summary Report (year-to-date through December 31, 2015)

#### Revenues:

Water Charges, year-to-date, are **below** budget \$76,423 or (7.2%)

Sewer Charges, year-to-date, are **below** budget \$90 or (0.0%)

**Drainage Charges**, year-to-date, are **below** budget \$100 or (0.1%)

**Security Charges**, year-to-date, are **above** budget \$1,167 or 0.2%

**Solid Waste Charges**, year-to-date, are **above** budget \$69 or 0.0%

**Total Revenues**, which includes other income, property taxes, and interest income year-to-date, are **below** budget **\$35,250 or (1.2%)** (Water Conservation Efforts - YTD residential water usage is down 10.9% compared to budget).

**Expenses: Year-to-date total operating expenses are below budget \$166,620 or (5.7%).** There have been no operational reserve expenditures so far this year. Operational reserve expenditures cover projects funded from reserves which are also recorded as operational expenses through the income statement as required by Generally Accepted Accounting Principles (GAAP).

**Water Expenses**, year-to-date, are **above** budget **\$95,849 or 11.7%**. This overage is due to the unbudgeted temporary filtration costs for the WTP Expansion project & offset by savings in labor costs that were allocated to the project. The District paid the final GE temp filtration invoice in December, bringing the total temporary filtration expenses associated with the WTP Expansion project to \$293,181 (inclusive of \$41K that was paid last fiscal year). The Board approved a maximum of \$304,560 for temporary filtration at the February 18, 2015 Board meeting.

**Sewer Expenses**, year-to-date, are **below** budget by **\$186,603 or (33.7%)**. Savings have been seen across most sewer expense categories so far this year, with the largest savings being seen in salaries and wages, repairs & maintenance, chemicals, consulting, permits, power, and training. Year-to-date, total Sewer wages are under budget 34.9%.

**Drainage Expenses**, year-to-date, are **below** budget by **\$9,236 or (12.8%)**. Year-to-date wages and employer costs are over budget \$5,273, but are more than offset by savings in consulting, repairs & maintenance, permits and equipment rental.

**Combined Water/Sewer/Drainage Wages & Employer Costs**, year-to-date, are **below** budget by **\$17,995 or (7.9%)**. Utility personnel at the District allocate their time between the Water, Sewer and Drainage Departments as needed and as directed. This section is being reported to help gauge overall utility personnel expenses versus budget.

**Security Expenses**, year-to-date, are **below** budget by **\$40,559 or (7.1%)**. Security was under budget by \$55K in wages and employer costs through the end of December. This savings is related to a vacancy in the Patrol Department during the first part of the fiscal year. These savings are offset by roughly \$15K paid to PDF Tactical, which provided contract patrol personnel during the vacancy.

**Solid Waste Expenses**, year-to-date, are **above** budget by **\$140 or 0.0%**.

**General Expenses**, year-to-date, are **below** budget by **\$26,212 or (4.3%)**. The District received and paid invoices for the 2014/15 audit and its 2016 membership in the California Special Districts Association (CSDA), thereby resolving the timing issues mentioned in last month's finance report.



Employee vacation buybacks in December were less than expected which resulted in positive budget variances in both Wages and Employer Cost categories across all departments.

**Net Income:** Year-to-date unadjusted net income, before depreciation, is \$276,336 versus a budget of \$144,965. Net income/(Loss) adjusted for estimated depreciation expense is (\$289,111). The full-year expected net operating income before depreciation, per the 2015-2016 budget is (\$898).

**Rancho Murieta Community Services District**  
**Summary Budget Performance Report**  
**YTD THROUGH DECEMBER 2015**

	% of Total	Annual Budget	% of Total	YTD Budget	YTD Actuals	% of Total	YTD VARIANCE	
							Amount	%
<b>REVENUES</b>								
Water Charges	33.4%	\$2,009,940	34.6%	\$1,060,428	\$984,005	32.5%	(\$76,423)	(7.2%)
Sewer Charges	22.1%	1,331,590	21.6%	662,397	662,307	21.9%	(90)	0.0%
Drainage Charges	3.1%	187,130	3.1%	93,570	93,470	3.1%	(100)	(0.1%)
Security Charges	20.8%	1,253,900	20.5%	626,946	628,113	20.8%	1,167	0.2%
Solid Waste Charges	10.6%	636,658	10.4%	318,330	318,399	10.5%	69	0.0%
Other Income	1.9%	116,750	1.9%	56,998	94,400	3.1%	37,402	65.6%
Interest Earnings	0.0%	1,090	0.0%	535	4,023	0.1%	3,488	652.0%
Property Taxes	8.8%	528,480	8.6%	264,240	264,240	8.7%		0.0%
Property Taxes (Reserve Alloc)	-0.8%	(45,680)	-0.7%	(22,842)	(23,605)	-0.8%	(763)	3.3%
<b>Total Revenues</b>	<b>100.0%</b>	<b>6,019,858</b>	<b>100.0%</b>	<b>3,060,602</b>	<b>3,025,352</b>	<b>100.0%</b>	<b>(35,250)</b>	<b>(1.2%)</b>
<b>OPERATING EXPENSES</b>								
<b>Water/Sewer/Drainage</b>								
Wages	14.7%	887,710	14.8%	431,200	394,152	14.3%	(37,048)	(8.6%)
Employer Costs	7.2%	430,690	7.2%	210,596	198,261	7.2%	(12,335)	(5.9%)
Capital Project Labor Alloc	0.0%		0.0%		(62,848)	-2.3%	(62,848)	0.0%
Power	7.5%	453,900	5.2%	152,514	139,749	5.1%	(12,765)	(8.4%)
Chemicals	3.4%	204,400	3.4%	99,945	54,454	2.0%	(45,491)	(45.5%)
Maint & Repair	6.0%	359,220	6.0%	175,170	79,233	2.9%	(95,937)	(54.8%)
Meters/Boxes	0.9%	54,000	0.8%	23,500	19,740	0.7%	(3,760)	(16.0%)
Lab Tests	0.7%	44,200	0.7%	20,100	15,189	0.6%	(4,911)	(24.4%)
Permits	1.2%	73,100	1.9%	55,517	63,062	2.3%	7,545	13.6%
Training/Safety	0.4%	21,500	0.4%	11,175	5,701	0.2%	(5,474)	(49.0%)
Equipment Rental	1.0%	57,500	0.9%	27,300	268,887	9.8%	241,587	884.9%
Other	7.5%	454,166	8.1%	237,165	168,611	6.1%	(68,554)	(28.9%)
<b>Subtotal Water/Sewer/Drainage</b>	<b>50.5%</b>	<b>3,040,386</b>	<b>49.5%</b>	<b>1,444,182</b>	<b>1,344,191</b>	<b>48.9%</b>	<b>(99,991)</b>	<b>(6.9%)</b>
<b>Security</b>								
Wages	11.1%	671,100	11.3%	328,800	289,581	10.5%	(39,219)	(11.9%)
Employer Costs	6.4%	386,400	6.4%	187,950	171,459	6.2%	(16,491)	(8.8%)
Off Duty Sheriff Patrol	0.1%	4,000	0.1%	2,700	5,827	0.2%	3,127	115.8%
Other	1.9%	113,360	1.7%	48,161	60,185	2.2%	12,024	25.0%
<b>Subtotal Security</b>	<b>19.5%</b>	<b>1,174,860</b>	<b>19.5%</b>	<b>567,611</b>	<b>527,052</b>	<b>19.2%</b>	<b>(40,559)</b>	<b>(7.1%)</b>
<b>Solid Waste</b>								
CWRS Contract	9.2%	556,740	9.5%	278,370	278,446	10.1%	76	0.0%
Sacramento County Admin Fee	0.6%	34,740	0.6%	17,370	17,434	0.6%	64	0.4%
HHW Event	0.1%	9,000	0.0%			0.0%		0.0%
<b>Subtotal Solid Waste</b>	<b>10.0%</b>	<b>600,480</b>	<b>10.1%</b>	<b>295,740</b>	<b>295,880</b>	<b>10.8%</b>	<b>140</b>	<b>0.0%</b>
<b>General / Admin</b>								
Wages	8.4%	505,100	8.4%	246,100	231,605	8.4%	(14,495)	(5.9%)
Employer Costs	5.0%	302,200	5.0%	146,950	129,465	4.7%	(17,485)	(11.9%)
Insurance	1.4%	86,400	1.5%	43,200	43,518	1.6%	318	0.7%
Legal	0.7%	42,000	0.7%	21,000	40,657	1.5%	19,657	93.6%
Office Supplies	0.4%	22,800	0.4%	11,400	9,550	0.3%	(1,850)	(16.2%)
Director Meetings	0.3%	18,000	0.3%	9,000	4,400	0.2%	(4,600)	(51.1%)
Telephones	0.1%	6,000	0.1%	3,000	3,558	0.1%	558	18.6%
Information Systems	1.3%	79,400	1.7%	49,653	49,245	1.8%	(408)	(0.8%)
Community Communications	0.1%	5,900	0.1%	2,700	1,870	0.1%	(830)	(30.7%)
Postage	0.4%	22,200	0.4%	11,100	9,454	0.3%	(1,646)	(14.8%)
Janitorial/Landscape Maint	0.3%	17,820	0.3%	8,910	8,627	0.3%	(283)	(3.2%)
Other	1.6%	97,210	1.9%	55,091	49,944	1.8%	(5,147)	(9.3%)
<b>Subtotal General / Admin</b>	<b>20.0%</b>	<b>1,205,030</b>	<b>20.9%</b>	<b>608,104</b>	<b>581,893</b>	<b>21.2%</b>	<b>(26,211)</b>	<b>(4.3%)</b>
<b>Total Operating Expenses</b>	<b>100.0%</b>	<b>6,020,756</b>	<b>100.0%</b>	<b>2,915,637</b>	<b>2,749,016</b>	<b>100.0%</b>	<b>(166,621)</b>	<b>(5.7%)</b>
<b>Operating Income (Loss)</b>	<b>100.0%</b>	<b>(898)</b>	<b>100.0%</b>	<b>144,965</b>	<b>276,336</b>	<b>100.0%</b>	<b>131,371</b>	<b>90.6%</b>
<b>Non-Operating Expenses</b>								
<b>Net Income (Loss)</b>	<b>100.0%</b>	<b>(898)</b>	<b>100.0%</b>	<b>144,965</b>	<b>276,336</b>	<b>100.0%</b>	<b>131,371</b>	<b>90.6%</b>

**Rancho Murieta Community Services District**  
**Budget Performance Report by FUND**  
**YTD THROUGH DECEMBER 2015**

	% of Total	Annual Budget	% of Total	YTD Budget	YTD Actuals	% of Total	YTD VARIANCE	
							Amount	%
<b>WATER</b>								
<b>REVENUES</b>								
Water Charges	98.3%	\$2,009,940	98.4%	\$1,060,428	\$984,005	94.4%	(\$76,423)	(7.2%)
Interest Earnings	0.0%	80	0.0%	40	1,304	0.1%	1,264	3,160.0%
Other Income	1.7%	34,850	1.6%	17,291	56,585	5.4%	39,294	227.3%
<b>Total Water Revenues</b>	<b>100.0%</b>	<b>2,044,870</b>	<b>100.0%</b>	<b>1,077,759</b>	<b>1,041,894</b>	<b>100.0%</b>	<b>(35,865)</b>	<b>(3.3%)</b>
<b>EXPENSES (excluding depreciation)</b>								
Wages	27.2%	479,360	28.4%	232,848	250,843	27.4%	17,995	7.7%
Employer Costs	13.2%	232,890	13.9%	113,880	122,475	13.4%	8,595	7.5%
Capital Project Labor Alloc	0.0%		0.0%		(62,848)	-6.9%	(62,848)	0.0%
Power	17.2%	303,400	10.2%	83,514	79,841	8.7%	(3,673)	(4.4%)
Chemicals	7.1%	124,500	7.6%	62,485	32,423	3.5%	(30,062)	(48.1%)
T&O - Chemicals/Treatment	0.4%	7,200	0.4%	3,600	4,608	0.5%	1,008	28.0%
Maint & Repair	9.1%	161,070	10.2%	83,170	40,001	4.4%	(43,169)	(51.9%)
Meters/Boxes	3.1%	54,000	2.9%	23,500	19,740	2.2%	(3,760)	(16.0%)
Lab Tests	1.6%	28,000	1.5%	12,000	5,444	0.6%	(6,556)	(54.6%)
Permits	1.8%	32,000	1.8%	15,000	30,258	3.3%	15,258	101.7%
Training/Safety	0.5%	9,300	0.5%	3,700	2,024	0.2%	(1,676)	(45.3%)
Equipment Rental	2.1%	37,000	1.9%	15,800	260,528	28.5%	244,728	1,548.9%
Other Direct Costs	16.6%	292,906	20.7%	169,491	129,500	14.2%	(39,991)	(23.6%)
<b>Operational Expenses</b>	<b>100.0%</b>	<b>1,761,626</b>	<b>100.0%</b>	<b>818,988</b>	<b>914,837</b>	<b>100.0%</b>	<b>95,849</b>	<b>11.7%</b>
<b>Water Income (Loss)</b>	<b>16.1%</b>	<b>283,244</b>	<b>31.6%</b>	<b>258,771</b>	<b>127,057</b>	<b>13.9%</b>	<b>(131,714)</b>	<b>(50.9%)</b>
<b>38.9% Net Admin Alloc</b>	<b>16.1%</b>	<b>283,529</b>	<b>17.6%</b>	<b>144,290</b>	<b>132,858</b>	<b>14.5%</b>	<b>(11,432)</b>	<b>(7.9%)</b>
<b>Total Net Income (Loss)</b>	<b>0.0%</b>	<b>(285)</b>	<b>14.0%</b>	<b>114,481</b>	<b>(5,801)</b>	<b>-0.6%</b>	<b>(120,282)</b>	<b>(105.1%)</b>
<b>SEWER</b>								
<b>REVENUES</b>								
Sewer Charges	98.5%	1,331,590	98.5%	662,397	662,307	98.9%	(90)	0.0%
Interest Earnings	0.0%	140	0.0%	60	103	0.0%	43	71.7%
Other Income	1.5%	20,140	1.4%	9,731	7,181	1.1%	(2,550)	(26.2%)
<b>Total Sewer Revenues</b>	<b>100.0%</b>	<b>1,351,870</b>	<b>100.0%</b>	<b>672,188</b>	<b>669,591</b>	<b>100.0%</b>	<b>(2,597)</b>	<b>(0.4%)</b>
<b>EXPENSES (excluding depreciation)</b>								
Wages	30.5%	346,210	30.4%	168,168	109,495	29.9%	(58,673)	(34.9%)
Employer Costs	14.8%	167,700	14.8%	81,998	59,425	16.2%	(22,573)	(27.5%)
Power	12.4%	140,700	11.9%	65,600	56,585	15.4%	(9,015)	(13.7%)
Chemicals	6.2%	70,300	5.9%	32,660	15,416	4.2%	(17,244)	(52.8%)
Maint & Repair	16.4%	186,250	15.5%	86,000	37,902	10.3%	(48,098)	(55.9%)
Lab Tests	1.4%	16,200	1.5%	8,100	9,745	2.7%	1,645	20.3%
Permits	3.1%	35,100	6.2%	34,517	27,822	7.6%	(6,695)	(19.4%)
Training/Safety	1.1%	12,200	1.4%	7,475	3,075	0.8%	(4,400)	(58.9%)
Equipment Rental	1.4%	16,000	1.4%	8,000	8,359	2.3%	359	4.5%
Other Direct Costs	12.8%	145,270	11.0%	60,604	38,695	10.6%	(21,909)	(36.2%)
<b>Operational Expenses</b>	<b>100.0%</b>	<b>1,135,930</b>	<b>100.0%</b>	<b>553,122</b>	<b>366,519</b>	<b>100.0%</b>	<b>(186,603)</b>	<b>(33.7%)</b>
<b>Sewer Income (Loss)</b>	<b>19.0%</b>	<b>215,940</b>	<b>21.5%</b>	<b>119,066</b>	<b>303,072</b>	<b>82.7%</b>	<b>184,006</b>	<b>154.5%</b>
<b>29.7% Net Admin Alloc</b>	<b>19.1%</b>	<b>216,475</b>	<b>19.9%</b>	<b>110,164</b>	<b>101,437</b>	<b>27.7%</b>	<b>(8,727)</b>	<b>(7.9%)</b>
<b>Total Net Income (Loss)</b>	<b>0.0%</b>	<b>(535)</b>	<b>1.6%</b>	<b>8,902</b>	<b>201,635</b>	<b>55.0%</b>	<b>192,733</b>	<b>2,165.1%</b>
<b>DRAINAGE</b>								
<b>REVENUES</b>								
Drainage Charges	100.0%	187,130	100.0%	93,570	93,470	100.0%	(100)	(0.1%)
Interest Earnings	0.0%	50	0.0%	25	14	0.0%	(11)	(44.0%)
<b>Total Drainage Revenues</b>	<b>100.0%</b>	<b>187,180</b>	<b>100.0%</b>	<b>93,595</b>	<b>93,484</b>	<b>100.0%</b>	<b>(111)</b>	<b>(0.1%)</b>
<b>EXPENSES (excluding depreciation)</b>								
Wages	43.5%	62,140	41.9%	30,184	33,814	53.8%	3,630	12.0%
Employer Costs	21.1%	30,100	20.4%	14,718	16,361	26.0%	1,643	11.2%
Power	6.9%	9,800	4.7%	3,400	3,324	5.3%	(76)	(2.2%)
Chemicals	1.7%	2,400	1.7%	1,200	2,007	3.2%	807	67.3%
Maint & Repair	8.3%	11,900	8.3%	6,000	1,330	2.1%	(4,670)	(77.8%)
Permits	4.2%	6,000	8.3%	6,000	4,982	7.9%	(1,018)	(17.0%)
Equipment Rental	3.2%	4,500	4.9%	3,500	0.00	0.0%	(3,500)	(100.0%)
Other Direct Costs	11.2%	15,990	9.8%	7,070	1,018	1.6%	(6,052)	(85.6%)
<b>Operational Expenses</b>	<b>100.0%</b>	<b>142,830</b>	<b>100.0%</b>	<b>72,072</b>	<b>62,836</b>	<b>100.0%</b>	<b>(9,236)</b>	<b>(12.8%)</b>
<b>Drainage Income (Loss)</b>	<b>31.1%</b>	<b>44,350</b>	<b>29.9%</b>	<b>21,523</b>	<b>30,648</b>	<b>48.8%</b>	<b>9,125</b>	<b>42.4%</b>
<b>6.1% Net Admin Alloc</b>	<b>31.1%</b>	<b>44,461</b>	<b>31.4%</b>	<b>22,626</b>	<b>20,834</b>	<b>33.2%</b>	<b>(1,792)</b>	<b>(7.9%)</b>
<b>Total Net Income (Loss)</b>	<b>-0.1%</b>	<b>(111)</b>	<b>-1.5%</b>	<b>(1,103)</b>	<b>9,814</b>	<b>15.6%</b>	<b>10,917</b>	<b>(989.8%)</b>
<b>SECURITY</b>								
<b>REVENUES</b>								
Security Charges	94.8%	1,253,900	94.8%	626,946	628,113	95.0%	1,167	0.2%
Interest Earnings	0.0%	400	0.0%	200	297	0.0%	97	48.5%
Property Tax	4.9%	65,040	4.9%	32,520	32,520	4.9%		0.0%
Property Tax (Reserve Alloc)	-3.5%	(45,680)	-3.5%	(22,842)	(23,605)	-3.6%	(763)	3.3%

**Rancho Murieta Community Services District**  
**Budget Performance Report by FUND**  
**YTD THROUGH DECEMBER 2015**

	% of Annual		% of YTD		YTD		YTD VARIANCE	
	Total	Budget	Total	Budget	Actuals	Total	Amount	%
Other Income	3.7%	\$49,160	3.7%	\$24,576	\$24,186	3.7%	(\$390)	(1.6%)
<b>Total Security Revenues</b>	<b>100.0%</b>	<b>1,322,820</b>	<b>100.0%</b>	<b>661,400</b>	<b>661,511</b>	<b>100.0%</b>	<b>111</b>	<b>0.0%</b>
<b>EXPENSES (excluding depreciation)</b>								
Wages	57.1%	671,100	57.9%	328,800	289,581	54.9%	(39,219)	(11.9%)
Employer Costs	32.9%	386,400	33.1%	187,950	171,459	32.5%	(16,491)	(8.8%)
Equipment Repairs	0.4%	4,900	0.4%	2,202	1,444	0.3%	(758)	(34.4%)
Vehicle Maintenance	0.8%	9,600	0.8%	4,800	6,969	1.3%	2,169	45.2%
Vehicle Fuel	1.7%	19,390	1.8%	10,055	8,326	1.6%	(1,729)	(17.2%)
Off Duty Sheriff Patrol	0.3%	4,000	0.5%	2,700	5,827	1.1%	3,127	115.8%
Other	6.8%	79,470	5.5%	31,104	43,446	8.2%	12,342	39.7%
<b>Operational Expenses</b>	<b>100.0%</b>	<b>1,174,860</b>	<b>100.0%</b>	<b>567,611</b>	<b>527,052</b>	<b>100.0%</b>	<b>(40,559)</b>	<b>(7.1%)</b>
<b>Security Income (Loss)</b>	<b>12.6%</b>	<b>147,960</b>	<b>16.5%</b>	<b>93,789</b>	<b>134,459</b>	<b>25.5%</b>	<b>40,670</b>	<b>43.4%</b>
<b>20.3% Net Admin Alloc</b>	<b>12.6%</b>	<b>147,961</b>	<b>13.3%</b>	<b>75,298</b>	<b>69,332</b>	<b>13.2%</b>	<b>(5,966)</b>	<b>(7.9%)</b>
<b>Total Net Income (Loss)</b>	<b>0.0%</b>	<b>(1)</b>	<b>3.3%</b>	<b>18,491</b>	<b>65,127</b>	<b>12.4%</b>	<b>46,636</b>	<b>252.2%</b>
<b>SOLID WASTE REVENUES</b>								
Solid Waste Charges	100.0%	636,658	100.0%	318,330	318,399	100.0%	69	0.0%
Interest Earnings	0.0%	300	0.0%	150	120	0.0%	(30)	(20.0%)
<b>Total Solid Waste Revenues</b>	<b>100.0%</b>	<b>636,958</b>	<b>100.0%</b>	<b>318,480</b>	<b>318,519</b>	<b>100.0%</b>	<b>39</b>	<b>0.0%</b>
<b>EXPENSES (excluding depreciation)</b>								
CWRS Contract	92.7%	556,740	94.1%	278,370	278,446	94.1%	76	0.0%
Sacramento County Admin Fee	5.8%	34,740	5.9%	17,370	17,434	5.9%	64	0.4%
HHW Event	1.5%	9,000	0.0%			0.0%		0.0%
<b>Operational Expenses</b>	<b>100.0%</b>	<b>600,480</b>	<b>100.0%</b>	<b>295,740</b>	<b>295,880</b>	<b>100.0%</b>	<b>140</b>	<b>0.0%</b>
<b>Solid Waste Income (Loss)</b>	<b>6.1%</b>	<b>36,478</b>	<b>7.7%</b>	<b>22,740</b>	<b>22,639</b>	<b>7.7%</b>	<b>(101)</b>	<b>(0.4%)</b>
<b>5.0% Net Admin Alloc</b>	<b>6.1%</b>	<b>36,444</b>	<b>6.3%</b>	<b>18,546</b>	<b>17,077</b>	<b>5.8%</b>	<b>(1,469)</b>	<b>(7.9%)</b>
<b>Total Net Income (Loss)</b>	<b>0.0%</b>	<b>34</b>	<b>1.4%</b>	<b>4,194</b>	<b>5,562</b>	<b>1.9%</b>	<b>1,368</b>	<b>32.6%</b>
<b>OVERALL NET INCOME(LOSS)</b>	<b>100.0%</b>	<b>(898)</b>	<b>100.0%</b>	<b>144,965</b>	<b>276,337</b>	<b>100.0%</b>	<b>131,372</b>	<b>90.6%</b>

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

## INVESTMENT REPORT

<i>CASH BALANCE AS OF DECEMBER 31, 2015</i>		
<i>INSTITUTION</i>	<i>YIELD</i>	<i>BALANCE</i>
<b>CSD FUNDS</b>		
<i>EL DORADO SAVINGS BANK</i>		
SAVINGS	0.03%	\$ 424,888.59
CHECKING	0.02%	\$ 111,624.53
PAYROLL	0.02%	\$ 6,001.14
<i>AMERICAN WEST BANK</i>		
EFT	0.05%	\$ 110,389.08
<i>LOCAL AGENCY INVESTMENT FUND (LAIF)</i>		
UNRESTRICTED	0.40%	\$ 1,348,432.40
RESTRICTED RESERVES	0.40%	\$ 4,063,986.15
<i>CALIFORNIA ASSET MGMT (CAMP)</i>		
OPERATION ACCOUNT	0.31%	\$ 598,955.51
<i>UNION BANK</i>		
PARS GASB45 TRUST (balance as of 11/30/15)		\$ 909,147.85
<b>TOTAL</b>		<b>\$ 7,573,425.25</b>
<b>BOND FUNDS</b>		
<b>COMMUNITY FACILITIES DISTRICT NO. 1 (CFD)</b>		
<i>BANK OF AMERICA</i>		
CHECKING	0.00%	\$ 19,347.77
<i>CALIFORNIA ASSET MGMT (CAMP)</i>		
SPECIAL TAX	0.31%	\$ 8,315.07
<b>COMMUNITY FACILITIES DISTRICT NO. 2014-1 (CFD)</b>		
<i>BANK OF AMERICA</i>		
CHECKING	0.00%	\$ 897,974.89
<i>WILMINGTON TRUST</i> (balances as of 11/30/15)		
BOND RESERVE FUND	0.02%	\$ 391,576.50
BOND ADMIN EXPENSE	0.02%	\$ 40,405.00
BOND SPECIAL TAX FUND	0.02%	\$ 369,156.38
BOND ACQ & CONSTRUCTION	0.02%	\$ 837.96
BOND REDEMPTION ACCOUNT	0.00%	\$ -
BOND COI	0.00%	\$ -
BOND SURPLUS	0.00%	\$ -
		<b>\$ 1,727,613.57</b>
<b>TOTAL ALL FUNDS</b>		<b>\$ 9,301,038.82</b>

## MEMORANDUM

Date: January 14, 2016  
To: Board of Directors  
From: Greg Remson, Security Chief  
Subject: Security Report for the Month of December 2015

---

### OPERATIONS

New Year's Eve was quiet. There were a few calls for service but nothing major.

Patrol Officer Mike Scarzella has been selected as the next Security Patrol Sergeant, effective January 9, 2016. Officer Scarzella, along with Patrol Officer Coyle, Patrol Officer Tompkins, and Patrol Officer Nunez tested for the position. They were all well qualified and Officer Scarzella was selected as the best all-around fit for the position. Please congratulate Mike the next time you see him!

### INCIDENTS OF NOTE

December 2, Wednesday, reported at 4:15 p.m. on Murieta South Parkway. Adult son took his father's golf cart without permission. Son reportedly had been drinking. Son was later located at Riverview Park by Security Patrol Officers. Sacramento County Sheriff's Department (SSD) responded and arrested the son for public intoxication.

December 4, Friday, reported at 7:45 a.m. on Lone Pine Drive. Report of two (2) subjects cutting down a pine tree (Christmas tree). Subjects fled when Equestrian Center employees arrived.

December 5, Saturday, reported at 10:06 a.m. at Murieta Plaza. Report of a female trying to abandon her child. Subjects located at Country Store. Relatives arrived and all left area. SSD notified of details.

December 27, Sunday, reported at 2:34 p.m. on Reynosa Drive. Burglary to a vacant residence. No forced entry. Missing property may belong to former tenant. SSD report.

During December, Security Officers responded to calls including trespassing, marijuana smoking, loud music, and parties.

### RANCHO MURIETA ASSOCIATION COMPLIANCE/GRIEVANCE/SAFETY COMMITTEE MEETING

The meeting was held on December 7, 2015 at the Rancho Murieta Association (RMA) office. There were hearings regarding speeding, stop signs, unauthorized vehicles, trash containers, and driveway parking. The next meeting is scheduled for January 4, 2016.

# MEMORANDUM

Date: January 14, 2016  
To: Board of Directors  
From: Paul Siebensohn, Director of Field Operations  
Subject: Water/Wastewater/Drainage Report

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

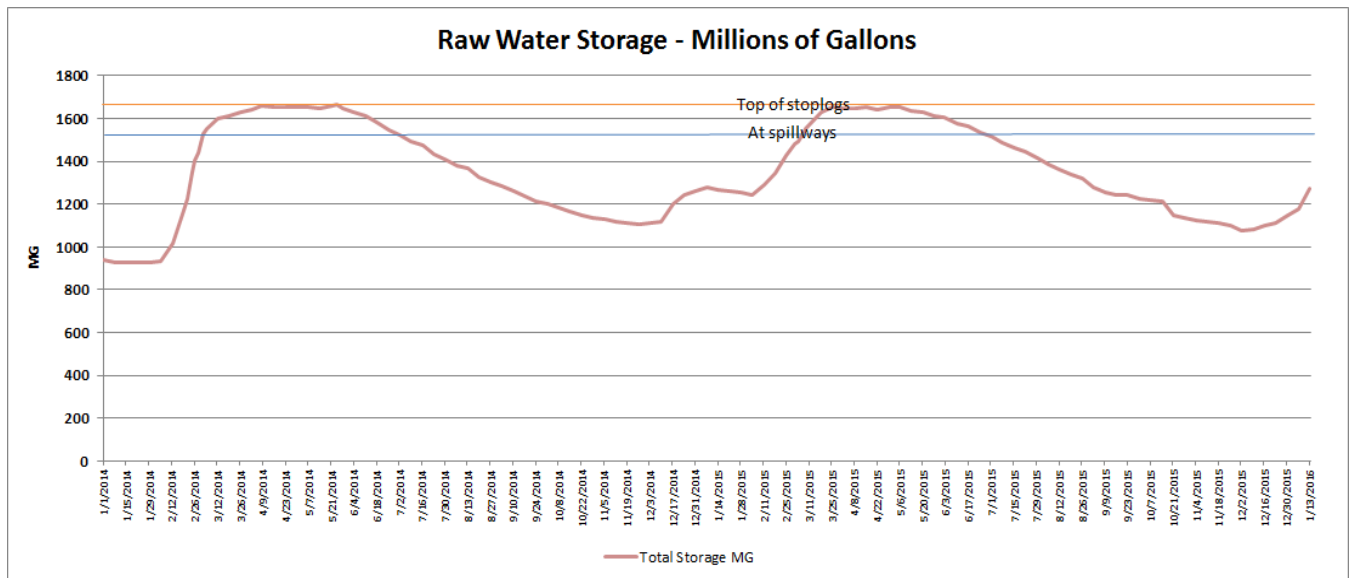
## WATER

Plant #2 is solely providing the District's water needs. It is set at 0.8 mgd and producing an average of 0.6 mgd. Water treatment plant production flow for this past December was 21,144,000 gallons.

## WATER SOURCE OF SUPPLY

On January 13, 2016, the combined raw water storage for Calero, Chesbro, and Clementia Reservoirs measured approximately 1,275.3 MG (3,914 AF) of which 1,111.4 MG (3,410.9 AF) is usable due to dead storage. For Calero and Chesbro Reservoirs alone, the storage measured 1,009.4 MG (3,098 AF), or 960 MG (2,645AF) usable.

For reference, the past 5-year average production has been 512.2 MG (1,572 AF). The reservoirs are at 84% capacity as measured to their spillways. Below is a graphical representation of historical storage reservoir levels through January 1, 2016.

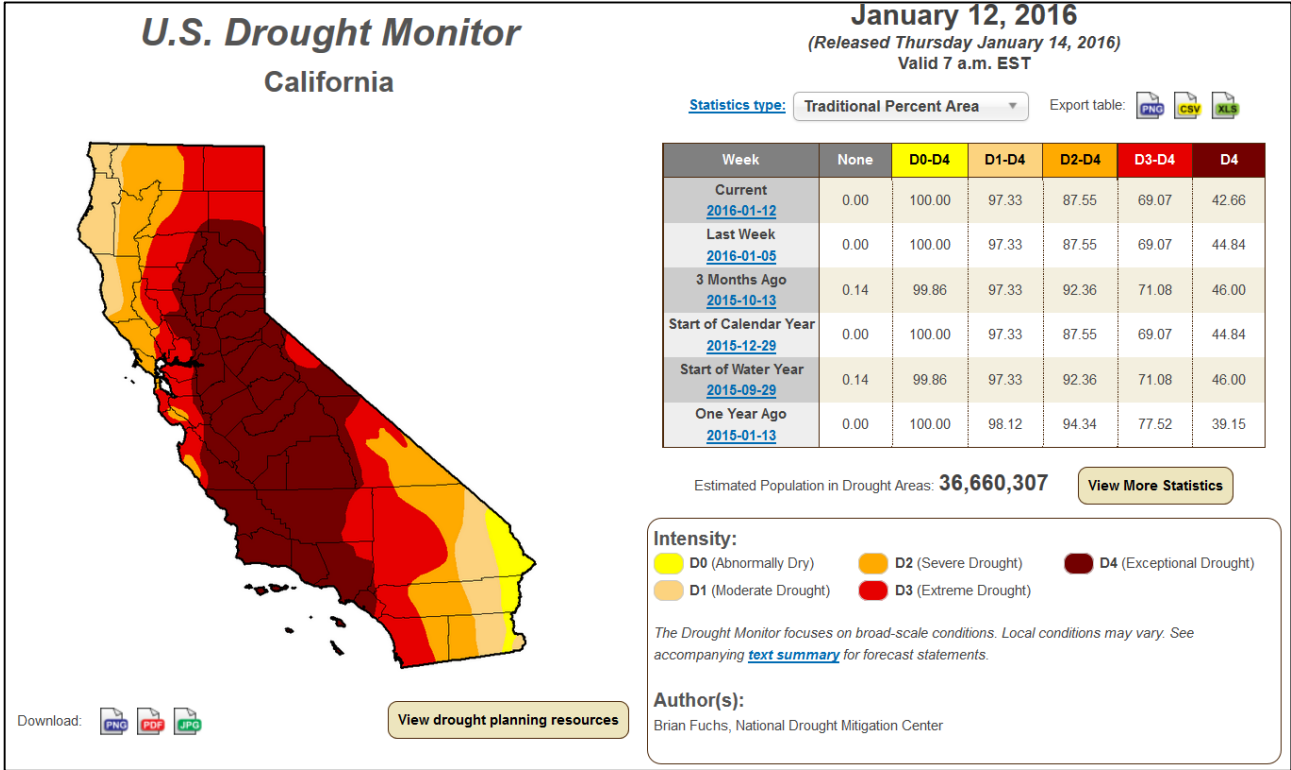


## CONSERVATION

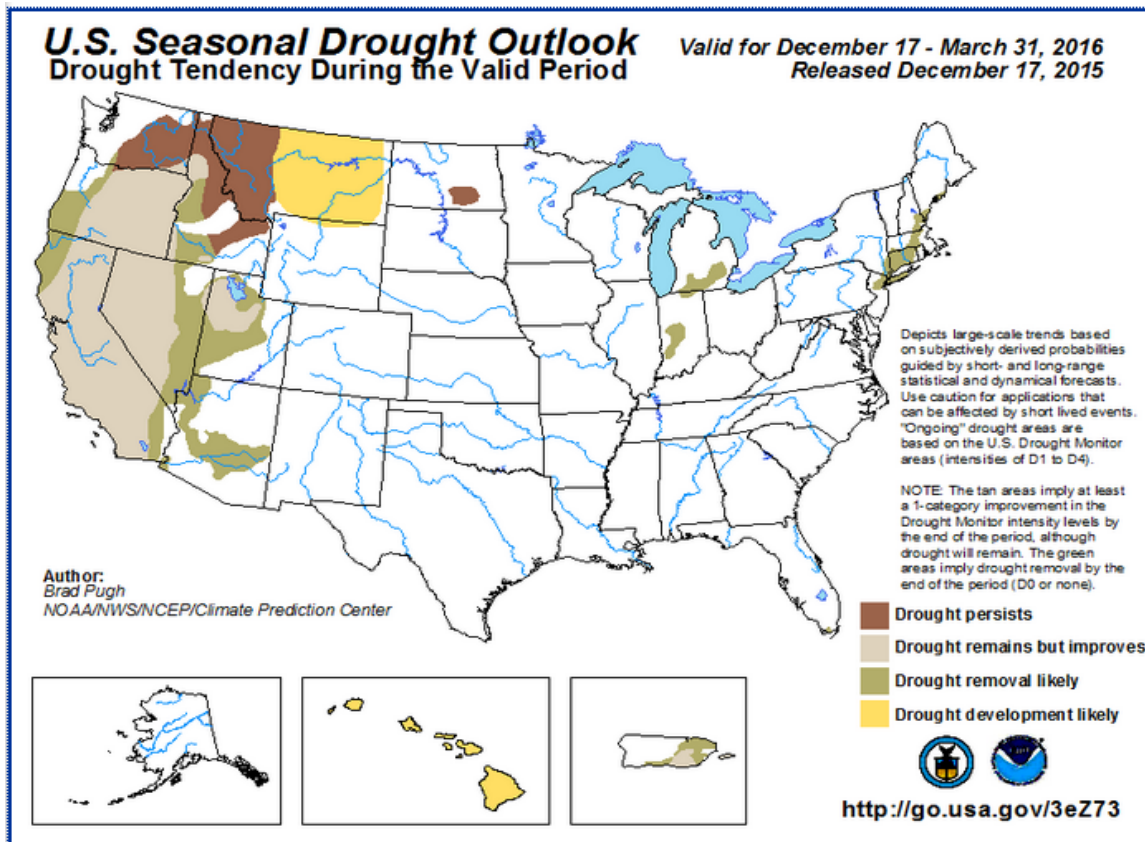
The US Drought Monitor graphic shown below shows that California continues to be in exceptional drought. US Seasonal Drought Outlook shows that the drought remains but is improving.

The State drought mandates and our water conservation schedule are still in effect. On November 13, 2015, Governor Brown issued Executive Order (EO) B-36-15 that calls for an extension of restrictions to urban potable water usage until October 31, 2016, should drought conditions persist through January 2016. EO B-36-15 is the fifth in a series of Executive Orders by Governor Brown on actions necessary to address California's severe drought conditions, the last of which directed the State Water Board to implement mandatory water reductions in urban areas to reduce potable urban water usage by twenty-five percent (25%) statewide. On May 5, 2015, the State Water Board adopted an emergency conservation regulation in accordance with the Governor's directive.

December's water production was 26.68% less than in December 2013, showing that the community continues to do an excellent job conserving water. The gallons per capita per day usage were at 85 for December.





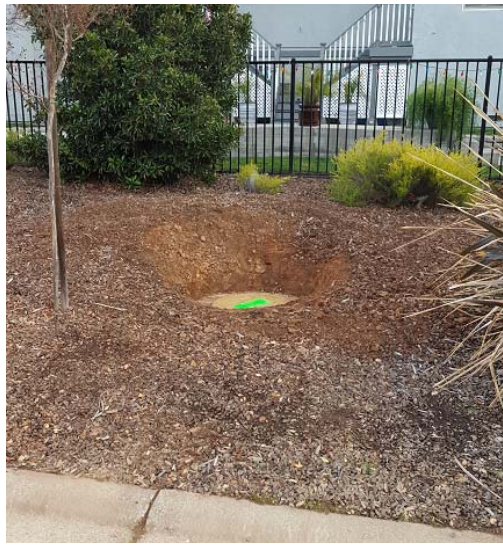


## WASTEWATER TREATMENT, COLLECTION AND RECLAMATION

Influent wastewater flow averaged 0.355 million gallons a day, for a total of 11.0 MG (33.8 AF) for the month of December. This is approximately 140 gpd per sewer connection. Secondary wastewater storage measured 55.76 MG (171.1 AF) on January 13, 2016 of which 50.9 MG (156.2 acre-feet) is usable volume.

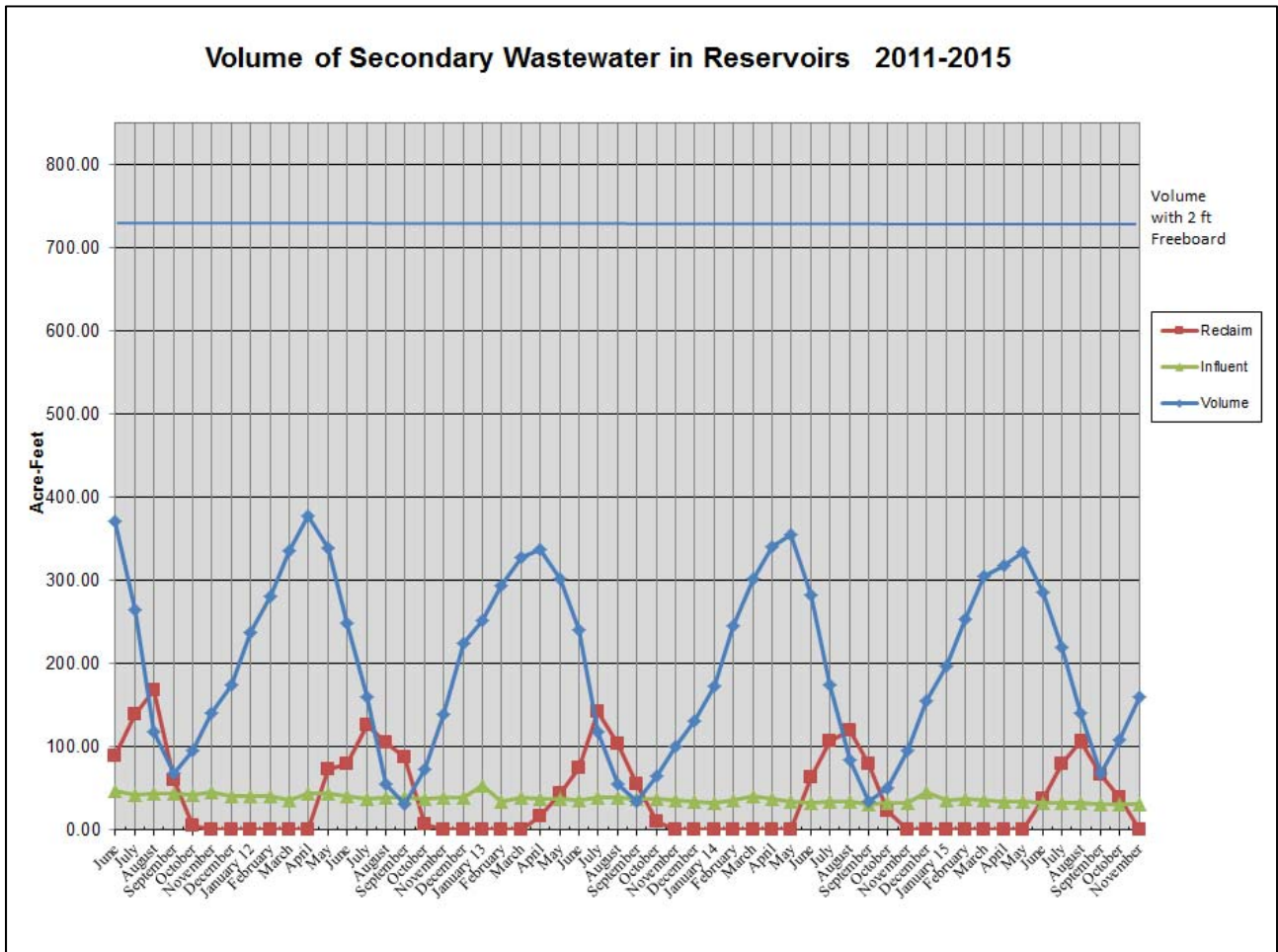
No deliveries of recycled water to the Rancho Murieta Country Club (RMCC) took place in December as the recycling facility is off for the season. RMCC is managing their recycled water holding as part of managing the prevention of recycled water spills due to rainfall runoff.

Maintenance in the collection system this past month included hydro cleaning 24,900 feet of sewer lines throughout the District. With the maintenance that we have been doing on the sewer system this year, we located three manholes that have been covered due to home owner landscaping and concrete work: 1) behind 6326 Playa Del Rey and close to Camino Del Lago, bush was planted on top and covered by 18" of dirt this has been exposed and will need to have the manhole raised; 2) 6335 Playa Del Rey in back yard between house and Chesbro Protection Ditch manhole covered by grass, still needs to be exposed; and 3) 6444 Via Del Cerrito this manhole is covered by a concrete driveway. We need to be able to access these for maintenance and if a sewer backup should occur.



Sewer manhole with bush planted over it, before and after clearing it

The graph below shows where our secondary storage is comparable to previous years, measured on the first Wednesday of each month.





## **DRAINAGE**

Utility staff has continued inspecting drainage culverts and ditch flow lines to prepare for the winter season which may provide higher than average rainfall. Maintenance included: DI's (drain inlets) on lower Guadalupe from this point to playa Del Rey and Agua Vista have had grates lifted, sump inspected, and vactored out as needed, along with culvert pipes from DI's to drainage ditches inspected and cleared as needed; Unit #6 De La Cruz and De La Pena Circle area have had DI's and manholes inspected and cleaned as needed as preventive maintenance for the winter as rains are expected; Zone #2 section 'F' silt build up in front of culvert and downstream of culvert located on Fuente De Paz and Rio Blanco was removed to allow for unobstructed flow at this point.



*Staff cleaning debris out of a drop inlet (DI)*

Two times during the month of December all drainage ditches in North Murieta were walked to insure there were no obstructions placed or through weather conditions obstructing drainage ditches.

## **CIA DITCH**

Off for the rainy season.

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

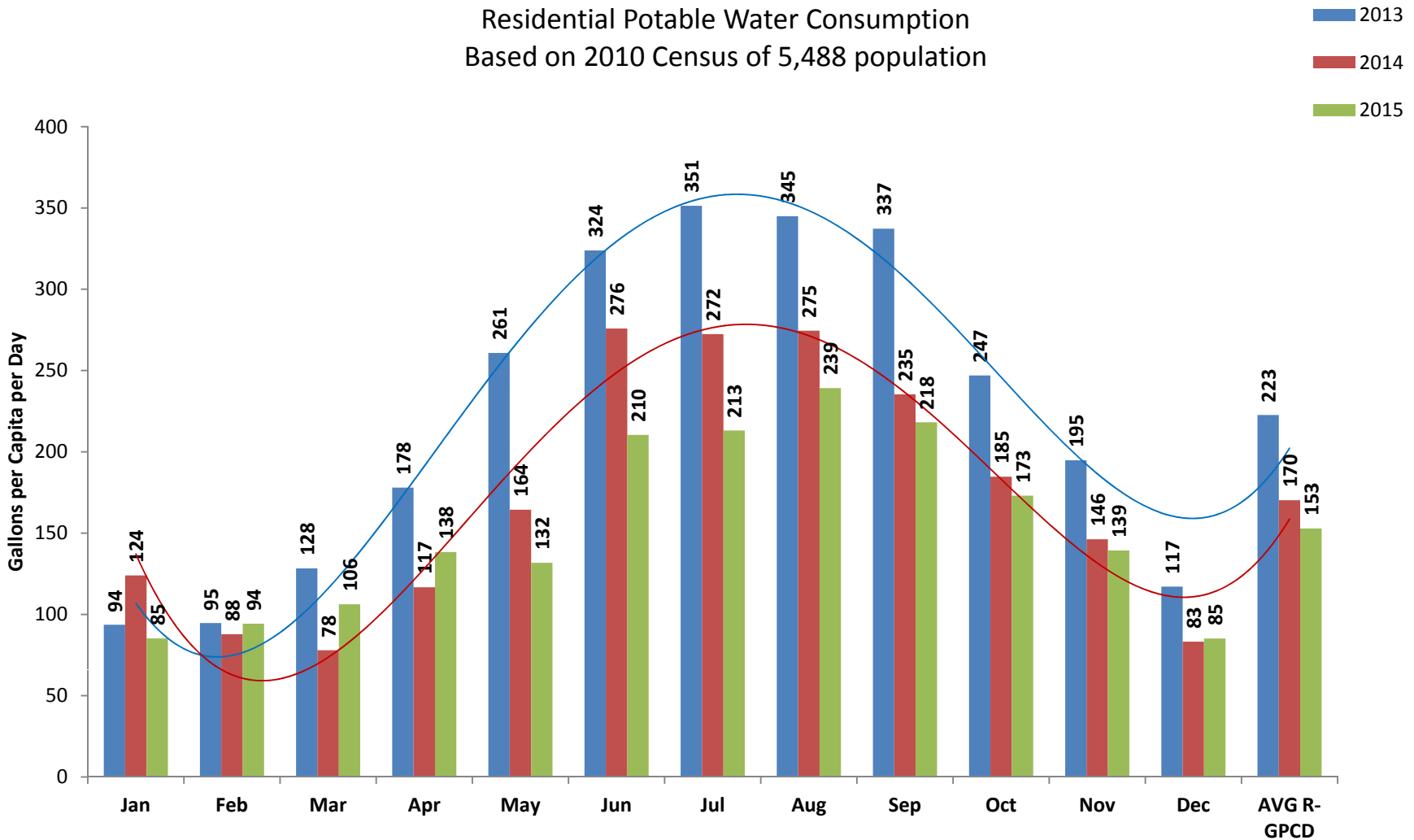
In December, Utility staff replaced one (1) 4" meter, four (4) ¾" meters, two (2) 1" meters and two (2) MXU radio read units, and repaired three (3) water service lines due to leaks. Also completed seven (7) underground service alerts (USAs), eight (8) water service restores, twelve (12) high usage, two (2) hot water recirculating pump, and one (1) toilet rebate inspections. All District backflows were tested as part of annual requirements. Two (2) had issues and were repaired.



*District staff working on Reynosa Drive water repair.*

# Rancho Murieta - Residential Gallons per Capita per Day

Comparison of 2013, 2014 and 2015  
 Residential Potable Water Consumption  
 Based on 2010 Census of 5,488 population



YTD Conservation achieved Dec 2014 versus 2013: 24%      2014 versus 2013 annual conservation: 24%

YTD Conservation achieved Dec 2015 versus 2013: 31%      2015 versus 2013 annual conservation: 31%



RECEIVED

JAN 04 2016

Rancho Murieta Water District:

I am writing to you, because I have concerns about the safety and purity of your drinking water supply. I have relatives that live in your community, and I am seriously concerned for their health.

I live in the North Sacramento Valley, out in the country. I have my own water well and there are no filters in my system, which means I am used to drinking clean water straight out of the ground. My water at home has virtually no taste or smell. Sometimes, maybe once every 2 years, I sense a slightly "mossy" aroma from my water, so then I treat the well with a small amount of chlorine and the odor goes away for another 2 years. What I'm saying is, I am used to drinking "clean" water and I know what clean water tastes and smells like. I also know what "city water" tastes like, which is basically clean water, with a slight hint of chlorine.

I recently visited Rancho Murieta, and I stayed at my relative's house overnight. Inevitably, I got thirsty and decided to drink some of your water. My relatives quickly tried to offer me bottled water, but I said "no", I am used to drinking from the tap. I drank a glass of your tap water and I must say that I was completely disgusted.

I have to say, in no uncertain terms, your tap water SUCKS and I honestly believe it may even be dangerous to the health of your residents.

After tasting your tap water, I immediately recognized the familiar "mossy" smell that I experience from my own well every 2 years. On top of that mossy smell, there was a healthy dose of chlorine. I realize that a strong odor of Chlorine is to be expected in a public drinking water supply, so I wasn't surprised by that. However, what I also detected was a very definite odor of raw sewage. Yes, my drinking water experience at Rancho Murieta tasted and smelled like a combination of Moss, Chlorine, and Raw Sewage..... I will leave you with that information, and I now understand why my relatives drink bottled water.

I feel sorry for people who drink your water and I fear for the health of your residents at Rancho Murieta. Hopefully, this is a situation you can remedy.

## MEMORANDUM

Date: January 13, 2016  
To: Board of Directors  
From: Darlene J. Gillum, General Manager  
Subject: Consider Approval of Increase in General Manager's Authority Regarding Claims Against the District

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### **RECOMMENDED ACTION**

Approve the increase in the General Manager's authority regarding Claims Against the District.

### **BACKGROUND**

Golden State Risk Management Authority (GSRMA) provides insurance to the District. This coverage includes the handling of claims filed against the District. Currently, the General Manager has the authority to approve claims up to a \$5,000 payment. GSRMA and Richard Shanahan, District General Counsel, recommend increasing the General Manager's authority for approving claims to \$10,000.

# PROCEDURES FOR CLAIMS AGAINST CSD

## PURPOSE

This policy statement is to define the process for review and disposition of claims for money and damages submitted to the District.

## PROCEDURE

1. Once a claim is presented to the District, the District employee receiving the claim shall date-stamp it and deliver it to the District Secretary, who will log in the claim and assign it a sequential claim number. District employees may not offer any advice or give any assurances of any kind to a claimant regarding the District's consideration of his or her claim, other than informing the claimant that the claim will be evaluated promptly and in accordance with the District's claims procedures. The District Secretary shall then forward the claim to Golden State Risk Management Authority (GSRMA) and to the General Manager.
2. Claims relating to a cause of action for death or injury to person or to personal property or growing crops must be presented to the District no later than six months after the cause of action accrues. A claim relating to any other cause of action must be presented to the District no later than one year after the cause of action accrues.
3. If a claim that must have been presented within six months after the cause of action for death or injury to person or to personal property or growing crops is presented after this six-month period, a person wishing to present such claim to the District must complete a separate application form explaining the reasons for the delay in presenting the claim. The proposed claim shall be attached to the application form, be date-stamped and logged in accordance with section (1) above, and be provided to the District Board of Directors for review. The application form must be presented to the District within a reasonable time not to exceed one year after the cause of action giving rise to the claim accrues. In calculating this one-year period, the following shall apply:
  - a. The time during which the person who sustained the alleged injury, damage, or loss as a minor shall be counted, but the time during which he or she is mentally incapacitated and does not have a guardian or conservator of his or her person shall not be counted; and
  - b. The time during which the person is detained or adjudged to be a dependent child of the juvenile court system, as set forth in Government Code section 911.4(c)(2), shall not be counted.
- 3.1 GSRMA shall grant or deny the application within 45 days after being presented to the District. The potential claimant and the District/GSRMA may extend the period within which the District is required to act on the application by written agreement made before the expiration of the 45-day period.



The District/GSRMA must grant the application where one or more of the following applies:

- a. The failure to present the claim was through mistake, inadvertence, surprise or excusable neglect and the District was not prejudiced in its defense of the claim by the failure to present the claim within the original six-month period;
- b. The person who sustained the alleged injury, damage or loss was a minor during the entire six-month period within which the claim should have been presented;
- c. The person who sustained the alleged injury, damage or loss was physically or mentally incapacitated during the entire six-month period within which the claim should have been presented; or
- d. The person who sustained the alleged injury, damage or loss died before the expiration of the six-month period within which the claim should have been presented.

If the District/GSRMA fails or refuses to act on an application within the 45-day period or the period specified in the agreement, the application shall be deemed to have been denied on the 45th day or the last day of the period specified in the agreement, respectively.

The District/GSRMA shall give the potential claimant written notice of its decision to either grant or deny the application. Such notice shall be mailed to the address stated in the claims form as the address to which the claimant desires notices to be sent or, if no such address is listed, to the claimant's address as stated on the claims form or on the application.

If the District/GSRMA grants the application, the claim shall be deemed to have been presented to the District on the day that the application is granted.

4. For claims for money or damages that are less than \$510,000 the District Board of Directors designates the General Manager to review and act upon the claim.
5. Claims for money or damages that are greater than \$510,000 shall be reviewed and acted upon by the District Board of Directors.
6. The GSRMA or General Manager, as applicable, shall act upon a claim within 45 days after the claim has been presented to the District. If the claim is amended, GSRMA or the General Manager, as applicable, shall act on the amended claim within 45 days after the amended claim is presented to the District. Upon request, the GSRMA/District may extend the period within which it is required to act on the claim by written agreement made either before the expiration of the 45-day period, or after the expiration of the period but before an action based on the claim has been filed in court.

7. In acting upon a claim, GSRMA, the General Manager or District Board of Directors, as applicable, may do the following:
  - a. Reject the claim entirely;
  - b. Allow the claim in full;
  - c. Allow the claim in part and reject the balance;
  - d. Compromise the claim, if the District's liability or amount due to the claimant is disputed; or
  - e. Do nothing, and allow the claim to be denied by operation of law. If GSRMA, the General Manager or District Board of Directors, as applicable, does not act on a claim, then the claim is deemed rejected on the last day within which the General Manager or District Board of Directors, as applicable, was required to act.
8. In cases where the General Manager/GSRMA or District Board of Directors, as applicable, allows a claim in part or compromises the claim, the District may require the claimant to accept the amount offered by the District as full settlement of the claim.
9. The General Manager or GSRMA, as applicable, shall provide written notice of the action taken or the inaction that is deemed as a rejection of the claim. The written notice shall be mailed to the address stated in the claims form as the address to which the claimant desires notices to be sent or, if no such address is listed, to the claimant's address as stated on the claims form.
10. At its discretion, the District Board of Directors may, within six months after providing the written notice required by section (9) above, re-examine a previously rejected claim in order to consider settlement of a claim if the claimant has not yet commenced legal action against the District on the claim.
11. Where construction/restoration efforts on the part of the District is required to compensate a claimant, the General Manager or his or her designee shall, in consultation with the claimant, solicit competitive bids or informal proposals from contractors in accordance with the District's procurement policies. The District shall recommend the lowest responsible and responsive bidder or proposal to the claimant. Although the claimant shall have final authority in selecting the contractor who performs the construction/restoration work associated with his or her claim, the compensation to be provided by the District under the claim shall not exceed the lowest responsive and responsible bid amount received by the District. Once approved by the Board of Directors, a District check shall be drawn and made payable to the claimant, who shall in turn pay the contractor performing the construction/restoration work.

12. From time to time, catastrophic incidents may occur which will require the General Manager's immediate exercise of sound business judgment and professional risk management actions. Recognizing that one of the key elements of the District's Risk Management Program is loss control, the General Manager shall be authorized to do the following if, in his or her best professional judgment, specific circumstances require these acts for the protection of the District:
- a. The General Manager may hire contractors to assist persons that are detrimentally affected or damaged by District operations in moving and storing furniture, removing, cleaning and reinstalling carpets, disinfecting and cleaning premises, or performing any other emergency work required to limit or prevent the damage caused by District operations.
  - b. The General Manager may assist persons that are detrimentally affected or damaged by District operations in obtaining lodging and meals at District expense in situations where, as a clear result of District activities, such persons are forced to vacate their living quarters.
13. In the event that the General Manager determines that the actions described in section 12(a) and/or 12(b) above are necessary, the General Manager shall provide a written report to the Board of Directors, with copies to the GSRMA and Director of Field Operations and Security Chief, as soon as practicable informing them of the events and circumstances necessitating the actions taken. In cases where the costs of providing the assistance described in section 12(a) exceed [\\$510,000](#), the Board of Directors shall be requested to ratify the General Manager's actions at the next regular Board Meeting.

## MEMORANDUM

Date: January 13, 2016  
To: Board of Directors  
From: Darlene J. Gillum, General Manager  
Subject: Consider Approval Memorandum of the Understanding by and between Rancho Murieta Community Services District and the County of Sacramento Regarding Election Services

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### **RECOMMENDED ACTION**

Approve the Memorandum of Understanding by and between Rancho Murieta Community Services District and the County of Sacramento regarding election services.

### **BACKGROUND**

A Memorandum of Understanding (MOU) for election services defines the expectations, rights, and responsibilities of the parties involved in conducting elections in Sacramento County. The MOU for election services uniformly defines each party's roles and responsibilities in conducting elections. There is no financial impact related to this request. The MOU is required by the County in the format provided.

**MEMORANDUM OF UNDERSTANDING BY AND BETWEEN  
RANCHO MURIETA COMMUNITY SERVICES DISTRICT  
AND  
THE COUNTY OF SACRAMENTO**

1. **PARTIES.** This Memorandum of Understanding (MOU) is entered into by the Rancho Murieta Community Services District, (“District”) and the County of Sacramento, a political subdivision of the State of California (“County”).

2. **PURPOSE OF THIS MOU.** The purpose of this MOU is to define the expectations, rights, and responsibilities of the parties with regard to providing certain services for all elections. This MOU supersedes any other agreement between the parties related to the matters covered by this MOU.

3. **ROLES AND RESPONSIBILITIES.** The responsibilities of the Sacramento County Registrar of Voters and the General Manager, Rancho Murieta Community Services District are defined in Attachment A (Scope of Services), which is a part of this MOU.

4. **REIMBURSEMENT FOR SERVICES PROVIDED.** The District agrees to reimburse the County for elections services within 30 days from receipt of an invoice from the County Elections Office. If there is a dispute about services provided or costs claimed, the Registrar of Voters and the General Manager shall meet in good faith to resolve the dispute before any other remedies are sought.

5. **MUTUAL INDEMNIFICATION.**

5.1 District agrees to indemnify and hold harmless County, its officers, employees, agents, and volunteers from any and all liabilities for injury to persons and damage to property arising out of any act or omission of District, its officers, employees, agents or volunteers in connection with District’s performance of its obligations under this MOU.

5.2 County agrees to indemnify and hold harmless District, its officers, employees, agents, and volunteers from any and all liabilities for injury to persons and damage to property arising out of any act or omission of County, its officers, employees, agents or volunteers in connection with County’s performance of its obligations under this MOU.

5.3 This Section 5 survives the termination or expiration of this MOU.

6. **TERM OF AGREEMENT.** This MOU is effective upon the signatures of the parties, and may be modified at any time by the written consent of the parties. It may be terminated at any time upon mutual consent of the parties, or unilaterally upon written notice from the terminating party to the other party at least 60 days prior to the date of termination. The District shall reimburse the County for cost of services provided through the date of the termination notice.

RANCHO MURIETA  
COMMUNITY SERVICES DISTRICT

COUNTY OF SACRAMENTO,  
a political subdivision of the State of  
California

By: \_\_\_\_\_  
Darlene Gillum, General Manager

By: \_\_\_\_\_  
Registrar of Voters

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to Form:

Approved as to Form:

By: \_\_\_\_\_  
General Manager

By: \_\_\_\_\_  
County Counsel

DRAFT

## ATTACHMENT A - SCOPE OF SERVICES

### ALL ELECTIONS

#### **Registrar of Voters shall provide the following services for all Rancho Murieta Community Services District elections:**

1. Prepare election process forms and provide to the General Manager at least 120 days prior to the election.
2. Verify signatures on petitions, including but not limited to, all candidate official filing forms, nomination paper petitions, and supplemental nomination paper petitions; initiative, referendum, and recall petitions; Notices of Intent to Circulate Petitions; and Notices of Intent to Recall.
3. Assign measure letters.
4. Prepare, translate, and format the sample ballot for materials including, as applicable: candidates' statement, ballot arguments and rebuttals, measure ballot title and summary, measure impartial analysis, facsimile ballot, voting instructions, polling place information, and map and/or address of ballot drop-off locations in the RANCHO MURIETA COMMUNITY SERVICES DISTRICT.
5. Supply sample ballot materials to registered voters in the affected District.
6. Provide to the General Manager an electronic listing of all electors eligible to vote in the election, including polling place, if applicable.
7. Provide ballot tabulation equipment and qualified and trained personnel for its operation throughout the election as provided by law.
8. Provide security during ballot counting and tabulation process.
9. Provide sufficient personnel to deliver, process, count, and tabulate election ballots.
10. Provide sufficient personnel to process, count, and tabulate signature withdrawal requests.
11. Distribute and process vote-by-mail ballots.
12. Distribute and process provisional ballots and challenged ballots.
13. Perform canvass and issue Official Statement of Vote to the General Manager as required by federal and state election laws.
14. Prepare invoices for services rendered within 45 days of the election and provide revised invoices, as necessary, following cost reconciliation
15. Other services as requested by the General Manager.

#### **The General Manager shall provide the following services to the Registrar of Voters for all Rancho Murieta Community Services District elections:**

1. Provide a copy of the resolution calling the election and requesting services as required by federal and state election law.
2. Provide General Manager action regarding costs for printing of candidate statements.
3. As applicable, promptly furnish copies of the full text of measures, including a written description of any related maps or images, impartial analysis, ballot title and summary, arguments, and rebuttals.
4. Remit payment for services rendered within 30 days of receiving invoice.

## ELECTION POLLING LOCATIONS

**The Registrar of Voters shall provide the additional following services for Rancho Murieta Community Services District polling location elections:**

1. Establish polling locations that are compliant with State of California law regarding accessibility.
2. Provide furniture and equipment, as needed, for polling locations and poll workers.
3. Hire, train, and compensate poll workers and alternate poll workers.
4. Hire, train, and compensate Coordinators and technical teams for technical and logistical support to poll workers and elections personnel.
5. Provide the General Manager with a direct link to County website that indicates polling locations.

**The General Manager shall provide the additional following services for Rancho Murieta Community Services District polling place elections:**

1. Provide location and security for a ballot box for vote-by-mail drop-offs at District Office on Election Day and at least 15 days prior.

## ALL-MAIL-BALLOT ELECTIONS

**The Registrar of Voters shall provide the additional following services for Rancho Murieta Community Services District all-mail-ballot elections:**

1. Provide materials, equipment, staffing, and activities required for all-mail-ballot elections as required by law.
2. Hire and train workers for ballot drop-off locations.
3. Provide for the establishment of ballot drop-off locations, with days and hours of operation for a period of at least 15 days prior to Election Day and on Election Day from 7 a.m. to 8 p.m. or as required by election law.
4. Provide materials, furniture, and equipment, as needed, for ballot drop-off locations.
5. Timely deliver all official ballots as required by law.
6. Provide daily tallies of returned ballots to the General Manager.

**The General Manager shall provide to the Registrar of Voters for Rancho Murieta Community Services District all-mail-ballot elections:**

1. Assist with the identification of potential facilities for ballot drop-off locations.
2. Provide location and security for a ballot box for vote-by-mail drop-offs at District Office on Election Day and 15 days prior to Election Day or as otherwise required by law.



APPROVED  
BOARD OF SUPERVISORS  
By Reso # 2015-0809  
OCT 27 2015  
By Ablence Evans  
Clerk of the Board

COUNTY OF SACRAMENTO  
CALIFORNIA

For the Agenda of  
October 27, 2015

To: Board of Supervisors  
From: Department of Voter Registration and Elections  
Subject: Authorize The Registrar Of Voters To Execute Memoranda Of Understanding For Election Services With Jurisdictions That Request Election Services From Sacramento County

Supervisory  
District(s): All

Contact: Jill LaVine, Registrar of Voters, 875-6558  
Theresa Smart, Administrative Services Officer II, 875 6610

**Overview**  
A Memorandum of Understanding (MOU) for election services defines the expectations, rights and responsibilities of the parties involved in conducting elections in Sacramento County. Only one jurisdiction has an MOU for election services and that MOU is old and needs to be updated to reflect today's election rules and voting opportunities.

**Recommendations**  
Approve the attached resolution authorizing the Registrar of Voters to execute Memoranda of Understanding for election services with jurisdictions that request election services from Sacramento County.

**Measures/Evaluations**  
Sacramento County and the County's jurisdictions will have MOUs for election services that uniformly defines each parties' roles and responsibilities in conducting elections.

**Fiscal Impact**  
There is no financial impact related to this request.

**BACKGROUND:**

The Sacramento County Department of Voter Registration and Elections conducts elections on behalf of all the jurisdictions within the County. The request for election services from these jurisdictions has generally been through an informal letter submitted to Voter Registration and Elections (VRE) prior to each election. These informal letters provide only a brief list of the tasks needed for the successful administration of an election, leaving VRE to perform tasks beyond those requested in order to meet all the legal requirements of an election.

Only the City of Sacramento has a more formal Memorandum of Understanding (MOU) for election services with the County, enacted by the Board of Supervisors in 1984. Election laws and voting opportunities have changed significantly over the intervening years and the 1984 document needs to be replaced with an MOU that reflects today's procedures, rules and regulations. The department and the City Clerk are working together to update their MOU.

**DISCUSSION:**

There are 59 local jurisdictions on whose behalf Voter Registration and Elections (VRE) conducts elections. Historically, the process to request election services has been informal. Jurisdictions send a letter to VRE confirming their contests up for election and agreeing to reimburse the county for their share of the elections costs based on the biennial Fee Schedule. The City of Sacramento is the only jurisdiction with which the County has an MOU for election services. However, this MOU is over 31 years old and needs to be rewritten to reflect current election laws and voting opportunities.

Letters from districts typically include a short list of actions requested of VRE for their election. The lists include such routine items as publishing the notice of the election, preparation and distribution of ballots, and canvassing election results. The list is not exhaustive of all tasks performed in administration of elections, nor does it include the jurisdictions duties for any given election. VRE accepts the letter as the jurisdiction's intent for VRE to perform all necessary tasks related to the election and to fully reimburse the County for their election costs.

Entering into MOUs with jurisdictions will eliminate the need for jurisdictions to prepare a letter listing their requested election tasks, will streamline their jurisdictions contest submittal process and eliminate redundant directions from the jurisdictions. VRE staff will no longer need to devote staff time to reviewing pages of transmittal letters to ensure the jurisdiction has requested services necessary to conduct an election. Jurisdictions with MOUs will only need to send a short letter referencing their MOU that confirms their contests and measures up for election as well as any specialized services, if requested, for that election. Finally, the MOUs with the jurisdictions will provide uniform descriptions of each parties' roles and responsibilities in conducting elections.

Voter Registration and Elections has maintained good relationships with the jurisdictions for which it conducts elections, leading to a high level of trust in the County's election administration. Establishing MOUs for election services will provide a legal document that clarifies election administration services expected of both the County and the jurisdiction.

In late September, VRE and the City of Sacramento finalized the updated wording on the existing MOU. This updated MOU will become effective upon approval of the attached resolution. In early October, VRE introduced the MOU proposal by letter to the remaining cities, all school districts and all special districts within the County. This letter outlined each party's responsibilities for election administration and support, and included an MOU template. While the MOU is optional, the clarification of responsibilities, rights and expectations offered therein will be beneficial to both parties.

With as many as 59 MOUs expected as a result of this program, it is recommended that your Board delegate signature authority for the MOUs to the Registrar of Voters, or his or her designee, with County Counsel's review and approval as to form. Delegated signature authority will also enable the MOUs to be quickly updated to reflect future changes in election laws.

There are two MOU templates attached to this report. The first is the Standard MOU (Attachment 1) and will be used with all jurisdictions except municipalities. The second, the Municipality MOU, (Attachment 2) includes a broader range of duties ordinarily performed by the city clerks. City clerks, by law, are election officials and are authorized to conduct elections. In Sacramento County, the Cities have delegated election administration to VRE except for tasks associated with candidate nomination filings for each election. The Municipality MOU template specifies that the city clerks' retain their candidate nomination filing tasks.

### **MEASURES/EVALUATIONS**

Sacramento County will have an MOU that uniformly defines each jurisdictions' roles and responsibilities in conducting elections.

### **FINANCIAL ANALYSIS**

There is no financial impact related to this request.

### **CONCLUSION**

The Board's action today authorizing the Registrar of Voters to sign Memoranda of Understanding with the County's jurisdictions for election services will ensure the County and the jurisdictions will uniformly define each parties' roles and responsibilities in the administration of elections.

Respectfully submitted,

\_\_\_\_\_  
JILL LAVINE, Registrar of Voters  
Voter Registration and Elections

APPROVED:  
BRADLEY J. HUDSON  
County Executive

By: \_\_\_\_\_  
PAUL G. LAKE  
Chief Deputy County Executive  
Countywide Services

Attachments: Resolution  
Attachment 1 – Standard Memorandum of Understanding Template  
Attachment 2 – Municipality Memorandum of Understanding Template

RESOLUTION NO. 2015-0809

**AUTHORIZING THE REGISTRAR OF VOTERS TO SIGN  
MEMORANDA OF UNDERSTANDING FOR ELECTION SERVICES  
WITH JURISDICTIONS THAT REQUEST ELECTION SERVICES FROM  
SACRAMENTO COUNTY**

**WHEREAS**, Voter Registration and Elections administers elections for all jurisdictions having contests within Sacramento County; and,

**WHEREAS**, the County and jurisdictions will benefit from a streamlined method for addressing their requests for election administration services; and,

**WHEREAS**, the memorandum of understanding will uniformly define each parties' roles and responsibilities in the administration of elections.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Supervisors, County of Sacramento, authorizes the Sacramento County Registrar of Voters, or his or her designee, to sign memoranda of understanding for election services with jurisdictions holding elections in Sacramento County on behalf of the Chair of the Board of Supervisors of Sacramento County.

On a motion by Supervisor Nottoli, seconded by Supervisor Serna, the foregoing Resolution was passed and adopted by the Board of Supervisors of the County of Sacramento, State of California, this 27th day of October, 2015, by the following vote, to wit:

AYES: Supervisors, Kennedy, MacGlashan, Nottoli, Peters, Serna

NOES: Supervisors, None

ABSENT: Supervisors, None

ABSTAIN: Supervisors, None

RECUSAL: Supervisors, None



*Arlene Evans*  
Clerk, Board of Supervisors

*R. Serna*

Chair of the Board of Supervisors  
of Sacramento County, California

In accordance with Section 25103 of the Government Code of the State of California a copy of the document has been delivered to the Chair of the Board of Supervisors, County of Sacramento on 10.27.15

By: *S. Studdert*  
Deputy Clerk, Board of Supervisors

**FILED**  
BOARD OF SUPERVISORS

OCT 27 2015

BY *Arlene Evans*  
CLERK OF THE BOARD

**MEMORANDUM OF UNDERSTANDING BY AND BETWEEN**  
**\_\_\_\_\_ DISTRICT**  
**AND**  
**THE COUNTY OF SACRAMENTO**

1. **PARTIES.** This Memorandum of Understanding (MOU) is entered into by the \_\_\_\_\_, (“District”) and the County of Sacramento, a political subdivision of the State of California (“County”).

2. **PURPOSE OF THIS MOU.** The purpose of this MOU is to define the expectations, rights, and responsibilities of the parties with regard to providing certain services for all elections. This MOU supersedes any other agreement between the parties related to the matters covered by this MOU. *(add in agreement details, if any)*

3. **ROLES AND RESPONSIBILITIES.** The responsibilities of the Sacramento County Registrar of Voters and the \_\_\_\_\_ *(specify authorized party - clerk, administrator, etc)* the \_\_\_\_\_ District are defined in Attachment A (Scope of Services), which is a part of this MOU.

4. **REIMBURSEMENT FOR SERVICES PROVIDED.** The District agrees to reimburse the County for elections services within 30 days from receipt of an invoice from the County Elections Office. If there is a dispute about services provided or costs claimed, the Registrar of Voters and the City Clerk shall meet in good faith to resolve the dispute before any other remedies are sought.

5. **MUTUAL INDEMNIFICATION.**

5.1 District agrees to indemnify and hold harmless County, its officers, employees, agents, and volunteers from any and all liabilities for injury to persons and damage to property arising out of any act or omission of District, its officers, employees, agents or volunteers in connection with District’s performance of its obligations under this MOU.

5.2 County agrees to indemnify and hold harmless District, its officers, employees, agents, and volunteers from any and all liabilities for injury to persons and damage to property arising out of any act or omission of County, its officers, employees, agents or volunteers in connection with County’s performance of its obligations under this MOU.

5.3 This Section 5 survives the termination or expiration of this MOU.

6. **TERM OF AGREEMENT.** This MOU is effective upon the signatures of the parties, and may be modified at any time by the written consent of the parties. It may be terminated at any time upon mutual consent of the parties, or unilaterally upon written notice from the terminating party to the other party at least 60 days prior to the date of termination. The District shall reimburse the County for cost of services provided through the date of the termination notice.

\_\_\_\_\_ DISTRICT,

COUNTY OF SACRAMENTO,  
a political subdivision of the State of  
California

By: \_\_\_\_\_  
(*specify authorized party*)

By: \_\_\_\_\_  
Registrar of Voters

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to Form:

Approved as to Form:

By: \_\_\_\_\_  
(*or appropriate counter signature*)

By: \_\_\_\_\_  
County Counsel



ATTACHMENT A - SCOPE OF SERVICES

ALL ELECTIONS

**Registrar of Voters shall provide the following services for all \_\_\_\_\_ District elections:**

1. Prepare election process forms and provide to the (*specify authorized party*) at least 120 days prior to the election.
2. Verify signatures on petitions, including but not limited to, all candidate official filing forms, nomination paper petitions, and supplemental nomination paper petitions; initiative, referendum, and recall petitions; Notices of Intent to Circulate Petitions; and Notices of Intent to Recall.
3. Assign measure letters.
4. Prepare, translate, and format the sample ballot for materials including, as applicable: candidates' statement, ballot arguments and rebuttals, measure ballot title and summary, measure impartial analysis, facsimile ballot, voting instructions, polling place information, and map and/or address of ballot drop-off locations in the \_\_\_\_\_ DISTRICT.
5. Supply sample ballot materials to registered voters in the affected District (*wards, areas, etc.*).
6. Provide to the (*specify authorized party*) an electronic listing of all electors eligible to vote in the election, including polling place, if applicable.
7. Provide ballot tabulation equipment and qualified and trained personnel for its operation throughout the election as provided by law.
8. Provide security during ballot counting and tabulation process.
9. Provide sufficient personnel to deliver, process, count, and tabulate election ballots.
10. Provide sufficient personnel to process, count, and tabulate signature withdrawal requests.
11. Distribute and process vote-by-mail ballots.
12. Distribute and process provisional ballots and challenged ballots.
13. Perform canvass and issue Official Statement of Vote to the (*specify authorized party*) as required by federal and state election laws.
14. Prepare invoices for services rendered within 45 days of the election and provide revised invoices, as necessary, following cost reconciliation
15. Other services as requested by the (*specify authorized party*).

**The (*specify authorized party*) shall provide the following services to the Registrar of Voters for all \_\_\_\_\_ District elections:**

1. Provide a copy of the resolution calling the election and requesting services as required by federal and state election law.
2. Provide (*Board, Trustee, Directors*) action regarding costs for printing of candidate statements.
3. As applicable, promptly furnish copies of the full text of measures, including a written description of any related maps or images, impartial analysis, ballot title and summary, arguments, and rebuttals.
4. Remit payment for services rendered within 30 days of receiving invoice.

### ELECTION POLLING LOCATIONS

**The Registrar of Voters shall provide the additional following services for \_\_\_\_\_  
District polling location elections:**

1. Establish polling locations that are compliant with State of California law regarding accessibility.
2. Provide furniture and equipment, as needed, for polling locations and poll workers.
3. Hire, train, and compensate poll workers and alternate poll workers.
4. Hire, train, and compensate Coordinators and technical teams for technical and logistical support to poll workers and elections personnel.
5. Provide the *(specify authorized party)* with a direct link to County website that indicates polling locations.

**The *(specify authorized party)* shall provide the additional following services for \_\_\_\_\_  
District polling place elections:**

1. Provide location and security for a ballot box for vote-by-mail drop-offs at District Office on Election Day and at least 15 days prior. *(this item optional at request of District)*

### ALL-MAIL-BALLOT ELECTIONS

**The Registrar of Voters shall provide the additional following services for \_\_\_\_\_  
District all-mail-ballot elections:**

1. Provide materials, equipment, staffing, and activities required for all-mail-ballot elections as required by law.
2. Hire and train workers for ballot drop-off locations.
3. Provide for the establishment of ballot drop-off locations, with days and hours of operation for a period of at least 15 days prior to Election Day and on Election Day from 7 a.m. to 8 p.m. or as required by election law.
4. Provide materials, furniture, and equipment, as needed, for ballot drop-off locations.
5. Timely deliver all official ballots as required by law.
6. Provide daily tallies of returned ballots by *(wards, areas, etc.)* as requested to the *(specify authorized party)*.

**The *(specify authorized party)* shall provide to the Registrar of Voters for \_\_\_\_\_  
District all-mail-ballot elections:**

1. Assist with the identification of potential facilities for ballot drop-off locations.
2. Provide location and security for a ballot box for vote-by-mail drop-offs at District Office on Election Day and 15 days prior to Election Day or as otherwise required by law. *(this item optional at request of District)*



**MEMORANDUM OF UNDERSTANDING BY AND BETWEEN  
THE CITY OF \_\_\_\_\_  
AND  
THE COUNTY OF SACRAMENTO**

1. **PARTIES.** This Memorandum of Understanding (MOU) is entered into by the City of \_\_\_\_\_, a California \_\_\_\_\_ city and municipal corporation (“City”) and the County of Sacramento, a political subdivision of the State of California (“County”).

2. **PURPOSE OF THIS MOU.** The purpose of this MOU is to define the expectations, rights, and responsibilities of the parties with regard to providing certain services for all elections. This MOU supersedes any other agreement between the parties related to the matters covered by this MOU. *(add in agreement details, if any)*

3. **ROLES AND RESPONSIBILITIES.** The responsibilities of the Sacramento County Registrar of Voters and the City Clerk of the City of \_\_\_\_\_ are defined in Attachment A (Scope of Services), which is a part of this MOU.

4. **REIMBURSEMENT FOR SERVICES PROVIDED.** The City agrees to reimburse the County for elections services within 30 days from receipt of an invoice from the County Elections Office. If there is a dispute about services provided or costs claimed, the Registrar of Voters and the City Clerk shall meet in good faith to resolve the dispute before any other remedies are sought.

5. **MUTUAL INDEMNIFICATION.**

5.1 City agrees to indemnify and hold harmless County, its officers, employees, agents, and volunteers from any and all liabilities for injury to persons and damage to property arising out of any act or omission of City, its officers, employees, agents or volunteers in connection with City’s performance of its obligations under this MOU.

5.2 County agrees to indemnify and hold harmless City, its officers, employees, agents, and volunteers from any and all liabilities for injury to persons and damage to property arising out of any act or omission of County, its officers, employees, agents or volunteers in connection with County’s performance of its obligations under this MOU.

5.3 This Section 5 survives the termination or expiration of this MOU.

6. **TERM OF AGREEMENT.** This MOU is effective upon the signatures of the parties, and may be modified at any time by the written consent of the parties. It may be terminated at any time upon mutual consent of the parties, or unilaterally upon written notice from the terminating party to the other party at least 60 days prior to the date of termination. The City shall reimburse the County for cost of services provided through the date of the termination notice.

CITY OF \_\_\_\_\_, a California  
city and municipal corporation

COUNTY OF SACRAMENTO,  
a political subdivision of the State of  
California

By: \_\_\_\_\_  
City Clerk

by: \_\_\_\_\_  
Registrar of Voters

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to Form:

Approved as to Form:

By: \_\_\_\_\_  
City Attorney  
(or appropriate counter signature)

by: \_\_\_\_\_  
County Counsel

ATTACHMENT A - SCOPE OF SERVICES

ALL ELECTIONS

**Registrar of Voters shall provide the following services for all City of \_\_\_\_\_ elections:**

1. Prepare election process forms and provide to the City Clerk at least 120 days prior to the election.
2. Verify signatures on petitions, including but not limited to, all candidate official filing forms, nomination paper petitions, and supplemental nomination paper petitions; initiative, referendum, and recall petitions; Notices of Intent to Circulate Petitions; and Notices of Intent to Recall.
3. Assign measure letters.
4. Prepare, translate, and format the sample ballot for materials including, as applicable: candidates' statement, ballot arguments and rebuttals, measure ballot title and summary, measure impartial analysis, facsimile ballot, voting instructions, polling place information, and map and/or address of ballot drop-off locations in the City of \_\_\_\_\_.
5. Provide all sample ballot materials to the City Clerk for review and confirmation within the Registrar's time frames to make necessary changes in time to meet legal deadlines prior to printing and mailing.
6. Supply sample ballot materials to registered voters in the affected Council Districts.
7. Provide to the City Clerk an electronic listing of all electors eligible to vote in the election, including polling place, if applicable.
8. Provide ballot tabulation equipment and qualified and trained personnel for its operation throughout the election as provided by law.
9. Provide security during ballot counting and tabulation process.
10. Provide sufficient personnel to deliver, process, count, and tabulate election ballots.
11. Provide sufficient personnel to process, count, and tabulate signature withdrawal requests.
12. Distribute and process vote-by-mail ballots.
13. Distribute and process provisional ballots and challenged ballots.
14. Perform canvass and issue Official Statement of Vote to the City Clerk as required by federal and state election laws.
15. Prepare invoices for services rendered within 45 days of the election and provide revised invoices, as necessary, following cost reconciliation
16. Refer media inquiries and requests relating to City of \_\_\_\_\_ elections to the City Clerk.
17. Other services as requested by the City Clerk.

**The City Clerk shall provide the following services to the Registrar of Voters for all City of \_\_\_\_\_ elections:**

1. Provide a copy of the resolution calling the election and requesting services as required by federal and state election law.
2. Provide City Council action regarding costs for printing of candidate statements.
3. Promptly forward candidates' Candidate Official Filing forms and Statement of Qualification upon submittal.

4. As applicable, promptly furnish copies of the full text of measures, including a written description of any related maps or images, impartial analysis, ballot title and summary, arguments, and rebuttals.
5. Promptly review and confirm content and content placement of sample ballot materials.
6. Furnish copies of published Notice of Election and list of qualified candidates.
7. Remit payment for services rendered within 30 days of receiving invoice.

**ELECTION POLLING LOCATIONS**

**The Registrar of Voters shall provide the additional following services for City of \_\_\_\_\_ polling location elections:**

1. Establish polling locations that are compliant with State of California law regarding accessibility.
2. Provide furniture and equipment, as needed, for polling locations and poll workers.
3. Hire, train, and compensate poll workers and alternate poll workers.
4. Hire, train, and compensate Coordinators and technical teams for technical and logistical support to poll workers and elections personnel.
5. Provide the City Clerk with a direct link to County website that indicates polling locations.

**The City Clerk shall provide the additional following services for City of \_\_\_\_\_ polling place elections:**

1. Provide location and security for a ballot box for vote-by-mail drop-offs at City Hall on Election Day and at least 15 days prior. *(this item optional at request of City)*

**ALL-MAIL-BALLOT ELECTIONS**

**The Registrar of Voters shall provide the additional following services for City of \_\_\_\_\_ all-mail-ballot elections:**

1. Provide materials, equipment, staffing, and activities required for all-mail-ballot elections as required by law.
2. Hire and train workers for ballot drop-off locations.
3. Provide for the establishment of ballot drop-off locations, with days and hours of operation for a period of at least 15 days prior to Election Day and on Election Day from 7 a.m. to 8 p.m. or as required by election law.
4. Provide materials, furniture, and equipment, as needed, for ballot drop-off locations.
5. Timely deliver all official ballots as required by law.
6. Provide daily tallies of returned ballots by Council District *(if applicable)* to the City Clerk.

**The City Clerk shall provide to the Registrar of Voters for City of \_\_\_\_\_ all-mail-ballot elections:**

1. Assist with the identification of potential facilities for ballot drop-off locations.

2. Provide location and security for a ballot box for vote-by-mail drop-offs at City Hall on Election Day and 15 days prior to Election Day or as otherwise required by law. *(this item optional at request of City)*

## MEMORANDUM

Date: January 18, 2016  
To: Board of Directors  
From: Darlene J Gillum, General Manager  
Subject: Consider Approval of Water Supply Assessment Report for Rancho Murieta North Development Project

---

### RECOMMENDED ACTION

Approve the Water Supply Assessment Report for the proposed Rancho Murieta North project, control number PLNP2014--00206.

### BACKGROUND

The District contracted with Maddaus Water Management to prepare the Water Supply Assessment (“WSA”) for the Rancho Murieta North proposed development project (the “Project”). The District was requested to prepare the WSA in accordance with the requirements of SB610 by Sacramento County Planning, the lead agency for the Project.

The WSA concludes that the District’s total projected water supplies available during normal, single dry, and multiple dry years during a 20-year projection will meet the projected water demand associated with the proposed project, in addition to the District’s existing and planned future uses.

On January 11, 2016, the District held a workshop for the community to ask questions and comment on the Draft WSA.

The updated Draft WSA is attached for review and approval. Lisa Maddaus, Maddaus Water Management, will attend the Board Meeting to address any further questions or comments on the WSA.



*MADDAUS  
WATER  
MANAGEMENT INC.*

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## Technical Memorandum

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Prepared for: Rancho Murieta Community Services District  
Project Title: Water Supply Assessment – Rancho Murieta North Project

### Technical Memorandum

Subject: Final Water Supply Assessment  
Date: January 18, 2016  
To: Darlene Gillum, General Manager, Rancho Murieta Community Services District  
From: Lisa Maddaus, Maddaus Water Management, Inc.  
Reviewed by: Bill Maddaus, Maddaus Water Management, Inc.

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## TABLE OF CONTENTS

	<u>Page</u>
Executive Summary	1
1 Introduction	2
1.1 Purpose and Authorization	2
1.2 Scope of Investigation	2
1.3 Documents and Persons Consulted	2
2 Development Project Description	4
2.1 Description	4
3 Project Water Supply Source	5
3.1 Service Area Background Information	5
3.2 Potable Water Treatment and Distribution	5
3.3 Recycled Water	6
3.4 Raw Water	6
3.5 Supply Source and Contractual Provisions	7
3.6 Water Supply Plan	8
3.7 District Water Supply Protection	8
3.8 Water Supply Shortage Contingency	10
3.9 Projections Under Water Supply Shortage Conditions	11
4 Water Demand Projections	12
4.1 Future System Potable and Non-Potable Water Demand Projections	12
4.2 Net Additional Demand from Proposed Project	12
4.3 Estimated Proposed Project Demands	13
5 Description of Adopted Water Conservation Measures	18
6 Comparison of Supply Allocation vs. Water Demand Projections	19
7 Conclusion	22
8 References	23
Appendix 1 – Acronyms	24



## EXECUTIVE SUMMARY

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The Water Supply Assessment (WSA) provides information for use in the California Environmental Quality Act (CEQA) analysis for the proposed project, Rancho Murieta North PLNP2014-00206. The Rancho Murieta Community Services District (District) has completed the WSA at the County of Sacramento's request based on Board adopted planning documents, recent review of District water demands, and information provided by the County and Project Proponent. One future project, Rancho Murieta North Development Project, on undeveloped land within the District's existing service area is presented in this WSA.

The requirements for the WSA are described in the California Water Code Sections 10910 through 10915, amended by the enactment of Senate Bill 610 (SB 610) in 2002. SB 610 requires an assessment of whether available water supplies are sufficient to serve the demand generated by the new project, as well as the reasonably foreseeable cumulative demand during normal year, single dry year, and multiple dry year conditions over the next 20 years.

While the District is below the Urban Water Management Plan (UWMP) thresholds of 3,000 connections or 3,000 AFY to prepare an UWMP for submission to the California Department of Water Resources, the District Board adopted the Rancho Murieta Community Services District 2010 Integrated Water Master Plan Update (IWMP) on October 18, 2010. This WSA builds on the water demand projections created as part of the IWMP. The IWMP buildout demand, which is based on 600 gallons per day per equivalent dwelling unit<sup>1</sup> (EDU) for new development, is assumed to occur in year 2035. This is consistent with the 20-year time horizon required by the WSA. The number of residential accounts at buildout was drawn from Sacramento County approved land use projections included in the IWMP.

Since the 2010 IWMP Update was completed, more recent information has been included in the WSA analysis as noted throughout this technical memorandum. When either supply or demand assumptions were required for the assessment, conservative values were selected for the analysis in an effort to estimate "worst case" conditions; meaning demands are projected in the upper portion of the range and available supplies are projected in the lower portion of the range. For example, average and projected residential account water use is based on the District's Summary of Residential Demand Factors Analysis, published June 19, 2013, and was then updated to consider more recent water use trends. This resulted in the finding that large size estate lots have an average indoor use of 60.7 gallons per capita (person) per day (GPCD) and small estate lots have an average indoor use of 57 GPCD. In calculating the proposed project's projected indoor use the WSA uses the large size estate lot average of 60.7 GPCD. This is an example of a conservative assumption in estimating demands; especially when compared to documented indoor use of 45 GPCD for new homes built under current building codes and with more efficient fixtures. Both residential and commercial demands are planned as part of the proposed development included in this WSA.

The supply for the District is described in the 2010 IWMP Update. The source of the Cosumnes River is a precipitation based watershed, not heavily influenced by the snowpack levels (and as a result did not experience the same level of severity as other west slope of the Sierra Nevada watersheds during the 2012-2015 drought). The off-stream reservoirs have a usable storage of 4,723 AFY. This volume is a conservative assumption of available supply because it does not include the amount of water that is directly supplied to residential and commercial customers during the District's permitted diversion season of November through May.

<sup>1</sup> An equivalent dwelling unit(EDU) is a normalizing factor used to assign water demands to different lot (parcel) sizes within the District. A single EDU is based on 600 gallons per day of water used. Some lots may be assigned less than a single EDU and some lots may be assigned multiple EDU's based on their projected daily water demands.

Since the IWMP was approved, average account water use has been reviewed such that the demand calculations for the new projects are included in this report to illustrate a comprehensive overview of system-wide supply and demand. The Rancho Murieta North Development project proposes 827 new residential lots, a small commercial 39-acre parcel development and 382.7 acres of parks, open spaces, trails and other non-residential land uses. The WSA estimates the total project will require approximately 1,326 acre-feet per year (AFY) of additional total potable and non-potable water demand. This project is currently in the County application process. This WSA was developed by Maddaus Water Management, Inc. and District staff independent from the applicant as required by California Code, including a detailed estimate for project water demands.

The number of connections and projected water demand for this proposed project do not exceed the adopted demand projection in the 2010 IWMP Update. As a result, the analysis shows that the District can meet its obligation to serve proposed development within the service area boundary and its existing customers using current supply sources in the 20-year time horizon required by Senate Bill 610 Water Supply Assessment requirements.

## 1 INTRODUCTION

---

### 1.1 Purpose and Authorization

The purpose of the Water Supply Assessment (WSA) is to determine whether there is adequate water supply to meet the water needs of the new proposed project within the Rancho Murieta Community Services District service area. The WSA was developed by the collaborative efforts of the project team consisting of Maddaus Water Management, Inc. (MWM) and Rancho Murieta Community Services District (District). MWM provided estimated calculations for the water demand of the project and assisted to compile the WSA report; the District provided information on this project and also all other development projects and water demands contained in the report.

### 1.2 Scope of Investigation

This WSA focuses on the proposed Rancho Murieta North Development project. As shown in Figure 1-1 below, the project property is located on private land within the Rancho Murieta Planned Development boundaries.

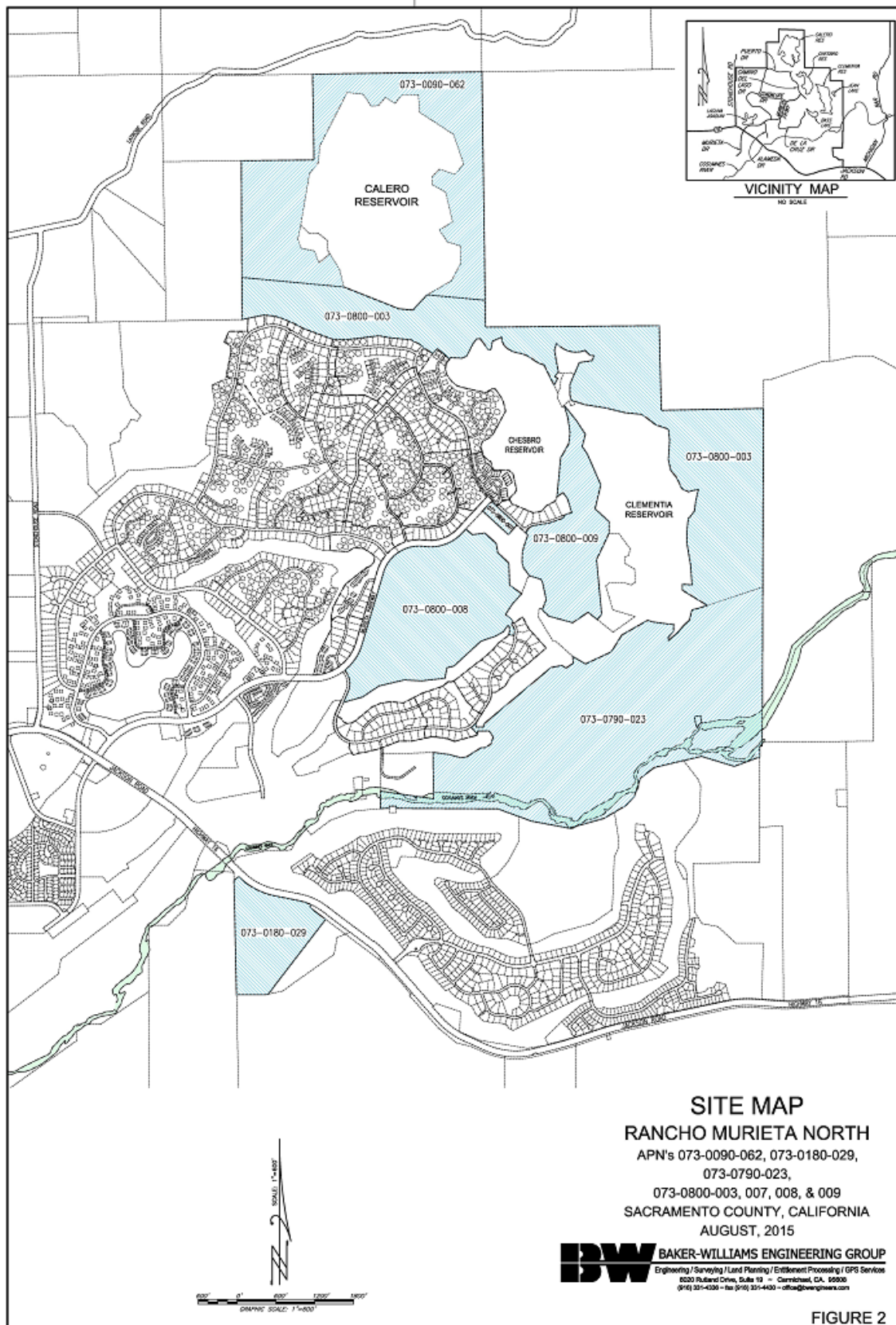
### 1.3 Documents and Persons Consulted

Water supply source related information in this report is primarily based on the District's 2010 Integrated Water Master Plan Update, Final 2020 Compliance Plan, and 2013 Summary of Residential Demand Factors Analysis, unless more updated information was applicable.

Demand projections were developed independently by the District and MWM based on assumptions using District provided data. The future demand projection to buildout was adopted by the District in the 2010 IWMP Update. The number of connections and projected water demand in the IWMP for this proposed project are not exceeded based on this adopted demand projection.

Some information specific to Rancho Murieta North Development project was provided by District staff and Sacramento County in the August through November 2015 time period.

Figure 1-1. Project Site Vicinity Map



Source: Baker-Williams Engineering Group, Rancho Murieta North Planning with APNs

## 2 DEVELOPMENT PROJECT DESCRIPTION

### 2.1 Description

The proposed project elements of the Rancho Murieta North Development project included in this WSA are described below. Key project features and phasing are also presented.

The proposed Rancho Murieta North Development project is on approximately 775 acres of land located in the Rancho Murieta Community Services District. The proposed project includes 827 residential lots in Villages A-H, a 39-acre commercial development, and 215 EDUs of park and additional non-residential land uses. Individual village communities proposed have a combination of three different lot sizes: (1) estate lots of less than 12,000 square feet, (2) estate lots between 12,000 and 24,000 square feet, and (3) estates greater than 24,000 square feet. Lots greater than 9,000 square feet may include an additional accessory dwelling unit or “casita” on the property.

The proposed 39-acre General Commercial (GC) parcel will be located on the south side of Jackson Road (Highway 16) just east of the Cosumnes River. The property was historically used by Operating Engineers Local #3 for heavy equipment training purposes. The intended use for this parcel may include, but is not be limited to, warehousing, light industrial, retail, some residential housing, and/or recreation uses as allowable in a GC zone development.

Table 2-1 presents the proposed sizes of the Rancho Murieta North project non-residential development and residential village lots, as well as the development schedule.

Information associated with the project demands and assumptions are presented in Section 4.

**Table 2-1. Proposed Residential, Commercial, and Common Area Sizes – Rancho Murieta North Project**

Village	Lot Sizes (square feet)			Total Lots	Development Schedule			
	Less Than 12,000 SF	12,000 to 24,000	More Than 24,000		2020	2025	2030	2035 or later
Village A	91	68	8	167	70%	15%	7%	8%
Village B	45	116	6	167	10%	30%	30%	30%
Village C	85	45	0	130	10%	40%	40%	10%
Village D	0	40	2	42	0%	25%	25%	50%
Village E	0	11	32	43	0%	0%	20%	80%
Village F	40	54	1	95	0%	2%	38%	60%
Village G	7	29	17	53	0%	0%	10%	90%
Village H	24	103	3	130	0%	10%	25%	65%
<b>Non-Residential</b>								
<b>Commercial</b>			4 parcels or 39 acres		15%	30%	30%	25%
<b>Park and Non-Residential EDUs (Lettered Lots/Common Area)</b>				215 EDUs	11%	15%	25%	49%

## 3 PROJECT WATER SUPPLY SOURCE

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The water supply sources for the District are described in detail in the 2010 IWMP Update. This section provides an overview of the District's supply sources. The Rancho Murieta North Development project is within the existing service area of Rancho Murieta Community Services District and is included in past planning efforts to be served by the existing water sources.

### 3.1 Service Area Background Information

The District was formed in 1982 to provide water supply collection (treatment and distribution), wastewater collection (treatment and reuse), and storm drainage collection, disposal, and flood control services for the community of Rancho Murieta. The area served by the District encompasses approximately 3,500 acres in eastern Sacramento County. The region is similar to a Mediterranean climate, marked by precipitation typically occurring only in winter months.

While the District is below the threshold of 3,000 connections and 3,000 AFY to prepare an Urban Water Management Plan for submission to the California Department of Water Resources, the District's future demand projection to buildout was adopted by the District in the 2010 IWMP Update.

Land uses within the District's service area show the development of approximately 1,920 acres in 2004 for single-family residences, townhouses, duplexes, and mobile homes (MacKay & Soms, 2004).

District water is taken from the Cosumnes River at Granlees Dam and pumped into Calero, Chesbro, and Clementia Reservoirs from November 1st until May 31st of each year; it is subject to provisions in the water rights permit 16762. The stored water is used throughout the year for the needs of the community. These reservoirs work as large settlement basins before the water is transferred to the Water Treatment Plant at the foot of the Chesbro Dam.

### 3.2 Potable Water Treatment and Distribution

Water is processed by conventional and membrane filtration through two treatment plants, disinfected through chlorine contact chambers, and pumped to storage in the 1.2 million gallon (MG) storage tank on Rio Oso Drive and the 3.0 MG storage tank on Van Vleck Ranch (east of Rancho Murieta). These tanks hold water for distribution and fire protection to the customers of Rancho Murieta Community Services District.

The distribution system is divided into two separate type systems: a pressure system and a gravity feed system. The area north of Guadalupe Drive is the pressure system and its water comes from the booster system at the Rio Oso Drive storage tank. The rest of the system is gravity flow and the water comes from the Van Vleck tank through the south area across the yellow bridge to the area south of the second Guadalupe Drive.

**Water Treatment Plant.** A retrofit and expansion project to upgrade the existing 1.5 million gallons per day (MGD) conventional water treatment plant (WTP #1) to 4 MGD of ultra-filtration, which is expandable to 6 MGD as needed, is being installed and includes influent piping through new 400-micron auto-strainers as well as modifications to the Plant 1 flash mixer and flocculation basins. This WTP #1 project is scheduled to be completed in early 2016. Also, two new treated water booster pumps have been added to pump the treated water out to the distribution system.



### 3.3 Recycled Water

The use of recycled water in Rancho Murieta offsets the demand for potable use. The new development is required to use recycled water for outdoor irrigation where economically feasible per District Policy 2011-07, adopted July 20, 2011. It also prevents the need for the District to obtain a National Pollutant Discharge Elimination System (NPDES) permit for disposing of treated wastewater.

Recycled water of the tertiary treated wastewater effluent is currently used exclusively on the two community golf courses. They have a combined irrigation area of approximately 250 acres and annual average demand of 550 AF (179.2 million gallons). The District's tertiary treatment plant typically operates annually from late April through October to produce recycled water for the golf courses' irrigation needs. Should the District have an excess of recycled water, it may be delivered for use on adjacent property located at the Van Vleck Ranch. In the 2010 IWMP Update, the District was projected to have an average annual recycled water production estimated at 1,110 AFY.

The District stops supplying recycled water in coordination with the Rancho Murieta Country Club (RMCC) each fall per a Waste Discharge Requirement with the Regional Water Quality Control Board, as well as when supplies are exhausted. RMCC then draws down the levels in their ponds at Holes 10, 11, 16 and 17 on the South Course and partially draws down Bass Lake on the North Course. This is to keep the ponds from violating the minimum of two feet from spillway requirement from the Regional Water Quality Control Board to prevent the ponds from overflowing due to storm water runoff during the rainy season.

Recycled water is distributed in a separate network of pipes that keeps reclaimed water pipes completely separate from potable water pipes. The non-potable reclaimed water is distributed in lavender (light purple) pipes or pipes marked as "RECYCLED WATER" to distinguish it from potable water. Where economically feasible, future development is required to install purple pipe and supply recycled water for residential and common area irrigation purposes.

### 3.4 Raw Water

The District's raw water infrastructure consists of an intake from the Cosumnes River at its Granlees Dam and diversion structure, diversion pumps, and piping to feed the three primary raw water storage reservoirs. The three primary storage reservoirs, Calero, Chesbro and Clementia have an estimated usable combined storage capacity of 4,608 AF. This value does NOT include the minimum storage volume of 400 AF that cannot be put into use, commonly referred to as dead storage. An additional 115 AF is available supply when the reservoir stop logs or flashboards are in place. Usable reservoir volume (meaning that dead storage is excluded because it is not usable) with stop logs in place is 4,723 AF. The WSA total available storage for the District is assumed to be the reservoir volume with the stop logs installed. During the 2012-2015 drought, the District was able to fill the reservoirs with the stop logs in place.

This 4,723 AFY is a conservative assumption of available supply because it does not include the amount of water that is directly supplied to residential and commercial customers during the District's permitted diversion season of November through May. This "dynamic pumping supply" is continually replaced in the reservoirs throughout the diversion season. The volume of additional "dynamic pumping" varies year to year depending on the flow levels in the river, storage volume in reservoirs, and other operational decisions. Under the District's water right permit 16762 the maximum amount of water allowed to be diverted from the Cosumnes River is 6,368 AFY. The difference between maximum storage and maximum diversion allowed is 1,645 AFY, which would be the maximum amount of "dynamic pumping" volume available to the District. This additional 1,645 AFY volume was not included in the water balance presented in

Sections 4 and 6. The reservoirs are assumed to be filled to full volume at some point during the pumping season, given that was possible during the 2012-2015 drought.

Raw water can be conveyed from Granlees Dam to either Calero or Chesbro Reservoirs via a 33-inch pipeline or to Clementia Reservoir via a 21-inch pipeline. Calero Reservoir is at the highest elevation of the three reservoirs and is the first to be drawn down. It is drawn down by transferring raw water via a 30-inch siphon pipeline to Chesbro Reservoir. Raw water needed to meet the community's needs is drawn from Chesbro Reservoir to the water treatment plants through a gravity-driven 36-inch raw water supply pipeline. In addition to raw water storage, Clementia Reservoir can be used to route water to a number of other areas within the community. Clementia Reservoir is also used for irrigation supply and recreational uses.

For an average rainfall year during the diversion season, flow into the system is greater than flow out of the system. Surplus water is moved to storage and reservoir depths increase until they are filled to capacity. The opposite state occurs during the summer-to-fall draw down season, when flow out of the storage is greater than flow into storage. Reservoirs decrease in volume depth until the minimum allowable reservoir volume is reached (dead storage) or until the diversion season starts once again. Typically, the District enters into the draw down period with all three reservoirs filled to capacity. During severe drought conditions, flow out of storage to the water treatment plant facility remains greater than flow into the system for most of the drought period, including the diversion season. Under shortage conditions, including droughts, the District is preparing to diversify supply sources by potentially using groundwater wells and expanded use of recycled water.

### 3.5 Supply Source and Contractual Provisions

As summarized in the District's 2010 IWMP Update, the District's water supply consists of seasonal diversions and diversions under Permit 16762 from the Cosumnes River that are normally diverted to three storage reservoirs (Calero, Chesbro, and Clementia). More details on the District's diversion limitations can be found in their 2010 IWMP Update.

Water right permit 16762 was issued in 1969, amended in 1980, 2000, and again in 2006. In 2006, the permit was renewed and extended with no new permit requirements through 2020 in consideration that the community was not at full build-out. It now appears likely that in 2020, the community will not have reached full build-out and the District will request another extension of the permit.

The Cosumnes River water supply is subject to drought restrictions. In 1976 and 1977, the District experienced the driest one-year drought span on record. The most recent drought of 2012-2015 did not impact the District's ability to divert water from the river, which did occur under 1977 river hydrology conditions. The first District drought resolution was adopted in 1990 as Policy 90-2. In February 2012 the District adopted Chapter 14 of the Water Code with updates and enhancements to water use efficiency, wasteful use of water and drought response regulations. The District continues to maintain a drought ordinance to mitigate community impacts in time of water supply shortages. Since 1989, many studies and exploratory measures have been executed to determine potential water supply alternatives. In addition, other studies have evaluated alternative build-out projections and assessed reclaimed water disposal needs and offsets to potable water use.

### 3.6 Water Supply Plan

According to the District's IWMP, previous studies show that providing new groundwater supply is more cost-effective than other alternatives to increasing supply reliability in times of water shortage. Preliminary well field explorations show that potential well fields exist within close proximity of Rancho Murieta. Early findings indicate an individual well could provide a potential of up to 500 gpm (Dunn, 2013) and identified two potential groundwater well sites. However, a capacity of approximately 400 gpm would be required if this option were used to eliminate drought deficit only. A detailed description of the infrastructure required for this option was presented in the evaluation of the 2006 IWMP (HDR, 2006).

Also, there are several agricultural fields in close proximity of Rancho Murieta. Potentially, the District could form an agreement with a local rancher or farmer to trade recycled water for groundwater. This option requires installation of pipeline and conveyance infrastructure to route raw water from the groundwater well to Chesbro Reservoir and recycled water from the storage reservoir to the agricultural application area. However, this alternative does not provide any off-set or reduction to potable water demand within the District.

### 3.7 District Water Supply Projections

The following table presents the District's projected water supplies from the Cosumnes River that are normally diverted to the three storage reservoirs (Calero, Chesbro, and Clementia). In addition to other use limitations as presented in the previous sections (water treatment plant capacities, etc.), the total amount of water taken from the Cosumnes River cannot exceed 6,368 AFY.

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**Table 3-1. District Potable Supply Sources**

Water Supply Source	2015	2020	2025	2030	2035	Notes
<b>Seasonal Diversion Allotment from the Cosumnes River, AFY</b>	6,368	6,368	6,368	6,368	6,368	Total amount of water taken from the Cosumnes River cannot exceed 6,368 AFY.
<b>Water Treatment Capacity, MGD</b>	4.0	6.0	6.0	6.0	6.0	Water treatment capacity is 3.5 MGD (2010 IWMP Update). Expansion to 4.0 MGD by year-end 2015, and expansion to 6.0 MGD when needed.
<b>Water Treatment Capacity, AFY</b>	4,481	6,721	6,721	6,721	6,721	
<b>Total Useable Water Storage Capacity with Stop Logs, AFY</b>	4,723	4,723	4,723	4,723	4,723	Three primary storage reservoirs Calero, Chesbro and Clementia have an estimated usable reservoir volume with stop logs in place of 4,723 AF. This value does NOT include water that is directly supplied to customers during the pumping season (up to a max of 1,645 AFY) or dead storage volume of 400 AF.
<b>Additional Recycled Water Supply, AFY</b>				280	560	Offset on potable irrigation demand for new development. 2010 IWMP Update: Table 3-5. Available at buildout as "credit" towards potable water supplies (versus lower potable demands). Assume 50% of buildout by 2030.
<b>Projected Accessible Supply, AFY<sup>1</sup></b>	4,481	4,723	4,723	5,003	5,283	This represents a "worst case" minimum of diversion, treatment, and storage capacity (the most limiting element) without dynamic pumping supply plus available additional recycled water supplies with the project.

<sup>1</sup>The projected available supply is conservative on the basis of:

- (a) The District is currently planning augmentation of the water supply for drought and emergency needs with the drilling of two groundwater wells with a combined production capacity of approximately 400 gpm. Assuming average ongoing well production, this equates to approximately 645 AF per year (Dunn, 2013). This additional supply is not included in the Table 3-1 potable supply.
- (b) Maximum direct diversions (or dynamic pumping supply) on the order of 1,645 AFY are not included in this water balance.

The following table presents the District’s estimated annual supply allocations for a single dry year and multiple consecutive dry years. An average supply year of 2020 (which includes the expanded water treatment plant supply) is used. As shown, the dry year conditions presented in Table 3-2 illustrate a progressive 10% cutback per year down to a total of 50% in compliance with California Water Code 10632.

The District’s supply reliability under any shortage condition is dependent on future climate conditions and was thoroughly evaluated during the development of the 2010 IWMP Update. There were adequate supplies to serve the projected demands and the District adopted the plan with a recommended alternative to improve supply reliability in times of water shortages through the future addition of groundwater supplies and the expansion of the recycled water systems to serve new homes using less water than existing homes for outdoor irrigation.

**Table 3-2. District Projected Annual Supply Allocations for a Single and Multiple Dry Years**

Water Supply Source	Normal Year Supply (2020)	Single Year Year 1	Year 2	Year 3	Year 4	Year 5
Supply, AFY	4,723	4,251	3,778	3,306	2,834	2,362
% Reduction	0%	10%	20%	30%	40%	50%

Notes:

1. Normal year supply is based on the usable storage capacity, which is more limiting than the Cosumnes River diversion allotment of 6,368 AF in a normal year per Table 3-1.
2. Reduction percentages are conservative based on the supply reliability analyzed in the 2010 IWMP Update. The up-to-50% cutback is for illustration; the 50% value is based on state planning requirements in Section 10632 of the California Water Code. In other words, based on the 2010 IWMP Update analysis, these levels of cutbacks are more extreme than is projected to actually occur in the District service area.

### 3.8 Water Supply Shortage Contingency

The District Water Shortage Contingency Plan (WSCP) was adopted September 14, 2012 in line with the California Water Code and industry best practices to provide direction on specific actions to be taken by District staff and customers in response to increasingly severe water supply shortage conditions. In case of water system failure or water quality issues requiring immediate response and action, refer to the District’s Emergency Operations Procedures. The District intends to use this WSCP to meet the requirements of the California Water Code, Section 10632. A water shortage contingency analysis based on the historic driest three-years on record was previously prepared as part of the Integrated Water Master Plan Update (Brown and Caldwell, 2010) (the IWMP).

The current IWMP presents water supply demands and drought responses for the available supply. In an effort to provide a uniform basis for requesting cutbacks in consumption due to reductions in supply from minor to emergency conditions, the District has a program of four levels of actions based on the severity of the water shortage. The District previously adopted shortage mitigation measures, which are included in District Code Chapter 14 - Water Code, updated most recently in 2012. This WSCP is consistent with District policies, District codes, and the District’s 2010 Integrated Water Master Plan. The names for stages in this Plan are consistent with other water purveyors in the Sacramento region.

**“Normal” – Normal Water Supply and On-going Conservation:** The District’s supply or distribution system is able to meet all water demands of its customers in the immediate future. All customers are encouraged to use water for beneficial and reasonable uses. District customer demands are being monitored for meeting 20% reduction by 2020 in compliance with state law, Senate Bill SB X7-7.

**Stage One – Water Alert:** There is a probability that the District’s supply or distribution system will not be able to meet all the water demands of its customers and the District’s ability to pump to reservoir systems may be impacted.

**Stage Two – Water Warning:** The District’s supply or distribution system is forecasted to not be able to meet all the water demands of its customers and District’s ability to pump to reservoir systems is forecasted to be, or is actively being, impacted.

**Stage Three – Water Crisis:** The District’s supply or distribution system is projected to not be able to meet all the water demands of its customers under Stage 2 - Water Warning requirements and the District’s ability to pump to reservoir systems is predicted to be, or is actually being, impacted.

**Stage Four – Water Emergency:** The District is projecting an imminent failure of a water supply, storage, or distribution facility based on an estimate of remaining supply.

Information about water shortage stage determination and declaration as well as WSCP implementation and drought monitoring can be found in the Water Shortage Contingency Plan. The following section discusses the supply reliability for the District.

### 3.9 Projections under Water Supply Shortage Conditions

The Cosumnes River water supply is subject to drought restrictions under low flow conditions, given the District can be curtailed during its pumping season to the storage reservoirs. A wide range of drought and climate change scenarios were evaluated during the 2010 IWMP Update. The conclusion was that the District had sufficient supplies to serve the community at buildout under the medium growth scenario, provided the District maintained its adopted lower planning assumption from 750 gpd/EDU to 600 gpd/EDU, which is a 20% reduction in line with the 20x2020 conservation target mandated by the state (SB X7-7). It should be noted however, that these targets are not currently applicable to the District until connections are higher than 3,000 or more than 3,000 AFY is supplied.

In 1976 and 1977, California experienced the driest single-year drought span on record that would have a direct impact on District supply availability. In the 2010 IWMP Update, the historical river flow also represented the driest three-year sequence drought event (1976, 1977, and 1978) impact on the District. In this historical drought period, the District's water withdrawals were significantly curtailed or ceased all together in 1977. The river hydrology of 1976, 1977, and 1978 is still the worst case planning scenario for the District, given pumping was permissible in 2014 and 2015 and the District was able to fill the three storage reservoirs to capacity.

As presented in the 2010 IWMP Update, the Shared Vision Model (SVM) analyzed several different multi-year drought scenarios including climate change. As published in the 2010 IWMP Update, annual river diversions for the driest three-year sequence (1976, 1977, and 1978) are 1,440 AFY, 0 AFY, and 3,596 AFY, respectively. To this date, the 1976-1978 drought remains the driest three years in relation to District water supply operations. During the drought conditions of 2012-2015, river diversion pumping levels to the District's reservoirs were sufficient to fill to capacity.

Additional information is presented in Section 6, Table 6-2, where the five-year estimated minimum water supply is presented as a five-year worst case supply projection (e.g., in a case of drought or other causes of reduced water supply) based on the 2010 IWMP Update. A five-year reduction to 50% cutback is more extreme than was modeled in the 2010 IWMP Update, which only assumed a 40% cutback from a combined drought curtailment from existing customers and meeting the 20x2020 demand reduction mandated in SB X7-7.

In the 2010 IWMP, the calculated supply under shortage conditions would meet the projected demand in any single dry year from 2015-2035 under the medium growth scenario at buildout. A contingency supply by groundwater or other sources was recommended as an emergency supply in the event of an outage or other system emergency (i.e., water quality issue in the river or storage reservoirs). In the case of the District anticipating being unable to meet a possible dry year demand, it is assumed the District would implement additional measures to equitably reduce consumption, as described in the Water Shortage Contingency Plan, for all District customers (existing and future) to the extent that the climatic conditions and operational needs demonstrated the need for curtailment.

## 4 WATER DEMAND PROJECTIONS

### 4.1 Future System Potable and Non-Potable Water Demand Projections

In addition to existing year 2015 demand for the District and the Rancho Murieta North Development project proposed demand, the following residential and commercial developments have been approved: The Retreats, Murieta Gardens Extended Stay, Murieta Gardens Residential, Murieta Gardens II-Commercial, and Murieta Inn (all with a projected year of completion of 2020); and Riverview, Lakeview, Residences-East, and Residences-West (all with a projected completion year of 2025). The following table presents projected District demands. The proposed project demands are further described in Section 4.3.

**Table 4-1. Future System Potable and Non-Potable Water Demand Projections (AFY)**

	2015	2020	2025	2030	2035
<b>Existing Demand, AFY<sup>1</sup></b>	1,711	1,711	1,711	1,711	1,711
<b>Approved Projected Demand, AFY</b>	-	126	391	391	391
<b>Subtotal Future System Demand (without proposed projects)</b>	1,711	1,837	2,102	2,102	2,102
<b>Proposed Rancho Murieta North Project Demand, AFY<sup>2</sup></b>	-	204	429	752	1,326
<b>Total Future Demand (with Project), AFY</b>	<b>1,711</b>	<b>2,041</b>	<b>2,532</b>	<b>2,854</b>	<b>3,428</b>

<sup>1</sup> Existing demand is based on average production from 2009-2013 (not including drought year 2014). Excluding 2014 makes this a conservative number given that the actual water demand in 2014 was reduced due to drought response by District customers.

<sup>2</sup> The Rancho Murieta North Project Demands are presented in Table 4-5 and Table 4-7.

The following Table 4-2 presents the adopted total demand forecast in the 2010 IWMP Update for future connections and EDUs based on 600 gpd per EDU compared to future proposed projects with recycled water supplied to support outdoor irrigation. The analysis illustrates that the use of non-potable irrigation for new residential connections is projected to use less than the previously adopted demand forecast using reservoir supplies to meet potable irrigation demand. The recycled water is also needed for the District's wastewater disposal requirements. The use of recycled water therefore is intended to also assist with increasing the supply reliability for the District when buildout occurs (2035).

**Table 4-2. Future Proposed Demands Comparison (normal conditions)**

	2015	2020	2025	2030	2035
<b>2010 IWMP Update Demand Projection (using 600 gpd/EDU)</b>	1,525	1,992	2,460	2,928	2,928
<b>Total Future Demand (with Project), AFY</b>	1,711	2,041	2,532	2,854	3,428
<b>Total Estimated Recycled Water</b>	-	-	-	280	560
<b>Total Potable Demand (Reservoir Supplied), AFY</b>	<b>1,711</b>	<b>2,041</b>	<b>2,532</b>	<b>2,574</b>	<b>2,868</b>

### 4.2 Net Additional Demand from Proposed Projects

The following table presents the future system demand projections and the difference (estimated remaining supply) until 2035. As shown, available supplies are sufficient to meet system demands under normal conditions.

**Table 4-3. Current System Demands (normal conditions without proposed projects)**

	2015	2020	2025	2030	2035
<b>Supply, AFY*</b>	4,481	4,723	4,723	4,723	4,723
<b>Current and Approved Demand, AFY</b>	1,711	1,837	2,102	2,102	2,102
<b>Annual Estimated Supply Remaining, AFY</b>	2,770	2,886	2,621	2,621	2,621
<b>Percent Remaining</b>	61.8%	61.1%	55.5%	55.5%	55.5%

\*Does not include additional recycled water supplies.

The following table presents the future system demand projections INCLUDING the proposed Rancho Murieta North project demand and the difference (estimated remaining supply) until 2035. As shown, available supplies are sufficient to meet system demand projections.

**Table 4-4. Future System Demand Projections (with proposed project)\***

	2015	2020	2025	2030	2035
<b>Supply, AFY*</b>	4,481	4,723	4,723	5,003	5,283
<b>Current, Approved and Proposed Demand, AFY*</b>	1,711	2,041	2,532	2,854	3,428
<b>Annual Estimated Supply Remaining, AFY</b>	2,770	2,682	2,191	2,149	1,855
<b>Percent Supply Remaining (normal conditions)</b>	61.8%	56.8%	46.4%	43.0%	35.1%

\*All water demands were estimated by District staff except for Rancho Murieta North Development demands, which were calculated by Maddaus Water Management staff. Supplies include recycled water in 2030 and 2035, after the irrigation needs of the Rancho Murieta Country Club have been met.

### 4.3 Estimated Proposed Project Demands

The following Table 4-5 presents the various analysis input parameters and assumptions.

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**Table 4-5. Analysis Input Parameters and Assumptions\***

Analysis Input Parameter	Input Value	Notes/Source						
<b>Indoor Water Use, gpcd</b>	60.7	Indoor water use based on the minimum of 2010-2015 average low month account water use and 3 persons per lot (ppl) per account. Smaller estate lots less than 12,000 SF have average lowest month water use of 57 gpcd. This is a conservative assumption given new homes have been documented to use as low as 45 gpd per person under the more recent building codes with more efficient fixtures.						
<b>Persons per Lot</b>	3.0	Persons per lot (ppl) is based on 2020 compliance assumptions of 3 ppl per household. This is conservative given it's higher than the 2010 census 2.25 people per household (pph). Though this value may seem low for estates >24,000 SF which may have casitas, the assumption is that the additional ppl per casita water use is equivalent or lower to the irrigated square footage for that area should there NOT be a casita. Again, we assume more landscaped area for larger lots in lieu of casitas (a more conservative approach than adding more people per lot for a casita).						
<b>Applied Water Estimate (feet/year)</b>	4.18	Applied Water Estimate is based on the applied water from 100% of the 2010-2015 five-year historical average reference evapotranspiration (watering requirements for healthy cool season turf grass 4-7 inches tall in full sun) from the California Irrigation Management Information System (CIMIS) for the Fair Oaks station no. 131. Outdoor irrigation demand was based on an applied water rate of 4.2 feet (30-year average reference evapotranspiration for the Fair Oaks CIMIS). The outdoor water demand is assumed to meet County ordinance requirements for the Maximum Applied Water Allowance (compliant with the most recent state adopted ordinance requirements as of December 1, 2015). A long term average irrigation efficiency of 55% is also conservatively assumed (compared to ordinance levels of 0.75 for overhead spray and 0.81 for drip systems). Existing homes are using approximately 5.5 to 7.0 feet of water per year as published in the 2013 District Demand Factors Technical Memorandum.						
<b>Irrigated Area</b>	<table border="1"> <tr> <td>Estate &gt;24,000 SF</td> <td>33,000</td> </tr> <tr> <td>Estate 12,000-24,000 SF</td> <td>11,250</td> </tr> <tr> <td>Estate &lt;12,000 SF</td> <td>8,000</td> </tr> </table>	Estate >24,000 SF	33,000	Estate 12,000-24,000 SF	11,250	Estate <12,000 SF	8,000	Irrigated area (per square foot) is based on Project Proponent provided information related to the assumed irrigated area for the lot types.
Estate >24,000 SF	33,000							
Estate 12,000-24,000 SF	11,250							
Estate <12,000 SF	8,000							
<b>Commercial Water Use per Acre (MG/Acre)</b>	0.56	Using the normal year 2013 water use of a local commercial area of approximately 9 acres, an annual commercial water use factor of 0.56 MG/acre was determined. Some of the commercial water use contained in this sample area includes a Chinese restaurant, post office, parking lot, dentist, country store, and landscape area.						
<b>Park and Non-Residential (Common Area)</b>	215 EDUs	Total allocation in 2010 IWMP Update buildout demands is 269 EDUs and historical use has been 54 EDUs, leaving 215 EDUs for parks and other non-residential uses.						
	600	600 gpd per lettered lot EDU						

**\*Table acronyms:**

GPCD – gallons per capita (person) per day  
 SF – square feet  
 MG – million gallons  
 EDU – equivalent dwelling unit

gpd – gallons per day  
 ppl – persons per lot  
 pph – people per household  
 CIMIS – California Irrigation Management Information System

Table 4-7 presents the Rancho Murieta North Development project buildout population and water use. This estimate was prepared using the assumptions shown above in Table 4-5.

To calculate the total **residential indoor water demand**, the estimate is based on gallons per day of 60.7 multiplied by average of 3 persons per lot for every day of the year. A sample calculation is as follows:

$$\text{Total indoor Demand} = (60.7 \text{ gallons used indoors per person per day}) \times (3 \text{ people per household}) \times (827 \text{ total lots}) \times (365 \text{ days}) / 325,851 \text{ gallons}^* = \underline{\mathbf{169 \text{ acre-feet per year (AFY)}}}$$

**\*(an acre foot is equal to 325,851 gallons)**

The total **residential outdoor water demand of 946 AFY** was estimated based on the calculation for water budgets per the County Ordinance; assuming less irrigation efficiency (more water required) of 4.18 feet per year of applied water multiplied by the estimated irrigated square footage provided for each lot multiplied by the number of lots. A sample calculation is as follows:

*Outdoor Demand for lot type Estate >24,000 SF is:*

$$(69 \text{ Estate } >24,000 \text{ SF lots}) \times (33,000 \text{ irrigated square feet per Estate } >24,000 \text{ SF lot}) \times (4.18 \text{ feet per year applied water estimate}) \times (7.48 \text{ gallons} / 1 \text{ cubic foot}) / 325,851 \text{ gallons}^* = 218 \text{ AFY}$$

**\*(an acre foot is equal to 325,851 gallons)**

The following table shows the other lot type outdoor water demand calculation inputs. Unit conversion factors are NOT shown in the table below but are presented in the previous sample calculation.

**Table 4-6. Residential Outdoor Water Demand – Rancho Murieta North Project**

<b>Lot Type</b>	<b>Number of Lots</b>	<b>Irrigated Square Feet Per Lot</b>	<b>Applied Water Estimate, feet/year*</b>	<b>Outdoor Water Demand, AFY</b>
<b>Estate &gt;24,000 SF</b>	69	33,000	4.18	218
<b>Estate 12,000-24,000 SF</b>	466	11,250	4.18	503
<b>Estate &lt;12,000 SF</b>	292	8,000	4.18	225
<b>Total Residential</b>	<b>827</b>	N/A	N/A	<b>946</b>

*\*The 4.18 feet per year applied water estimate is based on the "depth of water" applied to landscapes on a "per square foot" basis. The 4.18 feet per year applied water estimate is equivalent to 31.2 gallons per square-foot applied water. Per the new State Model Water Efficient Landscape Ordinance (pending County adoption), this is taken as 55% of the 2010-2015 five-year historical average reference evapotranspiration. The reference evapotranspiration (ET<sub>o</sub><sup>1</sup> is the watering requirements for healthy cool season turf grass 4-7 inches tall in full sun for the California Irrigation Management Information System (CIMIS) for the Fair Oaks station no. 131. The reference ET<sub>o</sub> is 4.2 feet per year the 30-year average Reference Evapotranspiration for the Fair Oaks CIMIS station. For distribution uniformity, a conservative average of 55% irrigation efficiency was assumed per site; this value is 16% less than the State's default irrigation efficiency estimate for new systems of 0.75 (75%) for newly installed spray and 0.81 (81%) for drip systems. This value of 55% is also an average of the 50-60% efficiency default value used by the California Urban Water Conservation Council. Assumptions for lower irrigation efficiency is conservative, given it means more water needs to be applied to meet plant water needs resulting in higher project estimated water demands for outdoor watering. More information can be found related to Landscape Ordinance requirements for new construction on the California Department of Water Resources web site: <http://www.water.ca.gov/wateruseefficiency/landscapeordinance/>*

<sup>1</sup> <http://www.cimis.water.ca.gov/Resources.aspx>



The **commercial demand** estimate was based on a similar mixed commercial use demand factor developed from the existing commercial uses in the District’s service area. Using the normal year 2013 water use of a local commercial area of approximately 9 acres, an annual commercial water use factor per acre of 0.56 MG/acre was determined. Some of the commercial water use included in this sample area includes a Chinese restaurant, post office, parking lot, dentist, country store, and general landscape area. A sample calculation is as follows:

$$\text{Total Commercial Demand} = (39 \text{ acres of commercial area}) \times (560,000 \text{ gallons}) / 325,851 \text{ gallons}^* \\ = \underline{\underline{66 \text{ acre-feet per year}}}$$

**\*(an acre foot is equal to 325,851 gallons)**

The **park and common area demands** were based on a water use factor of 600 gallons per day per EDU for the estimated 215 equivalent dwelling units the park and common areas equate to, yielding an estimated volume of outdoor irrigation water demand. At this time the projected 382.7 acres of parks, trails, open spaces, and other non-residential land uses are equivalent to 215 EDUs. A sample calculation is as follows:

$$\text{Park, Common Area, and Other Non-Residential Total Demand} = (215 \text{ Total EDUs}) \times (600 \text{ gallons per day per EDU}) \times (365 \text{ days per year}) / 325,851 \text{ gallons}^* = \underline{\underline{145 \text{ acre-feet per year}}}$$

**\*(an acre foot is equal to 325,851 gallons)**

Please note that the **bolded and underlined** values in the previous sample calculations sum to the total 1,326 AFY demand shown in the bottom right and corner of the following table. A sample calculation is as follows:

$$\text{Total Proposed Project Demand} = (169 \text{ AFY Residential Indoor Water Use}) + (946 \text{ AFY Residential Outdoor Water Use}) + (66 \text{ AFY Commercial Water Use}) + (145 \text{ AFY Park and Other Water Use}) = 1,326 \text{ AFY.}$$

**Table 4-7. Proposed Water Demand Analysis – Rancho Murieta North Project**

Water Using Type	No. of Lots	Population	Indoor Water Use (AFY)	Outdoor Water Use (AFY)	Average Annual Water Use (AFY)
<b>Village A</b>	167	501	34	169	203
<b>Village B</b>	167	501	34	179	213
<b>Village C</b>	130	390	27	114	140
<b>Village D</b>	42	126	9	50	58
<b>Village E</b>	43	129	9	113	122
<b>Village F</b>	95	285	19	92	112
<b>Village G</b>	53	159	11	91	101
<b>Village H</b>	130	390	27	139	166
<b>Subtotal Villages</b>	<b>827</b>	<b>2,481</b>	<b>169</b>	<b>946</b>	<b>1,115</b>
<b>Commercial Mixed Use</b>	4 parcels or 39 acres	N/A	N/A	N/A	66
<b>Park/Common Area</b>	215 EDUs	N/A	N/A	N/A	145
<b>Total</b>	N/A	<b>2,481</b>	N/A	N/A	<b>1,326</b>



The following table 4-8 presents the Rancho Murieta North Project proposed development water use in five-year increments.

**Table 4-8. Proposed Potable and Non-Potable Water Demand Growth – Rancho Murieta North Project\***

Lot Type	Cumulative Potable and Non-Potable Water Demand, AFY*			
	2020	2025	2030	2035
<b>Estate &gt;24,000 SF</b>	21	34	75	233
<b>Estate 12,000-24,000 SF</b>	82	190	343	598
<b>Estate &lt;12,000 SF</b>	75	137	211	284
<b>Total Residential</b>	177	361	628	1,115
<b>Commercial Mixed Use</b>	10	30	50	66
<b>Park/Common Area</b>	16	38	74	145
<b>Total</b>	<b>204</b>	<b>429</b>	<b>752</b>	<b>1,326</b>

\* The project supply estimate includes the use of recycled water estimated at 560 AFY projected to offset potable irrigation demands at buildout. As a result, the table above presents the combined potable and recycled water use planned for the development.

## 5 DESCRIPTION OF ADOPTED WATER CONSERVATION MEASURES

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Over the years, the District has implemented demand management measures in an effort to reduce the overall demand for water. Water conservation helpful tips are available online and in brochures to educate customers. Furthermore, the District has actively used non-potable water for meeting golf course irrigation demands since the courses were built and switched over to recycled water in 1988 with raw water augmenting supply. Over time it is the District's intent to supply 100% of the golf course's irrigation demand with recycled water, even in drought and low water years. Also, in July 2011 the District adopted Policy #2011-07 mandating the use of recycled water for all new development where economically and physically reasonable.

The District is currently and has historically been engaged in promoting water conservation awareness to its customers, which includes the following activities:

- Continue to designate ongoing conservation program funding in yearly budget planning
- Provide new home Welcome Packets, which include copies of water conservation water code and a copy of the River Friendly Landscaping Guidelines
- Assist Rancho Murieta Association (home owner association) with landscape plan reviews related to water efficient landscaping and work to incorporate the new Sacramento County Landscaping Ordinance requirements into future plan reviews
- Participate in the Regional Water Efficiency Program public outreach and rebate programs for high efficiency toilets and washers started in 2010
- Host web pages focused on water conservation education and awareness
- Support active water waste reporting and follow-up: staff notifications given if seen and anonymous reporting via the District web site. Through October 2015, the District issued 342 notices of violation and levied 5 fines.
- Added additional conservation incentives in October 2015 for Drought Irrigation Efficiencies through participation with the Regional Water Authority and the Proposition 84 Drought Grant Irrigation Efficiency Project

In September 2014, the District implemented mandatory outside irrigation restrictions to include limiting outside watering to two days per week. Year-to-date through October 2015, the District has achieved a 32% reduction in residential water demand as compared to 2013.

The proposed project development is scheduled to begin just prior to year 2020 and all the latest applicable Sacramento County building and landscape codes and ordinances will apply to this development per County's approval.

## 6 COMPARISON OF SUPPLY ALLOCATION VS. WATER DEMAND PROJECTIONS

As shown in the following table, there will continue to be sufficient supplies to meet all projected demand, including the net additional demand generated from the proposed projects in all conditions until year 2035. This conclusion is dependent on the District implementing the mandatory demand reduction as outlined in the District’s Water Shortage Contingency Plan.

**Table 6-1. Total System Demand with Added Rancho Murieta North Project\***

System Demand, No Drought, AFY	2015	2020	2025	2030	2035
<b>District Demand Projection (assumes water conservation achieved and approved lots included)</b>	1,711	1,837	2,102	2,102	2,102
<b>Net Demand from Additional Project Rancho Murieta North, AFY</b>	-	204	429	752	1,326
<b>Total System Demand, AFY</b>	1,711	2,041	2,532	2,854	3,428
<b>Total Projected Supply Availability, AFY</b>	4,481	4,723	4,723	5,003	5,283
<b>Estimated Remaining Supply, AFY</b>	2,770	2,682	2,191	2,149	1,855
<b>Est. Remaining Supply Reliability, %</b>	62%	57%	46%	43%	35%

\*All water demands were estimated by District staff except for Rancho Murieta North Development project demands, which were calculated by Maddaus Water Management staff based on information provided and/or industry standards. The estimate of Total Projected Supply Availability includes recycled water in 2030 and 2035 and it does not include any estimated groundwater supplies.

In the event of prolonged drought conditions, the District would implement their Water Shortage Contingency Plan (WSCP). The Plan provides a framework to address demand curtailment of up to 50% within the service area. Per California Water Code, the District has complied with preparing a WSCP down to an assumed 50% reduction in supply.

Therefore, the water demand associated with the proposed project and all foreseeable development could be accommodated during multiple dry years through implementation of the voluntary and possibly mandatory demand reductions.

**Table 6-2. Annual Supply Allocation vs. Multiple Dry Years Demand (AFY)<sup>1</sup>**

Year		Allocation AFY	Single Dry Year	Year 2	Year 3	Year 4	Year 5
			Supply and Demand Reduction %				
			10%	20%	30%	40%	50%
2015	Supply	4,481	4,033	3,584	3,136	2,688	2,240
	Demand (With approved projects, and NOT including proposed projects)	1,711	1,540	1,369	1,198	1,027	856
	Demand (including proposed projects)	1,711	1,540	1,369	1,198	1,027	856
	Supply Remaining (NOT including proposed projects)	2,770	2,493	2,216	1,939	1,662	1,385
	<b>Supply Remaining (including proposed projects)</b>	<b>2,770</b>	<b>2,493</b>	<b>2,216</b>	<b>1,939</b>	<b>1,662</b>	<b>1,385</b>
2020	Supply	4,723	4,251	3,778	3,306	2,834	2,362
	Demand (NOT including proposed projects)	1,837	1,654	1,470	1,286	1,102	919
	Demand (including proposed projects)	2,041	1,837	1,633	1,429	1,225	1,020
	Supply Remaining (NOT including proposed projects)	2,886	2,597	2,309	2,020	1,731	1,443
	<b>Supply Remaining (including proposed projects)</b>	<b>2,682</b>	<b>2,414</b>	<b>2,146</b>	<b>1,877</b>	<b>1,609</b>	<b>1,341</b>
2025	Supply	4,723	4,251	3,778	3,306	2,834	2,362
	Demand (NOT including proposed projects)	2,102	1,892	1,682	1,472	1,261	1,051
	Demand (including proposed projects)	2,532	2,278	2,025	1,772	1,519	1,266
	Supply Remaining (NOT including proposed projects)	2,621	2,359	2,097	1,835	1,572	1,310
	<b>Supply Remaining (including proposed projects)</b>	<b>2,191</b>	<b>1,972</b>	<b>1,753</b>	<b>1,534</b>	<b>1,315</b>	<b>1,096</b>
2030	Supply <sup>2</sup>	5,003	4,503	4,002	3,502	3,002	2,502
	Demand (NOT including proposed projects)	2,102	1,892	1,682	1,472	1,261	1,051
	Demand (including proposed projects)	2,854	2,569	2,283	1,998	1,712	1,427
	Supply Remaining (NOT including proposed projects)	2,901	2,611	2,321	2,031	1,740	1,450
	<b>Supply Remaining (including proposed projects)</b>	<b>2,149</b>	<b>1,934</b>	<b>1,719</b>	<b>1,504</b>	<b>1,289</b>	<b>1,074</b>
2035	Supply <sup>2</sup>	5,283	4,755	4,226	3,698	3,170	2,642
	Demand (NOT including proposed projects)	2,102	1,892	1,682	1,472	1,261	1,051
	Demand (including proposed projects)	3,428	3,085	2,743	2,400	2,057	1,714
	Supply Remaining (NOT including proposed projects)	3,181	2,863	2,545	2,227	1,908	1,590
	<b>Supply Remaining (including proposed projects)</b>	<b>1,855</b>	<b>1,669</b>	<b>1,484</b>	<b>1,298</b>	<b>1,113</b>	<b>927</b>

<sup>1</sup>Year 2030 and 2035 supplies include projected new recycled water supplies, anticipated to partially come online in 2030 (50%) and fully by buildout (2035). New recycled water supplies are anticipated to be modestly reduced in dry years as customers seek to cut back on indoor potable water demands that would reduce wastewater generation and as a result recycled water availability.

<sup>2</sup>Without groundwater supplies included to augment multi-year drought supplies. Without added direct diversions of up to 1,645 AFY and assuming the reservoirs are filled during the diversion season as occurred in the 2014-2015 drought years.

Using full buildout conditions in year 2035 the District's water supply, under critically dry conditions and limited to full storage capacity in the first year, is capable of supplying water for a 3 year period under extreme drought conditions (meaning no river diversions possible) as documented below:

*Beginning Supply 5,283 AF (full reservoir capacity and recycled water) / 1,714 AF (50% demand cutback at full buildout) = 3.08 years of estimated supply.*

## 7 CONCLUSION

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Currently, the District has conservatively estimated available supplies of 5,283 AFY in 2035, which includes the reservoir storage capacity as a limiting factor without additional dynamic pumping supply up to the permit limits and including an estimated 560 AFY of recycled water to meet projected buildout demands. In addition, there is a contingency supply planned for additional groundwater resources for emergency shortage conditions, including droughts, of 645 AFY. Given the groundwater wells have been tested but not yet constructed, this supply was not included in this WSA (which would further improve the water supply reliability in times of emergency).

The District's estimated future demand through buildout is forecasted to be 2,928 AFY per the 2010 IWMP Update (using 600 gpd per EDU). The future demand projection developed within this WSA presents that, with the proposed project included, future demands are estimated at 3,428 AFY (Table 4-2). Numerous conservative assumptions were made when independently estimating the project demands (Section 4.3). By accounting for the added recycled water supplies generated from the project, estimated at 560 AFY, there is an offset to potable water demands within the District; however that off-set is included in the assessment as additional supply. The District is requiring the use of recycled water where economically feasible to meet outdoor irrigation demands and as a wastewater disposal alternative.

It is important to note that the District has an obligation to have supply capacity available beyond the Rancho Murieta North Project to serve one remaining 17.8 acre parcel to be developed within the District's service area. With no additional information available associated with this parcel, it is conservatively assumed that 4 acre-ft per acre demand factor<sup>2</sup> would equate to a less than 100 AFY annual demand under normal conditions, which is about 5.4% of the supply remaining of 1,855 AFY under normal conditions.

The Water Supply Assessment, prepared per the requirements of California Water Code and SB 610, finds the proposed project would result in a less-than-significant impact upon potable water supply by not exceeding the demand forecast previously adopted by the District. In other words, the projected demands include sufficient water to serve the Rancho Murieta North Project with excess capacity remaining of 1,855 AFY under normal conditions.

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<sup>2</sup> The Murieta North Project has an average of 1.71 acre-ft per acre demand factor (1326 AFY divided by 775 acres) and the 9.34 acre commercial property currently served by the District is 1.7 acre-ft per acre.

## 8 REFERENCES

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Brown and Caldwell. *Rancho Murieta Community Services District 2010 Integrated Water Master Plan Update*, October 2010. Online: [http://www.ranchomurietacsd.com/water/documents/IWMPfinal\\_000.pdf](http://www.ranchomurietacsd.com/water/documents/IWMPfinal_000.pdf)

Brown and Caldwell. *Technical Memo #2 Overview of Final 2020 Compliance Plan*, September 2010. Online: <http://www.ranchomurietacsd.com/water/documents/2020planfinal09-15-2010.pdf>

Dunn Environmental Inc. *Technical Memorandum RMCS D Production Water Well Assessment*, December 2013. Online: <http://www.ranchomurietacsd.com/administration/documents/augmentationwell.pdf>

HDR. *Rancho Murieta Community Services District 2006 Integrated Water Master Plan*, November 2006. Online: <http://www.rmcsd.com/pdf/IWMPFinal11-15-06.pdf>

Maddaus Water Management, Inc. *Technical Memorandum Summary of Residential Demand Factors Analysis*, June 2013.

Mackay & Soms. *Rancho Murieta North Master Plan*. 2004

## MEMORANDUM

Date: January 7, 2016  
To: Board of Directors  
From: Paul Siebensohn, Director of Field Operations  
Subject: Consider Payment of Invoice from Youngdahl Consulting Group for additional Water Treatment Plant Expansion Project Inspection Fees

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### RECOMMENDED ACTION

Approve payment of invoice from Youngdahl Consulting Group, for Water Treatment Plant Expansion Project inspection fees, in an amount not to exceed \$2,092. Funding to come from Water Treatment Plant Construction and CFD 2014-1 funding.

### BACKGROUND

As part of the work necessary to complete the Water Treatment Plant Expansion Project, Youngdahl Consulting Group provided special inspection services to review the components and construction of steel and concrete structures for compliance, per the HDR design specifications. Previously \$34,547 had been approved on July 16, 2014, and \$10,964 on May 20, 2015. This is the final invoice for inspection services by Youngdahl Consulting Group. This work has already been completed.



# YOUNGDAHL CONSULTING GROUP, INC.

Geotechnical ▪ Geoscience ▪ Materials Testing ▪ Storm Water Compliance

2015 JUN 26 A 11: 21

## Invoice

To: RANCHO MURIETA COMMUNITY SERVICES DIST.  
P.O. BOX 1050  
RANCHO MURIETA, CA 95683

Invoice Number: 55580  
Invoice Date: May 31, 2015

Project: E03049.002P RANCHO MURIETA WATER TREATMENT PLANT (15160 JACKSON HWY)  
RANCHO MURIETA, CALIFORNIA

Contract #:

Memo: BILLING FOR RE- INSPECTION SERVICES THAT WERE \*\*OUTSIDE THE SCOPE\*\* OF OUR CONTRACT

Professional Services for the Period: 5/1/2015 to 5/31/2015

Manager: MARTHA A. McDONNELL

### Professional Services

<u>MATERIALS TESTING-STRUCTURAL</u>		<u>Date</u>	<u>Reg Bill Hours</u>	<u>OT Bill Hours</u>	<u>Bill Rate</u>	<u>Charge</u>
SPECIAL INSPECTOR	FIELD WELDING REINSP	05/06/15	2.00	0.00	88.00	176.00
SPECIAL INSPECTOR	FIELD WELDING REINSP	05/08/15	4.50	0.00	88.00	396.00
MATERIALS TESTING-STRUCTURAL TOTAL:			6.50	0.00		\$572.00

### Professional Services Totals

\$572.00

### Project Totals:

### Total Project Invoice Amount

\$572.00

#### Billing Summary

	<u>Current</u>	<u>Prior</u>	<u>Total</u>
Professional Services	\$572.00	\$0.00	\$572.00
Reimbursable Expenses:	\$0.00	\$0.00	\$0.00
Outside Services:	\$0.00	\$0.00	\$0.00
Other Services and Fees:	\$0.00	\$0.00	\$0.00
Finance Charges:	\$0.00	\$0.00	\$0.00
Taxes:	\$0.00	\$0.00	\$0.00
Total:	<u>\$572.00</u>	<u>\$0.00</u>	<u>\$572.00</u>

*A finance charge of one percent (1%) per month and a thirty dollar (\$30.00) per month non-refundable service charge may be applied to the outstanding balance for accounts not paid within forty-five (45) days of the notice.*

# YOUNGDAHL CONSULTING GROUP, INC.

Geotechnical ▪ Geoscience ▪ Materials Testing ▪ Storm Water Compliance

2015 OCT -5 P 1:54

## Invoice

To: RANCHO MURIETA COMMUNITY SERVICES DIST.  
P.O. BOX 1050  
RANCHO MURIETA, CA 95683

Invoice Number: 56239  
Invoice Date: September 30, 2015

Project: E03049.002P RANCHO MURIETA WATER TREATMENT PLANT (15160 JACKSON HWY)  
RANCHO MURIETA, CALIFORNIA

Contract #:

Memo: FINAL BILLING FOR SPECIAL INSPECTION SERVICES

Professional Services for the Period: 6/1/2015 to 9/30/2015

Manager: MARTHA A. McDONNELL

### Professional Services

<u>MATERIALS TESTING-STRUCTURAL</u>		<u>Date</u>	<u>Reg Bill Hours</u>	<u>OT Bill Hours</u>	<u>Bill Rate</u>	<u>Charge</u>
SPECIAL INSPECTOR	FIELD WELDING OBS	06/19/15	3.00	0.00	88.00	264.00
SPECIAL INSPECTOR	FIELD WELDING OBS	06/22/15	2.50	0.00	88.00	220.00
SPECIAL INSPECTOR	FIELD WELDING OBS	07/28/15	3.00	0.00	88.00	264.00
MATERIALS TESTING-STRUCTURAL TOTAL:			8.50	0.00		\$748.00

### Professional Services Totals

\$748.00

### Reimbursables

<u>Expense</u>	<u>Date</u>	<u>Bill Units</u>	<u>Unit Bill Rate</u>	<u>Charge</u>
VEHICLE SURCHARGE	09/30/15	3.00	\$40.0000	\$120.00
<b>Reimbursables Totals</b>				<b>\$120.00</b>

### Project Totals:

**Total Project Invoice Amount** \$868.00

Billing Summary

	<u>Current</u>	<u>Prior</u>	<u>Total</u>
Professional Services	\$748.00	\$572.00	\$1,320.00
Reimbursable Expenses:	\$120.00	\$0.00	\$120.00
Outside Services:	\$0.00	\$0.00	\$0.00
Other Services and Fees:	\$0.00	\$0.00	\$0.00
Finance Charges:	\$0.00	\$0.00	\$0.00
Taxes:	\$0.00	\$0.00	\$0.00
Total:	\$868.00	\$572.00	\$1,440.00

*A finance charge of one percent (1%) per month and a thirty dollar (\$30.00) per month non-refundable service charge may be applied to the outstanding balance for accounts not paid within forty-five (45) days of the notice.*

# YOUNGDAHL CONSULTING GROUP, INC.

Geotechnical ▪ Geoscience ▪ Materials Testing ▪ Storm Water Compliance

## Invoice

2015 DEC 11 A 11:48

To: RANCHO MURIETA COMMUNITY SERVICES DIST.  
P.O. BOX 1050  
RANCHO MURIETA, CA 95683

Invoice Number: 56812  
Invoice Date: November 30, 2015

Project: E03049.002P RANCHO MURIETA WATER TREATMENT PLANT (15160 JACKSON HWY)  
RANCHO MURIETA, CALIFORNIA

Contract #:

Memo: ADDITIONAL REQUESTED SPECIAL INSPECTION SITE VISITS DURING THIS BILLING PERIOD

Professional Services for the Period: 11/1/2015 to 11/30/2015

Manager: MARTHA A. McDONNELL

### Professional Services

<u>GEOTECHNICAL-FIELD MONITORING SERVICES</u>		<u>Date</u>	<u>Reg Bill Hours</u>	<u>OT Bill Hours</u>	<u>Bill Rate</u>	<u>Charge</u>
SOILS ENG TECH	SUBGRADE	11/06/15	4.00	0.00	88.00	352.00
SOILS ENG TECH	SUBGRADE	11/12/15	2.50	0.00	88.00	220.00
GEOTECHNICAL-FIELD MONITORING SERVICES TOTAL:			6.50	0.00		\$572.00

### Professional Services Totals

\$572.00

### Reimbursables

<u>Expense</u>	<u>Date</u>	<u>Bill Units</u>	<u>Unit Bill Rate</u>	<u>Charge</u>
VEHICLE SURCHARGE	11/06/15	1.00	\$40.0000	\$40.00
VEHICLE SURCHARGE	11/12/15	1.00	40.0000	40.00

### Reimbursables Totals

\$80.00

### Project Totals:

**Total Project Invoice Amount**

**\$652.00**

Billing Summary

	<u>Current</u>	<u>Prior</u>	<u>Total</u>
Professional Services	\$572.00	\$1,320.00	\$1,892.00
Reimbursable Expenses:	\$80.00	\$120.00	\$200.00
Outside Services:	\$0.00	\$0.00	\$0.00
Other Services and Fees:	\$0.00	\$0.00	\$0.00
Finance Charges:	\$0.00	\$0.00	\$0.00
Taxes:	\$0.00	\$0.00	\$0.00
Total:	<u>\$652.00</u>	<u>\$1,440.00</u>	<u>\$2,092.00</u>

*A finance charge of one percent (1%) per month and a thirty dollar (\$30.00) per month non-refundable service charge may be applied to the outstanding balance for accounts not paid within forty-five (45) days of the notice.*

## MEMORANDUM

Date: January 18, 2016  
To: Board of Directors  
From: Darlene J. Gillum, General Manager  
Subject: Consider Approval of North Gate Facilities Use Agreement with Rancho Murieta Association

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### RECOMMENDED ACTION

Approve the North Gate Facilities Use Agreement between Rancho Murieta Community Services Agreement and Rancho Murieta Association (RMA) and authorize the General Manager to sign the agreement when it is approved, without substantial change, by the RMA Board of Directors.

### BACKGROUND

Attached for review and discussion is the draft of the North Gate Facilities Use Agreement that has been revised to add language specific to the District's Surveillance Camera Policy. This is the only outstanding item.

This draft will also be sent to Greg Vorster for review and approval at the next RMA Board of Directors meeting. Upon approval by both Boards, the agreement will be executed by the respective General Managers.

## RANCHO MURIETA NORTH SECURITY GATE USE AGREEMENT

This Use Agreement is entered into this August 1, 2015, between Rancho Murieta Community Services District, a local government agency ("**District**"), and Rancho Murieta Association, a California nonprofit corporation ("**Association**"), who agree as follows:

**1. Recitals.** This Use Agreement is made with reference to the following background recitals:

1.1. Association owns the new and relocated north security/guard station located at the entrance to Rancho Murieta North (the "**North Gate**") and underlying real property. The North Gate and adjacent land covered by this Use Agreement are shown on the attached Exhibit A (the "**Property**").

1.2. District operates and maintains a security department and employs security personnel to protect the life and property of Rancho Murieta residents and property owners. As part of this service, District security personnel for many years have staffed and operated, and plan to continue to staff and operate, the North Gate.

1.3. The District-Association arrangement regarding the North Gate has not previously been memorialized in a use agreement or other agreement. By this Use Agreement, the parties desire to memorialize their arrangement regarding Association ownership of, and District operation of, the North Gate, concurrent with Association's completion of construction of the new North Gate.

**2. Grant of Use.** Subject to the terms and conditions set forth below, Association grants use of the Property to District, and District accepts use of the Property from Association.

**3. Term.** The term of this Use Agreement will be 10 years commencing on the date set forth above. The term shall automatically renew for additional 10 year terms unless either party provides a 60 day notice of termination prior to the expiry of the then current 10 year term. The parties may agree in writing to earlier terminate the Use Agreement.

**4. Use of Property.** The Property may be used by District for the operation and management of a security gate and security services and for other uses incident or related to those uses. Except as provided by section 11, District will have the exclusive use and control of the Property. District will not use or permit the Property to be used for any other purpose, without the prior written consent of Association. District will not maintain, commit or permit the maintenance or commission of any nuisance or waste on the Property.

**5. North Gate Operation Services.** District agrees to operate and staff the North Gate on a full-time basis (i.e., 24 hours a day, 365 days a year). Services will include monitoring, controlling and registering the guests, vendors, service providers, contractors, country club users, realtors, and other invitees and visitors of Rancho Murieta North residents and property owners.

**6. Consideration.** As consideration for this Use Agreement, District will provide the services described in section 5. There will be no rent paid for this Use Agreement.

**7. Compliance with Laws.** The parties will comply with all applicable federal, state and local statutes, ordinances, regulations and other laws relating to the Property and its use and occupancy.

**8. Property Improvements.**

8.1. District will not make any structural alterations or construction on the Property or install any real property fixtures to or on the Property without the prior written consent of Association, which consent will not be unreasonably withheld. Any District construction work relating to improvement of the Property will be performed in a good and workmanlike manner, and will comply with all applicable federal, state and local laws, codes and building and other permit requirements. District will keep the Property free and clear from any and all liens, stop notices, claims and demands for work performed, materials furnished or operations conducted by District on the Property. Except for any District repair that may be required under section 9.3, nothing in this Use Agreement will require District to undertake any structural alteration, construction or improvement on the Property.

8.2. The parties agree that the generator, gate operators, gate arms, and barcode readers installed at the North Gate are owned by the District and that the Association has provided consent for their installation.

**9. Property Maintenance and Upkeep.**

9.1. Association at its sole cost and expense will keep and maintain the North Gate structure and improvements and Property in good, safe, sanitary, habitable and usable condition and repair, including, but not limited to, the following: repair and replacement (as needed) of the structural parts of the North Gate building (which include the foundation, flooring, walls, roof, windows, gutters and downspouts, heating/ventilation/air-conditioning equipment, pavement, and electrical, plumbing, sewage, cabling and utility systems); exterior repainting; repair and replacement of the surveillance cameras owned by Association and related equipment; and, repair and replacement of other equipment, fixtures and improvements on the Property excluding District's cameras, computers, appliances, furnishings, generator, gate operators, gate arms and barcode readers. Association at its sole cost and expense also will operate, care for, repair and replace (as needed) the landscaping and irrigation and storm drainage systems on the Property. In addition, Association at its sole cost and expense will provide routine maintenance as shown in Exhibit B.

9.2. If Association fails to make with reasonable promptness any repairs, replacement or maintenance that are the obligation of Association, District, upon at least 20 days prior written notice and demand to Association, may (but will not be required to) cause the same to be put in good order, condition and repair. Association will pay to District the reasonable cost and expense of the repairs, replacement or maintenance that District performs on Association's behalf within 30 days after receipt by Association of an itemized statement accompanied by invoices for the repair, replacement, maintenance and other charges.

9.3. District at its sole cost and expense will keep and maintain the interior of the North Gate and Property grounds around the North Gate in good, safe, sanitary and clean



condition; and will repair and replace the District owned cameras, computers, appliances, furnishings, generator, gate operators, gate arms, and barcode readers as long as District is providing services under this Use Agreement; however, District's obligation will not extend to any area of Association responsibility described in section 9.1. District will repair any damage to the Property caused by District or District's employees. In addition, District at its sole cost and expense provide routine maintenance as shown in Exhibit B.

9.4. If District fails to make with reasonable promptness any repairs or maintenance that are the obligation of District, Association, upon at least 20 days prior written notice and demand to District, may (but will not be required to) enter the Property and cause the same to be put in good order, condition and repair. District will pay to Association the reasonable cost and expense of the repairs or maintenance that Association performs on District's behalf within 30 days after receipt by District of an itemized statement accompanied by invoices for the repair, maintenance and other charges.

**10. Surrender of Property.** On termination of this Use Agreement, District will promptly surrender and deliver the Property to Association in as good condition as it was in at the time of District's initial occupancy, excepting ordinary wear and tear. On termination of this Use Agreement, the parties will agree on the disposition of the gate operators, gate arms, and barcode readers owned by the District. If the parties fail to reach agreement, the District may remove the gate operators, gate arms, and barcode readers upon termination of this Use Agreement.

**11. Access by Association.** Association, and its employees and agents, will have the right to enter the Property at all reasonable times, and at any time during an emergency, for the purposes of inspecting the Property to determine whether District is complying with this Use Agreement, doing other lawful acts that may be necessary or appropriate to protect Association's interest in the Property, or performing Association's duties related to this Use Agreement. Association will have the right to attach cameras to the structure and house video recording devices in the North Gate. District will not be responsible for monitoring such Association owned devices unless otherwise agreed upon in writing by the Parties. In the future, the District plans to implement the District Surveillance Camera Policy, which may provide for surveillance cameras to be installed by the District at the North Gate. At the time the District approves cameras for the North Gate under the Surveillance Camera Policy the District and the Association will work together to determine if the Association-owned cameras will be donated by the Association to the District or if the District will purchase new cameras.

**11.**

**12. Utilities and Taxes.** Association will pay all of the following: (a) charges and fees for the furnishing of water service for irrigation, electricity service as outlined in Exhibit C (Association will bill District for the remaining monthly electric charges as billed by SMUD), and other public utilities and services (excluding telephone service, Internet service, garbage pickup and disposal) to the Property; and (b) all real property taxes, assessments and standby charges levied or assessed against the Property by a governmental entity, and including any taxes or charges that may be assessed or imposed upon or against the leasehold estate or possessory interest created by this Use Agreement. District will pay any taxes, assessments and other charges levied or imposed by any governmental entity on the District-owned furniture or other personal property placed in

the Property. All such fees, charges, taxes and assessments will be paid as they become due and payable.

### **13. Damage and Destruction.**

13.1. Insured Loss. If the Property is damaged or destroyed by fire or by any other risk occurrence insured by Association's property insurance, then Association forthwith will proceed to repair and restore the Property on substantially the same plans and design that existed immediately before the damage or destruction, and Association will diligently proceed to complete the repairs and restoration.

#### 13.2. Uninsured Loss.

13.2.1. If the Property is damaged or destroyed by a risk occurrence not insured by Association's property insurance and if the extent of the damage or destruction is less than 25% of the replacement cost of the Property, then Association forthwith will proceed to repair and restore the Property on substantially the same plans and design that existed immediately before the damage, and Association will diligently proceed to complete the repairs and restoration.

13.2.2. If the Property is damaged by a risk occurrence not insured by Association's property insurance and if the extent of the damage or destruction is more than 25% of the replacement cost of the Property, then Association may decide and elect whether to repair and restore the Property. Association will notify District about its election in writing within 60 days following the date of the damage or destruction. If Association elects to repair and restore the Property, then Association forthwith will proceed to repair and restore the Property on substantially the same plans and design that existed immediately before the damage or destruction, and Association will diligently proceed to complete the repairs and restoration. If Association elects not to repair and restore the Property, then this Use Agreement will terminate at the end of the 60-day period and the parties will meet and confer in good faith concerning the future repair and operation of the North Gate.

13.3. District Personal Property. District shall provide insurance for District owned personal property including District-owned cameras, computers, appliances, furnishings, generator, gate operators, gate arms, and barcode readers.

13.4. Abatement of District Services. If the Property is uninhabitable or unusable during the period of any Property repair or restoration, the obligation of District to provide services under section 5 will be abated during the period of such repair or restoration.

**14. Condemnation.** If title and possession of the Property are taken under the power of eminent domain by any public or quasi-public agency or entity, this Use Agreement will terminate as of the date of actual physical possession of the Property is taken by the agency or entity. Any just compensation, damages or other payment for the taking of the Property will be awarded to and be the sole property of Association.

### **15. Indemnification.**

15.1. District will indemnify, defend, protect and hold harmless Association and its officers, employees and agents from and against any and all liability, loss, damage, expense,



penalties, and costs (including attorney fees, investigation costs and litigation costs) of every nature arising out of or in connection with: (a) the death or injury of any person or persons, or the damage to or destruction of any personal or real property, that is caused or allegedly caused by some act or omission of District or a District employee or contractor; or (b) District's failure to perform or otherwise comply with any provision of this Use Agreement; but excepting any such loss or damage caused by the sole negligence or willful misconduct of Association.

15.2. Association will indemnify, defend, protect and hold harmless District and its officers, employees and agents from and against any and all liability, loss, damage, expense, penalties, and costs (including attorney fees, investigation costs and litigation costs) of every nature arising out of or in connection with: (a) the death or injury of any person or persons, or the damage to or destruction of any personal or real property, that is caused or allegedly caused by either the condition of the Property or some act or omission of Association or an Association employee or contractor; (b) any construction or improvement work performed by Association on the Property; or (c) Association's failure to perform or otherwise comply with any provision of this agreement; but excepting any such loss or damage caused by the sole negligence or willful misconduct of District.

These indemnification provisions will survive the termination of this Use Agreement with respect to any occurrence or event occurring prior to the termination.

**16. Restriction against Assignment.** District will not sublet, encumber, assign or otherwise transfer this Use Agreement, or any right or interest in this Use Agreement, or any right or interest in the Property, without first obtaining the written consent of Association.

## **17. General Provisions.**

17.1. **Entire Agreement.** The parties intend this writing to be the sole, final, complete, exclusive and integrated expression and statement of the terms of their contract concerning the subject matter addressed in the Agreement. This Agreement supersedes all prior oral or written negotiations, representations, contracts or other documents that may be related to the subject matter of this Agreement, except those other documents that may be expressly referenced in this Agreement.

17.2. **Construction and Interpretation.** The parties agree and acknowledge that this Agreement has been arrived at through negotiation, and that each party has had a full and fair opportunity to revise the terms of this Agreement. Consequently, the normal rule of construction that any ambiguities are to be resolved against the drafting party will not apply in construing or interpreting this Agreement.

17.3. **Waiver.** The waiver at any time by any party of its rights with respect to a default or other matter arising in connection with this Agreement will not be deemed a waiver with respect to any subsequent default or matter.

17.4. **Severability.** If any part of this Agreement is held to be void, invalid, illegal or unenforceable, then the remaining parts will continue in full force and effect and be fully binding, so long as the rights and obligations of the parties are not materially and adversely affected.

17.5. Amendment. This Agreement may be modified or amended only by a subsequent written agreement approved and executed by both parties. Amendment by District requires approval by its Board of Directors at a noticed public meeting.

17.6. Governing Law and Venue. Except as otherwise required by law, this Agreement will be interpreted, governed by, and construed under the laws of the State of California. The County of Sacramento will be venue for any state court litigation and the Eastern District of California will be venue for any federal court litigation concerning the enforcement or construction of this Agreement.

17.7. Notices. Any notice, demand, invoice or other communication required or permitted to be given under this Agreement must be in writing and delivered either (a) in person, (b) by prepaid, first class U.S. mail, (c) by facsimile transmission with delivery to the other party confirmed by a successful-delivery confirmation receipt if the document also is sent within two days by prepaid, first class U.S. mail, or (d) by a nationally-recognized commercial overnight courier service that guarantees next day delivery and provides a receipt. Such notices, etc. will be addressed as follows:

District:  General Manager Rancho Murieta Community Services District 15160 Jackson Road P.O. Box 1050 Rancho Murieta, CA 95683	Association:  General Manager Rancho Murieta Association 7191 Murieta Parkway Rancho Murieta, CA 95683
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Notice given as above will be deemed given (a) when delivered in person, (b) three days after deposited in prepaid, first class U.S. mail, (c) upon receipt of the facsimile machine successful-delivery confirmation, or (d) on the date of delivery as shown on the overnight courier service receipt. Any party may change its contact information by notifying the other party of the change in the manner provided above.

\_\_\_\_\_  
RANCHO MURIETA COMMUNITY  
SERVICES DISTRICT

\_\_\_\_\_  
RANCHO MURIETA ASSOCIATION

By: \_\_\_\_\_  
Darlene J. Gillum  
General Manager

By: \_\_\_\_\_  
Greg Vorster  
General Manager

**EXHIBIT A**  
**Rancho Murieta North Gate and Adjacent Land used by RMCS D**

DRAFT

**EXHIBIT B**  
**ROUTINE MAINTENANCE SERVICES AND SCHEDULE**

Association's Routine Maintenance Services

1. Exterior window cleaning – Not less than quarterly in the months of January, April, July, and October
2. Leaf and debris blowing – Leaves and debris will be blown away from the building (including the generator enclosure) and entry and exit lanes weekly

District's Routine Maintenance Services

1. Interior cleaning – The following cleaning services will be performed on a weekly basis:
  - a. Dust all surfaces
  - b. Empty all waste containers
  - c. Vacuum all carpet areas, if any
  - d. Sweep and mop all linoleum floors
  - e. Dust blinds, if any, as needed
  - f. Clean and sanitize restrooms
2. Pest control – Monthly pest control spraying around the exterior building perimeter. Monthly service shall also include sweeping of the exterior walls and soffits for removal of bugs and spider webs.
3. HVAC Maintenance Filter replacement in accordance with manufacturer's recommended maintenance schedule.

# EXHIBIT C

New North Gate Electrical Use  
RMA Usage  
June 1, 2015

Site lighting fake gates	731	watts
Site lighting entry	680	watts
Street lighths	318	watts
Irrigation controllers	10	watts
Total watts	<u>1739</u>	watts

**RMA's Electrical Use Calculation :**

1739 watts /1,000 = 1.739 kilowatts per hour.

1.739 x 12 hours of operation = 20.87 KWHs x .1266 (rate) = \$2.63 per day

\$2.63 per day x 30 days = \$78.90 per month for RMA's electrical usage

RMA's electrical usage cost will be adjusted annually on June 1 to reflect the then current SMUD rates in effect.

## MEMORANDUM

Date: January 14, 2016  
To: Board of Directors  
From: Paul Siebensohn, Director of Field Operations  
Subject: Receive Water Treatment Plant Expansion Project Update

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### WATER TREATMENT PLANT EXPANSION PROJECT UPDATE

The GE Water & Power field service representative has been working with District staff in conjunction with TESCO Controls to dial in logic control parameters and alarms to make the plant operational. Staff is getting familiar with operating the system, navigating through logic control charts, and the Supervisory Control & Data Acquisition (SCADA) system during this time. The plant has been operating this past week in a recirculation mode while work is being done. Trains 1 and 3 have been operating well and producing very clear water. The permeate pump for Train 2 was not functioning due to its variable frequency drive (VFD) which operates the speed of the pump. The VFD was replaced yesterday and is now running fine. Still to be tested is the Clean in Place (CIP) chemical cleaning system which uses various chemicals, which are then heated and transferred to a treatment train for membrane cleaning.

Monday our Division of Drinking Water (DDW) Sanitary Engineer and Regional Engineer came out to review the facility in operation. They were pleased with the upgraded technology with the SCADA system, which now provides detailed system monitoring review, control, and alarms. The performance of ultrafiltration membranes turns out water with clarity of 0.015 NTU. For reference, the legal requirement is to be below 0.3 NTU.

DDW requested that the District provide them with a letter formally requesting to operate the system, which was provided immediately after the inspection. In the letter, I requested that we receive permission to operate by January 18, 2016. When we receive approval to operate, we may begin the 30 day operational test of the facility. After the 30 day test is completed, and Plant 1 runs well, we will proceed with temporarily shutting off Plant 2 for several days to allow its control wiring to be transferred over to the programmable logic controller (PLC).





Other work includes KG Walters coming out this past month to work on resolving several punch list items including the commissioning repair of one the new effluent discharge pumps and repairing leaks in the membrane feed channel. Staff received training from a GE field service representative in the theory of operation, how to review logic control charts, and how to pull a membrane cassette. Paving, bird netting, and completion of siding repairs is pending good weather in which to complete the work.

## Change Order Detail - ***NO CHANGES FOR DECEMBER***

### Shared Cost Change Orders (Split between CSD/CFD#1/CFD2014-1):

Completed (Shared) Change Orders:

<u>#</u>	<u>Status</u>	<u>Description</u>	<u>Amt</u>	<u>Remaining</u>
0.028	COMPLETE	Bid Div 28 SCADA console Allowance	\$ 1,738	\$ -
1	COMPLETE	Remove proj contingency from trade contr	\$ -	
2	COMPLETE	JDP - Drying bed extension shotcrete	\$ 5,648	\$ -
3	COMPLETE	KGW/JDP - FM change of material	\$ 2,888	\$ -
4	COMPLETE	JDP - 2" Conduit for Fiber	\$ 26,264	\$ -
5	COMPLETE	JDP - CLSM trench at lower yard	\$ 3,300	\$ -
6	COMPLETE	JDP - drying bed clean out	\$ 1,882	\$ -
7	COMPLETE	Boring of 2" FM (IBA)	\$ -	\$ -
8	COMPLETE	RFI #024, replace corroded FCA	\$ 6,623	\$ -
9	COMPLETE	RFI #009, TW Booster pump station slab	\$ 6,029	\$ -
10	COMPLETE	ASI #01, check valve/concrete fillet	\$ 7,018	\$ -
11	COMPLETE	NAOH added slab at tank yard	\$ 4,091	\$ -
14	COMPLETE	RFI #28, conduit & chem trench vault conflict	\$ 11,700	\$ -
15	COMPLETE	SWPPP Maintenance	\$ -	\$ -
16	COMPLETE	16" Water Main Repair	\$ 7,000	\$ -
17	COMPLETE	Addl gunite for drying bed extension	\$ 2,946	\$ -
18	COMPLETE	KGW - Door 302 added lockset	\$ 345	\$ -
19	COMPLETE	Zenon - GE dimension Clar.Support Grate	\$ 2,815	\$ -
21	COMPLETE	RFI #19, Transformer Relocation	\$ 1,542	\$ -
23	COMPLETE	Temp Power Switchover	\$ 3,070	\$ -
24	DELETION	RFI #024, deleted ARV at sta 227+47	\$ (5,008)	\$ -
26	COMPLETE	SWPPP Maintenance	\$ -	\$ -
27	DELETION	Upper Tank Yard Pad Prep	\$ (492)	\$ -
30	COMPLETE	RFI #060, relocate 12" line for stair conflt	\$ 1,725	\$ -
35	COMPLETE	RFI #041, CIP Line Relocation	\$ 5,561	\$ -
36	COMPLETE	GE Upgraded Maintenance Table	\$ 5,013	\$ -
38	COMPLETE	CIP Heater Control MCC	\$ 4,415	\$ -
39	COMPLETE	FS Structural Consulting	\$ 1,093	\$ -
40	COMPLETE	Additional Spare Parts	\$ 2,600	\$ -
42	COMPLETE	RFI#043.1 Flocculation covers	\$ 29,745	\$ -
43	COMPLETE	RCMS Trailer Power Hookup	\$ -	\$ -
45	COMPLETE	1" Motorized ball valves for chlorination equip	\$ 5,306	\$ -
46	COMPLETE	Temp Lab Water Connection (Operations Expense)	\$ 4,501	\$ -
47	COMPLETE	Generator Pad Size Changes	\$ 8,317	\$ -
57	COMPLETE	SWPPP Maintenance	\$ -	\$ -
58	COMPLETE	Temp Filter Trailer Connections (Operations Expense)	\$ 90,894	\$ -
60	COMPLETE	AER (E) Fan Demo and Plywood Vents	\$ 5,860	\$ -
61	COMPLETE	Clay Pipe at pump station	\$ 6,487	\$ -
62	COMPLETE	Unsuitable material under pump station	\$ 6,124	\$ -
63	COMPLETE	R&R Siding at West Side Plant 1	\$ 2,120	\$ -
64	COMPLETE	Additional Painting Control Room Ceiling & Walls	\$ 2,230	\$ -
65	DELETION	Delete control panels & VFD for KGW pumps	\$ (9,300)	\$ -
69	COMPLETE	RFI #084, Pump Station Bar Beams	\$ 286	\$ -
70	DELETION	Paint (E) Chlorine Room	\$ 3,280	\$ -
72	COMPLETE	Modify Crane Stops	\$ 4,700	\$ -
75	COMPLETE	RFI#037, chemical conduit trench pathway	\$ 38,430	\$ -
81	COMPLETE	Lightpole at Pump Station	\$ 4,104	\$ -
83	COMPLETE	Wall opening at backwash basins	\$ 4,939	\$ -
86	COMPLETE	Pipe gallery valves and bolts replacement	\$ 5,360	\$ -
87	DELETION	Reverse CE#70 paint (E) chlorine room	\$ (3,280)	\$ -
89	COMPLETE	RFI#102 Underdrain wall elevation descrcpncy	\$ 1,240	\$ -
90	COMPLETE	2" FM ARV at septic tank	\$ 1,483	\$ -

93	COMPLETE	Concrete fillet at backwash basin conflict with ladder	\$ 659	\$ -
94	COMPLETE	RFI#081 Waterstop at wet well	\$ 1,185	\$ -
95	COMPLETE	TW bell restrain	\$ 549	\$ -
97	COMPLETE	Slide Gates at flocc basin	\$ 10,328	\$ -
98	COMPLETE	Clean CCT basin	\$ 9,946	\$ -
99	COMPLETE	Grating at overflow channel	\$ 4,976	\$ -
100	COMPLETE	Cable Tray rack in basin (power & signal)	\$ 1,823	\$ -
102	COMPLETE	IP camera upgrade	\$ 456	\$ -
106	COMPLETE	Flocculator surrounding concrete uneven	\$ 3,966	\$ -
107	COMPLETE	Modify flocculation covers for relocated slide gates	\$ 4,025	\$ -
115	COMPLETE	Phone line from (e) termination board to (N) PLC	\$ 3,417	\$ -
116	COMPLETE	Generator Slab duck bank conflict	\$ 425	\$ -
117	COMPLETE	RFI#122 Chemical injectors	\$ 2,829	\$ -
120	COMPLETE	Generator control peripheral module	\$ 2,791	\$ -
121	COMPLETE	RFI#110 safety air exhaust valves	\$ 1,724	\$ -
122	COMPLETE	Plug holes at feed channel pvc	\$ 2,142	\$ -
125	COMPLETE	RFI#145 gable end canopy supports	\$ 11,425	\$ -
129	COMPLETE	RFI#139 ACH & CLS chemical diffusers	\$ 1,612	\$ -
132	COMPLETE	Replace siding ancillary room & flocc basin	\$ 3,680	\$ -
133	COMPLETE	RFI#133 RW sample pump	\$ 4,119	\$ -
134	COMPLETE	Retaining Wall at pipe gallery	\$ 1,467	\$ -
135	COMPLETE	ASI#03 HCL acid fume scrubber	\$ 1,701	\$ -
136	COMPLETE	RFI#144 Neutralization tank LIT connection	\$ 916	\$ -
138	COMPLETE	Future pump pad	\$ 1,349	\$ -
139	COMPLETE	TWPS hatch drain relocation	\$ 516	\$ -
140	COMPLETE	Membrane covers modify attachment	\$ 2,504	\$ -
144	COMPLETE	Collapsed shoring hole at TWBPS	\$ 3,209	\$ -
148	COMPLETE	Replace lamps of (E) light poles with LED	\$ 2,531	\$ -
151	COMPLETE	RFI#130.1 Modify control room ductwork	\$ 2,024	\$ -
153	COMPLETE	Plant 2 at (E) doorway dryrot (Operations Expense)	\$ 2,020	\$ -
154	COMPLETE	Plant 1 siding dryrot at roof line & control room window	\$ 6,005	\$ -
155	COMPLETE	Air compressor switching panel	\$ 3,664	\$ -
159	COMPLETE	Replacement of 12" FCA in pipe gallery	\$ 8,129	\$ -
			<b>\$ 430,744</b>	<b>\$ -</b>

Non-Completed (Shared) Change Orders:

<u>#</u>	<u>Status</u>	<u>Description</u>	<u>Amt</u>	<u>Remaining</u>
52	APPROVED	BWW & reject Flow Meters	\$ 26,653	\$ 26,653
157	APPROVED	Ancillary room (E) soffit opening infill	\$ 2,390	\$ 2,390
179	APPROVED	Bird netting at canopy	\$ 28,051	\$ 28,051
			<b>\$ 57,094</b>	<b>\$ 57,094</b>

**CSD-Only Change Orders:**

Completed (CSD-Only) Change Orders:

<u>#</u>	<u>Status</u>	<u>Description</u>	<u>Amt</u>	<u>Remaining</u>
25	COMPLETE	Drying Bed cleanout and sand infill (CSD only)	\$ 13,482	\$ -
34	COMPLETE	Plant 2 SLC Ethernet connection (CSD only)	\$ 8,527	\$ -
			<b>\$ 22,009</b>	<b>\$ -</b>

Non-Completed (CSD-Only) Change Orders:

<u>#</u>	<u>Status</u>	<u>Description</u>	<u>Amt</u>	<u>Remaining</u>
12	APPROVED	Siding Replacement-Hardie Board (CSD only)	\$ 91,466	\$ 18,293

**HARD CONSTRUCTION COSTS (via Roebbelen) - NO ROEBBELEN CONTRACT BILLING IN DECEMBER**

Project Construction Summary								Source of Funding		
Contractor	Work Type	Contract Amount	% Billed to Date	Amount Billed to Date	Amount Billed This Month	Contract Amount Remaining	CSD \$4.358 million	R&B LOC \$4.136 million	CFD 2014 \$3.818m Ph 1 \$0.540m Ph 2	
Roebbelen Construction Management Services	General Conditions	781,205	98%	765,581	-	15,624	274,437	249,361	241,783	
River City Painting	Painting	291,000	100%	291,000	-	-	108,803	84,454	97,744	
GE Technology	Membrane Supplier	2,173,800	93%	2,028,911	-	144,889	704,307	713,767	610,837	
JD Pasquetti	Sitework	555,659	63%	349,625	-	206,034	123,767	117,474	108,384	
Roebbelen Construction	Fencing	53,640	30%	16,078	-	37,562	5,692	5,402	4,984	
KG Walters Construction	Mechanical & Plumbing	4,893,000	100%	4,883,500	-	9,500	1,759,515	1,578,949	1,545,037	
Bockmon & Woody Electric	Electrical	2,370,266	99%	2,353,841	-	16,425	837,048	782,171	734,621	
Marquee	Fire Protection	42,500	33%	14,025	-	28,475	6,082	2,142	5,801	
<b>Total Initial Construction Contracts (with 534,318 Contingency = 11,695,388)</b>		<b>11,161,070</b>	<b>96%</b>	<b>10,702,561</b>	<b>-</b>	<b>458,509</b>	<b>3,819,651</b>	<b>3,533,719</b>	<b>3,349,191</b>	
<b>Change Order Summary</b>										
<b>APPROVED CHANGE ORDERS:</b>										
Max Contract Change Order Amount		534,318								
Shared Completed Change Orders (Invoiced/Paid)		333,329					119,245	109,130	104,954	
CSD Only Completed Change Orders (Invoiced/Paid)*		95,182					95,182			
Approved Change Orders (Not Invoiced)		75,387								
	<b>Total Completed/Approved CO</b>	<b>503,898</b>								
	<b>Amount CO remaining</b>	<b>30,420</b>								
<b>PROPOSED CHANGE ORDERS:</b>										
	<b>Amount CO remaining</b>	<b>30,420</b>								
<i>(if Proposed COs are approved)</i>										
<b>OTHER:</b>										
Bay Area Coating Consulting Services	**Contingency amt outside of Roebbelen contract (approved BOD 11/19/15)	15,000	91%	13,622	-	1,378	4,822	4,577	4,223	
Sholl Construction	**Membrane Sealing contingency amt outside of Roebbelen contract	4,576	100%	4,576	-	0	1,620	1,538	1,419	
* CSD Only Change Orders are in addition to the CSD share of \$4.358m										
<b>Total Adjusted Construction Contracts (hard costs + CO's)</b>		<b>11,573,089</b>					<b>4,040,519</b>	<b>3,648,964</b>	<b>3,459,786</b>	
						<b>Total Billed to Date</b>				

**SOFT CONSTRUCTION COSTS (CSD Direct Expenses to be shared equally)**

Service Cost Summary							Source of Funding		
Item	Company/Agency	Estimated Soft Cost	Contract/Actual Soft Cost	Amount Billed to Date	Amount Billed This Month	Contract Amount Remaining	CSD	R&B LOC	CFD 2014
							\$4.358 million	\$4.136 million	\$3.818m Ph 1 \$0.540m Ph 2
Preconstruction CM Assistance	Roebbelen CMS	49,049	49,049	49,049		-	17,363	16,480	15,205
Design Engineering	HDR Engineering	240,000	239,982	239,982		-		239,982	
CEQA NOI/MND	HDR Engineering	40,000	71,070	63,559		7,511	5,583	53,088	4,889
Design Geotech	Youngdahl and Associates	3,000	2,600	2,600		-	920	874	806
Construction Engineering Assistance	HDR Engineering	150,000	276,328	259,062		17,266	95,533	78,243	85,287
Special Construction Inspection	Youngdahl and Associates	50,000	45,511	45,511		-	16,111	15,292	14,108
Misc Fees				709		-	251	238	220
SMUD Service	SMUD	5,000	31,632	31,632		-	11,198	10,628	9,806
Generator Permit	Sac County Air Quality Mgmt	5,000	5,000	-		5,000	-	-	-
State Clearinghouse for CEQA	State of CA	3,000	3,000	-		3,000	-	-	-
Fish & Wildlife Agency Permits	State of CA	2,000	2,000	921		1,079	326	310	286
Ca Dept Health Review	State of CA	5,000	5,000	-		5,000	-	-	-
Road Mitigation	RMA	8,000	12,000	12,000		-	4,248	4,032	3,720
CSD Admin, Legal and Engineering (CFD 2014 Max per FSA = \$50K)	CSD	50,000	50,000	242,487		-	124,519	67,968	50,000
						-	-	-	-
<b>Total</b>		<b>610,049</b>	<b>793,172</b>	<b>947,513</b>	<b>-</b>	<b>38,856</b>	<b>276,052</b>	<b>487,135</b>	<b>184,326</b>

**Grand Total (Construction and soft costs)**

**12,488,560**

**12,096,782**

Additional Info	
Total Retainage to Date:	459,979
<b>Note:</b> As of September 30, 2015, R&B LOC funding cap had been reached. No further expenditures will be allocated to this funding source	

Total Hard/Soft Costs	4,316,571	<b>*See Note</b> 4,136,099	3,644,112
Less: Funds Received		(4,136,099)	(3,455,475)
Pending Draw Request		0	0
<b>Total Outstanding Amount</b>		<b>0</b>	<b>188,637</b>

\*\*CFD 2014-1 Draw Amount Based on Cashflow per FSA

## **CONFERENCE/EDUCATION SCHEDULE**

Date: January 13, 2016  
To: Board of Directors  
From: Suzanne Lindenfeld, 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)**

Public Meetings and the Brown Act	February 2, 2016	Webinar
Rules of Order Made Easy	February 25, 2016	Webinar
Understanding Board Member & District Liability	March 1, 2016	Webinar
Completing Statement of Economic Interest – Form 700	March 17, 2016	Webinar
New Developments in the Brown Act	April 7, 2016	Webinar
Staying in Compliance: Understanding Special District Laws	April 12, 2016	Sacramento

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

No Information Currently Available on Upcoming Conferences.

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

California's New Water Realities: Solving the Puzzle	January 25-26, 2016	Sacramento
Water 101 Workshop	February 4-5, 2016	Sacramento
Dry, Wet, or Average? The Challenges For Water Project Operations	February 23, 2016	Sacramento
2016 Executive Briefing: Defining The New Normal	March 17, 2015	Sacramento
ACWA 2016 Spring Conference & Exhibition	May 3 - 6, 2016	Monterey