



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

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

AGENDA

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

REGULAR BOARD MEETING

May 17, 2023

Closed Session 4:30 p.m./Open Session 5:00 p.m.
Rancho Murieta, CA 95683

BOARD MEMBERS

Tim Maybee	President
Martin Pohll	Vice President
Linda Butler	Director
Randy Jenco	Director
Stephen Booth	Director

STAFF

Michael Fritschi	Interim General Manager
Vacant	Director of Administration
Andrew Ramos	District General Counsel
Amelia Wilder	District Secretary
Kelly Benitez	Security Supervisor
Travis Bohannon	Interim Director of Operations

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

May 17, 2023

REGULAR BOARD MEETING

Call to Order

Closed Session 4:30 p.m./Open Session 5:00 p.m.

Note that this meeting will be held in-person at the address set forth above, and not via videoconference. In order to comply with the State's COVID-related Guidance for the use of face coverings, it is strongly recommended that all persons, regardless of vaccination status, continue to mask while in indoor public settings and businesses.

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

AGENDA

ESTIMATED RUNNING TIME 5:00

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

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

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

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

3. CLOSED SESSION

- A. Conference with legal counsel concerning significant exposure to litigation pursuant to Gov. Code 54956.9(d)(2) and (e)(1) (one case) and potential initiation of litigation pursuant to Gov. Code 54956.9(d)(4) (one case)
- B. Closed session regarding appointment of the General Manager (Gov. Code, § 54957.)
- C. Closed session regarding labor negotiations (Gov. Code, § 54957.6.) District representative(s): Directors Maybee and Pohll. Unrepresented employee: General Manager

4. OPEN SESSION/REPORT ACTION FROM CLOSED SESSION

5. CONSIDER APPOINTMENT OF MELINDA MORRIS AS GENERAL MANAGER AND APPROVAL OF EMPLOYMENT AGREEMENT (Discussion/Action) (Motion) **(Roll Call Vote)**

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

- A. Approval of Board Meeting and Committee Meeting Minutes
 - 1. *April 19, 2023 Regular Board Meeting Minutes*
 - 2. *April 26, 2023 Town Hall Meeting Minutes*
 - 3. *May 2, 2023 Personnel Committee Meeting Minutes*
 - 4. *May 2, 2023 Improvements Committee Meeting Minutes*
 - 5. *May 2, 2023 Finance Committee Meeting Minutes*
 - 6. *May 2, 2023 Special Board Meeting Minutes*
 - 7. *May 4, 2023 Communications Committee Meeting Minutes*
 - 8. *May 4, 2023 Security Committee Meeting Minutes*
- B. Continuation of Repairs to Lake 11 and Continue the Contracting Emergency Declaration
- C. Discontinuation of Repairs to Rio Oso and Continue the Contracting Emergency Declaration

7. REVIEW DISTRICT MEETING DATES/TIMES FOR JUNE 2023

- A. Improvements – June 6, 2023 at 8:00 a.m.
- B. Finance – June 6, 2023 at 10:00 a.m.
- C. Regular Board Meeting –June 7, 2023 - Open Session at 5:00 p.m.
- D. Communications – June 8, 2023 at 8:30 a.m.
- E. Security – June 8, 2023 at 10:00 a.m.
- F. Regular Board Meeting –June 21, 2023 - Open Session at 5:00 p.m.

8. CORRESPONDENCE

9. COMMENTS FROM THE PUBLIC

Members of the public may comment on any item of interest within the subject matter jurisdiction of the District and any item specifically agendaized. Members of the public wishing to address a specific agendaized item are encouraged to offer their public comment during consideration of that item. With certain exceptions, the Board may not discuss or take action on items that are not on the agenda.

If you wish to address the Board at this time or at the time of an agendaized item, as a courtesy, please state your name and address. Speakers presenting individual opinions shall have 3 minutes to speak. Speakers presenting opinions of groups or organizations shall have 5 minutes per group.

10. RECEIVE UPDATE FROM MARTIN POHLL ON THE GENERAL MANAGER TRANSITION AD HOC COMMITTEE (Receive and File)

11. CONSIDER FORMALIZED PROCESS FOR SECURITY SERVICES WITH RMA (Discussion/Action) (Motion) **(Roll Call Vote)**

12. DIRECTOR COMMENTS/SUGGESTIONS

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

13. CLOSED SESSION

- A. *Closed session regarding General Manager goal setting and performance evaluation process (Gov. Code, § 54957.)*

14. OPEN SESSION/REPORT ACTION FROM CLOSED SESSION

15. ADJOURNMENT (Motion)

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

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

Note: This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of this posting is May 11, 2023. Posting locations are: 1) District Office; 2) Rancho Murieta Post Office; 3) Rancho Murieta Association; 4) Murieta Village Association.

**Rancho Murieta Community Services District
General Manager Employment Agreement**

This Agreement dated May 17, 2023, by and between Rancho Murieta Community Services District, a public agency (“District”), and Melinda Morris, an individual (“Employee”), who agree as follows:

1. Employment. District appoints and employs Employee as General Manager of the District, and Employee accepts such employment, on and subject to the terms and conditions of this Agreement, effective on the date that Employee reports for work, but no later than June 1, 2023.

2. Term. This Agreement will take effect on the effective date and terminate on May 31, 2026, unless sooner terminated as provided in section 9 or extended by mutual written agreement of the parties. Extension of the Agreement by District requires approval by its Board of Directors at a noticed Board meeting. Employee serves at the pleasure of the District Board of Directors (see Government Code section 61050(d)) and the Board therefore may terminate Employee’s employment at any time as provided by section 9.

3. Duties. Employee’s duties under this Agreement will be those duties and responsibilities that are (a) assigned to the office of the General Manager in the Community Services District Law, (b) listed on the job description for the General Manager position as adopted and amended from time to time by the District Board of Directors, (c) described in the District Code and District ordinances, resolutions and policies, and (d) otherwise assigned or directed by the Board of Directors. The current job description is attached as Exhibit A. Employee will be the chief executive officer of District and work under the direction and control of the Board of Directors. Employee also will serve as District Treasurer (sometimes referred to in District governing documents as Finance Officer). Employee at all times will act in the best interests of the District and perform all duties in a competent and professional manner.

4. Hours. Employee acknowledges that the General Manager position is a full-time, exempt management position and agrees to devote Employee’s full time, attention and energies to the job duties and be available to work at such times as appropriate to fully and competently perform the duties of the position, regardless of the number of hours or time of day or week involved.

5. Outside Employment and Activities. Employee will not engage in any conduct, other employment or business, commercial or professional pursuits, whether for compensation or otherwise, that would interfere with Employee’s responsibilities and duties to District or that would reflect unfavorably upon the interests of District. Any outside employment, consulting or business conducted by Employee during the term of this Agreement requires the prior approval of the District Board of Directors.

6. Compensation. For all services to be rendered by Employee under this Agreement, District will provide the following salary and benefits:

a. Annual salary in the amount of \$ 194,160. Salary will be paid at the times and in the manner as provided by District’s standard payroll practices. The District Board of

Directors may, at any time during the term of this Agreement, increase General Manager's salary, and the Board of Directors shall consider a salary increase after six months of employment and completion of a performance evaluation.

b. Paid administrative leave of 80 hours per fiscal year. For the period from the effective date through June 30, 2024), paid administrative leave shall be 120 hours. Thereafter, Employee shall be granted 80 hours of administrative leave on July 1 of each fiscal year. Administrative leave shall be provided in accordance with District Personnel Manual section 5.08(j).

c. Paid vacation of 152 hours per year (i.e., 0.0731 hour accrued per hour worked/paid). On the effective date, Employee shall be granted 70 hours of vacation leave. Notwithstanding the limit in section 5.15(a) of the District Personnel Manual, Employee may accumulate up to three (3) years of vacation accrual of vacation leave. If Employee's vacation balance exceeds this amount, Employee shall cease to earn vacation credits until Employee's balance is less than the maximum accrual amount specified in this section. Employee is eligible to participate in the District's vacation buy-back program as provided in the District Personnel Manual.

d. Travel allowance in the amount of \$1,000 per month. The allowance covers all business-related vehicle transportation expenses for Employee (except for authorized out-of-town vehicle rentals) as well as temporary lodging in or around Rancho Murieta when Employee decides that business needs dictate that Employee stay overnight near the District office. After consultation with Employee, and at any time after twelve months of employment, the District Board of Directors may eliminate the temporary lodging component and reduce this allowance to \$500 per month. This payment is in lieu of payment of any mileage reimbursement for business-related use of Employee's personal vehicle. This payment will not be reported to the California Public Employees' Retirement System (CalPERS) as compensation for pension calculation purposes.

e. Cellphone allowance in the amount of \$100 per month. The allowance covers all business-related cellphone expenses for Employee. This payment will not be reported to the California Public Employees' Retirement System (CalPERS) as compensation for pension calculation purposes. Employee shall forego this allowance if Employee receives a cellphone issued and paid by District.

f. Other employee benefits (including sick leave; retirement system membership and employer and employee contributions; deferred compensation investment opportunities; employee and dependent coverage on health, dental and other group insurance programs) as provided for regular full-time District employees under the District Personnel Manual (as the same may be amended by District from time to time) and other applicable employment and benefit policies, but not including overtime or compensatory time off benefits.

g. With prior Board of Directors approval, reimbursement of actual and reasonable fees and costs for publications, subscriptions, journals, membership in job-appropriate professional organizations, and attendance at job-appropriate professional and continuing education conferences.

7. Other Terms and Conditions of Employment. Employee's employment will be governed by the District Personnel Manual (as the same may be amended by District from time to time) and the parties will comply with all applicable provisions of the Personnel Manual. If any term or condition of this Agreement is inconsistent or in conflict with a term or condition of the Personnel Manual, the Agreement will govern. If any term or condition of this Agreement is inconsistent or in conflict with a federal or state law, the law will govern.

As a condition of employment, Employee shall be required to be reinstated from CalPERS retirement effective no later than the date Employee reports to work.

8. Ownership of Documents. Every document, report, study, spreadsheet, worksheet, plan, blueprint, specification, drawing, map, photograph, computer model, computer disk, magnetic tape, CAD data file, computer software and any other writing or thing prepared by Employee during the term of employment (the "Work") will be the property of District. District will have the right to use, modify, reuse, reproduce, publish, display, broadcast and distribute the Work and prepare derivative and additional documents or works based on the Work without further compensation to or permission from Employee. Notwithstanding this paragraph, District grants to Employee a non-revocable license to copy and use any database developed by Employee during the term of employment, provided (a) Employee's use does not infringe on any other agreements, (b) Employee does not copy or use any District-specific data, including, but not limited to, any District financial or customer data, and (c) Employee provides prior written notice to the District.

9. Termination. This Agreement may be terminated in any one of the following ways:

- a. By mutual agreement of the parties, expressed in writing.
- b. By Employee, upon giving to District at least 90 days prior written notice of Employee's election to resign from employment and terminate this Agreement.
- c. By the death of Employee.
- d. By Employee's service or disability retirement.
- e. By District, for cause, upon giving to Employee written notice of immediate termination. The written notice of termination will specify (1) the particular cause(s) and the facts and circumstances justifying the termination of the Agreement for cause, and (2) the opportunity of Employee to meet with the District Board of Directors on the reasons for the termination. If Employee requests a meeting, the meeting will be held at the Board's earliest convenience in a closed session, unless Employee requests an open session. After the meeting, the Board may affirm, modify or reverse its decision to terminate for cause. For purposes of this Agreement, the following will justify termination for cause: willful breach of duty; habitual neglect of duty; gross insubordination; conviction of a crime involving moral turpitude; conduct that makes it impossible or impracticable to perform the duties under this Agreement or that seriously impedes District operations; conduct that tends to bring discredit to District; conduct unbecoming an employee in public service; mishandling of District funds; any intentional misrepresentation or fraud in connection

with the performance of Employee's duties; theft of District property; violation of law; any misrepresentation by Employee in connection with Employee's application for employment, including representations made on Employee's resume that was provided to District; any violation of the District Personnel Manual; or, material breach of this Agreement.

f. By District, without cause, upon giving to Employee notice of immediate termination and payment of severance pay in an amount equal to Employee's then monthly salary multiplied by six months; except that, if the Agreement is terminated within six months of its expiration date, the severance pay amount will be determined based on the number of months left on the unexpired term of the Agreement.

10. Suspension. The District Board of Directors may suspend Employee with full pay and benefits at any time and for any reason during the term of this Agreement.

11. Performance Evaluation. The District Board shall perform an annual evaluation of Employee's job performance that will include a Board appraisal of the Employee's performance and may include a 360 evaluation (i.e., an opportunity for a group of coworkers to provide feedback on an employee's performance). Employee's first annual performance evaluation shall be scheduled to occur after six months of employment (approximately December 2023).

12. 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.

13. Notices. Any notice to be given to Employee will be sufficiently served if given to him personally or if deposited in the United States Mail, regular pre-paid mail, addressed to Employee at Employee's most recent residence address as shown on the District payroll records. Any notice to be given to District must be addressed to the District Board of Directors and delivered or mailed to the District Secretary at the District offices.

14. Successors and Assigns. This Agreement is personal to Employee. Employee may not transfer or assign the Agreement or any part of it. Subject to this restriction on transfer and assignment, this Agreement will bind, and inure to the benefit of, the successors, assigns, heirs and legal representatives of the parties.

15. Amendment. This Agreement may be amended only by a subsequent writing approved and signed by both parties. Any amendment by District must be approved by the District Board of Directors at a noticed public meeting. Individual directors do not have the authority, express or implied, to amend, modify, extend, or in way alter this Agreement or the terms and conditions of Employee's employment.

16. Waiver. The waiver at any time by either 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. 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.

18. 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.

EMPLOYER

EMPLOYEE

Tim Maybee, President

Melinda Morris

Attest:

Amelia Wilder, Board Secretary

Exhibit A
General Manager Job Description

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

GENERAL MANAGER

DEPARTMENT: ADMINISTRATION

FLSA OVERTIME STATUS: EXEMPT

BARGAINING UNIT: N/A

APPROVED BY BOARD OF DIRECTORS -08/15/2018

SUMMARY: In charge of the administrative, legal, engineering, operations, and financial activities of the District; represent the Board's policies and programs with employees, community organizations, and the general public; review budget requests and make recommendations to the Board on final expenditure levels; responsible for employer-employee relations; responsible for development, maintenance, and improvement of District facilities and services; and perform other related duties as required. Interact with county/state/federal agencies to achieve District objectives.

SUPERVISION: Under administrative direction of the Board of Directors. Direct supervision to department heads.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Serves as chief executive officer for the District; sets vision and implements long range Board established goals for District;
- provides advice and consultation on the development and operation of District services, functions, and policies;
- oversees the preparation of the annual budget, making recommendations to the Board on final expenditure levels; reviews and approves purchase order and budget requests;
- coordinates the preparation of the agenda for Board of Directors' meetings.
- conducts a variety of special studies and surveys to determine effectiveness of District programs and services; maintains continuous awareness of administrative practices and recommends changes which increase the efficiency and economy of District operations and services;
- represents the Board's policies and programs with employees, community representatives, developers, and other government agencies;

- oversees the development and administration of capital improvement budgets and plans;
- directs personnel matters, including employment procedures, grievances, affirmative action, and employer-employee relations; oversees negotiations with bargaining groups;
- negotiates leases, agreements, and contracts; oversees and directs legal counsel;
- coordinates District engineering functions; confers with developers and contractors as necessary; serves as District representative with other public agencies.
- maintains media and public relations;
- Manage day to day operations of the District.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Ability to plan, organize, direct, communicate, coordinate, and supervise the functions and activities of the organization to achieve efficient operations and meet service goals. Exercise leadership, authority, and management tactfully and effectively. Prepare and administer District budgeting and fiscal control processes. Collect and analyze data on a variety of topics, including compensation and other utility billing rates. Effectively organize and carry out public and media relations. Coordinate the preparation of Board agendas. Administer personnel and employer-employee relations programs. Oversee the development and improvement of District facilities and services. Provide advice and consultation to the Board of Directors on the development of ordinances, regulations, policies, and programs. Prepare comprehensive technical reports and recommendations. Effectively represent and implement District policies, programs, and services with employees, contractors, representatives of other agencies, and the public. Establish and maintain cooperative working relationships.

EDUCATION AND/OR EXPERIENCE:

Minimum Education: Undergraduate degree from an accredited four (4) year college or university with a major in Business Administration, Public Administration, Engineering or a closely related field.

Five (5) years of broad and extensive work experience in a management or administrative position in a private or public utility agency. Background should include responsibility for formulation and implementation of programs, budgets and administrative operations.

LICENSE AND/OR CERTIFICATES:

Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are a condition of continuing employment.

Possession of or obtain within 12 months of hire, National Incident Management System (NIMS) IS 100,200 and 700 training.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, or crouch.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

COMMENTS:

Appointments to this position are made in accordance with California Government Code section 61240.



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

REGULAR BOARD MEETING MINUTES

April 19, 2023

Open Session 5:00 p.m.

1. CALL TO ORDER/ROLL CALL

Vice President Pohll called the Regular Board Meeting of the Board of Directors of Rancho Murieta Community Services District to order at 5:00 p.m. in the District meeting room, 15160 Jackson Road, Rancho Murieta. Director's present at the District office were Martin Pohll, Randy Jenco, Linda Butler and Stephen Booth. Director Tim Maybee was absent. Also present at the District office were Michael Fritschi, Interim General Manager; Paula O'Keefe, Director of Administration, Travis Bohannon, Interim Director of Operations; Kelly Benitez, Security Supervisor; Andrew Ramos, District General Counsel; and Amelia Wilder, District Secretary.

2. CONSIDER ADOPTION OF AGENDA

Motion/Jenco to adopt the Agenda. Second/Butler. Roll Call Vote: Ayes: Pohll, Jenco, Butler, Booth. Noes: None. Absent: Maybee. Abstain: None.

3. CONSENT CALENDAR

Motion/Butler to approve Consent Calendar. Second/Jenco. Roll Call Vote: Ayes: Pohll, Jenco, Butler. Noes: Booth. Absent: Maybee. Abstain: None.

Later in the meeting, Mr. Ramos informed the Board that items 3C and 3D needed to be approved with a 4/5th vote and would need to be voted on separately. **Motion/Jenco to approve items 3C and 3D. These are both Contracting Emergency Declarations and need to be approved with a 4/5th vote. Second/Pohll. Roll Call Vote: Ayes: Pohll, Jenco, Butler, Booth. Noes: None. Absent: Maybee. Abstain: None.**

4. STAFF REPORTS

Under Agenda Item 4A, Mr. Fritschi gave a summary of activities during the previous month, highlighting the following topics:

- Administration
 - General Staffing Update
 - Workman's Comp Claims
 - FEMA Disaster Relief
- Development
 - Developer Billings
 - Airport Tax Analysis
 - Residents East
 - Retreats East & North
- Outreach & Regional Communication
 - Rancho Murieta Association
 - Integrated Water Master Plan & Prop 218

Under Agenda Item 4B, Paula O'Keefe, Director of Administration, gave the Board the Administration/Finance Report. She highlighted the following topics:

- Accounting Updates
- Tyler Technologies Implementation
- Monthly Budget to Actuals
- Procurement and Contracts
- Interfund Borrowing
- Utility Billing
- Account Corrections/Refunds
- Aging Report
- Revenue Funds Balance Sheet
- Investment Report

Under Agenda Item 4C, Kelly Benitez, Security Supervisor, updated the Board with a summary of August's activities in the Security Department, including:

- Operations Update
- Rancho Murieta Association Activity
- Village Manager
- Community Crime Concern
- Incidents of Note
- RMA Violation Report
- Gate Entries Denied Reports
- Cases by Breakdown Report

There was a discussion about the Security Agreement and services that the District provides to RMA. ***This item will on the May 4, 2023 Security Committee Agenda. This item will also be on the May 17, 2023 Board Agenda.***

Under Agenda Item 6D, Travis Bohannon, Interim Director of Operations, gave a summary of the utility update, including:

- Water Treatment Facility
- Water Consumption
- Raw Water Storage & Delivery
- Wastewater Facility
- Utility Crew Report
- Infrastructure
 - SB 170 Funded Projects
 - Water Treatment Facility
- Emergency Projects
 - Rio Oso
 - Lake 11
- Lift Stations
 - 3B
 - Alameda & Starter Shack
 - Cantova & FAA

- Development

Betty Ferraro thanked the Utility Staff for their work on Cozumel. There were discussions about Recycled Water and using water from Clementia as potable water. ***These items will be on the May 2, 2023 Improvements Committee Agenda.***

5. REVIEW DISTRICT MEETING DATES/TIMES FOR MAY 2023

Amelia Wilder, District Secretary reminded the Board and audience that the Board meeting for May had been rescheduled to June 7, 2023.

6. CORRESPONDENCE

Director Pohll acknowledged the correspondence in the Board Packet.

7. COMMENTS FROM THE PUBLIC

Richard Gehrs commented on PRA requests and Tom Hennig's severance.
Betty Ferraro commented on Security.

8. IDENTIFY BOARD'S NEGOTIATION TEAM FOR GENERAL MANGER CONTRACT

Director Pohll announced that the GM Transition Ad Hoc Committee, MRG, and Andrew Ramos will act as the negotiation team for the General Manager Contract.

9. RECEIVE UPDATE FROM MARTIN POHLL ON THE GENERAL MANAGER TRANSITION AD HOC COMMITTEE

Director Pohll updated the Board on the progress of the Ad Hoc Committee.

10. CONSIDER ADOPTION OF RESOLUTION R2023-07 TO AUTHORIZE SENATE BILL 1383 CAL-RECYCLE LOCAL ASSISTANCE GRANT PROGRAM APPLICATION

Ms. O'Keefe discussed the Resolution, and that it will authorize the District to apply for grants with Cal-Recycle for five years. **Motion/Booth** to adopt Resolution R2023-07 to authorize Senate Bill 1383 Cal-Recycle Local Assistance Grant Program Application. **Second/Pohll. Roll Call Vote: Ayes: Pohll, Jenco, Butler, Booth. Noes: None. Absent: Maybee. Abstain: None.**

11. CONSIDER NEXT STEPS IN SAFETY CENTER REMODEL

Mr. Fritschi updated the Board on the status of the Safety Center, stating that once the contractor began repairs, they found extensive mold and water damage, which would cost \$142,000. Staff proposed buying a new mobile unit or renting retail space in the Plaza to house the Security Department. There was a Board discussion. **Motion/Jenco** to cancel the contract with the contractor, Staples Construction, and have Staff obtain more bids for mobile office space. **Second/Butler. Roll Call Vote: Ayes: Pohll, Jenco, Butler, Booth. Noes: None. Absent: Maybee. Abstain: None. This item will be added to the May 2, 2023 Improvements Committee agenda.**

12. DIRECTOR COMMENTS/SUGGESTIONS

Director Butler commented on the March 18, 2023 IWMP town hall meeting.

13. ADJOURNMENT

Motion/Booth to adjourn at 7:10 p.m. Second/Jenco. Roll Call Vote: Ayes: Pohll, Jenco, Butler, Booth. Noes: None. Absent: Maybee. Abstain: None.

Respectfully submitted,

Amelia Wilder
District Secretary

DRAFT

MEMORANDUM

Date: May 8, 2023
To: Board of Directors
From: District Staff
Subject: April 26, 2023, Townhall Meeting Minutes

1. CALL TO ORDER

Director Booth called the meeting to order at 6:00 p.m. Present were Directors Booth and Maybee. Present from District staff were Michael Fritschi, Interim General Manager and Amelia Wilder, District Secretary. Vanessa Burke, Partner with the PUN Group also attended the meeting.

2. DISCUSS PROP 218 RATE INCREASE

There was a discussion about the Prop 218 Rate Increase Notice. Vanessa Burke discussed the slide presentation.

3. Adjournment

The meeting was adjourned at 7:16 p.m.

MEMORANDUM

Date: May 5, 2023
To: Board of Directors
From: Personnel Committee Staff
Subject: May 2, 2023, Personnel Committee Meeting Minutes

1. CALL TO ORDER

Director Maybee called the meeting to order at 7:30 a.m. Present were Directors Maybee and Jenco. Present from District staff were Michael Fritschi, Interim General Manager; Travis Bohannon, Interim Director of Operations; and Amelia Wilder, District Secretary.

2. PUBLIC COMMENT

None.

3. DISCUSS UPCOMING LABOR NEGOTIATIONS

Mr. Fritschi introduced the topic. The current contract ends December 31, 2023. Staff were instructed to set up a premeeting with the Union. Director Maybee recommended that Director Booth and Director Jenco participate in the negotiations. Later Director Booth declined the invitation.

4. UPDATE ALL PLANT OPERATOR AND UTILITY WORK JOB DESCRIPTIONS CHANGING LIFTING FROM 75 LBS. TO 50 LBS.

Mr. Fritschi asked that the job description for all Utility Worker and Plant Operator positions have the lifting limit changed from 75 pounds to 50 pounds. The Committee agreed to move this to the Board agenda. ***This item will be on the June 21 or July 19, 2023 Board Meeting Agenda.***

5. DIRECTOR AND STAFF COMMENTS/SUGGESTIONS

Director Maybee discussed the recent chlorine discharge and the Security Sergeant position.

6. ADJOURNMENT

The meeting was adjourned at 7:47 a.m.

MEMORANDUM

Date: May 5, 2023
To: Board of Directors
From: Improvements Committee Staff
Subject: May 4, 2023, Improvements Committee Meeting Minutes

1. CALL TO ORDER

Director Jenco called the meeting to order at 8:00 a.m. Present were Directors Jenco and Pohll. Present from District staff were Michael Fritschi, Interim General Manager; Travis Bohannon, Interim Director of Operations; and Amelia Wilder, District Secretary.

2. PUBLIC COMMENT

None.

3. MONTHLY UPDATE

Mr. Bohannon gave a summary of the Utilities Department Update with a discussion on the following topics:

- SB 170 Projects
 - Water Treatment Facility Sodium Hypochlorite Conversion
 - Recycled Water Disinfection Project
 - Granlees Safety Improvements
- Water
 - Rio Oso
 - Integrated Water Master Plan
- Sewer
 - Wastewater Facility
 - Lift Station Projects
- Drainage
 - Lake 11 Project
- Site Development Update

4. DISCUSS SECURITY BUILDING ALTERNATIVES

Mr. Fritschi discussed the fact that Staff was not able to obtain any other leads. ***This item will be on the June 6, 2023 Improvements Agenda.***

5. DISCUSS LOST LAKE MAINTENANCE

Mr. Fritschi discussed the maintenance obligations for Lost Lake. He recommended that we engage Solitude Lake Management to remove vegetation growing in the lake. Director Jenco stated that he will discuss maintenance with RMA. ***This item will be on the June 6, 2023 Improvements Committee agenda.***

6. DISCUSS RECYCLED WATER INFRASTRUCTURE

Mr. Fritschi discussed the steps that would be necessary to begin delivering recycled water to the community. A discussion followed.

7. DISCUSS CLEMENTIA POTABLE WATER STORAGE

There was a discussion about the ability to use water from Clementia as potable water. The District can only use water that it has pumped from the Cosumnes for potable water and not water that was gathered from storm drainage.

8. DISCUSS CHLORINE GAS RELEASE AFTER ACTION REPORT

Mr. Bohannon informed the Committee about the after action report from the chlorine gas release, including the routine things that have been added to the safety procedures check list.

9. DIRECTOR AND STAFF COMMENTS/SUGGESTIONS

Director Jenco asked follow-up questions about Clementia potable water use.

10. ADJOURNMENT

The meeting was adjourned at 9:17 a.m.

DRAFT

MEMORANDUM

Date: May 5, 2023
To: Board of Directors
From: Finance Committee Staff
Subject: May 2, 2023 Finance Committee Meeting Minutes

1. CALL TO ORDER

Director Pohll called the meeting to order at 10:00 a.m. Present were Director Pohll and Director Booth. Present from District staff were Michael Fritschi, Interim General Manager; Travis Bohannon, Interim Director of Operations; and Amelia Wilder, District Secretary.

2. COMMENTS FROM THE PUBLIC

None.

3. PROP 218 TOWN HALL MEETING DEBRIEF

Director Booth discussed the attendance and presentation at the April 26, 2023 Town Hall Meeting.

4. REVIEW FY 2023-24 CAPITAL PROJECTS

Mr. Fritschi presented the proposed Capital Projects, and reviewed the projects that were approved in prior years and the status of these projects. Director Booth suggested that one-time studies be paid for from reserves or property taxes and not rate increases. The Committee instructed Staff to send forward the projects that were approved last year, including the ERP, to the Board for approval. ***This item will be on the June 7, 2023 Board agenda.***

5. DIRECTOR COMMENTS

None.

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



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

May 2, 2023

Open Session 1:00 p.m.

1. CALL TO ORDER/ROLL CALL

President Maybee called the Special Board Meeting of the Board of Directors of Rancho Murieta Community Services District to order at 1:00 p.m. in the District meeting room, 15160 Jackson Road, Rancho Murieta. Director's present at the District office were Tim Maybee, Martin Pohll, Linda Butler, and Stephen Booth. Director Jenco was absent. Also present were Michael Fritschi, Interim General Manager; Travis Bohannon, Interim Director of Operations; and Amelia Wilder, District Secretary.

2. CONSIDER ADOPTION OF AGENDA

Motion/Maybee to adopt the Agenda. Second/Butler. Roll Call Vote: Ayes: Maybee, Pohll, Butler, Booth. Noes: None. Absent: Jenco. Abstain: None.

3. COMMENTS FROM THE PUBLIC

None.

4. CONSIDER SCHEDULING REGULAR MAY 17, 2023 BOARD MEETING

Motion/Maybee to schedule the regular Board Meeting May 17, 2023. Second/Booth. Roll Call Vote: Ayes: Maybee, Pohll, Butler, Booth. Noes: None. Absent: Jenco. Abstain: None.

5. DIRECTOR COMMENTS/SUGGESTIONS

None.

6. ADJOURNMENT

Motion/Maybee to adjourn at 1:03 p.m. Second/Pohll. Roll Call Vote: Ayes: Maybee, Pohll, Jenco, Butler, Booth. Noes: None. Absent: None. Abstain: None.

Respectfully submitted,

Amelia Wilder
District Secretary

MEMORANDUM

Date: May 5, 2023
To: Board of Directors
From: Communication & Technology Committee Staff
Subject: May 4, 2023, Communication & Technology Committee Meeting Minutes

1. CALL TO ORDER

Director Butler called the meeting to order at 8:30 a.m. Present were Director Butler and Director Booth. Present from District staff were Michael Fritschi, Interim General Manager and Amelia Wilder, District Secretary.

2. COMMENTS FROM THE PUBLIC

None.

3. MONTHLY WEBSITE AND SOCIAL MEDIA UPDATE

Amelia Wilder, District Secretary, gave an update of the statistics related to the number of visits per page to Facebook and RMCSD.com.

4. DISCUS THE PURPOSE OF THE COMMUNICATIONS AND TECHNOLOGY COMMITTEE

The Committee discussed the Committee and recommended that this topic go to the Board. *This item will be on the July 19, 2023 Board Meeting agenda.*

5. DISCUSS ARTICLES FOR THE PIPELINE...NEW APPROACH

The Pipeline and its format and content were discussed.

6. DIRECTOR AND STAFF COMMENTS

Director Butler thanked everyone for their input.

7. Adjournment

The meeting was adjourned at 9:11 a.m.

MEMORANDUM

Date: May 11, 2023
To: Board of Directors
From: Security Committee Staff
Subject: May 4, 2023 Security Committee Meeting Minutes

1. CALL TO ORDER

Director Maybee called the meeting to order at 10:00 a.m. Present was Director Maybee. Present from District staff were Michael Fritschi, Interim General Manager; Kelly Benitez, Security Supervisor; and Amelia Wilder, District Secretary.

2. COMMENTS FROM THE PUBLIC

None.

3. MONTHLY UPDATES

Kelly Benitez, Security Supervisor gave the Operations Updates, touching on the following topics:

- Operations Update
- New Patrol Vehicle
- Ballistic Vests
- RMA Activity
- Community Crime Concern

There was a discussion about security services the District provides to RMA, and the agreement for these services. ***This item will be on the May 17, 2023 Board Agenda.***

4. DISCUSS HIRING PART TIME IN LIEU OF FULL TIME (PATROL)

Mr. Benitez discussed the acting Security Sergeant to a permanent status.

5. DISCUSS SECURITY CONTRACT WITH RMA

This was discussed in item #3.

6. DIRECTOR & STAFF COMMENTS

Director Maybee discussed the Country Club's upcoming 50th anniversary, and 4th of July activities with RMA.

7. ADJOURNMENT

The meeting adjourned at 10:54 a.m.

Rancho Murieta Community Services District

June 2023

Board/Committee Meeting Schedule

June 1, 2023

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

June 6, 2023

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

June 7, 2023

Regular Board Meeting - Open Session	5:00 p.m.
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June 21, 2023

Regular Board Meeting - Open Session	5:00 p.m.
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All meetings will be held in person at the District Office: 15160 Jackson Rd.