



**RANCHO MURIETA COMMUNITY
SERVICES DISTRICT**

15160 JACKSON ROAD
RANCHO MURIETA, CA 95683
Phone: 916-354-3700
Web: rmcsd.com

Board of Directors

John Merchant, President
Linda Butler, Vice President
Bill Gere, Director
Randy Jenco, Director
Tim Maybee, Director

Staff

Amelia Wilder, Interim General Manager
Cecilia Min, Director of Finance and Administration
Travis Bohannon, Interim Director of Operations
Patrick Enright, District General Counsel
Branden Arino, Security Supervisor
Dyanne Fleet, Interim District Secretary/Clerk of the Board

**REGULAR MEETING
of the
BOARD OF DIRECTORS
Wednesday, February 18, 2026
Closed Session 4:00 p.m. Open Session 5:00 p.m.**

AGENDA

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

2. CLOSED SESSION

- A. Significant Exposure to Litigation pursuant to paragraph (2) and (3) of subdivision (d) of Government Code Section 54956.9 (One case)
- B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: District General Counsel (Gov. Code 54957)

3. OPEN SESSION/REPORT BACK FROM CLOSED SESSION

4. PUBLIC COMMENTS

The Public Comments section is for the Board of Directors to receive comments; except for brief questions for clarification, no discussion or action may be taken on any item that is not listed on the agenda.

If you wish to speak during Comments from the Public or would like to comment regarding an item appearing on the meeting agenda, you must complete a public comment card and submit it to the Board Secretary prior to Public Comments or the item you wish to comment on. Speakers presenting individual opinions shall have 3 minutes to speak. Speakers presenting opinions of groups or organizations shall have 5 minutes per group. Each individual will be limited to one (1) comment per item.

5. CONSENT CALENDAR *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. *January 21, 2026, Regular Board Meeting Minutes*
 - 2. *February 3, 2026, Improvements Committee Meeting Minutes*
 - 3. *February 3, 2026, Personnel Committee Meeting Minutes*
 - 4. *February 5, 2026, Security Committee Meeting Minutes*
 - 5. *February 5, 2026, Communications & Technology Committee Meeting Minutes*
 - 6. *February 10, 2026, Special Board Meeting Minutes*
 - 7. *February 12, 2026, Finance Committee Meeting Minutes*
- B. Bills Paid Listing

- C. Rescind November 19, 2025, Letter to MRK
- D. Approve Annual Inspection Contract for FOG Inspection
- E. Accept Grant Deed for Riverview Basin APN 073-1000-013-000

6. REVIEW DISTRICT MEETING DATES/TIMES MARCH 2026

- A. Improvements Committee – March 3, 2026, at 8:00 a.m.
- B. Personnel Committee – March 3, 2026, at 11:00 a.m.
- C. Security Committee – March 5, 2026, at 9:00 a.m.
- D. Communications & Technology Committee – March 5, 2026, at 10:00 a.m.
- E. Finance Committee – March 12, 2026, at 10:00 a.m.
- F. Regular Board Meeting – March 18, 2026, at 5:00 p.m.

7. CORRESPONDENCE

8. *Action Item* APPROVE SECURITY DEPARTMENT CHANGES

- a. *Observe and Report Definition*
- b. *Patrol Duty Equipment*
- c. *Patrol Officer I and II Job Description*

9. STAFF AND COMMITTEE REPORTS (Receive and File)

- A. General Manager Report
- B. Finance and Administration Report
- C. Operations Report
- D. Personnel, Security and Communications & Technology Reports (Director Butler)

Discussion Items/Information Items

10. *Discussion Item* AD HOC COMMITTEE REPORTS

- A. Administrative Oversight/GM & Director of Operations hiring and Job Description Update
- B. Water Vision Report

Action Items

11. *Action Item* APPROVE RESOLUTION R2026-02 GM SALARY INCREASE

12. *Action Item* CLARIFY WATER VISION WORKING GROUP TASKS

13. *Action Item* APPROVE JOB DESCRIPTION

- A. *General Manager*
- B. *Director of Operations*

14. Action Item DIRECTOR COMMENTS

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

15. DIRECTOR COMMENTS

16. 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 dfleet@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. Posting location is the District Office. The date and time of this posting is February 12, 2026, at 5:30 p.m.



RANCHO MURIETA COMMUNITY SERVICES DISTRICT REGULAR BOARD MEETING MINUTES

January 21, 2026

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

1. CALL TO ORDER/ROLL CALL

Director Butler called the Regular Board Meeting of the Board of Directors of Rancho Murieta Community Services District to order at 5:00 p.m. in the District meeting room, 15160 Jackson Road, Rancho Murieta. Directors present at the District office were Linda Butler, Bill Gere, Randy Jenco, Tim Maybee. John Merchant arrived at 5:05 p.m. Also present at the District office were Amelia Wilder, Interim General Manager; Cecilia Min, Director of Finance and Administration; Travis Bohannon, Interim Director of Operations and Chief Plant Operator; Corey Carskaddon, Utilities Supervisor; Patrick Enright, District General Counsel; and Dyanne Fleet, Interim District Secretary/Clerk of the Board.

2. CLOSED SESSION

A. Significant Exposure to Litigation pursuant to paragraph (2) and (3) of subdivision (d) of Government Code Section 54956.9 (One case)

B. *PUBLIC EMPLOYEE PERFORMANCE EVALUATION*

1. *Title: Interim General Manager*

3. OPEN SESSION

Director Merchant stated there was nothing to report on the first item, and that the Board will return to closed session after the regular session to discuss the second item.

4. PUBLIC COMMENTS

Community members provided extensive public comments regarding the upcoming Water Emergency meeting.

5. CONSENT CALENDAR

Motion/Butler to approve all items on Consent Calendar. Second/Merchant. Roll Call Vote: Ayes: Butler, Gere, Jenco, Merchant, Maybee. Noes: None. Absent: None. Abstain: None.

6. REVIEW DISTRICT MEETING DATES/TIMES NOVEMBER 2025

Staff proposed a special Board meeting on February 5, 2024, at 8:00 a.m. to discuss the Security Department; several Board members indicated they could not attend. The Board directed staff to reschedule the meeting to ensure full participation.

7. CORRESPONDENCE

President Merchant acknowledged the correspondence received.

8. STAFF REPORTS

Complete Staff Reports can be found in the January 21, 2025, Regular board Meeting Packet on the District's website or by clicking [here](#).

Under Agenda Item 8A, Ms. Wilder gave a summary of the General Manager update, including:

- Updates on development and water storage efforts
- Developer fee study

- Prop 218 preparation
- Drainage improvements at the Murrieta Equine Center
- Lift Station 6B repairs are complete
- Security staff continue gate repairs
- All full-time Security positions are filled
- New body-worn cameras have been deployed to the Security staff.
- IT upgrades, including SCADA Server, and communications improvements, are underway

Under Agenda Item 8B, Ms. Min gave a summary of the Finance and Administration update, including:

- State of Accounting
 - A. FY23-24 Audit
 - B. FY24-25 Audit
 - C. FY25-26 Audit – Focusing on completing for FY26 Budget
- Discussed new Financial Statements

Under Agenda Item 8C, Mr. Bohannon gave a summary of the Utility update, including:

- Water Treatment Facility
- December 2025 Drinking Water Production Data
- Water Consumption
- Raw Water Storage & Delivery
- Utilities Activities
- Sewer
 - Wastewater Facility
- Project Updates
 - Water Treatment Plant #2 Filter Bed Rehab & Wastewater Treatment Plant Sodium Hypochlorite Conversion
 - Plant #1 turned off and will begin Annual Maintenance
 - Emergency repair at Lift Station 6B completed
 - SCADA Server Replacement Project
 - CIP Project Tracker
 - December 31, 2025, Reservoir levels
 - WSC Update

Under Agenda Item 8D, Director Butler gave a summary on Security, Communications and Personnel updates including:

- Discussed messaging with residents via magnets with pertinent phone numbers
- Reviewed hiring guidelines for new General Manager

9. AD HOC COMMITTEE REPORTS

A. ADMINISTRATIVE OVERSERRITE/GM HIRING UPDATE

Director Merchant and Gere updated the Board on items discussed at the Ad Hoc Committee.

B. WATER VISION REPORT

Director Jenco updated the Board on WSC progress; received final draft report from WSC.

10. STEPS TO CONVERT LAKE CLEMENTIA AS A DRINKING WATER SOURCE

General Counsel Enright outlined action items to evaluate the potential use of Lake Clementia, including initiating discussions with DWR to clarify permitting requirements, anticipated conditions, and the potential

need for special legislation. Additional considerations include limiting use to drought periods, pursuing CEQA streamlining or exemptions, consulting with other districts, and evaluating infrastructure needs. The Board agreed to move this item to the Working Vision Group.

11. WATER CONTINGENCY PLAN

General Counsel Enright provided an update on SB 552, noting that the District's 2012 Water Shortage Contingency Plan does not reflect current statutory requirements, including the required six-stage framework. The Board recommended a plan to achieve compliance, with the intent of updating, adopting and preparing a full plan for 2028 when the District is expected to exceed 3,000 connections, and noted that standardized agency templates may be used, with consultant assistance if needed, to align the required stages with District operations.

12. RESOLUTION 2026-01 CHANGE TIME OF REGULAR BOARD MEETINGS TO 3:00 PM

The Board discussed a proposed change to the regular meeting start time, including alternative start times and potential impacts on public participation, and received public comment on the matter.

Motion/Butler to not change time of Regular Board Meetings Second/Jenco. Roll Call Vote: Ayes: Butler, Gere, Jenco, Maybee, and Merchant. Noes: None. Absent: None.

13. APPROVE CULVERT REPAIRS TO RANCHO MURIETA EQUESTRIAN CENTER DRAINAGE

The Board reviewed scope of work and agreed to move forward with costs to replace culverts. Mr. Pearson agreed on coordination of road replacement and CSD on drainage repairs.

Motion/Butler to approve Culvert Repairs to Rancho Murieta Equestrian Center Drainage Second/Jenco. Roll Call Vote: Ayes: Butler, Gere, Jenco, Maybee, Merchant. Noes: None. Absent: None. Abstain: None.

14. DISTRICTS FUTURE WATER NEEDS

The Board addressed a previously discussed item from November 19, 2025, Agenda regarding potential water-related moratorium actions. General discussion noted that the matter requires further analysis by the working group before any Board action, including consideration of land ownership, easements, water rights, and financial impacts.

15. APPROVE ONE NEW JOB DESCRIPTION

The Board considered a temporary Administrative Assistant job description to relieve entry-level tasks from executive staff. After discussion of staff workload, higher-level analysis needs, and budget, a motion to approve failed for lack of a second.

16. RECEIVE COMMITTEE ASSIGNMENTS

Effective February 2026, Director Merchant will join the Security Committee and Director Gere will join the Improvements Committee.

17. APPROVE UPDATED ORGANIZATION CHART

The Board discussed and agreed to the updated organizational chart realignment, placing Chief Plant Operator, Utilities Supervisor, IT Manager, and the Security Sergeant under the supervision of the General Manager.

Motion/Gere to approve Updated Organization Chart Second/Butler. Roll Call Vote: Ayes: Butler, Gere, Jenco, Merchant, Maybee. Noes: None. Absent: None. Abstain: None.

18. APPROVE RESOLUTION R2026-02 GM SALARY INCREASE

Motion/Merchant to table Resolution R2026-02, until February 18, 2026, Board Meeting. **Second/Butler. All in favor. Motion passed.**

The Board returned to Closed Session at 8:41 p.m. to discuss the second item.

The Board returned from Closed Session and reported that no action was taken.

19. ADJOURNMENT

Time meeting was adjourned at 9:17 p.m.

Respectfully submitted,

Dyanne Fleet

Interim District Secretary/Clerk of the Board

DRAFT

MEMORANDUM

Date: February 3, 2026
To: Board of Directors
From: Improvements Committee Staff
Subject: February 3, 2026, Improvements Committee Meeting Minutes

1. CALL TO ORDER

Director Gere called the meeting to order at 8:00 a.m. Present were Directors Gere and Jenco. Present from District staff were Amelia Wilder, Interim General Manager; Travis Bohannon, Interim Director of Operations; Corey Carskaddon, Utility Supervisor; Daryl Heigher, Domenichelli & Associates; and Dyanne Fleet, Interim District Secretary/Clerk of the Board

2. COMMENTS FROM THE PUBLIC

No Public comment.

3. IMPROVEMENTS STAFF REPORT

The following topics were discussed:

- A. 8th and 14th Fairway (North) Sinkholes – Mr. Carskaddon reported erosion at Fairways 8 and 14 is causing dirt and grout to wash through culverts, resulting in structural damage and a sinkhole. Staff noted that no recorded easements exist for storm drain infrastructure on these fairways, and without an easement, the District cannot perform work on private property. Special Counsel Enright will be asked to prepare a Right of Entry for immediate repair work.
- B. Clementia Water Testing – Mr. Bohannon reported a Teams meeting with Austin Peterson (State Water Resources Control Board) and the state regulator is scheduled to discuss options for converting Clementia into a drinking water source. Staff recommended delaying testing until after guidance, due to potential costs for preliminary tests that may need repeating. Options under consideration include no body contact, legislative approval, emergency drinking water, irrigation, and recycled water.
- C. Domenichelli & Associates Update Usage Data and Tank Condition Assessments to include Cost of Rehab and Replacements to Rio Oso Tank – Mr. Bohannon noted that Domenichelli & Associates has prior experience conducting tank assessments therefore, qualified to provide an impartial evaluation. The Committee agreed that obtaining an independent assessment is appropriate. Mr. Bohannon will request a Task Order from Domenichelli & Associates to perform the assessment and to include evaluation and replacement options for the hydropneumatics tank at Rio Oso.
- D. Leak Evaluation Pressure System Proposals for Leak Detection and Related Improvements to Rio Oso and potentially Van Vleck due in March – Mr. Carskaddon will bring back costs associated with assessment and improvements for both Rio Oso and Van Vleck to the March Improvement Committee meeting.
- E. Potential Installation of Hydropneumatics Tank at Rio Oso – Domenichelli & Associates will forward a Task Order for the replacement of the Rio Oso Tank.

- F.** Granlees Dam Maintenance Plan for valves – Mr. Bohannon reported that when pumping season has ended both Granlees pump station valves will require servicing. He is researching qualified companies to perform the maintenance.
- G.** SCADA Starlink Dish Cloud Service for Backup – Mr. Bohannon discussed exploring Starlink and AIC options for a cloud-based backup for the water plant SCADA servers, separate from existing internet service. Preliminary recommendation is to purchase two Starlink satellites at under \$1,000 total, with monthly service of \$100–\$120 per unit, providing reliable, redundant cloud backup. Staff will coordinate with IT and bring a formal recommendation to the Board
- H.** CIP List Hypo Conversion at Water Plant – Mr. Bohannon discussed the conversion from chlorine gas to sodium hypochlorite (hypo) at the water treatment plant as a proposed CIP project for the upcoming fiscal year. The conversion is recommended for safety reasons, reduced regulatory requirements, and simpler spill management compared to gas. Cost estimates are preliminary and will be developed during the CIP process.
- I.** Annual FOG Inspections Costs – Mr. Bohannon reported that the annual FOG inspections for all commercial businesses, the country club, and the hotel, etc., are performed by a contracted engineering firm, which is registered as the responsible party with the state. The inspections occur twice a year, including follow-up as needed, state reporting, and submission of all reports. The annual contract is \$16,000. The cost is part of regular operations and is not passed on to businesses. The Committee recommended forwarding the contract to the Regular Board meeting in February for approval.
- J.** WSC Update – Director Jenco reported they received the final report from WSC. The group met last week to review new tasks from Director Mabee, including Clementia water testing, completing Urban Water Master plan (UWMP) preparation, and well site evaluation. WSC is too busy to complete the UWMP, so staff will prepare an RFP and present it to the Improvements Committee in March for review before issuing bids, with Board consideration expected in May.
- K.** GIS Update and Cost Approval – Mr. Carskaddon updated the Committee on the current CMMS system and is evaluating options, reviewing contractor performance, and determining next steps.

4. DIRECTOR AND STAFF COMMENTS

No Comments.

5. ADJOURNMENT

The meeting was adjourned at 9:15 a.m.

MEMORANDUM

Date: February 3, 2026
To: Board of Directors
From: Personnel Committee Staff
Subject: February 3, 2026, Personnel Committee Meeting Minutes

1. CALL TO ORDER

Director Butler called the meeting to order at 11:01 a.m. Present were Directors Butler and Director Merchant. Present from District staff were Amelia Wilder, Interim General Manager; Travis Bohannon, Interim Director of Operations; Corey Carskaddon, Utilities Supervisor; and Dyanne Fleet, Interim District Secretary/Clerk of the Board.

2. PUBLIC COMMENTS

None.

3. UPDATE ORG CHART

Change Accounting Technician HR position from part-time to full-time and submit it to the Board for approval.

4. GENERAL MANAGER UPDATE

The Committee discussed the revised General Manager job description to clarify roles, Board collaboration, and required qualifications. Emphasis was placed on senior management experience in special districts and water operations, with agreement that recruitment qualification preferences should remain separate from the formal job description. The General Manager is defined as the chief executive responsible for overall district performance, not for performing departmental tasks, and will directly supervise department heads while operational responsibilities flow through management staff. The Committee also emphasized a deliberate recruitment process and the importance of a structured onboarding and training plan to address the District's historical, organizational, and operational context. Staff will finalize revisions the General Manager job description, forward the GM description for legal review, and bring item to the Board for consideration.

5. REPLACEMENT OF WATER OPERATIONS MANAGER

The Committee reviewed the Water Operations Manager/Director of Operations position and confirmed it is an existing, budgeted role essential to District operations. The Committee emphasized that water and wastewater services are the District's core responsibility and require adequate staffing and supervision to address current and anticipated challenges, including water shortages, emergency supply needs, and infrastructure demands. Revisions to the Director of Operations job description were discussed to clarify responsibilities, supervisory structure, field presence expectations, and certification requirements. Staff will finalize revisions of the Director of Operations job description, forward description for legal review, and bring item to the Board for consideration.

6. DIRECTORS & STAFF COMMENTS/SUGGESTIONS

Director Butler requested the Water Operations Manager/Director of Operations job description be submitted to the Board for review and approval.

7. ADJOURNMENT

The meeting was adjourned at 12:16 p.m.

MEMORANDUM

Date: February 5, 2026
To: Board of Directors
From: Security Committee Staff
Subject: February 5, 2026, Security Committee Meeting Minutes

1. CALL TO ORDER

Director Butler called the meeting to order at 9:00 a.m. Present was Director Butler, and Director Merchant. Present from District staff were Amelia Wilder, Interim General Manager; Branden Arino, Security Supervisor; Cecilia Min, Director of Finance/Administration; and Dyanne Fleet, Interim District Secretary/Clerk of the Board.

2. PUBLIC COMMENT

None.

3. SECURITY REPORT

Mr. Arino reported on current staffing levels, schedules, and patrol coverage in the Department. The Department is fully staffed. Mr. Arino also created a "Keep Me Safe" information packet, which will be discussed in the Pipeline in March.

4. ITEMS FOR FEBRUARY 18, 2026, BOARD MEETING AGENDA

- a. Patrol Guard/CSO Job Description – The job descriptions for Patrol Officer I and Patrol Officer II have been reviewed and will be forwarded to the Board for approval.
- b. Observe and Report – This program has been reviewed and will be included in the new resident Welcome Packet.
- c. Equipment – The Committee discussed the need for updated access control software, replacement gates, upgraded radios, and additional officer training.

5. UPDATE SECURITY IMPACT FEES

Ms. Min is completing the outstanding audits and once finalized, will be able to verify the current expenditure amount.

6 . BARCODES

The Committee discussed next steps to move forward with the Barcode fee.

7. BUDGET AND CIP LIST

Mr. Arino will obtain proposals for the above-referenced equipment.

8. DIRECTOR AND STAFF COMMENTS

Director Butler recommends that the above expenses be approved to enhance security for the residents.

9. ADJOURNMENT

The meeting was adjourned at 10:50 a.m.

MEMORANDUM

Date: February 5, 2026
To: Board of Directors
From: Communication & Technology Committee Staff
Subject: February 5, 2026, Communication & Technology Committee Meeting Minutes

1

1. CALL TO ORDER

Director Butler called the meeting to order at 10:58 a.m. Present was Director Butler. Present from District staff were Amelia Wilder, Interim General Manager; Branden Arino, Admin Security Sergeant; and Dyanne Fleet, Interim District Secretary/Clerk of the Board.

2. COMMENTS FROM THE PUBLIC

None.

3. UPDATE ON WEBSITE AND SOCIAL MEDIA

Ms. Wilder provided an update on the website and Facebook statistics.

4. PIPELINE “The Good News”

- The “Keep Me Safe” program will be introduced in the upcoming Pipeline with a brief description.
- Residents will be informed of the process for their guests to enter the community via the visitor lane.

5. LIVING IN HARMONY IN THE COMMUNITY

- a. Reviewed proposal for magnets
- b. Director Butler will draft a letter to residents explaining recent events, how the security department operates, and the responsibilities of residents.

6. BUDGET/AVAILABLE FUNDS

Front CSD Landscaping – Staff will meet with the landscaping company to review proposals for front landscaping.

DIRECTOR AND STAFF COMMENTS

No Comments

7. ADJOURNMENT

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



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

February 10, 2026
Open Session 6:00 p.m.

1. CALL TO ORDER/ROLL CALL

President Merchant called the Special Board Meeting of the Board of Directors of Rancho Murieta Community Services District to order at 6:05 p.m. at the ***Rancho Murieta Country Club, located at 7000 Alameda Dr. Rancho Murieta***. Directors present were Linda Butler, Bill Gere, Randy Jenco, Tim Maybee, and John Merchant. Also present from the District staff were Amelia Wilder, Interim General Manager; Travis Bohannon, Interim Director of Operations and Chief Plant Operator; Corey Carskaddon, Utility Supervisor; Patrick Enright, District General Counsel; and Dyanne Fleet, Interim District Secretary/Clerk of the Board.

2. PUBLIC COMMENTS

Several community residents and Board members provided comments; click [here](#) to listen to the audio.

3. CORRESPONDENCE

President Merchant acknowledged the correspondence received.

4. PUBLIC HEARING TO CONSIDER IMPOSING A WATER EMERGENCY

Several community residents and Board members provided comments; click [here](#) to listen to the audio.

5. ADOPTION OF RESOLUTION R2026-03 DECLARING A WATER EMERGENCY PER WATER CODE 350

Motion/Jenco to adopt Resolution R2026-03 Declaring a Water Emergency per Water Code 350. Second/None. Motion dies.

6. DIRECTOR COMMENTS/SUGGESTIONS

Director Maybee thanked the Country Club and CSD staff for their hard work in organizing the Special Board Meeting.

7. ADJOURNMENT

The meeting was adjourned at 8:39 p.m.

Respectfully submitted,

Dyanne Fleet
Interim District Secretary/Clerk of the Board

MEMORANDM

Date: February 12, 2026
To: Board of Directors
From: Finance Committee Staff
Subject: February 12, 2026, Finance Committee Meeting Minutes

1. CALL TO ORDER

Director Merchant called the meeting to order at 10:01 a.m. Present was Director Merchant. Present from District staff were Amelia Wilder, Interim General Manager; Cecilia Min, Director of Finance and Administration; Corey Carskaddon, Utilities Supervisor; and Dyanne Fleet Interim District Secretary/Clerk of the Board.

2. PUBLIC COMMENTS

None.

3. AUDIT UPDATE

Ms. Min reported continued progress on the audit. Balance sheet reconciliation is approximately 80% to 90% complete, and audit workpaper preparation has increased to 75%. The FY 2024–25 audit remains on hold pending completion of FY 2025–26 accounting.

4. DIRECTOR COMMENTS

None

5. ADJOURNMENT

The meeting was adjourned at 10:11 a.m.

Ranges: From: To: From: To:
 Check Number First Last Check Date 1/1/2026 1/31/2026
 Vendor ID First Last Checkbook ID First Last
 Vendor Name First Last

Sorted By: Check Number

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
002946	GRECOM	Greenfield Communications	1/6/2026	BANNER	PMCHK00001944	\$456.00
002947	HOLOFCAL	Holt of California	1/6/2026	BANNER	PMCHK00001944	\$936.44
002948	HRTOGO	HRtoGo, LLC	1/6/2026	BANNER	PMCHK00001944	\$3,350.00
002949	LESSCHTIR	Les Schwab Tires	1/6/2026	BANNER	PMCHK00001944	\$119.99
002950	LUM&ASS	Lumos & Associates, Inc.	1/6/2026	BANNER	PMCHK00001944	\$12,425.00
002951	MISWAT	MISCO Water	1/6/2026	BANNER	PMCHK00001944	\$1,324.79
002952	NTUTECH	NTU Technologies, Inc.	1/6/2026	BANNER	PMCHK00001944	\$4,468.80
002953	OPEENGLLOC	Operating Engineers Local Unio	1/6/2026	BANNER	PMCHK00001944	\$516.96
002954	PACSUPCOR	Pace Supply Corp	1/6/2026	BANNER	PMCHK00001944	\$5,685.17
002955	PAPMAC	Pape Machinery	1/6/2026	BANNER	PMCHK00001944	\$4,034.36
002956	RANMURCOU	Rancho Murieta Country Club	1/6/2026	BANNER	PMCHK00001944	\$495.88
002957	SACSHERIFF	Sacramento County Sheriff's Of	1/6/2026	BANNER	PMCHK00001944	\$42.00
002958	SOLLAKMAN	Solitude Lake Management LLC	1/6/2026	BANNER	PMCHK00001944	\$2,460.64
002959	STAWATRES	State Water Resources Control	1/6/2026	BANNER	PMCHK00001944	\$47,359.00
002960	TESLA	TESLA INC	1/6/2026	BANNER	PMCHK00001944	\$10,307.39
002961	TNTINDCON	TNT Industrial Contractors Inc	1/6/2026	BANNER	PMCHK00001944	\$39,409.00
002962	UNISOLUSA	Univar Solutions USA Inc	1/6/2026	BANNER	PMCHK00001944	\$2,374.10
002963	WATSUR	Watchdogs Surveillance	1/6/2026	BANNER	PMCHK00001944	\$231.25
002964	WTRSCON	Water Systems Consulting, Inc.	1/6/2026	BANNER	PMCHK00001944	\$12,410.00
002965	ZENENVCOR	Zenon Environmental Corporatio	1/6/2026	BANNER	PMCHK00001944	\$1,093.18
002966	WILGERE	William Gere	1/23/2026	BANNER	PMCHK00001945	\$360.06
002967	MARBLUMF	Martha Blumfield	1/23/2026	BANNER	PMCHK00001945	\$907.32
002968	LEFKOFA	Lefko Family Trust	1/23/2026	BANNER	PMCHK00001945	\$229.55
002969	CHRISWATERS	Christopher Waters	1/23/2026	BANNER	PMCHK00001945	\$349.00
002970	OLDREPTIT	Old Republic Title	1/23/2026	BANNER	PMCHK00001945	\$1,021.80
002971	JOYKOE	Joyce Koe	1/23/2026	BANNER	PMCHK00001945	\$405.19
002972	FIDENATT	Fidelity National Title Compan	1/23/2026	BANNER	PMCHK00001945	\$416.47
002973	FIDNAT	FIDELITY NATIONAL TITLE	1/23/2026	BANNER	PMCHK00001945	\$356.51
002974	FIDNATCOM	Fidelity National Title Compan	1/23/2026	BANNER	PMCHK00001945	\$1,330.60
002975	CERLAWCAR	Cervantes Lawn Care	1/23/2026	BANNER	PMCHK00001945	\$900.00
002976	TAYSCREEN	Tayco Screenprint, Inc.	1/23/2026	BANNER	PMCHK00001945	\$217.50
002977	SMUD	S. M. U. D.	1/23/2026	BANNER	PMCHK00001946	\$50,357.06
003003	ACC&ASS	Accounting & Association Softw	1/27/2026	BANNER	PMCHK00001949	\$5,655.00
003004	BACDISINC	Backflow Distributors Inc	1/27/2026	BANNER	PMCHK00001949	\$1,708.20
003005	BMBUI	B & M BUILDERS	1/27/2026	BANNER	PMCHK00001949	\$8,675.00
003006	CERLAWCAR	Cervantes Lawn Care	1/27/2026	BANNER	PMCHK00001949	\$1,950.00
003007	CINTAS	Cintas	1/27/2026	BANNER	PMCHK00001949	\$2,069.80
003008	CON	Concentra DBA Occupational Hea	1/27/2026	BANNER	PMCHK00001949	\$1,338.00
003009	CONEQUSER	Concrete Equipment Services, I	1/27/2026	BANNER	PMCHK00001949	\$1,081.23
003010	DITWITWES	Ditch Witch West	1/27/2026	BANNER	PMCHK00001949	\$1,197.61
003011	DOMANDASS	Domenichelli and Associates, I	1/27/2026	BANNER	PMCHK00001949	\$8,579.00
003012	FREDSPAN	FrederickSpanfelner	1/27/2026	BANNER	PMCHK00001949	\$283.55
003013	GRECOM	Greenfield Communications	1/27/2026	BANNER	PMCHK00001949	\$228.00
003014	HASCAPSAN	Hastie's Capitol Sand and Grav	1/27/2026	BANNER	PMCHK00001949	\$1,772.66
003015	HOLOFCAL	Holt of California	1/27/2026	BANNER	PMCHK00001949	\$21,693.25
003016	LESSCHTIR	Les Schwab Tires	1/27/2026	BANNER	PMCHK00001949	\$1,554.64
003017	PACSUPCOR	Pace Supply Corp	1/27/2026	BANNER	PMCHK00001949	\$43,164.92
003018	PAPMAC	Pape Machinery	1/27/2026	BANNER	PMCHK00001949	\$863.99
003019	RANMURASS	Rancho Murieta Association	1/27/2026	BANNER	PMCHK00001949	\$13,910.68
003020	RWG	RWG Law	1/27/2026	BANNER	PMCHK00001949	\$23,363.40
003021	SACSHERIFF	Sacramento County Sheriff's Of	1/27/2026	BANNER	PMCHK00001949	\$336.00
003022	SOLLAKMAN	Solitude Lake Management LLC	1/27/2026	BANNER	PMCHK00001949	\$2,559.07
003023	STAOFCAL	State of California	1/27/2026	BANNER	PMCHK00001949	\$105.00
003024	STRENGASS	Stratus Engineering Associates	1/27/2026	BANNER	PMCHK00001949	\$5,732.00
003025	TESLA	TESLA INC	1/27/2026	BANNER	PMCHK00001949	\$1,578.11
003026	TNTINDCON	TNT Industrial Contractors Inc	1/27/2026	BANNER	PMCHK00001949	\$3,904.24

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
003027	TYLTEC	Tyler Technologies, INC	1/27/2026	BANNER	PMCHK00001949	\$4,938.17
003028	WATSUR	Watchdogs Surveillance	1/27/2026	BANNER	PMCHK00001949	\$23,149.46
EFT0000000000033	CLAPESCON	Clark Pest Control	1/6/2026	BANNER	PMCHK00001943	\$814.00
EFT0000000000034	EDWRBAC	Edward R. Bacon Company, Inc.	1/6/2026	BANNER	PMCHK00001943	\$97.18
EFT0000000000035	GAL	Galls	1/6/2026	BANNER	PMCHK00001943	\$805.93
EFT0000000000036	INTTECSOL	Intelligent Technical Solution	1/6/2026	BANNER	PMCHK00001943	\$4,639.53
EFT0000000000037	NORAMER	Norit Americas, Inc.	1/6/2026	BANNER	PMCHK00001943	\$11,034.00
EFT0000000000038	ROTHSTF	Roth Staffing Companies, L.P.	1/6/2026	BANNER	PMCHK00001943	\$4,853.01
EFT0000000000039	RWG	RWG Law	1/6/2026	BANNER	PMCHK00001943	\$9,750.00
EFT0000000000040	SIEOFFSUP	Sierra Office Supplies	1/6/2026	BANNER	PMCHK00001943	\$79.74
EFT0000000000041	SUPEQUREP	Superior Equipment Repair	1/6/2026	BANNER	PMCHK00001943	\$2,111.86
EFT0000000000042	THACOM	Thatcher Company	1/6/2026	BANNER	PMCHK00001943	\$2,749.00
EFT0000000000043	USABLUBOO	USA Blue Book	1/6/2026	BANNER	PMCHK00001943	\$14,237.52
EFT0000000000044	VESTIS	Vestis	1/6/2026	BANNER	PMCHK00001943	\$1,792.66
EFT0000000000045	WWGRA	Grainger	1/6/2026	BANNER	PMCHK00001943	\$426.86
EFT0000000000047	ALLORA	Allora Cleaning LLC	1/26/2026	BANNER	PMCHK00001947	\$1,995.00
EFT0000000000048	CLAPESCON	Clark Pest Control	1/26/2026	BANNER	PMCHK00001947	\$850.63
EFT0000000000049	GAL	Galls	1/26/2026	BANNER	PMCHK00001947	\$78.61
EFT0000000000050	INTTECSOL	Intelligent Technical Solution	1/26/2026	BANNER	PMCHK00001947	\$8,171.29
EFT0000000000051	NORAMER	Norit Americas, Inc.	1/26/2026	BANNER	PMCHK00001947	\$3,827.10
EFT0000000000052	PROLOC&	Professional Lock & Safe, Inc.	1/26/2026	BANNER	PMCHK00001947	\$272.63
EFT0000000000053	ROTHSTF	Roth Staffing Companies, L.P.	1/26/2026	BANNER	PMCHK00001947	\$2,953.70
EFT0000000000054	SOUGLAAND	Southgate Glass and Screenm In	1/26/2026	BANNER	PMCHK00001947	\$2,995.00
EFT0000000000055	THACOM	Thatcher Company	1/26/2026	BANNER	PMCHK00001947	\$3,749.00
EFT0000000000056	VESTIS	Vestis	1/26/2026	BANNER	PMCHK00001947	\$612.06
EFT0000000000057	WAG&BON	Wagner & Bonsignore Consulting	1/26/2026	BANNER	PMCHK00001947	\$3,099.31
EFT0000000000058	CALWASREC	California Waste Recovery Syst	1/27/2026	BANNER	PMCHK00001950	\$255,450.38
EFT0000000000059	ROBHAL	Robert Half	1/27/2026	BANNER	PMCHK00001950	\$2,720.00
Total Checks: 84						Total Amount of Checks: \$727,907.99



Rancho Murieta Community Services District

15160 Jackson Road • P.O. Box 1050 Rancho Murieta, CA 95683 • 916-354-3700 • Fax 916-354-2082

Visit our website www.rmcscd.com

November 19, 2025

Mr. Bob Keil
River Canyon Properties, LLC
Email: bobkeilmrk@gmail.com

Re: Potable, above ground water storage for the Residences East and Residences West Development

Dear Bob:

This letter advises you of your responsibility to provide a potable water storage tank which will support both the Residences East and West development. These developments require installation and activation of this storage tank prior to the installation of your fifty-first water meter. As requested by you, the District (again) communicated with its District Engineer and its engineering staff. They have (again) advised us of their conclusive finding that this additional water tank is unquestionably required to support potable water delivery, water pressure and fire suppression. I understand your questioning of this conclusion which based upon your belief that reduced landscaping and controlled irrigation will allow you to complete the Residences development without this additional infrastructure. *Your opinion is not shared by our engineers. I hope you can understand our need to rely on their council, comply with the law and ensure the safety of our present and future residents.*

We have discussed the District's intent to install an upgraded and intelligent valve, to control our distribution of water between our two water tanks. You have asked us to consider your opinion that this future valve installation will negate the need for an additional water tank beyond the initial 50 homes in your first phase of development. In a recent meeting we agreed to confer (once again) with our District Engineer. We revisited his conclusion that a "valve upgrade" is capable of servicing **ONLY YOUR FIRST 50 HOMES WITH WATER SERVICE**. The engineers (once again) confirmed that Residences must have a new water tank in place and on-line.

This must occur before the District can provide service to your remaining to 148 residential dwellings. This is the conclusive opinion of our engineers. I hope you can understand the need for the District to move forward based upon their advice.

Serving the Community for over 30 years

Board of Directors: John Merchant, President •, Linda Butler, Vice-President • Randy Jenco • Tim Maybee • Bill Gere
Interim General Manager * Amelia Wilder

These facts require the District to conclude:

The future demand of your project has created the demand for this infrastructure. The District has, at this time, no current demand for an additional potable water storage tank to service the Residents. Therefore, the construction of a new tank is the sole responsibility of the Residences' Development.

Should additional development occur in Rancho Murieta North, a future developer will be required to finance an additional potable water tank as a condition of development. There may be economy of scale in such a project which may provide you an opportunity to explore a collaborative project with this developer. This may avoid the need to purchase land on which a tank would reside. An alternative to collaboration with a future developer might be for your development to place a tank on a location that is inside your property lines. This could, perhaps, minimize your costs for purchasing land.

The District may wish to refurbish or replace its Rio Oso water tank at a later date and may require the District to fund the cost of a repair or replacement. The District will consider its option to "replace or repair" at an appropriate time. Should this decision coincide with construction of the 560 units planned for Villages A, B, C and H, the District could explore a collaborative effort. However, it does not seem that this collaboration would be possible within the timeframe of your development. For this reason, the District must require you to finance and/or construct a water tank allowing you to serve your development.

The District is happy to discuss a prepayment option for your future connection fees. The District might consider the use of "prepayment fees for water meters" as a way to finance and construct a water tank sized to your development. As we have previously stated, you may wish to engage Rancho Murieta Properties to secure a tank location on their property to accommodate both the Residences and Village projects. The suggested site of a new water tank belonging to RMP has already been removed from the PLNP2014-00206 project and appears as raw land. It is highly doubtful that development will ever occur on this site. This may offer an opportunity to lower the actual cost of this required infrastructure.

The District has spent significant time and has expended considerable legal expenses arriving at its decision. We have suggested the District's willingness to explore an alternative approach to our conclusions. Unfortunately, it has proven impossible to find one. The District is unable to place the burden of this water tank on the back of the existing ratepayers.

The District's decision assigning you responsibility for this tank is exclusive, and unrelated to, your execution of a 670 FSA Indemnification Agreement presently being considered by the District Board of Directors. The original 670 FSA Agreement requires Residences to reimburse prior developers for its share of the construction costs of the 2014 Water Treatment Plant. This District is unable to suspend our collection of these fees without your approval of this Indemnification Agreement and accompanying bond. As we previously discussed, the District will be unable to issue additional water meters until you have executed the Indemnification Agreement.

We look forward to continuing to work with you and we remain available to assist you as you move toward a completed project.

Sincerely,



Amelia Wilder
Interim General Manager

Copy to: Rancho Murieta Board of Directors
Patrick Enright, Legal Counsel, RWG Law

MEMORANDUM

Date: February 18, 2026

To: Board of Directors

From: Travis Bohannon, Chief Plant Operator Subject:

Annual FOG Inspections

Recommendation: These are for the FOG inspections that need to be done on the businesses in Rancho Murieta. This quote covers 2 inspections a year and required annual reporting to the state.

- A. History: The District is required to do Annual Fat, Oils and Grease Inspections on all businesses that serve food.
- B. How will it improve the District: This Inspection reduces the potential problems in the District’s collections and sewer system.
- C. Financial Impact: The financial impact is minimal. This is an Annual issue that the District is mandated to do. It is a time-consuming Inspection that has been determined best to be outsourced.
- D. How much will it cost: \$16,641.00
- E. Three Bids Attached: Yes No If no, provide justification
We have used Stratus Engineering Associates for years and they are registered with the State of California as our inspectors. It is best to continue to use them, instead of having to change responsible party every year with the state.
- F. Which Account will funds be used: 250-4900-05
- G. Is this a CIP allocation: Yes No
If yes, Identify the CIP project and Fiscal Year

The _____ Committee recommends this item to go to the Board for approval at the next meeting Board meeting on _____.

Approvals:

Interim General Manager

Director of Finance and Administration

Committee/Board Director



STRATUS ENGINEERING ASSOCIATES LLC

3330 Cameron Park Drive, Suite 850, Cameron Park, CA 95682

September 18, 2025

Mr. Travis Bohannon – Chief Plant Operator

Mr. Corey Carskaddon - Utility Supervisor

Rancho Murieta Community Services District

15160 Jackson Road

Rancho Murieta, CA 95683

Dear Mr. Bohannon and Mr. Carskaddon,

Stratus Engineering Associates LLC. (Stratus) is pleased to submit this proposal and cost estimate for continued engineering services for one year related to Fats, Oils and Grease (FOG) and Illicit Discharge Detection and Elimination (IDDE) inspections and reporting, for the Rancho Murieta Community Services District (RMCS D) located in Rancho Murieta, California. The scope of work presented below is consistent with the District's SSMP Element 7 Fats, Oils and Grease Control Program and Sewer Code (FOG inspections), and the small non-traditional MS4 permit (IDDE inspections).

TASK 1: FOG Inspections and Reporting (one year – 2 semi-annual events)

Stratus will continue supporting the District with FOG inspections and reporting in accordance with the District's SSMP Element 7 Fats, Oils and Grease Control Program and Sewer Code. Every 6 months, the following will be performed:

- Scheduling inspections with restaurants
- Conducting inspections, and
- Preparing inspection reports with photo documentation, and
- Follow up with restaurants as necessary

Facilities include:

1. Operating Engineers training center food service
2. The Gate Restaurant
3. Burger King
4. Raley's/Bel Air
5. Rancho Murieta Country Club:
 1. Main Kitchen
 2. Lower Kitchen
 3. Snack Bar
6. Backyard Barbeque
7. Murieta Equestrian Center:
 1. Equestrian Cafe
 2. RV Hookups
8. El Gallo – Mexican restaurant

9. Naan King
10. Local Bean Café
11. GoFore Pizza
12. Country Store Car Wash
13. Taco Bell
14. Starbucks
15. Super Sourdough
16. Subway

Subtotal Cost: \$10,312.00

Note: A new facility (Subway) will be inspected at no additional cost.

TASK 2: IDDE Inspections and Reporting (one year - 2 semi-annual events)

Stratus will also perform small non-traditional MS4 compliance monitoring every 6 months for a period of one year to ensure there is no pollution runoff to the District's drainage system or receiving waters. Every 6 months, the following will be performed:

- Scheduling IDDE inspections with facilities listed below
 - Conducting inspections, and
 - Preparing inspection reports with photo documentation
- a. MS4 Facility inspections at these sites:
- i. Murieta Equestrian Center
 - ii. Rancho Murieta Country Club
 1. Maintenance Yard
 2. Golf Cart Maintenance shop (within RMCC maintenance yard)
 3. Golf Cart maintenance and return
 - iii. Rancho Murieta Airport:
 1. Fueling service
 2. Rancho Murieta Automotive - repair shop
 - iv. Rancho Murieta Association maintenance yard
 - v. Operating Engineers (OE3)
 - vi. Rancho Murieta Gardens
 - vii. Rancho Murieta Village

Subtotal Cost: \$6,329.00

Optional: If additional facilities (not listed above) are brought online, they will be inspected at a cost of \$470 per facility per inspection.

Optional: If sampling and reporting is required during IDDE inspections, the cost per facility will be \$3,954.00. This cost does not include analytical.

All Optional Items presented above will be approved by the District prior to implementation.

Total Cost: \$16,641.00

SCHEDULE:

The following is the proposed schedule, which is consistent with previous years.

- IDDE Inspections and reporting – November 2025 and May 2026
- FOG Inspections and reporting – February 2026 and August 2026

Please note: rates and inspection/reporting costs have not increased over the last four years. Furthermore, an additional facility has been added (Starbucks) with no increased costs.

We appreciate the opportunity to be of continued service to the District. If you have any questions or comments regarding this proposal, please don't hesitate to contact me at 530-672-4017 (direct) or at 530-651-4200 (cell) to discuss.

Respectfully submitted,
Stratus Engineering Associates LLC



Robert N. Kull, P.E.
Principal Engineer

Authorizing Name (Print): _____ Title: _____
Authorizing Signature: _____ Date: _____

MEMORANDUM

Date: February 12, 2026
To: Board of Directors
From: Amelia Wilder, Interim General Manager
Subject: Grant Deed for Riverview Detention Basin

Proposed Action

District Staff recommend that the Board accept the detention basin located in the Riverview Development.

Background

The District asked that certain improvements be made to the detention basin located on APN 073-1000-013 before it was accepted from Riverview as part of the drainage infrastructure. The CSD has been maintaining this basin through an easement for several years, and the developer has made improvements to it. Once it is recorded, they can continue with the transfer of the cart path to RMA.

Conclusion

Staff recommend acceptance of Grant Deed for Riverview Detention Basin.

RECORDING REQUESTED BY

**MAIL TAX STATEMENT TO AND
WHEN RECORDED MAIL DOCUMENT TO:**

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

Space Above This Line for Recorder's Use Only

Portion of APN: 073-1000-013-0000

GRANT DEED

The Undersigned Grantor(s) Declare(s): DOCUMENTARY TRANSFER TAX is: \$-0-

[] computed on the consideration or full value of property conveyed **R&T 11911 No Consideration – Common Area**
xx] unincorporated area; [] County of Sacramento

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

RM RIVERVIEW, INC., a California corporation

hereby GRANTS to

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

the following described property in the unincorporated area, County of **Sacramento** State of **California**, more particularly described as follows:

See Exhibit A, legal description, and Exhibit A-1, plat, attached hereto and made apart hereof.

(Signature on following page)

RM RIVERVIEW, INC., a California corporation

Dated: 9/4/25

By: [Signature]
John L. Reynen, President

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

STATE OF CALIFORNIA)SS
COUNTY OF SACRAMENTO)

On SEPTEMBER 4, 2025, before me, **LORI A. RISPOLI**, Notary Public, personally appeared **JOHN L. REYNEN**, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

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

WITNESS my hand and official seal.

Signature

[Signature]



This area for official notarial seal

EXHIBIT "A"

Legal Description

**EXHIBIT A
LEGAL DESCRIPTION
BASIN PARCEL
LOT B (462 BM 1)
SACRAMENTO COUNTY, CALIFORNIA**

REAL PROPERTY, SITUATE IN THE UNINCORPORATED TERRITORY OF THE COUNTY OF SACRAMENTO, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

BEING A PORTION OF LOT B, AS SAID LOT B IS SHOWN AND SO DESIGNATED IN THAT CERTAIN FINAL MAP ENTITLED "FINAL MAP OF RIVERVIEW PHASE 2", RECORDED DECEMBER 10, 2024, IN BOOK 462 OF MAPS, AT PAGE 1, IN THE OFFICE OF THE COUNTY RECORDER OF SACRAMENTO COUNTY, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWESTERN CORNER OF SAID LOT B;

THENCE, FROM SAID POINT OF BEGINNING, ALONG THE WESTERN LINE OF SAID LOT B, THE FOLLOWING FIVE (5) COURSES:

- 1) NORTH 26°12'20" WEST 44.95 FEET,
- 2) NORTH 37°59'48" WEST 99.74 FEET,
- 3) NORTH 30°57'18" EAST 29.21 FEET,
- 4) NORTH 21°45'56" EAST 307.91 FEET AND
- 5) NORTH 05°32'01" EAST 202.46 FEET;

THENCE, LEAVING SAID WESTERN LINE, SOUTH 51°46'07" EAST 137.54 FEET;

THENCE, ALONG THE ARC OF A TANGENT 35.00 FOOT RADIUS CURVE TO THE RIGHT, THROUGH A CENTRAL ANGLE OF 86°06'22", AN ARC DISTANCE OF 52.60 FEET;

THENCE, ALONG THE ARC OF A REVERSE 300.00 FOOT RADIUS CURVE TO THE LEFT, FROM WHICH THE CENTER OF SAID CURVE BEARS SOUTH 55°39'45" EAST, THROUGH A CENTRAL ANGLE OF 23°30'39", AN ARC DISTANCE OF 123.10 FEET;

THENCE, SOUTH 10°49'36" WEST 28.88 FEET;

THENCE, ALONG THE ARC OF A TANGENT 112.00 FOOT RADIUS CURVE TO THE LEFT, THROUGH A CENTRAL ANGLE OF 38°12'22", AN ARC DISTANCE OF 74.68 FEET;

THENCE, SOUTH 27°22'46" EAST 84.10 FEET;

LEGAL DESCRIPTION

PAGE 2 OF 2

AUGUST 13, 2025
JOB NO.: M046-000

THENCE, ALONG THE ARC OF A TANGENT 188.00 FOOT RADIUS CURVE TO THE RIGHT, THROUGH A CENTRAL ANGLE OF 11°13'17", AN ARC DISTANCE OF 36.82 FEET;

THENCE, SOUTH 16°09'29" EAST 19.08 FEET TO A POINT ON THE EASTERN LINE OF SAID LOT B;

THENCE, ALONG SAID EASTERN LINE, AND ALONG THE SOUTHERN LINE OF SAID LOT B, THE FOLLOWING SIX (6) COURSES:

- 1) ALONG THE ARC OF A NON-TANGENT 199.50 FOOT RADIUS CURVE TO THE LEFT, FROM WHICH THE CENTER OF SAID CURVE BEARS SOUTH 64°01'17" EAST, THROUGH A CENTRAL ANGLE OF 10°42'20", AN ARC DISTANCE OF 37.28 FEET;
- 2) ALONG THE ARC OF A REVERSE 150.00 FOOT RADIUS CURVE TO THE RIGHT, FROM WHICH THE CENTER OF SAID CURVE BEARS NORTH 74°43'37" WEST, THROUGH A CENTRAL ANGLE OF 10°37'42", AN ARC DISTANCE OF 27.82 FEET;
- 3) SOUTH 25°54'05" WEST 58.54 FEET;
- 4) ALONG THE ARC OF A TANGENT 20.00 FOOT RADIUS CURVE TO THE RIGHT, THROUGH A CENTRAL ANGLE OF 66°12'50", AN ARC DISTANCE OF 23.11 FEET;
- 5) SOUTH 02°06'55" WEST 4.00 FEET;
- 6) ALONG THE ARC OF A NON-TANGENT 264.00 FOOT RADIUS CURVE TO THE LEFT, FROM WHICH THE CENTER OF SAID CURVE BEARS SOUTH 02°06'55" WEST, THROUGH A CENTRAL ANGLE OF 29°30'47", AN ARC DISTANCE OF 135.99 FEET TO SAID POINT OF BEGINNING.

CONTAINING 2.12 ACRES OF LAND, MORE OR LESS.

ATTACHED HERETO IS A PLAT TO ACCOMPANY LEGAL DESCRIPTION, AND BY THIS REFERENCE MADE A PART HEREOF.

END OF DESCRIPTION



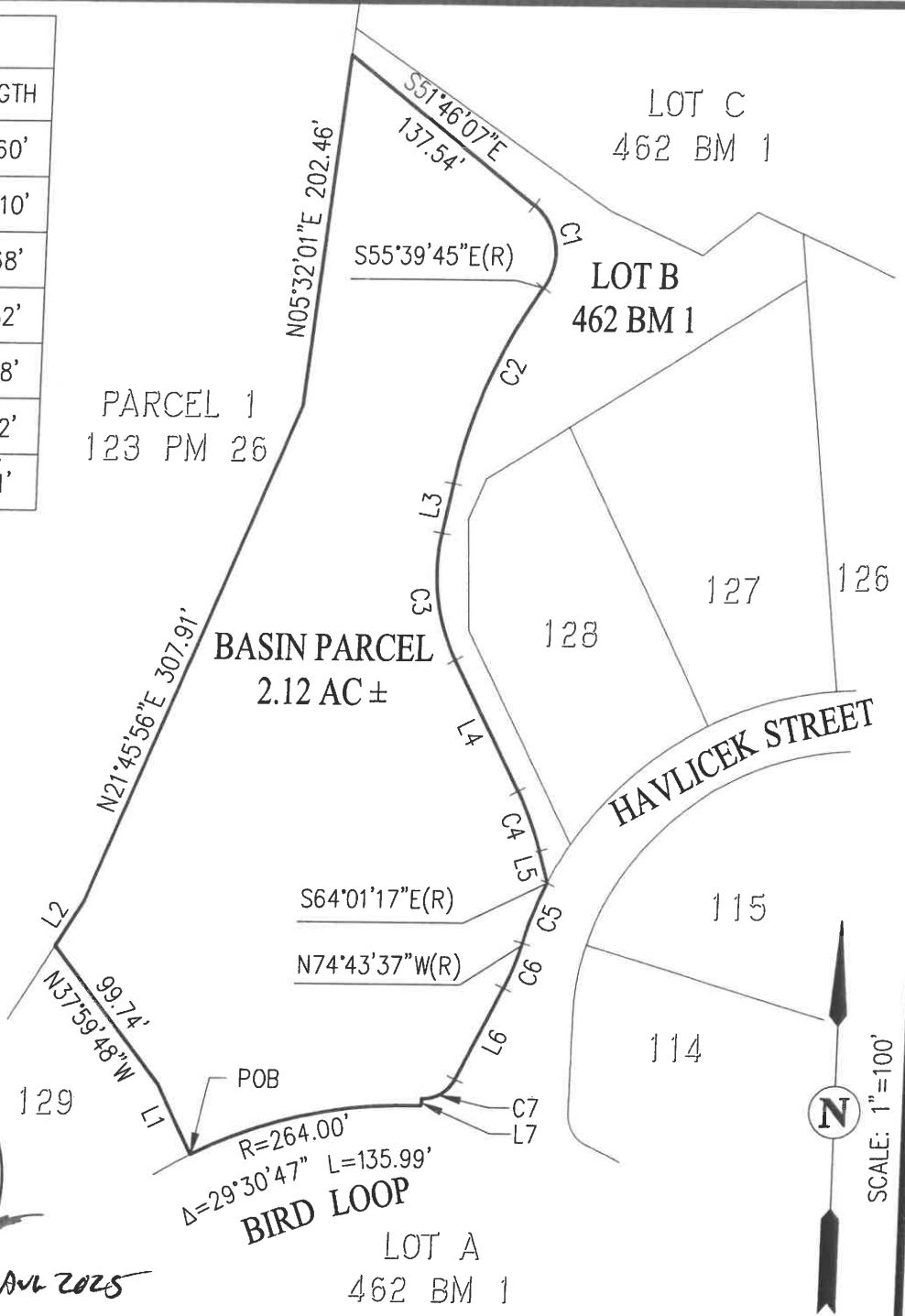
Sabrina Kyle Pack 13 AUG 2025
SABRINA KYLE PACK, P.L.S.
L.S. NO. 8164

EXHIBIT "A-1"

Plat to Accompany Legal Description

CURVE TABLE			
NO	RADIUS	DELTA	LENGTH
C1	35.00'	86°06'22"	52.60'
C2	300.00'	23°30'39"	123.10'
C3	112.00'	38°12'22"	74.68'
C4	188.00'	11°13'17"	36.82'
C5	199.50'	10°42'20"	37.28'
C6	150.00'	10°37'42"	27.82'
C7	20.00'	66°12'50"	23.11'

LINE TABLE		
NO	BEARING	LENGTH
L1	N26°12'20"W	44.95'
L2	N30°57'18"E	29.21'
L3	S10°49'36"W	28.88'
L4	S27°22'46"E	84.10'
L5	S16°09'29"E	19.08'
L6	S25°54'05"W	58.54'
L7	S02°06'55"W	4.00' (R)



PLAT TO ACCOMPANY LEGAL DESCRIPTION

BASIN PARCEL
 LOT B (462 BM 1)
 SACRAMENTO COUNTY, CALIFORNIA
 AUGUST 13, 2025

SHEET 1 OF 1



CIVIL ENGINEERS ■ SURVEYORS ■ PLANNERS

SAN RAMON ■ (925) 866-0322
 ROSEVILLE ■ (916) 788-4456
 WWW.CBANDG.COM

RESOLUTION OF ACCEPTANCE

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

CERTIFICATE OF ACCEPTANCE

This is to certify that the interest in real property conveyed by the within deed, the provisions of which are incorporated by this reference as though fully set forth in this Certification, to the Rancho Murieta Community Services District is hereby accepted by the undersigned officer pursuant to authority conferred by Resolution #2026-04 of the Board of Directors of Rancho Murieta Community Services District adopted on February 18, 2026, and the grantee consents to recordation thereof by its duly authorized officer.

Dated: _____

Linda Butler
Rancho Murieta Community Services District
President of the Board

Rancho Murieta Community Services District

March 2026

Board/Committee Meeting Schedule

March 3, 2026

Improvements Committee	8:00 a.m.
Personnel Committee	10:00 a.m.

March 5, 2026

Security Committee	9:00 a.m.
Communications & Technology Committee	10:00 a.m.

March 12, 2026

Finance Committee	10:00 a.m.
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March 18, 2026

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.

MEMORANDUM

Date: February 18, 2026

To: Board of Directors

From: Branden Arino, Security Supervisor

Subject: Security Patrol Officer Operational Framework, Equipment Authorization, and Updated Job Descriptions

Background

This memorandum provides a consolidated overview of the **Security Patrol Officer operational model, authorized defensive equipment, and updated classification descriptions.**

Security Patrol Officers operate under the **Observe, Report, and Intervene When Safe** model. This model emphasizes incident prevention, visibility, situational awareness, documentation, and limited intervention consistent with District policy. Officers enhance community safety while working alongside — not replacing — law enforcement.

To safely perform assigned duties, Security personnel are currently authorized to carry:

- Batons
- Oleoresin Capsicum (OC) Pepper Spray
- Handcuffs

These defensive tools are necessary to support officer safety, controlled response, and scene stabilization.

Conducted Energy Devices (Tasers) are not currently authorized. Tasers provide a widely recognized less-lethal option that can reduce reliance on physical force, decrease injury risk, and enhance safety outcomes. If approved, Tasers would serve as an **intermediate defensive tool and less-lethal alternative to firearms**, which remain prohibited for District Security personnel.

Additionally, the Security Department has updated the **Security Patrol Officer I and II job descriptions** to ensure alignment with current operational duties, supervision structure, licensing requirements, and risk-management standards. A review determined that the existing **Community Service Officer (CSO) job description no longer reflects present responsibilities**, necessitating classification updates.

Purpose of District Security

Security Patrol Officers are employed by the District to help protect life and property within the community. Their primary mission is **incident prevention**, achieved through visible patrols, timely response to concerns, and continuous monitoring of the community.

Security Patrol Officers are **not police officers** and do not replace law enforcement. Instead, they work alongside law enforcement agencies to enhance safety and provide additional community support.

What Security Patrol Officers Do

Security Patrol Officers are assigned approximately **66 patrol checkpoints** during an eight-hour shift. Officers are expected to patrol each checkpoint **at least once per shift**, with each patrol typically lasting **2–5 minutes per location**.

Not all checkpoints require a mandatory stop; some serve as **map reference points** to assist officers in quickly identifying locations if an incident occurs. These checkpoints include **Rancho Murieta Community Services District (CSD) properties, Rancho Murieta Association (RMA) properties, and commercial locations**.

On average, checkpoint patrol activity accounts for approximately **five hours of an officer's shift**, supporting consistent coverage and situational awareness throughout the community.

Security Patrol Officers provide daily safety services, including:

- Routine patrols throughout the community
- Vacation home and business checks
- Responding to resident complaints
- Monitoring suspicious persons or vehicles
- Enforcing RMA and District rules (parking, noise, pet violations)
- Assisting emergency responders when appropriate
- Documenting incidents and maintaining patrol logs

Their visible presence helps deter crime and promotes a safer community environment.

Common Calls Patrol Officers Respond To

Security Patrol Officers commonly respond to:

- Alarms (burglary, panic/duress, medical, fire)

- Suspicious persons or vehicles
 - Prowler reports (unusual noises or door/window activity)
 - Burglary-related activity (immediately reported to law enforcement)
 - Noise complaints and loud parties
 - Parking issues and RMA rule violations
 - Vacation and business checks
 - Welfare checks (non-violent medical or elderly concerns)
 - Animal-related calls (barking dogs, loose animals, injuries)
 - Fire, smoke, or campfire complaints
 - DUI complaints (observe and notify CHP—no traffic stops)
 - Bridge-related incidents within District responsibility
-

How Officers Respond: Observe, Report, Intervene When Safe

Observe

Officers respond safely and position themselves to monitor activity without increasing risk. They observe for suspicious behavior, hazards, signs of forced entry, and individuals or vehicles leaving the area.

Report

Officers provide real-time information to Dispatch and notify law enforcement or emergency services when appropriate. Reports include clear details regarding people, vehicles, actions, conditions, and direction of travel.

Intervene (When Authorized and Safe)

Officers may:

- Make consensual contact and request voluntary compliance
 - Educate residents and guests on RMA or District rules
 - Verbally de-escalate situations when safe
 - Issue authorized RMA or District citations
 - Provide first aid, traffic control, or fire coordination
 - Preserve scenes by not disturbing evidence
-

What Officers Do Not Do

Security Patrol Officers do **not**:

- Chase suspects or conduct criminal investigations
- Perform traffic stops

- Detain or arrest individuals (except in rare, life-threatening situations)
- Respond to domestic violence, weapons-related calls, or suicide-related incidents

These incidents are handled directly by law enforcement and emergency responders.

Citizen's Arrest (Rare)

A citizen's arrest may occur **only** when there is an immediate threat to life or serious bodily injury, no reasonable alternative exists, and the action can be taken safely in accordance with District policy.

In Summary

Security Patrol Officers enhance community safety through **visibility, observation, reporting, and limited intervention**. Their role complements law enforcement by providing an added layer of awareness and responsiveness, **working alongside police agencies, not in place of them**.

Rancho Murieta Community Services District

Authorized Defensive Equipment for Security Patrol Officers

Prepared for: Security Committee

Prepared by: Security Supervisor, Branden L. Arino

Date: February 18, 2026

Subject: Authorized Defensive Equipment, Training Requirements, Liability Considerations, and the Use of Conducted Energy Devices (Tasers) as a Firearms Alternative

Executive Summary

Security Patrol Officers employed by the Rancho Murieta Community Services District (District) operate under an **Observe and Report, and limited intervention** model. To safely perform their duties and protect themselves and the public, officers are authorized to carry **batons, handcuffs, and oleoresin capsicum (OC) pepper spray**. These tools are consistent with California private security standards and are intended solely for **defensive purposes and controlled situations**.

This report outlines:

1. Why these tools are necessary and appropriate;
 2. Associated liability considerations and risk mitigation;
 3. Required training and compliance with California **Bureau of Security and Investigative Services (BSIS)** standards; and
 4. The operational and safety benefits of authorizing **conducted energy devices (Tasers)** as a **less-lethal alternative to firearms**.
-

Purpose and Use of Authorized Equipment

Batons

Batons are defensive tools intended for **personal protection and subject control** when verbal de-escalation is unsuccessful and physical resistance is encountered.

Operational value:

- Provides a defensive option to create distance and disengage
- Allows officers to protect themselves from physical assault
- Supports safe control techniques when escorting or separating individuals

Handcuffs

Handcuffs are used **only in rare and lawful circumstances**, such as during a valid citizen's arrest or when necessary to prevent immediate harm.

Operational value:

- Temporary restraint to prevent injury to the subject, officer, or others
- Stabilization of a situation until law enforcement arrives
- Helps maintain scene safety in limited, high-risk situations

Oleoresin Capsicum (Pepper Spray)

OC spray is a **less-lethal defensive option** used to stop aggressive behavior without engaging in physical force.

Operational value:

- Effective against actively aggressive subjects
- Reduces the need for physical contact
- Allows officers to disengage and retreat safely

Liability Considerations and Risk Management

The District recognizes that authorizing defensive equipment carries inherent liability. These risks are mitigated through **policy, training, supervision, and strict limitations on use**.

Key liability controls include:

- Clearly defined **use-of-force policy** emphasizing de-escalation
- Mandatory training and certification for each authorized tool
- Regular recertification and documented proficiency
- Incident reporting and supervisory review of all uses of force
- Explicit prohibition of punitive or enforcement-driven use

When properly trained and governed by policy, **less-lethal defensive tools reduce overall liability** by lowering the likelihood of serious injury to officers, subjects, and bystanders.

Required Training and BSIS Compliance

California law requires private security personnel to meet specific training standards through BSIS.

Current BSIS-mandated certifications include:

- **Guard Card** (initial and ongoing)
- **Baton Permit** (training and examination)
- **OC Pepper Spray Certification**
- **Use-of-Force and Legal Limitations Training**
- **First Aid and CPR**

The District ensures all Security Patrol Officers maintain **current and valid certifications** and receive ongoing training aligned with state standards and District policy.

Use of Tasers as a Firearms Alternative

Rationale for Tasers

The District does **not** authorize firearms for Security Patrol Officers. Introducing **conducted energy devices (Tasers)** provides a **measured, less-lethal option** that bridges the gap between OC spray and physical force.

Benefits of Tasers include:

- Effective de-escalation of actively combative individuals
- Reduced need for physical struggles
- Lower risk of serious injury compared to batons or hands-on force
- Enhanced officer safety without introducing firearms into the community

Liability and Public Safety Benefits

- Tasers are widely recognized as **less-lethal tools**
- Extensive national data shows reduced injury rates when used properly
- Clear deployment standards and mandatory reporting reduce misuse
- Aligns with community expectations for non-militarized security

Training and Oversight

Authorization of Tasers would require:

- BSIS-compliant training and certification
- Annual recertification
- Medical response protocols
- Strict policy governing when deployment is authorized
- Supervisory review of every deployment

Conclusion

The authorization of batons, handcuffs, and OC spray is **necessary, appropriate, and consistent with California private security standards**. These tools allow Security Patrol Officers to safely perform limited intervention duties while prioritizing de-escalation and public safety.

The addition of Tasers would further enhance officer and community safety by providing a **less-lethal alternative to firearms**, reducing reliance on physical force, and aligning District operations with modern best practices in non-law-enforcement security services.

Staff recommends the Board acknowledge and support the continued authorization of current defensive equipment and consider approval of Tasers as a controlled, less-lethal safety tool for Security Patrol Officers

Security Job Description Report – Feb 18, 2026

At the August 7th Security Committee Meeting and subsequently at the Aug 25th 2025 Board Meeting, discussion was held regarding the CSO Job Description and the need to revise the description to Security Patrol Officer I and II.

The Board gave direction requesting more information about Observe and Report and Equipment. After many attempts at scheduling a special meeting we are now presenting the results of Branden's research and the committee's recommendation.

Agenda Item 4b. -Job descriptions- Security is currently operating under a CSO job description. The Security Committee will recommend to the Board the elimination of the CSO job description and return to the Patrol I & II job descriptions (with some modifications) approved by the Board on July 17, 2024.

Reasons:

On examination of the CSO Job description we have learned the following:

1. While approved by the Board the Union and Staff never signed an agreement letter and thus we do not have Union approval for this Job Description.
2. CSO's are typically employed thru a city and or a Sheriff's department. They are unsworn officers whose main function is to assist certified police officers. We do not have that situation in Rancho Murieta. While the County Sheriff's Dept. is available and required to respond in certain situations we are not a part of their organization. Our CSO's are not employed by Sacramento County Sheriff's Dept.
3. This job description does not fulfill the requirements to provide a safe and secure community to Rancho Murieta. CSO's job description does not provide the level of Security Patrol officers.

Recommendation: Adopt the new Job Description of Security Patrol Officers I and II and equipment requested.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

SECURITY PATROL OFFICER I

Department: Security

FLSA Overtime Status: Non-Exempt

Bargaining Unit: Operating Engineers Local 3

Approved by Board of Directors: Pending

SUMMARY

Security Patrol Officer I performs entry-level to journey-level security and crime prevention duties within the District. The position focuses on visible patrol, observation, documentation, and reporting of incidents and conditions, responding to calls for service, enforcing District and Rancho Murieta Association (RMA) non-architectural rules, and coordinating with law enforcement and emergency services when appropriate. The role emphasizes **prevention, observe-and-report practices, and limited intervention when safe and authorized.**

SUPERVISION

- Receives direct supervision from the Security Supervisor.
- May provide functional support to Gate Officers and other Patrol Officers as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential functions include, but are not limited to, the following:

- Performs patrol duties during assigned shifts; conducts residential and commercial property checks to deter burglary and other security concerns.
- Observes, documents, and reports suspicious activity, safety hazards, rule violations, and incidents to Dispatch and appropriate agencies.
- Responds to calls for service and resident complaints in an observe-and-report capacity.
- Preserves incident scenes by not disturbing evidence, when appropriate take photographic

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- evidence, and relays accurate information to law enforcement or emergency responders.
- Assists with emergency situations when safe, including first aid, traffic control, and coordination with fire or medical responders.
- Performs traffic control and scene safety functions; assists with accident scenes in a support role.
- Substitutes for or assists gate control officers as needed.
- Enforces District and RMA non-architectural rules, including parking, noise, and pet regulations.
- Makes consensual contact with individuals to request voluntary compliance with posted rules and regulations.
- Prepares clear, accurate, and timely reports of patrol activity, incidents, and observations.
- Assists in training new Patrol Officers and Gate Officers as directed.

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ROLE LIMITATIONS

Security Patrol Officer I personnel operate under an **observe, report, and limited intervention** framework.

- Officers **do not conduct criminal investigations, do not perform traffic stops, and do not issue misdemeanor citations.**
- Officers do not detain individuals except in rare circumstances involving immediate threats to life or serious bodily injury, and only as authorized by District policy.
- Criminal, violent, weapons-related, domestic violence, and suicide-related incidents are immediately referred to law enforcement and emergency responders.

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QUALIFICATION REQUIREMENTS

To perform this position successfully, an individual must be able to perform all essential duties satisfactorily. The following requirements represent the necessary knowledge, skills, and abilities.

Knowledge and Skills:

- Security patrol procedures and observation techniques.
- Incident documentation and report writing.
- Use of non-lethal safety equipment and communication tools.
- Conflict de-escalation and professional communication.

Abilities:

- Observe, assess, and accurately report incidents and conditions.

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- Exercise sound judgment and restraint in stressful situations.
- Understand and follow written and verbal instructions.
- Prepare accurate and complete written reports.
- Interact tactfully and professionally with residents, guests, staff, and partner agencies.
- Establish and maintain cooperative working relationships.

EDUCATION AND/OR EXPERIENCE

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical pathway includes:

- **Education:** High school diploma or equivalent.
- **Experience:** One (1) year of experience in security, patrol, or community safety operations is preferred.
- **Preferred:** College-level coursework in criminal justice, public safety, or a related field.

CERTIFICATES, LICENSES, AND REGISTRATIONS

- Possession and continued maintenance of a valid California driver's license appropriate for the position, insurability, and compliance with District vehicle operation standards.
- Must possess or obtain prior to completion of the probationary period:
 - Valid California Guard Card
 - Taser Certification
 - Oleoresin Capsicum (OC) Certification
 - Baton Permit
- Ability to obtain American Red Cross Basic First Aid and CPR certification within the first year of employment.

PHYSICAL DEMANDS

The physical demands described are representative of those required to perform the essential functions of the job.

- Regularly required to talk and hear.
- Frequently required to sit; occasionally sometimes required to stand, walk, climb, balance, stoop, kneel, crouch, or crawl.
- Must occasionally sometimes lift up to 50 pounds and move up to 100 pounds.
- Required vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and focus adjustment.

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WORK ENVIRONMENT

- Work is performed indoors and outdoors, occasionally in adverse weather conditions.
 - Noise levels are typically moderate.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

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RANCHO MURIETA COMMUNITY SERVICES DISTRICT

SECURITY PATROL OFFICER I

Department: Security

FLSA Overtime Status: Non-Exempt

Bargaining Unit: Operating Engineers Local 3

Approved by Board of Directors: Pending

SUMMARY

Security Patrol Officer I performs entry-level to journey-level security and crime prevention duties within the District. The position focuses on visible patrol, observation, documentation, and reporting of incidents and conditions, responding to calls for service, enforcing District and Rancho Murieta Association (RMA) non-architectural rules, and coordinating with law enforcement and emergency services when appropriate. The role emphasizes **prevention, observe-and-report practices, and limited intervention when safe and authorized.**

SUPERVISION

- Receives direct supervision from the Security Supervisor.
 - May provide functional support to Gate Officers and other Patrol Officers as assigned.
-

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential functions include, but are not limited to, the following:

- Performs patrol duties during assigned shifts; conducts residential and commercial property checks to deter burglary and other security concerns.
- Observes, documents, and reports suspicious activity, safety hazards, rule violations, and incidents to Dispatch and appropriate agencies.
- Responds to calls for service and resident complaints in an observe-and-report capacity.
- Preserves incident scenes by not disturbing evidence, when appropriate take photographic evidence, and relays accurate information to law enforcement or emergency responders.
- Assists with emergency situations when safe, including first aid, traffic control, and coordination with fire or medical responders.
- Performs traffic control and scene safety functions; assists with accident scenes in a support role.
- Substitutes for or assists gate control officers as needed.
- Enforces District and RMA non-architectural rules, including parking, noise, and pet regulations.
- Makes consensual contact with individuals to request voluntary compliance with posted

- rules and regulations.
 - Prepares clear, accurate, and timely reports of patrol activity, incidents, and observations.
 - Assists in training new Patrol Officers and Gate Officers as directed.
-

ROLE LIMITATIONS

Security Patrol Officer I personnel operate under an **observe, report, and limited intervention** framework.

- Officers **do not conduct criminal investigations, do not perform traffic stops, and do not issue misdemeanor citations.**
 - Officers do not detain individuals except in rare circumstances involving immediate threats to life or serious bodily injury, and only as authorized by District policy.
 - Criminal, violent, weapons-related, domestic violence, and suicide-related incidents are immediately referred to law enforcement and emergency responders.
-

QUALIFICATION REQUIREMENTS

To perform this position successfully, an individual must be able to perform all essential duties satisfactorily. The following requirements represent the necessary knowledge, skills, and abilities.

Knowledge and Skills:

- Security patrol procedures and observation techniques.
- Incident documentation and report writing.
- Use of non-lethal safety equipment and communication tools.
- Conflict de-escalation and professional communication.

Abilities:

- Observe, assess, and accurately report incidents and conditions.
- Exercise sound judgment and restraint in stressful situations.
- Understand and follow written and verbal instructions.
- Prepare accurate and complete written reports.
- Interact tactfully and professionally with residents, guests, staff, and partner agencies.
- Establish and maintain cooperative working relationships.

EDUCATION AND/OR EXPERIENCE

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical pathway includes:

- **Education:** High school diploma or equivalent.
- **Experience:** One (1) year of experience in security, patrol, or community safety

- operations is preferred.
- **Preferred:** College-level coursework in criminal justice, public safety, or a related field.
-

CERTIFICATES, LICENSES, AND REGISTRATIONS

- Possession and continued maintenance of a valid California driver's license appropriate for the position, insurability, and compliance with District vehicle operation standards.
 - Must possess or obtain prior to completion of the probationary period:
 - Valid California Guard Card
 - Taser Certification
 - Oleoresin Capsicum (OC) Certification
 - Baton Permit
 - Ability to obtain American Red Cross Basic First Aid and CPR certification within the first year of employment.
-

PHYSICAL DEMANDS

The physical demands described are representative of those required to perform the essential functions of the job.

- Regularly required to talk and hear.
 - Frequently required to sit; sometimes required to stand, walk, climb, balance, stoop, kneel, crouch, or crawl.
 - Sometimes lift up to 50 pounds and move up to 100 pounds.
 - Required vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and focus adjustment.
-

WORK ENVIRONMENT

- Work is performed indoors and outdoors, occasionally in adverse weather conditions.
- Noise levels are typically moderate.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

PATROL OFFICER II

Department: Security

FLSA Status: Non-Exempt

Bargaining Unit: Operating Engineers Local 3

Approved by Board of Directors: Pending

SUMMARY

This position represents the journey-level classification in the Patrol Officer series. The Patrol Officer II is responsible for performing and coordinating patrol and gate operations, providing functional supervision to assigned personnel, and supporting community safety through prevention, visibility, observation, reporting, and limited intervention when safe and authorized. The position performs related duties as assigned.

SUPERVISION

- Receives general supervision from the Security Supervisor.
- Provides functional supervision to Patrol Officer I and Gate Officer I and II personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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Essential functions include, but are not limited to, the following:

- Conducts patrols during assigned shifts; performs residential and commercial property checks; monitors community conditions and activity.
- Observes and reports suspicious activity, safety hazards, and rule violations, documents observations accurately and promptly.
- Preserves incident scenes by not disturbing evidence, when appropriate take photographic evidence, and relays accurate information to law enforcement or emergency responders as appropriate.
- Performs traffic control and safety assignments; assists with accident scenes in a support and observation role.
- Covers gate officer shifts and assists gate control operations as needed.
- Enforces Rancho Murieta Association (RMA) and District non-architectural rules, including parking, noise, and pet regulations.
- Responds to emergencies in an observe-and-report capacity and provides assistance when safe, including first aid, traffic control, and coordination with emergency responders.
- Makes consensual contacts with individuals to request voluntary compliance with District or RMA rules when appropriate.
- Prepares clear, accurate, and timely reports of incidents, observations, and patrol activities.
- Provides guidance, direction, and operational information to patrol and gate officers to ensure compliance with departmental policies and procedures.
- Participates in the training of new personnel; assists with report preparation and conducts initial reviews of officer reports.
- Maintains working relationships with law enforcement, fire, and emergency medical agencies.
- Provides information and assistance to residents, guests, and the public in a professional manner.
- Participates in departmental training, crime prevention efforts, community relations, and special assignments.
- Performs data collection and prepares reports related to patrol activity and community safety trends.

ROLE LIMITATIONS

Patrol Officer II personnel operate under an **observe, report, and limited intervention** model.

- Patrol Officers do not conduct criminal investigations, do not perform traffic stops, and do not issue misdemeanor citations.

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- Arrest authority is limited to rare circumstances involving immediate threats to life or serious bodily injury, and only as authorized by District policy.
- Law enforcement agencies are notified and respond to criminal, violent, weapons-related, or high-risk incidents.

QUALIFICATION REQUIREMENTS

To perform this position successfully, the individual must be able to perform all essential duties satisfactorily. The following requirements represent the knowledge, skills, and abilities necessary for the position.

Knowledge and Skills:

- Security patrol procedures, observation techniques, and incident documentation.
- Use of non-lethal safety equipment and communication tools.
- Traffic control and scene safety procedures.
- Conflict de-escalation and professional communication.

Abilities:

- Supervise, train, and support assigned personnel.
- Observe, assess, and accurately report conditions and incidents.
- Exercise sound judgment, restraint, and professionalism in stressful situations.
- Interpret and apply District policies, procedures, and RMA rules.
- Prepare clear, concise, and accurate written reports.
- Communicate effectively with the public, staff, and partner agencies.
- Establish and maintain cooperative working relationships.

EDUCATION AND EXPERIENCE

Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical pathway includes:

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- **Minimum Education:** High school diploma or equivalent.
- **Experience:** Three (3) years of experience in security, patrol, or community safety operations, preferably including lead or supervisory responsibilities.
- **Preferred:** Coursework or an Associate of Arts degree in Criminal Justice, Public Safety, or a related field.

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CERTIFICATES, LICENSES, AND REGISTRATIONS

- Possession and continued maintenance of a valid California driver's license appropriate for the position, insurability, and compliance with District vehicle operation standards.
- Must possess or obtain prior to completion of probation:
 - Valid California Guard Card
 - Taser Certification
 - Oleoresin Capsicum (OC) Certification
 - Baton Permit
- Ability to obtain American Red Cross Basic First Aid and CPR certification within the first year of employment.

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PHYSICAL DEMANDS

The physical demands described are representative of those required to perform the essential functions of the job.

- Frequent standing and sitting; occasional/sometimes walking, climbing, balancing, stooping, kneeling, crouching, or crawling.

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- Ability to lift up to 50 pounds and occasionally sometimes move up to 100 pounds.
- Required vision abilities include close, distance, color, peripheral vision, depth perception, and focus adjustment.

WORK ENVIRONMENT

- Work is performed indoors and outdoors, occasionally in adverse weather conditions.
- Noise levels are typically moderate.
- Reasonable accommodations/accommodation may be made provided to enable individuals with disabilities to perform essential job functions.

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RANCHO MURIETA COMMUNITY SERVICES DISTRICT

PATROL OFFICER II

Department: Security

FLSA Status: Non-Exempt

Bargaining Unit: Operating Engineers Local 3

Approved by Board of Directors: Pending

SUMMARY

This position represents the journey-level classification in the Patrol Officer series. The Patrol Officer II is responsible for performing and coordinating patrol and gate operations, providing functional supervision to assigned personnel, and supporting community safety through prevention, visibility, observation, reporting, and limited intervention when safe and authorized. The position performs related duties as assigned.

SUPERVISION

- Receives general supervision from the Security Supervisor.
 - Provides functional supervision to Patrol Officer I and Gate Officer I and II personnel.
-

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential functions include, but are not limited to, the following:

- Conducts patrols during assigned shifts; performs residential and commercial property checks; monitors community conditions and activity.
- Observes and reports suspicious activity, safety hazards, and rule violations, documents observations accurately and promptly.
- Preserves incident scenes by not disturbing evidence, when appropriate take photographic evidence, and relays accurate information to law enforcement or emergency responders.
- Performs traffic control and safety assignments; assists with accident scenes in a support and observation role.
- Covers gate officer shifts and assists gate control operations as needed.
- Enforces Rancho Murieta Association (RMA) and District non-architectural rules, including parking, noise, and pet regulations.

- Responds to emergencies in an observe-and-report capacity and provides assistance when safe, including first aid, traffic control, and coordination with emergency responders.
 - Makes consensual contacts with individuals to request voluntary compliance with District or RMA rules when appropriate.
 - Prepares clear, accurate, and timely reports of incidents, observations, and patrol activities.
 - Provides guidance, direction, and operational information to patrol and gate officers to ensure compliance with department policies and procedures.
 - Participates in the training of new personnel; assists with report preparation and conducts initial reviews of officer reports.
 - Maintains working relationships with law enforcement, fire, and emergency medical agencies.
 - Provides information and assistance to residents, guests, and the public in a professional manner.
 - Participates in departmental training, crime prevention efforts, community relations, and special assignments.
 - Performs data collection and prepares reports related to patrol activity and community safety trends.
-

ROLE LIMITATIONS

Patrol Officer II personnel operate under an **observe, report, and limited intervention** model.

- Patrol Officers **do not conduct criminal investigations, do not perform traffic stops, and do not issue misdemeanor citations.**
 - Arrest authority is limited to rare circumstances involving immediate threats to life or serious bodily injury, and only as authorized by District policy.
 - Law enforcement agencies are notified and respond to criminal, violent, weapons-related, or high-risk incidents.
-

QUALIFICATION REQUIREMENTS

To perform this position successfully, the individual must be able to perform all essential duties satisfactorily. The following requirements represent the knowledge, skills, and abilities necessary for the position.

Knowledge and Skills:

- Security patrol procedures, observation techniques, and incident documentation.
- Use of non-lethal safety equipment and communication tools.
- Traffic control and scene safety procedures.
- Conflict de-escalation and professional communication.

Abilities:

- Supervise, train, and support assigned personnel.
 - Observe, assess, and accurately report conditions and incidents.
 - Exercise sound judgment, restraint, and professionalism in stressful situations.
 - Interpret and apply District policies, procedures, and RMA rules.
 - Prepare clear, concise, and accurate written reports.
 - Communicate effectively with the public, staff, and partner agencies.
 - Establish and maintain cooperative working relationships.
-

EDUCATION AND EXPERIENCE

Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical pathway includes:

- **Minimum Education:** High school diploma or equivalent.
 - **Experience:** Three (3) years of experience in security, patrol, or community safety operations, preferably including lead or supervisory responsibilities.
 - **Preferred:** Coursework or an Associate of Arts degree in Criminal Justice, Public Safety, or a related field.
-

CERTIFICATES, LICENSES, AND REGISTRATIONS

- Possession and continued maintenance of a valid California driver's license appropriate for the position, insurability, and compliance with District vehicle operation standards.
 - Must possess or obtain prior to completion of probation:
 - Valid California Guard Card
 - Taser Certification
 - Oleoresin Capsicum (OC) Certification
 - Baton Permit
 - Ability to obtain American Red Cross Basic First Aid and CPR certification within the first year of employment.
-

PHYSICAL DEMANDS

The physical demands described are representative of those required to perform the essential functions of the job.

- Frequent standing and sitting; sometimes walking, climbing, balancing, stooping, kneeling, crouching, or crawling.

- Ability to lift up to 50 pounds and sometimes move up to 100 pounds.
 - Required vision abilities include close, distance, color, peripheral vision, depth perception, and focus adjustment.
-

WORK ENVIRONMENT

- Work is performed indoors and outdoors, occasionally in adverse weather conditions.
- Noise levels are typically moderate.
- Reasonable accommodation may be provided to enable individuals with disabilities to perform essential job functions.

DRAFT

MEMORANDUM

Date: February 12, 2026
To: Board of Directors
From: Amelia Wilder, Interim General Manager
Re: General Manager's Report

CURRENT ACTIVITIES

Development

My attention this month continues to be largely focused on development, with a great deal of time working on the emergency water public hearing. This was held on February 10, 2026, and after lengthy public and Board comment, the Board did not take action on the Resolution to declare a water emergency.

I met with District Staff and representatives from the Riverview Development to discuss the detention basin, and widening of the cart path to allow emergency vehicles access to Main Lift South.

Drainage

I had the opportunity to tour some of the work done by the Cal-Fire crew. They have been clearing drainage ditches throughout the District, which will help protect us from flooding.

Security

Job Descriptions, Observe and Report and required equipment are topics on tonight's agenda. Mr. Arino worked diligently on these topics.

Security Staff have been working to repair the broken gates. We understand that it can be frustrating to wait for the gates to open. Replacement of all the gates will be a CIP item in the FY26/27 Budget.

HR

I have started the process of receiving bids for the recruitment services for the GM position.

Finance

The Prop 218 process will begin in the next few weeks, and Ms. Min has been working on the budget with Staff to ensure that our Community's needs will be met in the coming fiscal year. The District has several important infrastructure updates and repairs that need to be funded. This money will likely come from rate increases to current rate payers.

E-Waste

Staff are planning to dispose of e-waste by the end of the month.

PROJECT UPDATES

New Desktop and Laptop Rollouts

The rollout of new laptop and desktop computers continues. Scheduling conflicts and coordination with other departments have slowed progress. The project is on target to be completed within the first few months of 2026.

Cybersecurity Training

We have contracted with ITS to provide online cybersecurity awareness training for all staff. The training will begin in February.

Power Improvements to the Server Room

A new dedicated circuit is being installed in the server room this week to power our servers. We are also installing two new UPS units

Network Failover for Greenfield ISP

We are researching the implementation of a secondary failover network in the Admin building to keep our Internet connection active when Greenfield service goes down. This will prevent the gates from going offline and other service interruptions during an outage. Both cellular and satellite solutions such as Starlink are being investigated. The same system could also be installed at the water plant to keep it online during outages.

SCADA Telecommunications Hardware Installation at Water Plants

New AT&T telecommunications hardware to integrate the hardwired SCADA sensor network into the new system is currently being implemented at both water plants.

GSRMA Cybersecurity Audit Questionnaire

The annual GSRMA Cybersecurity Audit Questionnaire is being updated.

Audit and Great Plains Project Support

We are currently working with consultants to evaluate moving our Great Plains system to the cloud. This will stabilize our environment and bring us up to current versions of both the server operating system and GP applications software, as well as provide a secure backup

solution to support disaster recovery. This will ensure the security of the system and the integrity of our data as we transition to a new accounting system.

Surveillance Systems Upgrades and New Water Tank Cameras

The first phase of this project is complete. Hardware in the gate shacks has been updated, and all systems are now running Windows 11. A memorandum requesting approval for the second phase, which includes cameras for the RMCS Administration building, Safety Center, and the new development, is forthcoming.

Replacement of Inter-Building Network Communication Hardware

We are working with our vendor to determine hardware to replace the aging NanoBeam and AirFiber systems that provide network connectivity between the Administration and WWTP buildings. Work is anticipated to start in February.

Task	Priority	Finish Date
IN PROGRESS:		
New Desktop and Laptop Rollouts. Windows 11 update	High	Q1 2026
Cybersecurity Training for Staff	High	Starting Feb 2026
Power Improvements to the Server Room	High	February 2026
Network Failover for Greenfield ISP	High	Q1 2026
SCADA Telecom Hardware & Software	High	Q1 2026
GSRMA Cybersecurity Audit Questionnaire	High	February 2026
Audit and Great Plains Project Support	High	Ongoing
Purchase new surveillance hardware and update systems	High	Ongoing
Replacement of NanoBeam and AirFiber systems	High	Q2, 2026
Hardware and software support for all RMCS staff	High	Ongoing
PCI Compliancy Audit for credit card processing	High	Q2, 2026
Ensure compliance with GSRMA computer standards	High	Q2, 2026
Disaster Recovery Plan creation	High	TBD
Business Continuity Plan creation	High	TBD
Cybersecurity Incident Response Plan creation	High	TBD
Documentation of the RMCS computing environment. Network, application and database mapping	Medium	TBD
Update the IT asset inventory database	Medium	TBD
Update of the web site to meet new ADA and DOJ requirements	Medium	TBD

Evaluate moving the RMCSD computing environment to the Microsoft Azure cloud. Implement if desired	Medium	TBD
Update the on-premises virtualization server	Medium	TBD
COMPLETED:		
CodeRED to HQE SiRcom Conversion	High	Completed
Update all mobile phones to iPhones	High	Completed
Draft RMCSD Internet Security Policy Created	High	Completed
Reconstruction of MFP/Copier/Scanner networking and user authentication	High	Completed
Implementation of Mosyle MDM for iPhone Management	High	Completed 12/10/2025
SCADA Networking Integration	High	Completed 12/12/2025
Credit Card Kiosk Installation	High	Completed 11/13/2025

MEMORANDUM

Date: January 29th, 2026
To: Board of Directors
From: Branden Arino, Security Supervisor
Subject: Security Update Report for the Month of January

OPERATIONS UPDATES

The Security Department continues to focus on staffing stability, operational readiness, and community engagement. Current updates are as follows:

- All **full-time Security Department positions are currently filled.**
- Current staffing levels include:
 - **7 full-time Gate Officers**
 - **3 part-time Gate Officers**
 - **4 full-time Patrol Officers**
- **15 total employees, including 5 probationary employees.**
- All full-time officers hired in December have **successfully completed training.**
- **Preventative maintenance** was completed on **Vehicle 53.**

- The Department is actively **evaluating cost-effective uniform alternatives** to reduce expenses while maintaining professional standards.

- The Department successfully utilized the **SiSA System** to notify residents during a **water main break on Pescado Circle**, providing timely updates regarding service interruptions and repair status.

Rancho Murieta Association activity:

The Security Department continues to collaborate closely with RMA leadership to improve service delivery and resident engagement. Ongoing areas of focus include:

- **Non-Architectural Rule Enforcement**, in coordination with RMA Compliance (see Violation Summary Report).
- **Speed enforcement missions**, conducted weekly in accordance with RMA guidelines.
- Attended **RMA Compliance Committee Meeting**, where **non-member barcode access controls** were discussed.

- The Department is working with RMA Compliance to **develop a proactive registration program (Bring Me Home Safe)** for residents with family members who have medical conditions that may result in wandering or disorientation.
 - A **draft registration form** has been completed.
- Next steps include:
 - Seeking authorization to formalize the registry
 - Developing a public outreach plan once approved

MEMORANDUM

Date: February 18, 2026
To: Board of Directors
From: Cecilia Min, Director of Finance and Administration
Subject: Audit and Finance Report

1. Audits 22/23 and 23/24

TASK	Projects	ASSIGNED TO	PROGRESS
Reconstruction of accounting - mostly cash receipts	Audit FY23&24	RH	100%
Review of the above accounting	Audit FY23&24	RH	100%
Reinput the above transactions into the accounting system	Audit FY23&24	RH	100%
Interim Audit Preparation + Interim Testing Support	Audit FY23&24	RH	100%
CFD Bond Audit	Audit FY23&24	RH	90%
Bank Reconciliations	Audit FY23&24	RH	100%
Balance Sheet Reconciliation	Audit FY23&24	RH	90%
Review Balance Sheet Reconciliation	Audit FY23&24	RH	80%
Audit Workpaper Preparation	Audit FY23&24	RH	75%
Audit Field Work Testing	Audit FY23&24	RH	0%
Financial Statement preparation & Partner Review	Audit FY23&24	RH	0%
Review First Draft of Financial Statement	Audit FY23&24	RH	0%

We made progress in the following:

- a. Balance Sheet Reconciliations from 80% to 90%
- b. Review Balance Sheet Reconciliation 42% to 80%
- c. Audit workpaper Preparation from 70% to 75%

- d. Balance Sheet Reconciliations – I have reviewed majority of the sections which are reflected in the last two columns.

Balance Sheets Reconciliations				
Tasks	FY23	FY24	FY23 - Reviewed	FY24 - Reviewed
Bank Reconciliations: 1000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bank Reconciliations: 1001	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bank Reconciliations: 1002	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bank Reconciliations: 1008	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Investment&Interest Income	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Tyler AR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Tyler Revenue/customers overpayment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Tyler Installment Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Property Tax Receivable and Revenue	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Prepays	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interfund Loans	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Tyler credit balances	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Due to/From Reconciliation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Admin Allocation/Due to From	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AP aging	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accrued Expenses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fixed Assets	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Repairs and Maintenance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Capital Improvement Project Expense	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deeded Transactions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Restricted Cash	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pension	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
OPEB liability	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Notes Receivable	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Developer deposits	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Capital Leases	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Unearned revenue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water Hydrant Deposit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Property Loss Reimbursement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payroll Expenses	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Misc income 3500	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Accrued Payroll	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
GASB 101	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compensation Absences	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Net Asset Rolled Forward	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Revenue: Reserve	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Insurance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Income/Expenses Analysis - FY 23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Income/Expenses Analysis - FY 24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Budget vs. Actual Analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
clear review notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
clear review notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bond Audit(redo workpaper)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Due From CFD Bond	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. **Audit 24/25 – ON HOLD**

3. **Budget FY26/27** – The budget process is now underway. Progress on the audit will slow down as I need to focus on the preliminary budget which is due in March. RH team will continue to work on the outstanding tasks as listed above. The actual audit is now delayed to mid – March until the preliminary budget is completed.

4. **Accounting FY25/26** - Dec and Jan will be issued in the subsequent month.

FY26-27 Budget Preparation Schedule

Dates	Task	Team Lead
Jan to Feb	Meetings with Units regarding budget needs	Cecilia
Feb	Develop Detailed Revenue and Expenses	Cecilia
end of Feb	Develop Projected Capital Improvement Plan	Operation Leaders
3/5/2026	Ad Hoc Committee and Review Preliminary Draft Budget and Reserve	Cecilia
3/12/2026	Evaluate Rate Increases Needed to cover Expenses & Reserve	Cecilia
3/16-3/17/26	Proposition 218 documents drafted	Cecilia/Amelia
3/18/2026	Board Consideration and Action on Proposition 218 documents	Board
3/31/2026	Proposition 218 Notices Mailed - 45 day window	Amelia
4/9/2026	Finance Committee Review of Draft 25-26 Operating Budget, Reserve Development, and CIP and corresponding rate discussions	Cecilia
5/14/2025	Finance Committee Final Review of 26-27 Operating Budget, Reserve Development, and CIP by Finance Committee	Cecilia
5/20/2026	All protests to Prop 218 Rate Increases Due	Amelia
5/20/2026	First Reading of Proposed 26-27 Rate increase Ordinance and presentation of Draft 26-27 Budget	Board
6/17/2026	Second Reading and action on Proposed Rate Increase notice and adoption of 26-27 Budget	Board

Chief Plant Operator - Staff Report

Date: February 18, 2026

To: Board of Directors

From: Travis Bohannon, Chief Plant Operator

Subject: January 2026 Operations Report

WATER:

Water Treatment Facility

January 2026 Drinking Water Production Data (in gallons)

	Plant 1	Plant 2
<u>Totals</u>	0	23,686,000

Water Consumption

As of January 31, 2026, the total potable water production for 2026 is 23.686 million gallons or 72.72 acre-ft.

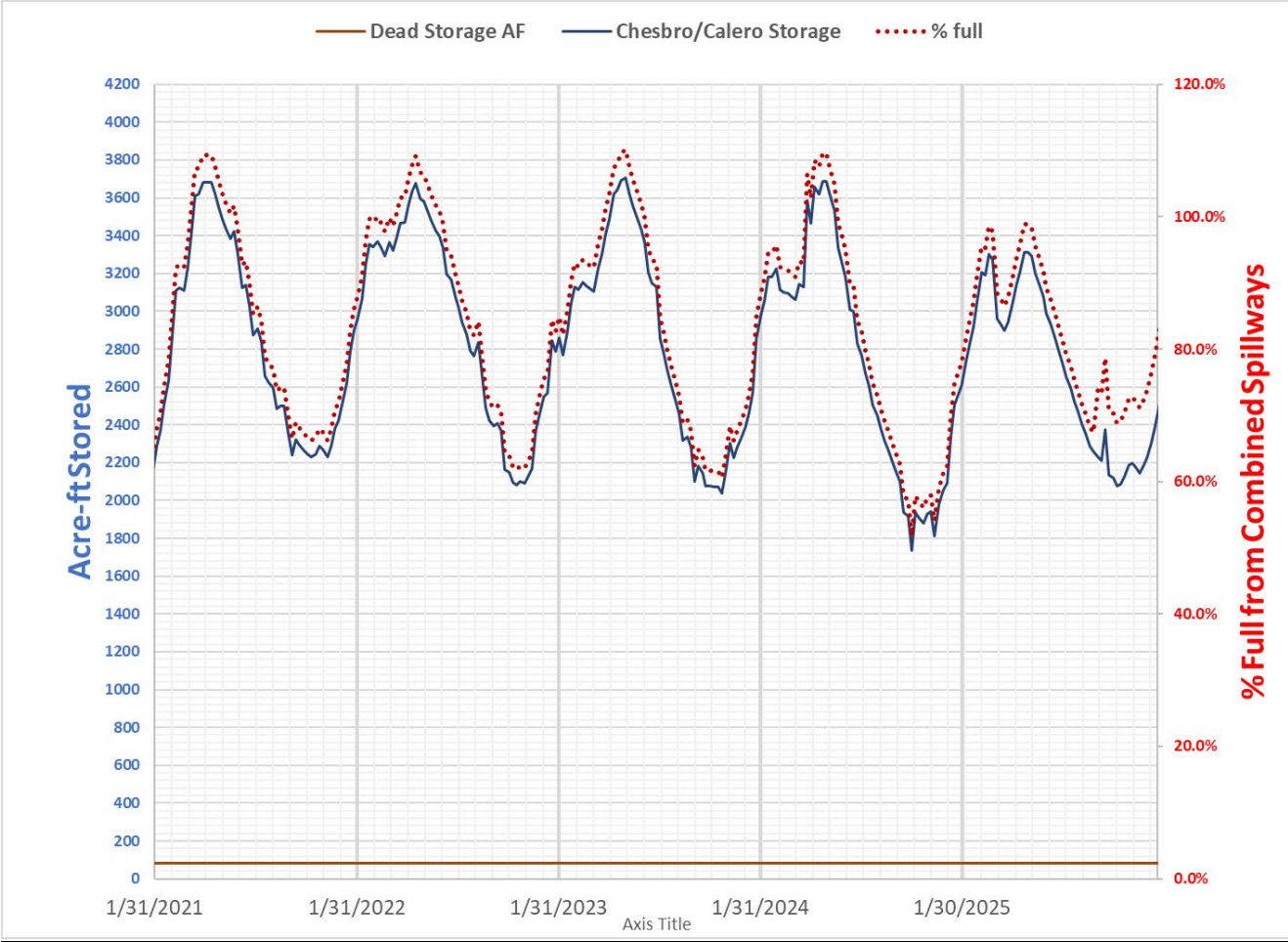
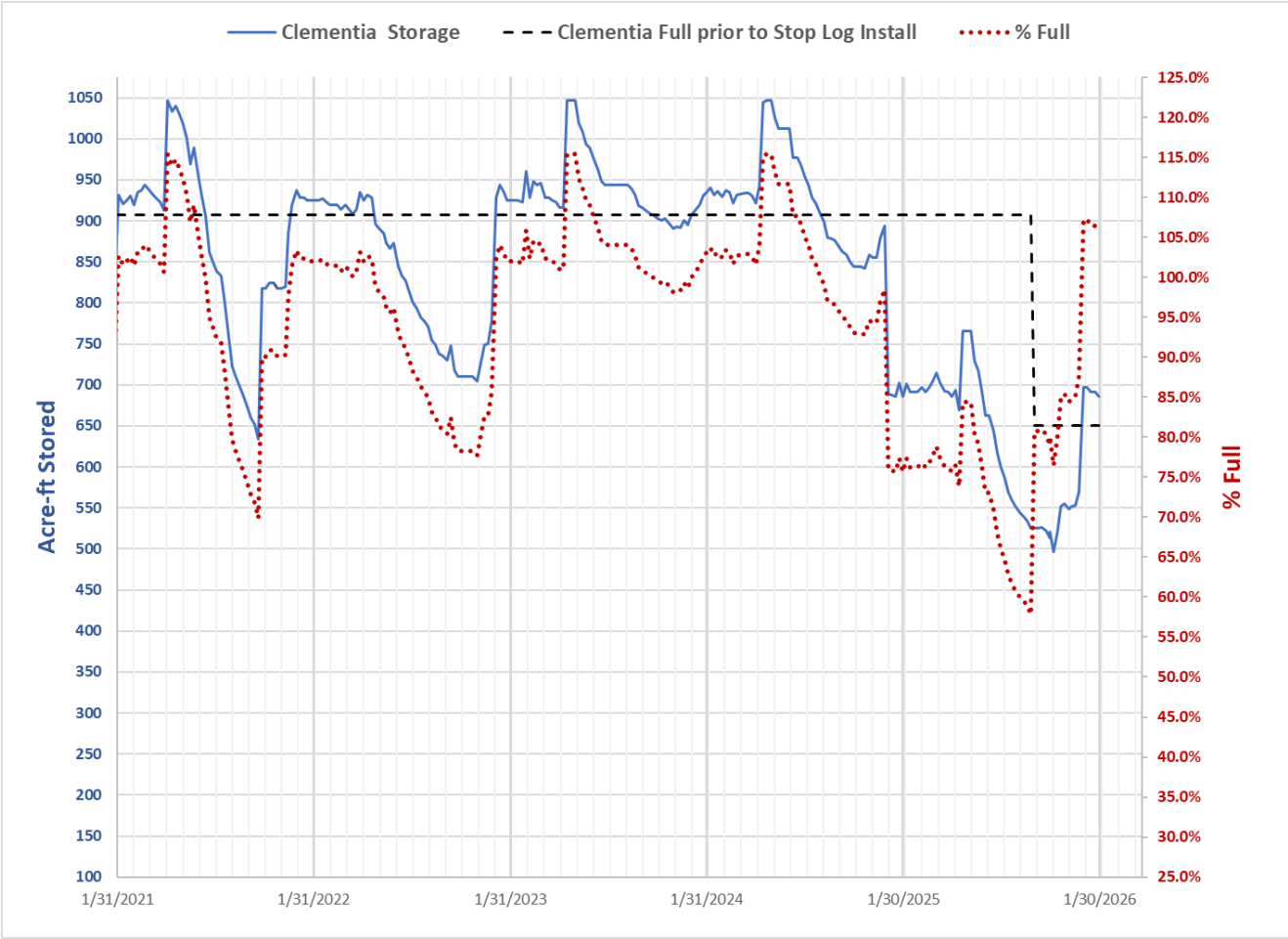
Water plant 1 is currently back online and we have taken plant 2 offline to do annual maintenance. We are currently producing about 1 MGD to meet daily demand.

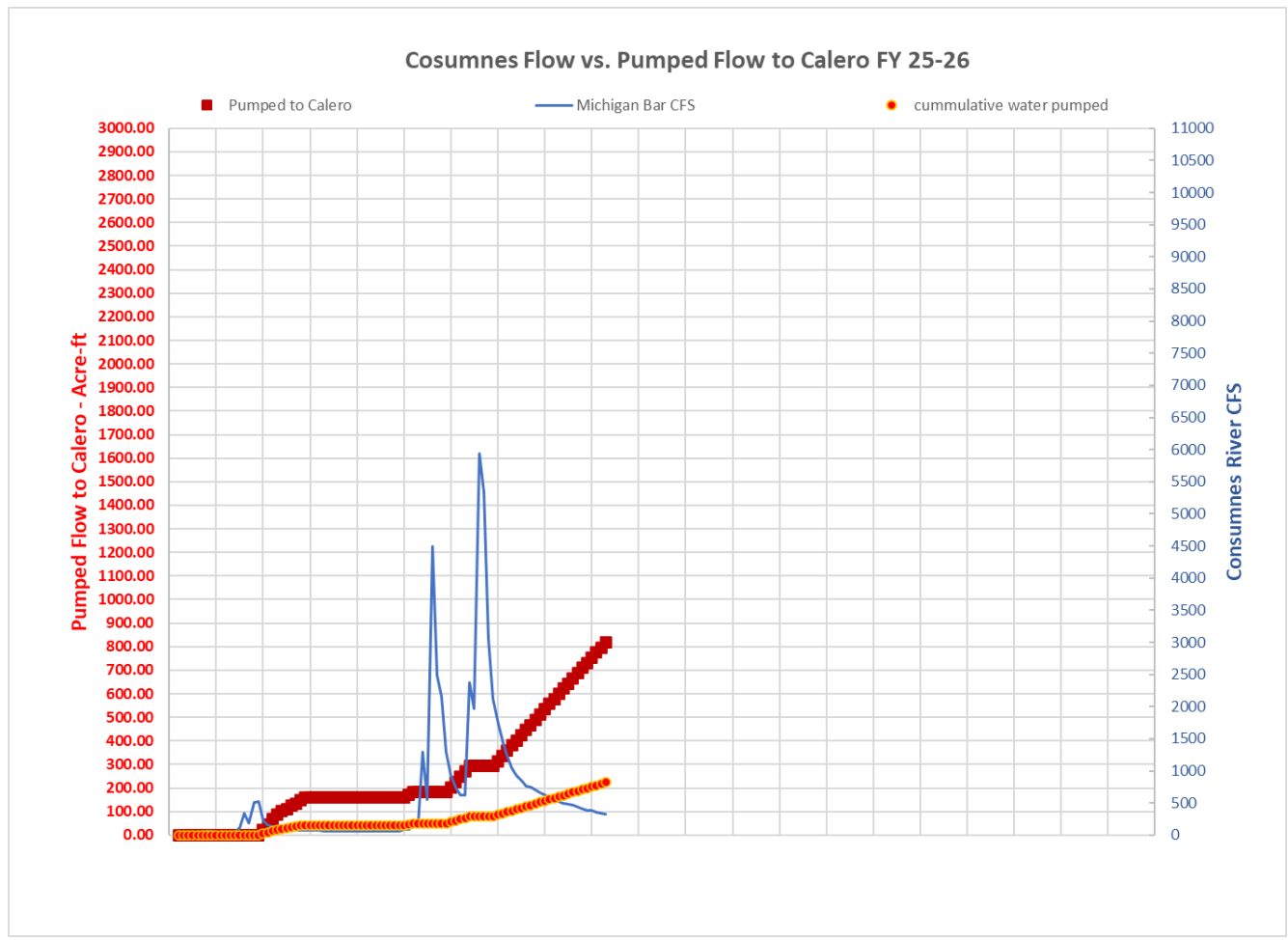
Raw Water Storage & Delivery

Granlees Pump Station: Total water pumped from Granlees this pumping season as of January 31, 2026, is 266.7 MG or 818.8 AF.

Table 1. Current water and wastewater storage as of January 31, 2026

	acre-ft	acre-ft full	MGal	MG at Full	%full
Clementia Storage	685.8	649.9	223.4	211.7	1.06%
Chesbro Storage	883.02	948.8	287.7	309.1	90.1%
Calero Storage	1741.20	2069.0	567.3	674.1	84.2%
Total Raw Water Available for Potable Treatment	2624.2	3017.8	855.0	983.2	86.9%
Total of all Raw Water Reservoirs	3310.0	3667.7	1078.4	1194.9	90.3%
Wastewater Storage Reservoir available for production	468.0	781.4	152.5	254.6	59.9%





WASTEWATER:

Wastewater Facility

The wastewater facility is down for the winter. We are now starting with annual maintenance. The average daily inflow to the plant for the month of January was .465 MGD.

WSC Update:

We are waiting for the final draft from WSC on the Test Well Siting Study for the work group to review.

UTILITY REPORT:

Monthly report January 2026										
	Reported Issues	Water Leak or Sewer Overflow	Hydrant Flushed	Blow Off Flushed	Valve Exercise	Repair or Replacement	New Install	Jetting	District Responsibility	Homeowner Responsibility
Water Distribution	28	3	26	29	4	Watermain break replaced 16 feet of watermain and replaced 4" valve Park 9 Pesade Replaced 2" blow off	4		22	6
Water Meters	8					Installed 2-meter riser				
Sewer Collections	1							6,777ft		
Drainage Systems	2									
Miscellaneous, USA-North, Work Orders, Front Office	9									

Clementia Water Quality Testing:

I have a meeting scheduled with our regulator on Friday, 2/13/25. I will update the board during the board meeting on the outcome of that meeting.

Wastewater Treatment Plant Sodium Hypochlorite Conversion

This project is completed. I have requested the final dollar amount from TNT and once received I will inform the board.

SCADA Server Replacement Project The new Scada system has been installed and working properly. The only item holding this job from completion is the AT&T phone line for the alarms.

Development Updates on Number of Connections The number of water connections is 2922.

Riverview-140 total lots

Residences East and West- 198 total lots.

Security Committee CIP Review Update – Feb 18, 2026

Security CIP Needs in order of importance:

1. Replacement Technology For Gate Operations:
New Company Go Access, current company ABDI.
Projected cost:
2. Replacement of Total Gate Mechanisms: 8 gates
Two quotes: \$69,065.14 and \$98,134.12. Styling difference.
3. Radios – Option 1-lease with down \$5,000-total \$18,147. Yearly fee \$\$4948.
Option 2-purchase Outright-\$18,147.
4. Staff Training

Determination of Available Funding thru Budget 2026-2027

STAFF REPORT

**TO: BOARD OF DIRECTORS
RANCHO MURIETA COMMUNITY SERVICES DISTRICT**

FROM: Patrick Enright, District Counsel

MEETING DATE: January 21, 2026

**SUBJECT: Approval of Interim General Manager Salary and Benefits
Increase with Amelia Wilder**

RECOMMENDATION:

Approve Resolution increasing Ms. Wilder's pay and benefits while serving as Interim General Manager.

BACKGROUND:

Ms. Wilder has served as Rancho Murieta Community Services District's (the "District") Secretary/Clerk of the Board for several years. In May 2025, Mimi Morris resigned as General Manager. Since May 2025, Ms. Wilder has performed most of the job duties of the General Manager. At the Board's special meeting on October 3, 2025, the Board appointed Amelia Wilder, District Secretary/Clerk of the Board as interim General Manager. Ms. Wilder will serve as the General Manager for the interim until a permanent General Manager is appointed.

The material terms of the employment between the District and Amelia Wilder are as follows:

- Annual salary will be \$155,184.
- Vacation leave will be credited at the rate applicable to a District employee with between five and ten years of continuous service.
- Sick leave, deferred compensation, fringe benefits, group insurance, and retirement benefits will be equivalent to fringe benefits provided to other regular full-time District employees.
- A yearly maximum of eighty (80) hours of administrative leave, consistent with other executive management District employees.
- Automobile allowance of \$1,000 per month, consistent with the previous General Manager's travel allowance.
- Cell phone allowance of \$100 per month, consistent with the previous General Manager's cell phone allowance.
- Medical benefits equivalent to those provided to other executive management District employees.

ORAL REPORT PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 54953(c)(3)

The Board must orally report a summary of the recommendation for final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive during the open meeting in which the final action is to be taken. (Government Code Section 54953(c)(3)). The General Manager is a local agency executive and an oral report is required prior to the Board's approval of the pay and benefits.

Before taking final action on the pay and benefits for the interim position of General Manager, the General Counsel shall read the following aloud:

"As required by Government Code Section 54953(c)(3), the following is a summary of the recommended final action on the salary, salary schedule, and fringe benefit compensation for the interim position of General Manager:

The Interim General Manager's yearly salary will be \$155,184. The Interim General Manager will also receive a monthly automobile allowance of \$1,000, and a monthly cell phone allowance of \$100.

Consistent with other executive management employees of the Rancho Murieta Community Services District, the General Manager will receive medical benefits, including medical, dental, and vision benefits for which the District shall pay 100% of the premiums. The General Manager may receive up to eighty hours of administrative leave, which is equivalent to that provided to other District executive management employees.

The General Manager will accrue vacation leave at the rate applicable to a District employee with between five and ten years of continuous service, which is a rate of 12.66 hours per month.

The General Manager will receive other employee benefits, including deferred compensation, sick leave, fringe benefits, group insurance, and retirement benefits that are equivalent to fringe benefits provided to other regular full-time District employees."

FISCAL IMPACT:

The draft contract provides for an annual base salary of \$155,184, as well as medical benefits, vacation and sick leave, and other fringe benefits. These costs are within the current budgets for the General Manager position.

ALTERNATIVES:

Provide alternative direction to staff.

ATTACHMENTS:

Resolution 26-02

RESOLUTION NO. R2026-02

RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO MURIETA COMMUNITY SERVICES INCREASING THE INTERIM GENERAL MANAGER ANNUAL SALARY TO \$155,184

WHEREAS, the District appointed Amelia Wilder as Interim General Manager on October 3, 2025; and

WHEREAS, the Board of Directors desire to increase the Interim General Manager salary to \$155,184 in recognition of the performance of duties and responsibilities since the resignation of the prior General Manager;

WHEREAS, the Board of Directors desire to recognize her continuing superior performance and value to the District and make the increase retroactive to when Ms. Wilder starting performing the duties of Interim General Manager;

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT HEREBY RESOLVES AS FOLLOWS:

Section 1. In recognition of Amelia Wilder performing the duties of the General Manager, the Board desires to increase her salary to the lowest salary scale for a general manager while she is performing the duties of General Manager. Once the Board hires a new General Manager, while if be Ms. Wilder or someone else, her salary will be adjusted per Board resolution. In the interim, and during the recruitment process for a General Manager, Ms. Wilder shall receive the following pay and benefits:

- a. Increase annual salary from \$126,880 to \$155,184 effective January 1, 2025.
- b. Receive vacation leave will be credited at the rate applicable to a District employee with between five and ten years of continuous service.
- c. Receive sick leave, deferred compensation, fringe benefits, group insurance, and retirement benefits will be equivalent to fringe benefits provided to other regular full-time District employees.
- d. Receive a yearly maximum of eighty (80) hours of administrative leave, consistent with other executive management District employees.
- d. Receive an Automobile allowance of \$1,000 per month, consistent with the previous General Manager's travel allowance.
- f. Receive a cell phone allowance of \$100 per month, consistent with the previous General Manager's cell phone allowance.
- g. Receive Medical benefits equivalent to those provided to other executive management District employees.

Section 2. This Resolution shall take effect immediately upon its adoption.

Section 3. The Clerk to the Board shall certify the adoption of this Resolution.

PASSED AND ADOPTED this 18st day of February 2026, by the following vote:

AYES: BOARD MEMBERS: _____

NOES: BOARD MEMBERS: _____

ABSENT: BOARD MEMBERS: _____

ABSTAIN: BOARD MEMBERS: _____

Vice President Linda Butler, Vice President

ATTEST:

Dyanne Fleet,
Interim District Secretary /Clerk Of The Board

HIRING A GENERAL MANAGER

RMCS D is again in the position of hiring a General Manager. In an effort to avoid the pitfalls and past errors of selecting unsuitable candidates for the position, it is important to look for direction and guidance from available resources.

Understanding the relationship between the Board of Directors and the General Manager is imperative to building a well-functioning District that responds to the needs of its residents.

To that end the Committee has researched through the use of the California Special Districts Association, the CA. Govt. code #61050 and the CSDA Leadership Academy, the Roles and Responsibilities of the District Boards and their General Managers.

The Role and Responsibilities of the Board

1. Government Code #61050 states the following:
 - The General Manager and the district treasurer, if any, SHALL SERVE AT THE PLEASURE OF THE BOARD OF DIRECTORS.
 - The Board of Directors shall appoint a General Manager.
2. The **Board of Directors** is also responsible for the following:
 - Setting the direction for the District, establishing the District's MISSION, VISION AND OBJECTIVES(GOALS).
 - Identifying Core Values that guide the District.
 - Establishing and supporting the POLICIES and STRUCTURE of the District,
 - Overseeing the financial resources necessary to fund the District.
 - Guiding employee relations policies including the hiring of the GM.
 - Serving as community leaders who communicate effectively on behalf of the residents.

- The **Oversight of District decisions and policies is the Board's responsibility to the Community.**

The Role and Responsibilities of the General Manager

1. The General Manager is hired by the Board and shall be responsible for the **implementation** of the Districts **Mission, Vision and Objectives.**
2. The GM is responsible for the **implementation** of the policies established by the Board of Directors for the operation of the District.
3. The GM administers the District , providing day to day leadership and maintains exclusive management and control of the operations and works of the District **within state law and policies of the Board.**
4. The GM is responsible for developing and delivering reports to keep the Board of Directors and public well- informed of District operations and the status of District goals.
5. Providing **recommendations** on actions requiring Board approval, including policies, resolutions, ordinances and other matters related to District operations.
6. Maintaining and advancing the operations of the District and **implementing those strategies, policies and directives approved by the Board.**
7. Playing an active role in moving the District forward in serving its MISSION, carrying out its **Strategic Plan, and attaining its Vision.**
8. **NOTE:** The GM is responsible for hiring and supervising all other staff, sometimes through senior or mid-level managers. While empowering the GM to successfully carryout this key duty, it is equally important for the Board to provide guidelines, structure and supervision.
 - Our District is relatively small in population, but large in responsibility. Providing water, sewer and drainage and all that entails is primary and a huge undertaking. In addition, the District is charged with providing Security and Solid Waste removal. The Department heads that manage these departments are vitally important and their hiring and firing should have close oversight by

the Board. A **process** should be established to include two Board members (President & VP, or to be determined) in collaboration with the GM to review final candidates for these positions.

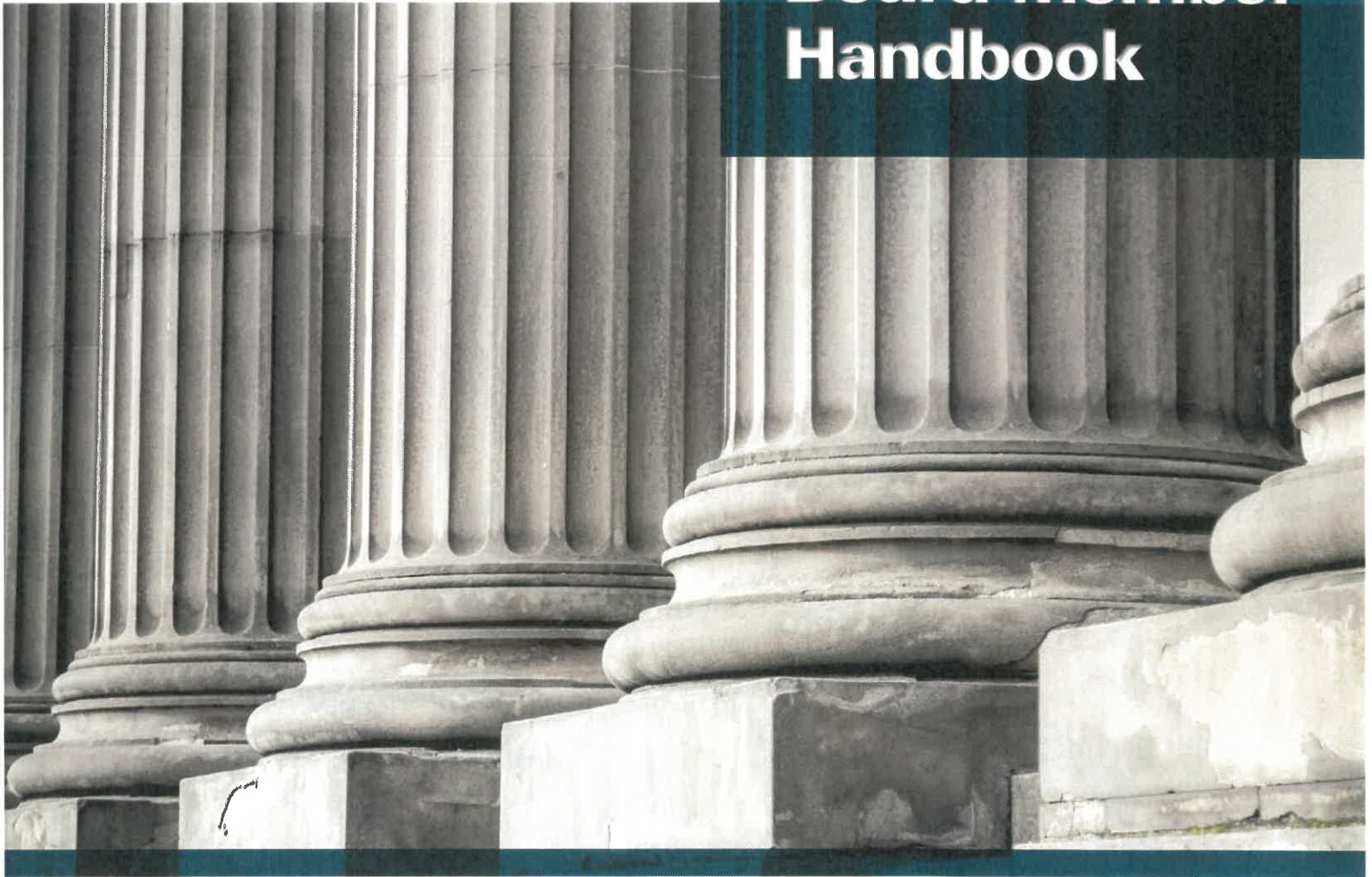
The GM will then complete the hiring process.

Any firing or release of personnel by the GM must be handled through Human Resources and our Legal Representation.

The General Manager's job description should be accompanied by any reasonable list of preferences for prescreening candidates who would be considered. These preferences should also be reviewed by HR.

SPECIAL DISTRICT

Board Member Handbook



A California Special Districts Association Publication ©2023



CSDA



Primary Roles and Responsibilities

One of the first and most important distinctions to make in your work as a board member is the difference between your responsibilities and those of the general manager and staff. Clearly understanding and respecting these roles, and how they interact, is critical to the long-term success and sustainability of your special district.

Role of a Board Member

One of the most significant responsibilities as a board member is to understand that the board is a team and you need to work together as such. Understanding the dynamics of the group, as well as the individual perspectives and opinions of your fellow board members, is crucial to the success of the team, the district, and community you represent. This united approach will help strengthen the district and provide the grounds for maintaining a clear vision of the future, a unity of purpose, and a cohesive board.

The specific responsibilities of the board are clustered into five areas:

1. Setting the direction for the district;
2. Establishing and supporting the policies and structure of the district;
3. Overseeing the financial resources necessary to fund the district;
4. Guiding employee relations policy, including the hiring and supervising of the general manager who, in turn, operates the district and hires/manages staff; and
5. Serving as community leaders who communicate effectively on behalf of the district.

Setting Direction

The board establishes the special district's mission and vision. In building a mission statement, the board must clearly understand the purpose of the district and answer the question of "why?" Why does the district exist? It will also be helpful for the board to identify core values that guide the district in its mission.

When developing a vision statement, the board must answer the question of "what?" What would the district look like should it accomplish its mission to the fullest extent? Doing so requires agreement on the board as to what the future of the district should look like.

With a mission and vision as its foundation, the board sets direction through the district's strategic plan, which may guide the development of more specific objectives for implementation by the general manager and staff. In developing a strategic plan, the board will evaluate the present, anticipate the future, and prioritize goals that must be accomplished to achieve the vision. Strategic plans should be reviewed periodically and adjusted appropriately.

Establishing Policies

Policies are written statements specifying the manner in which the district's business is conducted. The board's job is to develop, maintain, revise, and enforce the district's policies. These policies provide needed direction for the general manager and staff, and for the constituents of the district.

One may view a special district's enabling act in California statute as the framework or "constitution" the district must operate under as a "subdivision of the state." However, independent special districts are not state entities, nor are they entities of a city or county. They are independent local governments, which are separate legal entities similar to other municipalities. Board-approved policies, resolutions, and ordinances are the tools by which boards direct the district in achieving its mission and securing its vision within the boundaries of its enabling act.

Board policies should guide district governance, such as board meetings, agendas, and minutes, board conduct, and rules of order. Policies should also be adopted

concerning district finances, personnel, communications, and other key functions.

While policies are approved by the board and may be requested by the board, they are typically drafted and recommended by staff. Sometimes this is done with review and direction of a board subcommittee.

Overseeing Finances

Boards ensure sound fiscal policy exists and that practices and controls are in place so that the district, board, general manager, and staff have direct accountability to their constituents. Furthermore, the board will approve an annual budget and request and approve periodic reports on the fiscal status of the district.

Commensurate with the board's role in financial oversight and fiduciary responsibilities, it should establish a financial reserve policy and capital improvement plan (CIP). It will also approve contracts of certain size and scope according to State law and board policy. To ensure adequate funding to provide quality services and infrastructure to its community, the board must impose sufficient rates, fees, and taxes.

Guiding Employee Relations

The board's charge is to support and assess the performance of the general manager, approve personnel policies, establish salary structure and benefits packages, approve memorandums of understanding (MOUs) negotiated with labor, approve job descriptions and organizational structure, and establish a

strong communications link between the board and general manager.

One of the most important decisions a board will ever make is the hiring of a general manager. Other than a district's general counsel and some rare additional exceptions for large special districts, the general manager is the only individual the board hires and supervises.

The general manager is responsible for hiring and supervising all other staff, sometimes through senior or mid-level managers in larger districts. Empowering the general manager to successfully carry out this key duty is critical to the success of the district. This should include a fair and constructive annual general manager evaluation process.

Serving as Community Leaders

A district and its board are linked in the eyes of the public and often seen as one and the same. Therefore, the conduct of board members reflects upon the district and the community it serves. This holds true during board meetings and formal district events, as well as during other interactions with community, the media, businesses, and other levels of government. Even the personal lives and behaviors of a board member can impact the perception and effectiveness of the district.

In your role as a board member, your board may designate you to formally represent your board to other organizations or participate in ceremonial events. Boards will often establish policies to guide such situations. It is



To expand your knowledge further, visit csda.net to find CSDA's *Sample Policy Handbook*, *Special District Reserve Guidelines*, and CSDA's *California Public Records Act Compliance Manual* to learn more.

important to distinguish when you are speaking on behalf of the board and when you are speaking as an individual. However, as a public official, you should recognize that people will often construe your speech and actions as representative of your district, its staff, and your fellow board members regardless of the manner, time, and place in which they occur. This reality should lead board members to be thoughtful, intentional, and unified, not to be silent or absent.

It is a mistake for a special district to attempt to “fly under the radar.” Transparency is essential to democracy, and scrutiny is inevitable in government. This will be covered more in the next chapter, *Accountability and Transparency*, but here it is important to note that board members play a key role in a special district’s public outreach and engagement efforts. If a special district and its leaders are not telling the story of the district, somebody else will.

Role of the General Manager and Staff

The general manager is the executive staff officer of the district and for the board. This individual administers the district, providing day-to-day leadership, and maintains exclusive management and control of the operations and works of the district within State law and the policies of the board. In some districts, this position may be referred to as the district administrator, chief executive officer, executive director, district director, or another title. For the purposes of this handbook, it will be referred to as general manager.

Overarching best practices for a general manager include:

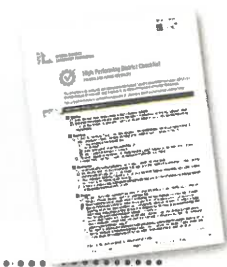
1. Developing and delivering reports to keep the board of directors and public well-informed of district operations and the status of district goals;
2. Providing recommendations on actions requiring board approval, including policies, resolutions, ordinances, and other matters;
3. Maintaining and advancing the operations of the district and implementing those policies, strategies, and directives approved by the board; and
4. Playing an active role in moving the district forward in serving its mission, carrying out its strategic plan, and attaining its vision.

As noted previously, the general manager has authority over and directs all employees, including hiring, supervision, evaluations, promotions, disciplinary actions, and terminations. All directives for staff should be given by the general manager or designated supervisor within the district. Authority may be delegated to other staff or consultants at the general manager’s discretion.

The general manager should dutifully and faithfully carry into effect the lawfully expressed policies of the board, including planning the short, medium, and long-term work program for the district, facilitating constructive and harmonious board relations, preparing and managing the district budget, conducting studies, and delivering written and oral presentations.



Visit sdlf.org to download the **SDLF High Performing District Checklist** to provide special districts with best practices related to the areas of finance and human resources.



Best practices that make the best board members:

- Do your homework: Read all board packets and materials in advance of meetings.
- Don’t play “gotcha”: Share questions with the general manager in advance of the board meeting.
- Listen first, speak second: Prioritize understanding the perspectives of others.
- Build an expertise: Find an important issue that other board members are not already invested in and become a leader, such as on LAFCO, environmental sustainability, etc.
- Stick to principles, not positions: Develop strong and well-considered principles, rather than digging heels into one position of a false dichotomy.
- Oppose the action, not the implementation: When necessary, vote “No” on a board agenda item, but don’t undermine or obstruct the successful implementation of board-approved decisions. Support and respect the actions of the board as a whole.

§ 61051. General manager's duties, CA GOVT § 61051

West's Annotated California Codes
Government Code (Refs & Annos)
Title 6. Districts (Refs & Annos)
Division 3. Community Services Districts (Refs & Annos)
Part 2. Internal Organization (Refs & Annos)
Chapter 4. District Officers (Refs & Annos)

West's Ann. Cal. Gov. Code § 61051

§ 61051. General manager's duties

Currentness

The general manager shall be responsible for all of the following:

- (a) The implementation of the policies established by the board of directors for the operation of the district.
- (b) The appointment, supervision, discipline, and dismissal of the district's employees, consistent with the employee relations system established by the board of directors.
- (c) The supervision of the district's facilities and services.
- (d) The supervision of the district's finances.

Credits

(Added by Stats.2005, c. 249 (S.B.135), § 3.)

West's Ann. Cal. Gov. Code § 61051, CA GOVT § 61051
Current with urgency legislation through Ch. 764 of 2025 Reg.Sess., and Governor's Reorganization Plan No. 1 of 2025.
Some statute sections may be more current, see credits for details.

§ 61050. General manager and treasurer; appointment;.... CA GOVT§ 61050 _____

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§ 61050. General manager and treasurer; appointment;..., CA GOVT§ 61050 _____

West's Annotated California Codes
Government Code (Refs & Annos)
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Division 3. Community Services Dis_tricts (Ref& Annos) Part
2. Internal Organization (Refs & Annos)
Chapter 4. District Officers (Refs & Annos)

West's Ann.Cal.Gov.Code§ 61050

§ 61050. General manager and treasurer; appointment; compensation; bonding

Currentness

(a) The board of directors shall appoint a general manager.

(b) The county treasurer of the principal county shall serve as the treasurer of the district. If the board of directors designates an alternative depository pursuant to Section 61053, the board of directors shall appoint a district treasurer who shall serve in place of the county treasurer.

(c) The board of directors may appoint the same person to be the general manager and the district treasurer.

(d) The general manager and the district treasurer, if any, shall serve at the pleasure of the board of directors.

(e) The board of directors shall set the compensation, if any, for the general manager and the district treasurer, if any.

(f) The board of directors may require the general manager to be bonded. The board of directors shall require the district treasurer, if any, to be bonded. The district shall pay the cost of the bonds.

Credits

(Added by Stats.2005, c. 249 (S.B.135), § 3.)

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

GENERAL MANAGER

DEPARTMENT: ADMINISTRATION

FLSA OVERTIME STATUS: EXEMPT-

BARGAINING UNIT: N/A

APPROVED BY BOARD OF DIRECTORS -08/15/2018TBD

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;

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- ~~• 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.~~

The General Manager (GM) is responsible for the implementation of the Districts mission, vision and objectives. As a chief executive officer, the GM makes recommendations to the Board concerning long range-goals and strategic plans. The GM, at all times uses the District Mission Statement as a guiding principle. He or she directly guides the senior management in the execution of annual board goals and objectives. The GM is periodically reviewed by the Board, which measures his or her success in completing and advancing District's goals and objectives.

SCOPE OF ASSIGNMENT: Rancho Murieta Community Services District is a California Special District with a population of 6,300. It presently brings water and sewer to 3,000 water connections and will soon become an Urban Water District. The District also produces recycled water which irrigates two 18-hole golf courses. Its budget exceeds \$10,000,000. The District employs 35 people. Its elected Board of Directors is responsible for the hiring of the General Manager who manages all aspects of the day-to-day operations. As required by California Law (Ca. Govt. Code #61050), the General Manager serves at the pleasure of the Board.

SENIOR MANAGEMENT SUPERVISORY RESPONSIBILITY: The GM directly supervises the following key management in the execution of his or her total responsibility for the LAFCO authorized departments of Water, Sewer, Drainage, Security and Solid Waste management;

- Director of Finance and Accounting;
- Director Operations
- Manager of Administration

ESSENTIAL DUTIES:

- Directs, reviews, and approves the timely preparation of annual administrative and operational budgets.
- Maintains a schedule of current and future capital reserve requirements and capital improvements projects. Recommends annual reserve funding and prioritizes projects in conjunction with the annual budget.
- Presents the annual operating budget for approval to the Board of Directors. Ensures compliance with Proposition 218 and timely releases to the public. Proposes annual rate increases necessary to fully fund the District in the upcoming fiscal year.

- Researches and recommends any long term funding required meet District financial requirements for board and voter approval. Establishes relationships with advisors and consultants to the municipal bond market and the use of funding with Community Facilities Districts
- Acts as the principal liaison with District council on personnel policy, purchasing agreements, leases and legally binding documents.
- Ensures District-wide training and compliance with the California Brown Act and California Special District Law.
- Acts as the primary contact and negotiator with ongoing and/or future development. Reviews, researches and makes recommendations to all developer agreements to the Board of Directors.
- Is the primary District contact with outside public agencies at both the County and State level. These include Sacramento County Department of Planning and Environmental Review and the State Department Of Water Resources.
- Acts as both the face and voice of the District in the Rancho Murieta Community. Ensures positive interaction with community governing bodies, groups and organizations.
- Acts as union liaison, for represented employees. Participates with the board in union contract negotiations.
- Provides "hands on" attention to employee relationships, affirmative action, employee and union grievances. Reviews all new and revised personnel policies prior to their presentation to the Board of Directors. Ensures the public is well informed on important District information. Is the face of the District with the media.
- Provides a monthly management update to the Board of Directors, a GM Report and meets regularly with the President of other District boards (HOA's and the Country Club).

DEMONSTRABLE SKILLS NECESSARY FOR SUCCESS:

- Planning and organizational skills: ability to manage complex problems in multiple disciplines
- Leadership: display a tactful and motivational management style and employee relationship skills
- Previous experience working with and significant understanding of current day IT.
- Communication skills and the ability to relay information to District and public groups
- Project management and project implementation experience.
- Technical reporting
- Analytical skills necessary to understand and prioritize projects.

EDUCATION AND/OR EXPERIENCE:

- ~~Minimum Education: Undergraduate four year degree from an accredited four (4) year college or university with a major. Major in Business Administration, or Public Administration, Engineering or a closely related field, is preferred~~
- ~~Five (5) No less than five years of broad and extensive work experience in a management or administrative position experience in a private or public utility agency. Background.~~
- ~~Increasing management responsibility over the course of one's career is a necessary step in the candidate's career~~
- ~~Managing budgets and (both preparation and budget management) over the course should include responsibility for formulation and implementation of programs, budgets and administrative operations accompany the requirement for increasing management responsibility~~

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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, Communication and presentation skills are necessary

LICENSES: California Drivers License, National Incident Management System (NIMS) IS 100,200 and 700 training Training will be required if not already completed.

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.

THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT'S PRINCIPAL RESPONSIBILITY IS TO PROVIDE A SAFE AND RELIABLE SOURCE OF WATER TO ITS CUSTOMERS. IT MUST CONTINUE TO DO SO IN A PERIOD OF EXPECTED GROWTH AND WATER DEMAND. THIS HIGHLY DEMANDING POSITION IS BEST ACCOMPLISHED BY A PERSON WHO HAS THE QUALIFICATIONS AND EXPERIENCE TO SUCCEED IN THIS ENVIRONMENT.

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RANCHO MURIETA COMMUNITY SERVICES DISTRICT

GENERAL MANAGER

DEPARTMENT: ADMINISTRATION

FLSA OVERTIME STATUS: EXEMPT

BARGAINING UNIT: N/A

APPROVED BY BOARD OF DIRECTORS –TBD

The General Manager (GM) is responsible for the implementation of the District's mission, vision and objectives. As a chief executive officer, the GM makes recommendations to the Board concerning long range-goals and strategic plans. The GM, at all times uses the District Mission Statement as a guiding principle. He or she directly guides the senior management in the execution of annual board goals and objectives. The GM is periodically reviewed by the Board, which measures his or her success in completing and advancing District's goals and objectives.

SCOPE OF ASSIGNMENT: Rancho Murieta Community Services District is a California Special District with a population of 6,300. It presently brings water and sewer to 3,000 water connections and will soon become an Urban Water District. The District also produces recycled water which irrigates two 18-hole golf courses. Its budget exceeds \$10,000,000. The District employs 35 people. Its elected Board of Directors is responsible for the hiring of the General Manager who manages all aspects of the day-to-day operations. As required by California Law (Ca. Govt. Code #61050), the General Manager serves at the pleasure of the Board.

SENIOR MANAGEMENT SUPERVISORY RESPONSIBILITY: The GM directly supervises the following key management in the execution of his or her total responsibility for the LAFCO authorized departments of Water, Sewer, Drainage, Security and Solid Waste management;

- Director of Finance and Accounting:
- Director Operations
- Manager of Administration

ESSENTIAL DUTIES:

- Directs, reviews, and approves the timely preparation of annual administrative and operational budgets.
- Maintains a schedule of current and future capital reserve requirements and capital improvements projects. Recommends annual reserve funding and prioritizes projects in conjunction with the annual budget.
- Presents the annual operating budget for approval to the Board of Directors. Ensures compliance with Proposition 218 and timely releases to the public. Proposes annual rate increases necessary to fully fund the District in the upcoming fiscal year.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

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DIRECTOR OF OPERATIONS

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DEPARTMENT: WATER/WASTEWATER/DRAINAGE

FLSA OVERTIME STATUS:

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EXEMPT

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BARGAINING UNIT: N/A

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APPROVED BY BOARD OF DIRECTORS - 8/21/2024 TBD

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~~**SUMMARY:** With direction from the General Manager, plans, organizes and directs the District's Operations and Maintenance Department; establishes goals, objectives and measurement indicators for the department; establishes internal policies and procedures related to departmental activities; through subordinate managers and supervisors, directs the work of staff engaged in distribution maintenance and construction, water treatment and production, water quality, facility maintenance, environmental compliance, laboratory services, and ensures the effectiveness of departmental programs; provides responsible advice and counsel to the Board, General Manager, Chief Plant Operator and Utility Supervisor on a variety of issues; participates in the Executive Management team to develop District-wide policies and procedures and to advance the goals and mission of the District; provides highly responsible administrative staff assistance to the General Manager; represents the District to outside groups and organizations; serves as District liaison on various interagency coordination projects; and performs other related work as required.~~

~~**SUPERVISION:** Receives general supervision from the General Manager. Provides direct supervision over Chief Plant Operator and Utility Supervisor, and staff thereunder.~~

~~**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.~~

- ~~Plans, organizes, coordinates and directs a wide variety of water distribution and treatment, wastewater collection, treatment, and tertiary reclamation plant operations, reclaimed water distribution and management, storm water management (small MS4), flood control, levees and drainage, raw water deliveries and storage, including operation and maintenance of earth filled dams, drainage~~

systems, lakes and reservoirs, capital and operational construction and maintenance projects, functions of the District;

- Directs and participates in the development of goals, objectives, rules, policies and operating procedures for field operations, develops long range strategic and financial goals for the department.
- Coordinates preparation of the annual budget request for the Operations and Maintenance Department;
- Reviews staffing, equipment, and supply needs based upon recent trends and planned activities; monitors expenditures after budget adoption to ensure efficient operations; approves the requisition of materials, supplies, and equipment
- Maintains water rights permits and oversees preparation of periodic reports to Federal, State, County and local agencies.
- Monitors potential impacting legislative and regulatory activities and coordinates with District's external representative(s) and other internal and external stakeholders as appropriate to protect the interests of the district.
- Studies and recommends technology, procedures, and practices to improve operational efficiency; evaluates alternatives for performing needed work; attends project review meetings to evaluate progress of ongoing construction or maintenance activities, coordinates and routinely inspects construction and maintenance work performed by contractors, prepares cost estimates and specifications for outside contract work including Capital Improvement Projects.
- Recommends selection of operations and maintenance consultants; oversees the coordination and management of consultants providing engineering and information technology services to the department.

Position Title: Director of Operations

Reports To: General Manager

Reporting to the General Manager, the Director of Operations is responsible for maintaining consistent and superior customer service to the residents of the District. He or she will plan for and manage the diversion, storage and delivery of reliable and safe high-quality water. The Director manages the day-to-day work of subordinate managers and supervisors. Ongoing coordination with both plant and field operations is required to successfully manage this department. The District expects the Director of Operations to be highly knowledgeable in its treatment plants and in the field. The District believes that "hands on" management is critical to success in this key District role.

EXECUTIVE LEVEL RESPONSIBILITIES:

- Provides required counsel and advice to the Board of Directors and General Manager in all water, sewer and drainage matters
- Assures compliance with State and Federal codes, ordinances and regulations
- Insures accurate and timely reporting to state agencies
- Coordinates key projects with state and county agencies
- Assists in the preparation of federal and state grants
- Guides preparation of an initial and ongoing Urban Water Management Plan required by the State
- Represents the District to outside agencies and organizations
- Directly supervises the Chief Plant Operator and Utilities Supervisor in all above and below ground projects. Evaluates performance and conducts periodic reviews
- Recommends, coordinates and assists in the preparation of annual operations budgets
- Develops and administers goals objectives and operating policies for the operations department
- Contributes to strategic planning for the District as required
- Presents monthly status reports to the Board of Directors
- Tracks and reports on yearly and monthly budget vs actual progress
- Prepares and administers contracts for services, infrastructure and parts

ESSENTIAL DUTIES: WATER TREATMENT, WASTEWATER TREATMENT AND FIELD OPERATIONS:

- Maintains and is the authority on District Water Rights permits
- Supervises the operation of two District potable water treatment plants
- Recommends infrastructure upgrades to ensure continuing safety, delivery and quality of District water and wastewater.
- Continually monitors District water and wastewater quality.
- Directs and reviews water testing to ensure the safety and quality of the Districts water supply.
- Ensures environmental compliance with current and newly issued directives of the State of California Division of Water Quality.
- Reviews and submits required monthly and annual water treatment reports to the General Manager

- Reviews and submits all required potable water reports to the State Water Resources Control Board.
- ~~Establishes and oversees comprehensive programs~~ Establishes and oversees comprehensive programs priorities for water and wastewater treatment infrastructure projects and repairs
- Supervises the timely and systematic maintenance of all water treatment infrastructure.
- Is responsible for efficient operation of District's above ground water storage tanks.
- Oversees District's earthen dams, levees and lift stations. Maintains inspection schedules and compliance with State regulations.
- Coordinates with operations staff to approve, purchase and maintain sufficient spare parts and supplies.
- Prepares monthly reports for the General Manager and updates the Board of Directors at its monthly meeting
- Manages the District's agreement to operate the CIA Ditch. Coordinates with staff to manage maintenance and partner billing of repairs.

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- Is abreast of new and existing technologies and recommends systems and applications to better manage district water operations.
- Develops and administers District safety codes and preventive maintenance work safety, training and energy conservation.
- Attends Board of Directors and Board Committee meetings; prepares and presents staff reports and agenda items for consideration by the Board; serves as advisor to the General Manager and Board regarding operations and maintenance issues.
- Provides technical information, advice, and consultation to the District Board and General Manager on water, wastewater, recycled water, and drainage activities.
- Directs the preparation and prepares a variety of reports related to operations, functions, and activities.
- Visits District facilities and job sites to oversee work in progress and provide needed direction; responds to major emergencies during and after hours as needed; directs the investigation and correction of customer and operational complaints within areas of operations, responds respectfully to sensitive citizen inquiries and complaints concerning operations and activities.
- Ensures that long term training objectives are established and implemented so that staff possess the depth of technical skills and knowledge necessary to maintain effective and efficient operations as well as for succession planning management.
- Serves on District or community committees as assigned.

QUALIFICATION REQUIREMENTS:

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

Knowledge of the principles and methods of water distribution, water treatment, and wastewater treatment, collections, operations and maintenance. Knowledge of the principles of organization and management; principles of supervision, training, and effective personnel management; budgetary and job costing practices. Familiarity with safety programs and practices related to the control and use of hazardous materials and substances, confined space entry and related safety issues. Knowledge of energy conservation programs and practices. Familiarity and ability to comprehend and apply applicable Federal, State, county and local environmental regulations. Knowledge of grant requirements and applications from federal, state and private entities.

SUPERVISORY RESPONSIBILITIES:

Ability to:

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- Assign, review, plan, coordinate and guide the work of other employees.
- Recommend the transfer, promotion, salary increase, discipline or discharge of staff;
- Evaluate the work of employees and prepare performance appraisals;
- Promote staff development and motivation and to train staff;
- Analyze problems that arise in the areas under supervision and recommend solutions;
- Prepare procedures and processes for tracking and evaluating the budget throughout the year; and
- Use independent judgment in fairly non-routine situations, such as, but not limited to: water leaks, calculating anticipated revenue and/or expenditures and ensuring adequate supervision of programs.

Desirable Qualifications

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

QUALIFICATIONS:

- Strong leadership, interpersonal, communicative and problem-solving skills developed in a continuing career of growth and experience.
- Knowledge and experience in Demonstrable knowledge of water and policy, wastewater treatment policy, trends and advancements
- Strong skills in information technology and its use at the executive level
- Knowledge of state regulators and policies related to water treatment, wastewater treatment and management, storm water operations (MS4).
 - Knowledge of the principles, practices, and trends of public administration, organization, and management.
 - Knowledge of water and wastewater treatment policy, programs, trends, and issues.
 - Knowledge of the interrelationship of federal, state, local, professional, and voluntary water agencies and the programs and services of such agencies.
 - Demonstrated ability to review regulatory guidance and complex, interrelated policies, procedures, and practices.
 - Demonstrated ability to manage and coordinate with large teams in multiple locations.
 - Demonstrated ability to analyze complex problems and develop effective courses of action to solve them.
 - Demonstrated ability to collaborate across high levels of government, external organizations, providers, industry associations, and member representatives.

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~~Demonstrated ability to lead change and transformation efforts within and outside the organization, utilizing excellent communication and change management strategies.~~

Minimum Qualifications

EDUCATION:

Education: Equivalent to graduation from college with a degree in civil/environmental engineering, public/business administration, chemistry, natural sciences or related field required. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Master's degree in science, engineering, or business is highly desirable.

Registration with the State of California as a Professional Engineer is highly desirable.

EXPERIENCE:

Five (5) years effective Water and Wastewater utility administration experience including supervision, budget preparation, personnel management, operations and maintenance analysis, and analytical report preparation including four (4) years in a supervisory or management capacity.

LICENSES AND/OR CERTIFICATES:

Possession of the category of a current 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 conditions of continuing employment.

Possession and maintenance of a Grade 4 Wastewater Plant Operator's Certificate of Competence issued by the California State Water Resources Control Board within 18 months of entering this position is required, and Possession and maintenance of a Grade 3 Water Treatment Operator's Certificate required by the California Department of Health Services within 18 months of entering this position is required.

Possession and maintenance of a Grade 1 Collection System Maintenance Certificate issued by either the CWEA or AWWA.

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OTHER SKILLS AND ABILITIES:

Knowledge of supervisory principles and practices; Operation, administration, policies and procedures relating to governmental administration and finance; operate a computer at a skill level and with the degree of accuracy to meet job requirements; data management including word processing, spreadsheet and data base principles; Methods of preparing and monitoring annual budgets.

Ability to work with and communicate clearly with various Federal, State, County and local regulatory agencies, build and maintain a good working relationship with the applicable agencies.

Strong written and verbal communication skills.

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, talk, and hear. The employee frequently is required to walk. The employee is occasionally required to stand; use hands to manipulate, handle and feel objects, tools, and controls; reach with hands and arms; climb and balance; and taste and smell. The employee may be exposed to extreme dampness, heights and vibrations.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

WORK ENVIRONMENT:

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

While performing the duties of this job, the employee may occasionally work near moving mechanical parts and in outside weather conditions and may occasionally be exposed to wet and/or humid conditions, toxic or caustic chemicals, biological hazards, vibration, and risk of electrical shock.

The noise level in the work environment is usually moderate.

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RANCHO MURIETA COMMUNITY SERVICES DISTRICT

DIRECTOR OF OPERATIONS

DEPARTMENT: WATER/WASTEWATER/DRAINAGE

FLSA OVERTIME STATUS: EXEMPT

BARGAINING UNIT: N/A

APPROVED BY BOARD OF DIRECTORS – TBD

Position Title: Director of Operations

Reports To: General Manager

Reporting to the General Manager, the Director of Operations is responsible for maintaining consistent and superior customer service to the residents of the District. He or she will plan for and manage the diversion, storage and delivery of reliable and safe high-quality water. The Director manages the day-to-day work of subordinate managers and supervisors. Ongoing coordination with both plant and field operations is required to successfully manage this department. The District expects the Director of Operations to be highly knowledgeable in its treatment plants and in the field. The District believes that “hands on” management is critical to success in this key District role.

EXECUTIVE LEVEL RESPONSIBILITIES:

- Provides required counsel and advice to the Board of Directors and General Manager in all water, sewer and drainage matters
- Assures compliance with State and Federal codes, ordinances and regulations
- Insures accurate and timely reporting to state agencies
- Coordinates key projects with state and county agencies
- Assists in the preparation of federal and state grants
- Guides preparation of an initial and ongoing Urban Water Management Plan required by the State
- Represents the District to outside agencies and organizations
- Directly supervises the Chief Plant Operator and Utilities Supervisor in all above and below ground projects. Evaluates performance and conducts periodic reviews
- Recommends, coordinates and assists in the preparation of annual operations budgets
- Develops and administers goals objectives and operating policies for the operations department
- Contributes to strategic planning for the District as required
- Presents monthly status reports to the Board of Directors

- Tracks and reports on yearly and monthly budget vs actual progress
- Prepares and administers contracts for services, infrastructure and parts

ESSENTIAL DUTIES: WATER TREATMENT, WASTEWATER TREATMENT AND FIELD OPERATIONS:

- Maintains and is the authority on District Water Rights permits
- Supervises the operation of two District potable water treatment plants
- Recommends infrastructure upgrades to ensure continuing safety, delivery and quality of District water and wastewater.
- Continually monitors District water and wastewater quality.
- Directs and reviews water testing to ensure the safety and quality of the District's water supply.
- Ensures environmental compliance with current and newly issued directives of the State of California Division of Water Quality.
- Reviews and submits required monthly and annual water treatment reports to the General Manager
- Reviews and submits all required potable water reports to the State Water Resources Control Board.
- Establishes priorities for water and wastewater treatment infrastructure projects and repairs
- Supervises the timely and systematic maintenance of all water treatment infrastructure.
- Is responsible for efficient operation of District's above ground water storage tanks.
- Oversees District's earthen dams, levees and lift stations. Maintains inspection schedules and compliance with State regulations.
- Coordinates with operations staff to approve, purchase and maintain sufficient spare parts and supplies.
- Prepares monthly reports for the General Manager and updates the Board of Directors at its monthly meeting
- Manages the District's agreement to operate the CIA Ditch. Coordinates with staff to manage maintenance and partner billing of repairs.

- Is abreast of new and existing technologies and recommends systems and applications to better manage district water operations.
- Develops and administers District safety codes and preventive maintenance

QUALIFICATIONS:

- Strong leadership, interpersonal, communicative and problem-solving skills developed in a continuing career of growth and experience
- Demonstrable knowledge of water policy, wastewater treatment policy, trends and advancements
- Strong skills in information technology and its use at the executive level
- Knowledge of state regulators and policies related to water treatment, wastewater treatment and storm water operations (MS4).

Minimum Qualifications

EDUCATION:

Education: Equivalent to graduation from college with a degree in civil/environmental engineering, public/business administration, chemistry, natural sciences or related field required. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Master's degree in science, engineering, or business is highly desirable.

Registration with the State of California as a Professional Engineer is highly desirable.

EXPERIENCE:

Five (5) years effective Water and Wastewater utility administration experience including supervision, budget preparation, personnel management, operations and maintenance analysis, and analytical report preparation including four (4) years in a supervisory or management capacity.

LICENSES AND/OR CERTIFICATES:

Possession of the category of a current 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 conditions of continuing employment.

Possession and maintenance of a Grade 4 Wastewater Plant Operator's Certificate of Competence issued by the California State Water Resources Control Board within 18 months of entering this position is required, and Possession and maintenance of a Grade 3 Water Treatment Operator's Certificate required by the California Department of Health Services within 18 months of entering this position is required.

Possession and maintenance of a Grade 1 Collection System Maintenance Certificate issued by either the CWEA or AWWA.

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