

CORRECTED AGENDA



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

SPECIAL MEETING
of the
BOARD OF DIRECTORS
Wednesday, May 27, 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. **Action Item APPROVE CERTIFICATE OF APPRECIATION HONORING JAMES COLAS**
 3. **Action Item APPROVE CERTIFICATE OF APPRECIATION HONORING JASON DILL**
 4. **CLOSED SESSION**
 - A. **CONFERENCE WITH LEGAL COUNSEL – EXISTING/THREATENED LITIGATION (Government Code section 54956.9(d)(1))**
Name of Case/Matter: River Canyon Properties LLC v. Rancho Murieta Community Services District et al.
-(One Case)
 5. **OPEN SESSION/REPORT BACK FROM CLOSED SESSION**
 6. **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.
 7. **Discussion Item WSC PRESENTATION ON WELL SITING**

8. Discussion Item BROWN ACT TRAINING

9. 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. April 15, 2026, Regular Board Meeting Minutes
 - 2. May 5, 2026, Personnel Committee Meeting Minutes
 - 3. May 6, 2026, Improvements Committee Meeting Minutes
 - 4. May 6, 2026, Special Security Meeting Committee Meeting Minutes
 - 5. May 7, 2026, Communications & Technology Committee Meeting Minutes
 - 6. May 11, 2026, Special Board Meeting Minutes
 - 7. May 14, 2026, Finance Committee Meeting Minutes
- B. Bills Paid Listing
- C. Continue Emergency for Equestrian Center Culvert Repair
- D. Approve Contract with ESRI for GIS Hosting 3-year Contract \$17,100
- E. Discontinue Work on Rio Oso Valve Project Move Forward with Tank Communications
- F. Accept Resolution R2026-14 Riverview Easements 47, 53 & 126 and Certificate of Acceptance
- G. Approve Master Services Agreement with M3 Construction, Inc.
- H. Approve Two Job Positions:
 - a. Equipment Mechanic
 - b. Senior Accountant
- I. Approve Two Job Descriptions:
 - a. Staff Accountant
 - b. Senior Accountant
- J. Approve 3-year Term Extension Regional Waste Management Services Cost Recovery
- K. Approve Changes to Professional Services Contract

10. REVIEW DISTRICT MEETING DATES/TIMES JUNE 2026

- A. ~~Cancelled - Personnel Committee - June 2, 2026, at 9:00 a.m.~~
- B. Special Improvements Committee – June 10, 2026, at 8:00 a.m.
- C. ~~Cancelled - Security Committee - June 4, 2026, at 9:00 a.m.~~
- D. ~~Cancelled - Communications & Technology Committee - June 4, 2026, at 10:00 a.m.~~
- E. ~~Cancelled - Finance Committee - June 11, 2026, at 10:00 a.m.~~
- F. Regular Board Meeting –June 17, 2026, at 5:00 p.m.

11. CORRESPONDENCE

- A. Email from N. Bloom – 5/12/2026

12. STAFF AND COMMITTEE REPORTS (Receive and File)

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

Discussion Items/Information Items

13. Action Item AD HOC COMMITTEE REPORTS

- A. Administrative Oversight
- B. Direction for Water Vision Working Group Future

Action Items

14. Action Item APPROVE EMERGENCY REPAIR SEWER MAIN LINE BREAK BY YELLOW BRIDGE

15. Action Item PUBLIC HEARING TO RECEIVE AND CONSIDER WRITTEN PROTESTS RELATED TO WATER, WASTEWATER (SEWER) AND SOLID WASTE SERVICE RATE INCREASES PURSUANT TO CALIFORNIA CONSTITUTION, ARTICLE XIID, SECTION 6 (PROPOSITION 218) AND GOVERNMENT CODE SECTION 53755

- A. Presentation by Staff
- B. The Board President will open and close the Public Hearing and order the tallying of written protests

16. Action Item REVIEW FY26-27 OPERATING BUDGET, RESERVE DEVELOPMENT AND CIP

17. Action Item BOARD INTRODUCTION AND WAIVING OF FIRST READING OF ORDINANCE O2026-02 INCREASING WATER, SEWER AND SOLID WASTE SERVICE CHARGES AND STORM DRAINAGE AND SECURITY SPECIAL TAXES

- A. Presentation by Staff
- B. The Board President will open public comment on Ordinance O2026-02, Amending Chapter 14 of the District Code, relating to Water service charges; Amending Chapter 15 of the District Code relating to Sewer service charges; Amending Chapter 16A of the District Code relating to Drainage Tax; Amending Chapter 21 of the District Code relating to Security tax; and Amending Chapter 31 of the District Code relating to Solid Waste Collection and Disposal service charges
- C. Board Discussion/Introduction of Ordinance O2026-02

18. DIRECTOR COMMENTS/SUGGESTIONS

19. ADJOURNMENT (Motion)

In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item and is distributed less than 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 May 21, 2026, at 4:30 p.m.



Certificate of Appreciation

Presented to

James Colas

In Recognition of

Your Many Years of Dedicated Service

James Colas,

We are proud to honor and celebrate your 20 years of outstanding service and commitment to the Rancho Murieta Community Services District. Your dedication, hard work, and loyalty have been instrumental in our success. Your continuous contributions and unwavering support have made a significant impact on our team and our organization as a whole.

With heartfelt appreciation, we express our gratitude for your exceptional performance and the invaluable role you have played in our journey. Your efforts and dedication serve as an inspiration to us all.

Thank you for your many years of service, and we look forward to many more years of shared success.

With Sincere Gratitude,

Amelia Wilder, Interim General Manager

Rancho Murieta Community Services District

May 27, 2026



Certificate of Appreciation

Presented to

Jason Dill

In Recognition of

Your Many Years of Dedicated Service

Jason Dill

We are proud to honor and celebrate your 20 years of outstanding service and commitment to the Rancho Murieta Community Services District. Your dedication, hard work, and loyalty have been instrumental in our success. Your continuous contributions and unwavering support have made a significant impact on our team and our organization as a whole.

With heartfelt appreciation, we express our gratitude for your exceptional performance and the invaluable role you have played in our journey. Your efforts and dedication serve as an inspiration to us all.

Thank you for your many years of service, and we look forward to many more years of shared success.

With Sincere Gratitude.

Amelia Wilder, Interim General Manager

Rancho Murieta Community Services District

May 27, 2026



Senate Bill 707 - Updates to Brown Act

**Senate Bill 827 - Fiscal and Financial
Training**

May 27, 2026

Presented by: Patrick Enright, General Counsel

The Brown Act — Overview

- **Open Meetings (Gov. Code § 54950 et seq.)**
 - All meetings of a legislative body must be open and public
 - Applies to the Board of Directors and all standing committees
- **Notice and Agenda Requirements**
 - Agenda posted at least 72 hours before a regular meeting (24 hours for special meetings)
 - Action may only be taken on items appearing on the posted agenda

The Brown Act — Overview (cont.)

■ Public Comment

- Public must have opportunity to address the body on any agenda item before action is taken
- Non-agenda public comment must also be permitted on matters within the body's subject matter jurisdiction

■ Closed Session

- Permitted only for specific topics enumerated by statute: pending or anticipated litigation, real property negotiations, labor negotiations, personnel matters
- Must be listed on agenda with statutory authority cited; general counsel attends to advise
- Report-out required after closed session when final action is taken

The Brown Act — Consequences of Violations

■ Cure and Correct (Gov. Code § 54960.1)

- Any person may demand that a legislative body cure and correct an action taken in violation of the Brown Act
- Demand must be made within 30 days of the action (90 days for secret ballots)
- Body has 30 days to cure; failure to cure exposes the action to civil challenge

■ Null and Void Actions (Gov. Code § 54960.1(d))

- A court may declare an action taken in violation of the Brown Act null and void
- Applies when cure demand was made and not cured, or when action was taken in open session that should have been taken in closed session (or vice versa)

The Brown Act — Overview

- **Civil Litigation (Gov. Code § 54960)**

- District Attorney or any interested person may seek injunction to stop or prevent violations
- Prevailing plaintiff may recover attorney's fees

- **Criminal Penalties (Gov. Code § 54959)**

- Willful attendance at or participation in an unlawful closed session is a misdemeanor
- Individual Board members, not just the agency, may be subject to criminal liability

SB 707 Discrete Brown Act Updates - January 1, 2026

- District must provide copy of Brown Act to every person elected or appointed to a legislative body
- Clarifies authority to warn and remove disrupters; applies equally to remote participants
- Special meeting agendas of all legislative bodies must be posted on the District's website
- District must, before final action, verbally report out the compensation for department heads and similar administrative officers — SB 707 expands this requirement beyond the prior obligation to report only on the compensation of the chief executive officer

SB 707 Disability Accommodation

- **Allows for members of a legislative body with a disability to request a reasonable accommodation to meet remotely**
 - Must disclose whether anyone 18 years or older is in room
 - Disclosure is made to the body at the start of the meeting; applies each time the member participates remotely
 - Must use both audio/visual tech during meeting unless disability prevents such participation
 - Person with disability is treated as physically present for all purposes
 - No posting of agenda or public access required at remote member's location
 - Distinguishes this accommodation from traditional teleconferencing (Gov. Code § 54953(b)(1)), which requires agenda posting and public access at each remote location

Alternate Teleconference Meeting Requirements

- **SB 707 reorganizes and provides uniform rules for “alternative teleconferencing” and applies when a Board Member participates remotely**
 - Allows for virtual participation
 - Must use two-way audio visual platform or a two-way telephonic service and a live webcast of the meeting
 - Notice must state how public may access the meeting and offer public comment
 - Public must have the opportunity to provide comments in real time
 - Minutes must list member who participates remotely
 - Traditional teleconferencing rules do not apply

Just Cause and State of Emergency

■ Just Cause

- At least quorum of body must meet in physical meeting location
- Consolidates “just cause” (e.g., caregiving or contagious illness, etc.) and former emergency circumstances (e.g., physical or family medical emergency)
- Maximum two times per year if meeting once per month or less; five times per year if meeting twice per month; or seven times per year if meeting three or more times per month — RMCSD Board meets once monthly; limit is two times per year
- Minutes must identify basis for remote participation

■ State of Emergency

- Live webcasting not required if call-in option provided for public comment
- Entire legislative body can meet remotely

Expanded Meeting Accessibility Requirements

- Effective July 1, 2026 through Jan. 1, 2030
- Applies to “Eligible Legislative Bodies”
- **Special Districts:**
 - The boundaries of the special district include the entirety of a county with a population over 600,000 and the special district has over 200 full-time employees; or
 - The special district has over 1,000 full-time employees; or
 - The special district has annual revenue over \$400,000,000 and over 200 full-time employees.
- **Rancho Murieta CSD is not an eligible legislative body**

Eligible Legislative Body Requirements

- **General requirements for “eligible legislative bodies”:**
 - Hybrid meeting required
 - Public participation via two-way telephonic service or two-way audiovisual platform
 - Adopt a service disruption policy, including procedures for recessing and reconvening a meeting
 - Provide public assistance for public meeting translation/interpreters; provide translated agenda materials
 - Promote public participation
 - Make reasonable efforts to invite those that do not traditionally participate in public meetings to attend (e.g., inviting media organizations and community groups to meetings)

Remote Participation Policy — RMCS D

■ Current RMCS D Practice

- All Board and committee meetings require in-person attendance; no remote participation currently authorized
- Meeting audio is recorded and posted to the District's website the following day — this practice is commendable but satisfies no current legal posting requirement
- Live webcast is required only when a Board member participates remotely; it is not triggered by in-person-only meetings

■ Policy Gap Created by SB 707

- SB 707 requires the District to have procedures for disability accommodations and just cause remote participation, even if the default rule remains in-person attendance

Remote Participation Policy — RMCSD (cont.)

■ Remote Participation Policy — Recommended Elements

- Affirm that in-person attendance remains the default for all Board and committee meetings
- Establish process for disability accommodation requests: advance notice to GM, disclosure requirement, audio/visual platform obligations
- Establish just cause procedures: qualifying grounds, frequency cap (two times per year for RMCSD), minutes documentation requirement
- Address live webcast obligations when remote participation is authorized and technology requirements
- Apply to all legislative bodies: Board of Directors and all standing committees

SB 827 Fiscal and Financial Training

- **Requires biennial 2-hour fiscal and financial training for local agency officials**
 - Includes elected officials, appointed officials, department heads, and designated staff
 - Board members are local agency officials
 - Training covers public finance, including municipal budgeting, financial reporting, capital financing, debt management, and ethics of safeguarding public resources
- **Deadlines**
 - Officials in service before January 1, 2026 must complete the training by January 1, 2028
 - Officials who begin service on or after January 1, 2026 must complete the training within six months of their start date

SB 827 Training Offerings

- California Special Districts Association
 - On-Demand Webinar: SB 827 Fiscal & Financial Training available now
 - Live Webinar on June 17, 2026 from 1:00 p.m. to 3:00 p.m.
 - Link to registration: Contact District staff or visit csda.net for registration link
 - Cost:
 - Free for CSDA Members
 - \$125 for Non-members

SB 827 — RMCSD Covered Officials and Employees

- **Statutory Filers (Board-level officials — file Form 700 with FPPC)**

- Board of Directors (5 members) · Interim General Manager (Amelia Wilder)
- District Treasurer — position traditionally held by the General Manager; currently vacant pending appointment

- **Designated Employees (Conflict of Interest Code filers)**

- Director of Finance and Administration · Director of Operations · Accounting Manager
- Security Operations Manager · District Engineer · District Legal Counsel

SB 827 — RMCSD Covered Officials and Employees (cont.)

- **Finance Department Staff**

- Rank-and-file Finance Department staff are not covered; only the Accounting Manager (as a designated Conflict of Interest Code filer) is required to complete the training

- **Conflict of Interest Code — Ministerial Amendment Needed**

- The 2023 Conflict of Interest Code lists “Director of Administration” and “Security Supervisor” — these titles no longer match current positions
- A ministerial amendment should be adopted to update titles to “Director of Finance and Administration” and “Security Operations Manager” to ensure clarity of filing obligations



Any questions?

Thank you for your participation!

Patrick Enright
penright@rwglaw.com



RANCHO MURIETA COMMUNITY SERVICES DISTRICT REGULAR BOARD MEETING MINUTES

April 15, 2026

Closed Session 3:30 p.m./Open Session 5:00 p.m.

1. CALL TO ORDER/ROLL CALL

President Merchant called the Regular Board Meeting of the Board of Directors of Rancho Murieta Community Services District to order at 3:30 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 and John Merchant. 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; Branden Arino, Security Supervisor; Patrick Enright, District General Counsel; and Dyanne Fleet, Interim District Secretary/Clerk of the Board.

2. CLOSED SESSION

A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Initiation of Litigation pursuant to paragraph (4) of subdivision (d) of Government Code section 54956.9 (Two Cases)

B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: District General Counsel

C. CONFERENCE WITH LABOR NEGOTIATORS

District Designated Representatives: Amelia Wilder, Interim General Manager

Employee Organization: International Union of Operating Engineers Union Local No. 3, AFL-CIO

D. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: APN 073-0800-008 and APN 073-0090-062

Agency negotiator: Amelia Wilder, Interim General Manager

Negotiating Parties: Murieta North Properties

Under Negotiation: Price and terms of payment

3. OPEN SESSION

President Merchant reported that the Board selected Ms. Buckman of BKS Law Firm to serve as the District's water attorney.

4. PUBLIC COMMENTS

No. Public Comment

5. APPROVE RESOLUTION R2026-10 HONORING RETIREMENT OF ROD HART

President Merchant recognized Rod Hart for his 45 years of service to the Rancho Murieta Association contributing to successful leadership and community impact.

Motion/Butler to Approve Resolution R2026-10 Honoring Retirement of Rod Hart. Second/Jenco. Roll Call Vote:

Ayes: Butler, Gere, Jenco, Maybee, and Merchant. Noes: None. Absent: None. Abstain: None.

6. RECEIVED DIRECTION MURIETA EQUESTRIAN CENTER

Board discussed the District staff and District engineer work together to allow expedited bidding and environmental clearance under emergency provision. Direction was given by the Board to proceed with emergency declaration, obtain at least three bids through an expedited process, and authorize staff to select the contractor to

meet the project timeline. The Board agreed to include the approval of the Districts engineer’s proposal to manage the project.

Motion/Butler to Approve Emergency Culvert Repairs and approving Domenichelli & Associates proposal for emergency work for collapsed culverts. Second/Jenco. Roll Call Vote: Ayes: Butler, Jenco, Maybee, and Merchant. Noes: Gere. Absent: None. Abstain: None.

7. ACTION ITEM APPROVE DUNN PROPOSAL FOR GEOPHYSICAL EXPLORATION FOR GROUND WELLS.

Mr. Dunn outlined and discussed non-invasive methods to refine well locations and reduce drilling risk. The Board discussed resolving legal and ownership issues related to potential well sites, particularly on non-district property before committing to exploration of ground wells.

Motion/Jenco to Approve Dunn Proposal for Geophysical Exploration for Ground Wells. Second/Maybee. Roll Call Vote: Ayes: Jenco, Maybee. Noes: Butler, Gere and Merchant. Absent: None. Abstain: None.

8. CONSENT CALENDAR

Director Jenco requested Item 8A5 and Item A8K, Director Maybee requested Item A8D, and Director Gere requested Item A8F to be pulled from the Consent Calendar to discuss separately. **Motion/Butler to Approve Consent Calendar excluding Items 8A5, A8D, A8F and A8K. Second/Maybee. Roll Call Vote: Ayes: Butler, Gere, Jenco, Merchant, Maybee. Noes: None. Absent: None: None. Abstain: None.**

After Discussion the Board Pulled Item A8D Revised Services Contract for RMCS D with Vendors to Add Presentations. Director Jenco requested contract be rewritten and brought back to the Board for approval in May. Item 8AK was discussed regarding Letter to Rancho Murieta Association to Discuss the Transfer of Security Services to the Rancho Murieta Association. Director Maybee requested a Letter of Intent with a Timeline be sent to RMA from the Board President.

Motion/Butler to Approve Item 8A5 Improvement Committee Minutes, Item A8F Approve TNT Master Service Agreement for Emergency Repairs and Item A8K Rewrite Letter of Intent with a Timeline to RMA. Second/Gere. Roll Call Vote: Ayes: Butler, Gere, Jenco, Merchant, Maybee. Noes: None. Absent: None: None. Abstain: None.

9. REVIEW DISTRICT MEETING DATES/TIMES NOVEMBER 2025

The Board agreed to move the May Board Meeting and Public Hearing to May 27th. The Improvements Committee Meeting will be on May 6th at 8:00 a.m.

10. CORRESPONDENCE

Email from N. Bloom – 4/09/2026

11. STAFF REPORTS

Complete Staff Reports can be found on April 15, 2026, Regular board Meeting Packet on the District’s website or by clicking [here](#).

Under Agenda Item 11A, Ms. Wilder gave a summary of the General Manager update, including:

- Updates on Peckham & McKenney regarding the General Manager recruitment
- Updates on HR Policies in Personnel Manual which will be brought back to the Board in June
- Discussed the completion of the RMAP and credit received of \$47,000.00r

Under Agenda Item 11A, Ms. Wilder updated the Board regarding IT Projects.

Under Agenda Item 11A. Mr. Arino updated the Board on Security regarding staffing, emergency after-hours contact information, publishing monthly schedules and an update on the ISC West Conference he attended.

Under Agenda Item 11B, Ms. Min gave a summary of the Finance & Administration update, including:

- Update on Audits
- Update on Fixed Assets
- Reviewed Financial Report
- Reviewed Budget Calendar
- Discussed the need to hire another accountant

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

- Water Treatment Facility
- March 2026 Drinking Water Production Data
- Water Consumption
- Raw Water Storage & Delivery
- Utilities Activities
- Sewer
 - Wastewater Facility
- Project Updates
 - Plant #1 is online and Plant #2 has been turned off for Annual Maintenance
 - Experiencing several mainline breaks
 - Discussed generators, transducers and the aging system of AT&T phone lined underground
 - March 31, 2025, Reservoir levels
 - WSC Update

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

- Reviewed Communications and Technology updates
- Reviewed Security updates
- Reviewed Personnel updates

12. AD HOC COMMITTEE REPORTS

a. ADMINISTRATIVE OVERSERRITE/GM HIRING UPDATE

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

b. WATER VISION REPORT

Director Jenco reported no meetings or updates since the last board meeting, with efforts largely on hold pending engagement of a water attorney. A meeting will be scheduled once counsel is retained.

13A. APPROVE EMERGENCY DECLARATION FOR MAINLIFT SOUTH GENERATOR REPAIRS

Motion/Maybee to add Item 13A to the agenda as an Emergency Declaration regarding the burned-out primer at the Main lift South Generator. Second Jenco. Roll Call Vote: Ayes: Butler, Gere, Jenco, Maybee, and Merchant.

Nones: None, Absent: None. Abstain: None.

Mr. Bohannon reported during the weekend with the severe storms that the generator failed to start during a power outage because it lost its prime and the priming unit burned out. The proposed action is to remove the damaged component and send it out for repair, which is expected to take approximately two weeks. In the meantime, a backup generator will need to be rented and installed on-site to maintain operations.

Motion/Merchant to Approve repairing the Main Lift South generator, fuel injection system, and the rental of a generator at Main lift South. Second Jenco. Roll Call Vote: Ayes: Butler, Gere, Jenco, Maybee, and Merchant.

Nones: None, Absent: None. Abstain: None.

13. APPROVE VARIOUS PERSONNEL ITEMS

The Board discussed all Personnel Items and decided to move forward with approving the updated General Manager and Director of Operations Salary Survey and approve the updated Director of Operations Job Description with minor changes recommended.

Motion/Maybee to Approve Items 13A (salary survey), and 13D (Director of Operations job description). Second Jenco. Roll Call Vote: Ayes: Butler, Gere, Jenco, Maybee, and Merchant. Nones: None, Absent: None. Abstain: None.

14. APPROVE ANNUAL UNRESTRICTED REVENUE ALLOCATION FOR FY26/27

The Security budget shows a deficit. Measure J limits how funds can be used, creating gaps for G&A. Staff requested direction on using Unrestricted Property Tax Revenue to cover the shortfall. The Board declined and instead directed that Security Operating Expenses be reduced to match Measure J revenue, with all property tax funds allocated to Reserves.

Motion/Jenco to Approve Security Budget Operating Expenses be reduced to match the Operating Revenue and Taxes received earmarked 100% to Reserves.

Second/Merchant. Roll Call Vote: Ayes: Gere, Jenco, Merchant, Maybee. Noes: Butler. Absent: None. Abstain: None.

15. APPROVE RESOLUTION R2026-08 ESTABLISHING AGREEMENTS BETWEEN DISTRICT AND LANDOWNERS PERTAINING TO THE DRILLING OF TEST WELLS

Pulled. Board agreed to wait for water counsel, refine language, and ensure protections on ownership, priority use, and easements before moving forward.

16. RECEIVE DIRECTION ON COMPLETION OF IWMP

The Board discussed having Mr. Farrell and Ms. Maddaus with Maddaus Water Management, Inc. meet to review draft, identify agreements and disputes, and report back to the Board. The District will receive a proposal from Ms. Maddaus on cost of reconciling data.

Motion/Gere to Approve Maddaus Water Management and Mr. Farrell to meet, review and report on IWMP Draft. Second/Butler. Roll Call Vote: Ayes: Butler, Gere, Merchant. Noes: Jenco, Maybee. Absent: None. Abstain: None.

17. APPROVE PROPOSAL FROM DOUG VEERKAMP TO REPAIR DRAINAGE CULVERT ON 14TH HOLE NORTH

Motion/Gere to Approve Proposal from Doug Veerkamp to Repair Drainage Culvert on 14th Hole North.

Second/Merchant. Roll Call Vote: Ayes: Butler, Gere, Jenco, Maybee, and Merchant. Noes: None. Absent: None. Abstain: None.

18. DIRECTOR COMMENTS/SUGGESTIONS

Director Maybee Thanked Staff for their hard work.

19. ADJOURNMENT

Time meeting was adjourned at 10:04 p.m.

Respectfully submitted,

Dyanne Fleet

Interim District Secretary/Clerk of the Board

MEMORANDUM

Date: May 5, 2026
To: Board of Directors
From: Personnel Committee Staff
Subject: May 5, 2026, Personnel Committee Meeting Minutes

1. CALL TO ORDER

Director Butler called the meeting to order at 10:00 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; Cecilia Min, Director of Finance & Administration; and Dyanne Fleet, Interim District Secretary/Clerk of the Board.

2. PUBLIC COMMENTS

None.

3. NEW JOB DESCRIPTIONS

- a. Ms. Min discussed reclassifying the Accounting Technician (AP) to Staff Accountant, reclassifying the Accountant to Senior Accountant, and adding one additional Senior Accountant FTE to better align roles with operational needs. The Staff Accountant will take on expanded duties beyond AP, while the Senior Accountants will handle critical functions such as reconciliations, financial analysis, and audit support. The Committee agreed to move the Staff Accountant and Senior Accountant Job Descriptions to the May Board meeting for approval, and add one FTE for Staff Account to the org chart.
- b. Mr. Bohannon requested the Maintenance Worker Job Description to be withdrawn from consideration.
- c. The Committee discussed adding another Equipment Mechanic position. There are no changes to the job description; this action is solely to approve the addition of a second full-time equivalent (FTE). Adding this position may also require a maintenance vehicle, which will be addressed through the CIP process. The Committee agreed to move this item to the May board meeting for approval.

4. UPDATE GENERAL MANAGER RECRUITMENT

Ms. Wilder updated the Committee regarding the General Manager Recruitment status. Peckham & McKenney developed a professional recruitment brochure and posted the position across multiple platforms—approximately 16 in total. The recruitment period will close on May 30th, with candidate review and interviews anticipated in the latter half of June. The Committee requested that this update be included in the Interim General Manager's report for the May Board meeting.

5. DIRECTORS & STAFF COMMENTS/SUGGESTIONS

No Comments

6. ADJOURNMENT

The meeting was adjourned at 10:44 a.m.

MEMORANDUM

Date: May 6, 2026
To: Board of Directors
From: Improvements Committee Staff
Subject: May 6, 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; Travis Bohannon, Interim Director of Operations; Cecilia Min, Director of Finance and Administration; Daryl Heigher, Domenichelli & Associates; and Dyanne Fleet, Interim District Secretary/Clerk of the Board; Amelia Wilder, Interim General Manager, was absent.

2. COMMENTS FROM THE PUBLIC

Mr. Keil, Mr. Pearson, and the Committee discussed potential emergency storage tank locations and the evaluation of alternative sites to identify the most cost-effective and beneficial option for the community, noting no final location has been formally approved by the Board and formal negotiations for Option 4 have not occurred.

3. IMPROVEMENTS STAFF REPORT

The following topics were discussed:

- A. Water Plant Valve Project – The Committee discussed the previously approved automated valve project for regulating Rio Oso tank levels. Mr. Bohannon recommended pausing the valve automation and related SCADA work, stating the valve can be manually operated when needed. Mr. Bohannon emphasized the need to continue communication upgrades between the water plant and storage tanks due to recurring communication failures and unreliable tank level monitoring. The Committee supported continuing the communication portion of the project while pausing the valve-related work and to forward this sequence to the Board for approval.
- B. Update on MEC Culvert Repair Progress – Mr. Bohannon provided an update on the MEC culvert repair project, reporting that bid packages were distributed to multiple vendors, three contractors attended the walkthrough, and two bids were received. Following review by the District Engineer, the project was awarded to M3, the lowest bidder at approximately \$343,000. Mr. Bohannon noted the bids were within the engineer's estimated range and stated the notice to proceed had been issued to meet the Equestrian Centers schedule.
- C. Update on 14th Hole N Culvert Repair – The Committee discussed a \$22,540 change order for the 14th Hole North culvert repair project due to unforeseen site conditions, including saturated soil, continuous water flow requiring bypass pumping, and additional crushed rock needed to meet District standards. Staff noted that, even with the change order, Veerkamp remains the lowest bidder. The Committee directed this item to be forwarded to the Board for consideration and approval
- D. M3 Master Services Agreement – The Committee agreed to forward this item to the Board for
- E. Veerkamp Master Services Agreement – The Committee agreed to review the Service Agreement at the next Improvements Committee meeting.

- G. The Committee agreed to review the Service Agreement at the next Improvements Committee meeting.
- H.
- I. GIS Hosting Quote – The Committee discussed the District’s current GIS hosting system and potential transition to a new vendor. Mr. Bohannon reported after researching alternatives, he recommends transitioning to ESRI, citing improved functionality, user access, integration capabilities, and long-term value through a three-year agreement. The Committee supported the proposed vendor change and to move this item to the Board for approval.
- J. Update on Raw Water Storage – Mr. Bohannon provided an informational update on raw water storage, including data on tertiary recycled water received and produced from 2021–2025, water treatment plant production from 2020–2025, water pumped to storage, and potable water usage. The Committee acknowledged the information and noted it will be useful for future planning and evaluation. This item will be forwarded to the Board.
- K. Update Lisa Maddaus and Jim Farrell Discussion on IWMP Draft – Mr. Farrell will reach out to Lisa Maddaus to set an appointment to discuss the Draft.
- L. Revised CIP Budget – Ms. Minn reviewed the updated proposed FY 26/27 CIP projects. The CIP has been reduced from \$3.4 million to \$2.1 million due to projects being scaled back and refined cost estimates, and deferment or removal of lower-priority items.
- M. Working Vision Group Update – Staff will schedule a Zoom meeting with the WVG and the District’s new water attorney to address prepared questions and will report back to the Committee in June.

4. DIRECTOR AND STAFF COMMENTS

Mr. Jenco emphasized the importance of utilizing water augmentation funds and requested that specific line items be included in the upcoming budget to ensure those funds are spent in the next fiscal year.

ADJOURNMENT

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

MEMORANDUM

Date: May 6, 2026
To: Board of Directors
From: Security Committee Staff
Subject: May 6, 2026, Special Security Committee Meeting Minutes

1. CALL TO ORDER

Director Butler called the meeting to order at 10:14 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 and Administration; and Dyanne Fleet, Interim District Secretary/Clerk of the Board.

2. PUBLIC COMMENT

No Public Comments

3. GOACCESS TEAMS PRESENTATION

The GoAccess presentation was cancelled and will be rescheduled for the next Security Meeting in June. Director Butler discussed security modernization, potential cost-sharing with RMA, and evaluation of access control systems, with any implementation requiring coordinated planning and community input before operational changes are made. The Committee requested a meeting with the District Interim GM, Security and RMA's GM and Security. The Committee recommends forwarding the Emergency repair to Lago Gate to the Board for approval.

4. SECURITY REPORT

The Security Department continues to prioritize staffing stability, operational readiness, and proactive community engagement. The department continues coordination with RMA through enforcement and committee participation.

5. CAMERA WORKING GROUP UPDATE

Director Butler discussed the group finding gaps in oversight, placement strategy, and active monitoring. Rather than untangling past administrative errors, the group recommends a professional audit to verify equipment functionality and integrate modern technology like heat-sensitive fire detection. The group proposes a formal joint security committee to ensure future investments are data-driven, policy compliant, and cost-effective.

6. DIRECTOR AND STAFF COMMENTS

Both Director Merchant and Butler discussed the proposed transfer of Security services from RMCSO to RMA. To support informed decision-making, the CSO will compile and provide comprehensive financial data on revenues, taxes and personnel cost to ensure any potential transfer is transparent, properly structured, and legally compliant as an asset-based transaction.

7. ADJOURNMENT

The meeting was adjourned at 11:22 a.m.

MEMORANDUM

Date: May 7, 2026
To: Board of Directors
From: Communication & Technology Committee Staff
Subject: May 7, 2026, Communication & Technology Committee Meeting Minutes

¹
1. CALL TO ORDER

Director Butler called the meeting to order at 10:00 a.m. Present was Director Butler. Present from District staff were Amelia Wilder, Interim General Manager; 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

A. Good News

- Reservoirs are Full!
- Deep into process of hiring a new GM and Director of Operations
- Audio upgrades are in process

5. LIVING IN HARMONY

Due to budget constraints, Living in Harmony is on hold.

6. AUDIO COMMUNICATION IMPROVEMENTS

A. Nellie Bloom Correspondence

The Committee discussed Ms. Bloom's correspondence regarding Brown Act compliance, meeting transparency, accessibility, and meeting length. Staff noted that required legal updates and procedural reviews were already underway prior to receipt of the correspondence. Ms. Wilder, Ms. Fleet, and counsel Mr. Enright are reviewing recent Brown Act changes and will provide a summary at the upcoming Board meeting. Regarding meeting length, moving forward, Staff will focus on mandatory legal requirements and enforce three-minute public comments limits to manage meeting length.

DIRECTOR AND STAFF COMMENTS

No Comments

A. ADJOURNMENT

The meeting was adjourned at 10:30 a.m.



RANCHO MURIETA COMMUNITY SERVICES DISTRICT SPECIAL BOARD MEETING MINUTES

May 11, 2026

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 10:00 a.m. at the 15160 Jackson Rd. Directors present were Linda Butler, Bill Gere, Tim Maybee, and John Merchant. Director Randy Jenco was absent. Also present from the District staff were Amelia Wilder, Interim General Manager; Travis Bohannon, Interim Director of Operations and Chief Plant Operator; and Dyanne Fleet, Interim District Secretary/Clerk of the Board.

2. PUBLIC COMMENTS

No Comments

3. APPROVE CONTRACT WITH BKS LAW FIRM FOR SPECIAL WATER COUNSEL

The Board interviewed two law firms for the position of Special Water Counsel. Directors Merchant and Jenco participated in the interviews, and the Board selected BKS Law Firm.

The Board's selection of legal counsel was discussed in closed session, and Jennifer Buckman was chosen to advise the District exclusively on water-related matters. Legal Counsel Enright and Ms. Buckman finalized the agreement, which has been signed by Ms. Buckman, and legal counsel advised that the contract now be approved in open session.

Motion/Merchant to Approve BKS Law Firm Contract in Open Session. Second/Butler. Roll Call Vote: Ayes: Butler, Gere, Maybee and Merchant. Noes: None. Absent: Jenco. Abstain: None.

4. APPROVE CHANGE ORDER FROM VEERKAMP FOR REPAIRS TO DRAINAGE CULVERT ON HOLE 14 FOR \$22,540, WITH A 10% CONTINGENCY

The Board discussed a \$22,540 change order including a 10% contingency fee for the 14th Hole North culvert repair project due to unforeseen site conditions, including saturated soil, continuous water flow requiring bypass pumping, and additional crushed rock needed to meet District standards. Staff noted that, even with the change order, Veerkamp remains the lowest bidder.

Motion/Maybee to Approve Veerkamp Change Order of \$22,540, plus a 10% contingency. Second/Butler. Roll Call Vote: Ayes: Butler, Gere, Maybee and Merchant. Noes: None. Absent: Jenco. Abstain: None.

5. DIRECTOR COMMENTS/SUGGESTIONS

The Board briefly discussed Prop 218 regarding protest letters. Mr. Bohannon informed the Board that Chesbro and Calero are full and his staff will begin pumping at Clementia.

6. ADJOURNMENT

The meeting was adjourned at 10:20 a.m.

Respectfully submitted,

MEMORANDM

Date: May 14, 2026
To: Board of Directors
From: Finance Committee Staff
Subject: May 14, 2026, Finance Committee Meeting Minutes

1. CALL TO ORDER

Director Merchant called the meeting to order at 10:00 a.m. Present were Director Merchant and Director Gere. Present from District staff were Amelia Wilder, Interim General Manager; Cecilia Min, Director of Finance and Administration; Travis Bohannon, Interim Director of Operations; Branden Arino, Security Supervisor; and Dyanne Fleet Interim District Secretary/Clerk of the Board.

2. PUBLIC COMMENTS

None.

3. AUDIT UPDATES

The FY23 and FY24 audits will begin Monday, May 18th with completion in three months. The FY 24/25 audits are scheduled to begin in July. Ms. Min discussed past audit reviews and deficiencies in those reviews.

4. REVIEW BUDGET CALENDAR

Ms. Min reviewed the Budget calendar with the Committee.

5. CAPITAL IMPROVEMENT PROJECTS FY26/27

Ms. Min discussed the updated CIP projects and requested the CIP for FY26/27 be moved to the Board for consideration and approval.

6. GRANT OPPORTUNITIES FOR CIP FY26/27

Ms. Min discussed the importance of the new General Manager and Director of Operations applying for grants before projects are initiated.

7. DIRECTOR COMMENTS

None

8. ADJOURNMENT

The meeting was adjourned at 10:21 A.M.

Ranges: From: To: From: To:
 Check Number First Last Check Date 4/1/2026 4/30/2026
 Vendor ID First Last Checkbook ID BANNER BANNER
 Vendor Name First Last

Sorted By: Check Date

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
003188	ACC&ASS	Accounting & Association Softw	4/1/2026	BANNER	PMCHK00001975	\$1,608.75
003189	ADVINT&CON	Advanced Integration & Control	4/1/2026	BANNER	PMCHK00001975	\$2,412.00
003190	APSENV	APS Environmental	4/1/2026	BANNER	PMCHK00001975	\$125.00
003191	AQUMET	Aqua-Metric Sales Company	4/1/2026	BANNER	PMCHK00001975	\$3,202.54
003192	BROMECH	Brower Mechanical, Inc	4/1/2026	BANNER	PMCHK00001975	\$708.10
003193	CHITITCO	CHICAGO TITLE COMPANY	4/1/2026	BANNER	PMCHK00001975	\$207.92
003194	CHITITCOM	Chicago Title Company	4/1/2026	BANNER	PMCHK00001975	\$146.65
003195	CINTAS	Cintas	4/1/2026	BANNER	PMCHK00001975	\$309.27
003196	DITWITWES	Ditch Witch West	4/1/2026	BANNER	PMCHK00001975	\$24.98
003197	HDWATER	D and H Water Systems, Inc.	4/1/2026	BANNER	PMCHK00001975	\$3,114.84
003198	EDCENT	EDCO Enterprises	4/1/2026	BANNER	PMCHK00001975	\$8,100.00
003199	FASTENAL	Fastenal Company	4/1/2026	BANNER	PMCHK00001975	\$63.70
003200	FERENT	Ferguson Waterworks , Inc 1423	4/1/2026	BANNER	PMCHK00001975	\$10,969.41
003201	FERWAT	Ferguson Waterworks	4/1/2026	BANNER	PMCHK00001975	\$267.01
003202	FIDNAT	FIDELITY NATIONAL TITLE	4/1/2026	BANNER	PMCHK00001975	\$263.44
003203	FIRAMETIT	FIRST AMERICAN TITLE CO	4/1/2026	BANNER	PMCHK00001975	\$508.43
003204	CERLAWCAR	Cervantes Lawn Care	4/1/2026	BANNER	PMCHK00001975	\$900.00
003205	GRECOM	Greenfield Communications	4/1/2026	BANNER	PMCHK00001975	\$228.00
003206	HRTOGO	HRTogo, LLC	4/1/2026	BANNER	PMCHK00001975	\$3,350.00
003207	LESSCHTIR	Les Schwab Tires	4/1/2026	BANNER	PMCHK00001975	\$124.45
003208	OPEENGLOC	Operating Engineers Local Unio	4/1/2026	BANNER	PMCHK00001975	\$531.68
003209	OWEEQUSAL	Owen Equipment Sales	4/1/2026	BANNER	PMCHK00001975	\$2,882.85
003210	PACSUPCOR	Pace Supply Corp	4/1/2026	BANNER	PMCHK00001975	\$7,561.06
003211	PAPMAC	Pape Machinery	4/1/2026	BANNER	PMCHK00001975	\$2,536.37
003212	PEARSON	Pearson Revocable Trust	4/1/2026	BANNER	PMCHK00001975	\$1,360.63
003213	RINCEN	RingCentral Inc	4/1/2026	BANNER	PMCHK00001975	\$10,143.36
003214	RIVCITREN	River City Rentals	4/1/2026	BANNER	PMCHK00001975	\$775.90
003215	SAFCEN	Safety Center, Inc.	4/1/2026	BANNER	PMCHK00001975	\$498.00
003216	SOLLAKMAN	Solitude Lake Management LLC	4/1/2026	BANNER	PMCHK00001975	\$6,580.45
003217	TNTINDCON	TNT Industrial Contractors Inc	4/1/2026	BANNER	PMCHK00001975	\$37,172.71
003219	UNISOLUSA	Univar Solutions USA Inc	4/1/2026	BANNER	PMCHK00001975	\$3,702.76
003220	UNIUSA	Univar USA Inc.	4/1/2026	BANNER	PMCHK00001975	\$5,088.00
003221	USABLUBOO	USA Blue Book	4/1/2026	BANNER	PMCHK00001975	\$4,123.57
003222	WTRSCON	Water Systems Consulting, Inc.	4/1/2026	BANNER	PMCHK00001975	\$11,797.50
003223	ZENENVCOR	Zenon Environmental Corporatio	4/1/2026	BANNER	PMCHK00001975	\$1,094.44
003224	FIDNAT	FIDELITY NATIONAL TITLE	4/1/2026	BANNER	PMCHK00001976	\$15.47
EFT000000000078	A&DAUTGAT	A&D Automatic Gate	4/1/2026	BANNER	PMCHK00001977	\$3,625.00
EFT000000000079	CALLABSER	California Laboratory Services	4/1/2026	BANNER	PMCHK00001977	\$2,234.00
EFT000000000080	CLAPESCON	Clark Pest Control	4/1/2026	BANNER	PMCHK00001977	\$814.00
EFT000000000081	CON	Occupational Health Centers of	4/1/2026	BANNER	PMCHK00001977	\$1,341.00
EFT000000000082	EASTPEN	East Penn Manufacturing Co	4/1/2026	BANNER	PMCHK00001977	\$289.77
EFT000000000083	GAL	Galls	4/1/2026	BANNER	PMCHK00001977	\$146.48
EFT000000000084	INTTECSOL	Intelligent Technical Solution	4/1/2026	BANNER	PMCHK00001977	\$9,427.88
EFT000000000085	PROELE&	Prodigy Electric & Controls In	4/1/2026	BANNER	PMCHK00001977	\$37,730.92
EFT000000000086	ROBHAL	Robert Half	4/1/2026	BANNER	PMCHK00001977	\$22,342.18
EFT000000000087	ROTHSTF	Roth Staffing Companies, L.P.	4/1/2026	BANNER	PMCHK00001977	\$13,874.31
EFT000000000088	VESTIS	Vestis	4/1/2026	BANNER	PMCHK00001977	\$896.76
EFT000000000089	WWGRA	Grainger	4/1/2026	BANNER	PMCHK00001977	\$3,042.04
EFT000000000090	WAG&BON	Wagner & Bonsignore Consulting	4/1/2026	BANNER	PMCHK00001977	\$3,400.00
EFT000000000142	AT&T	AT&T	4/3/2026	BANNER	PMPAY00000093	\$2,046.13
EFT000000000143	SMUD	S. M. U. D.	4/3/2026	BANNER	PMPAY00000094	\$33,297.89
EFT000000000091	HARDEST	Hardesty Excavating Inc	4/9/2026	BANNER	PMCHK00001978	\$2,330.00
003235	ACC&ASS	Accounting & Association Softw	4/14/2026	BANNER	PMCHK00001979	\$633.75
003236	ADVINT&CON	Advanced Integration & Control	4/14/2026	BANNER	PMCHK00001979	\$4,031.25
003237	APPBYDES	Applications By Design, LLC	4/14/2026	BANNER	PMCHK00001979	\$1,295.00
003239	AQUHAR	Aquatic Harvesting Inc.	35/14/2026	BANNER	PMCHK00001979	\$14,950.00

RANCHO MURIETA CSD - NEW
 VENDOR CHECK REGISTER REPORT
 Payables Management

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
003240	ARNFORAWA	Arnolds For Awards	4/14/2026	BANNER	PMCHK00001979	\$80.86
003241	BACDISINC	Backflow Distributors Inc	4/14/2026	BANNER	PMCHK00001979	\$133.96
003242	CALTRON	Caltronics	4/14/2026	BANNER	PMCHK00001979	\$155.95
003243	CINTAS	Cintas	4/14/2026	BANNER	PMCHK00001979	\$253.76
003244	COR&MAI	Core & Main LP	4/14/2026	BANNER	PMCHK00001979	\$18,074.58
003245	HDWATER	D and H Water Systems, Inc.	4/14/2026	BANNER	PMCHK00001979	\$1,045.56
003246	EDCENT	EDCO Enterprises	4/14/2026	BANNER	PMCHK00001979	\$3,600.00
003247	EVOWATTEC	Evoqua Water Technologies LLC	4/14/2026	BANNER	PMCHK00001979	\$3,925.00
003248	FASTENAL	Fastenal Company	4/14/2026	BANNER	PMCHK00001979	\$692.65
003249	FERWAT	Ferguson Waterworks	4/14/2026	BANNER	PMCHK00001979	\$4,831.79
003250	GRECOM	Greenfield Communications	4/14/2026	BANNER	PMCHK00001979	\$228.00
003251	HACCOM	Hach Company	4/14/2026	BANNER	PMCHK00001979	\$1,484.05
003252	HERREN	Herc Rentals	4/14/2026	BANNER	PMCHK00001979	\$4,311.99
003253	HRTOGO	HRtoGo, LLC	4/14/2026	BANNER	PMCHK00001979	\$3,350.00
003254	LESSCHTIR	Les Schwab Tires	4/14/2026	BANNER	PMCHK00001979	\$549.01
003255	OLDREPTIT	Old Republic Title	4/14/2026	BANNER	PMCHK00001979	\$334.35
003256	OPEENGLOC	Operating Engineers Local Unio	4/14/2026	BANNER	PMCHK00001979	\$1,048.64
003257	PACSUPCOR	Pace Supply Corp	4/14/2026	BANNER	PMCHK00001979	\$4,796.66
003258	RAMENVSER	Ramos Oil Company	4/14/2026	BANNER	PMCHK00001979	\$1,326.77
003259	SOLLAKMAN	Solitude Lake Management LLC	4/14/2026	BANNER	PMCHK00001979	\$7,677.21
003260	STETITCOM	Stewart Title Company	4/14/2026	BANNER	PMCHK00001979	\$533.71
003261	STR	Streamline	4/14/2026	BANNER	PMCHK00001979	\$1,030.00
003262	STU	Stuntcams LLC	4/14/2026	BANNER	PMCHK00001979	\$7,944.00
003263	TNTINDCON	TNT Industrial Contractors Inc	4/14/2026	BANNER	PMCHK00001979	\$123,906.34
003264	TYLTEC	Tyler Technologies, INC	4/14/2026	BANNER	PMCHK00001979	\$22,944.66
003265	WML	W.M. Lyles Co.	4/14/2026	BANNER	PMCHK00001979	\$93,440.00
003266	WATSUR	Watchdogs Surveillance	4/14/2026	BANNER	PMCHK00001979	\$1,232.90
003267	WTRSCON	Water Systems Consulting, Inc.	4/14/2026	BANNER	PMCHK00001979	\$29,148.75
EFT000000000092	ABSDIR	ABS Direct	4/14/2026	BANNER	PMCHK00001980	\$7,714.99
EFT000000000093	CALLABSER	California Laboratory Services	4/14/2026	BANNER	PMCHK00001980	\$4,279.00
EFT000000000094	CALWASREC	California Waste Recovery Syst	4/14/2026	BANNER	PMCHK00001980	\$23,722.11
EFT000000000095	CHECHEUS	Chemtrade Chemicals US LLC	4/14/2026	BANNER	PMCHK00001980	\$3,785.16
EFT000000000096	CLAPESCON	Clark Pest Control	4/14/2026	BANNER	PMCHK00001980	\$847.00
EFT000000000097	PEC&MCK	City Management Advisors	4/14/2026	BANNER	PMCHK00001980	\$9,000.00
EFT000000000098	CON	Occupational Health Centers of	4/14/2026	BANNER	PMCHK00001980	\$180.00
EFT000000000099	EASTPEN	East Penn Manufacturing Co	4/14/2026	BANNER	PMCHK00001980	\$157.92
EFT000000000100	DAVIDCO	MF Media	4/14/2026	BANNER	PMCHK00001980	\$2,400.00
EFT000000000101	PAULVSC	Messenger Publishing Group	4/14/2026	BANNER	PMCHK00001980	\$780.00
EFT000000000102	ROBHAL	Robert Half	4/14/2026	BANNER	PMCHK00001980	\$49,448.67
EFT000000000103	ROTHSTF	Roth Staffing Companies, L.P.	4/14/2026	BANNER	PMCHK00001980	\$4,071.08
EFT000000000104	RWG	RWG Law	4/14/2026	BANNER	PMCHK00001980	\$26,632.11
EFT000000000105	THACOM	Thatcher Company	4/14/2026	BANNER	PMCHK00001980	\$2,749.00
EFT000000000106	VESTIS	Vestis	4/14/2026	BANNER	PMCHK00001980	\$854.30
EFT000000000107	WWGRA	Grainger	4/14/2026	BANNER	PMCHK00001980	\$211.42
EFT000000000108	WALOFFSUP	Walker's Office Supplies, Inc	4/14/2026	BANNER	PMCHK00001980	\$1,122.32
EFT000000000144	AT&T	AT&T	4/17/2026	BANNER	PMPAY00000095	\$6,821.71
003268	ADVINT&CON	Advanced Integration & Control	4/29/2026	BANNER	PMCHK00001981	\$2,415.47
003269	AMEWATWOR	American Water Works Associati	4/29/2026	BANNER	PMCHK00001981	\$539.00
003270	BOR&MAH	Borges & Mahoney	4/29/2026	BANNER	PMCHK00001981	\$2,341.32
003272	CONEQUSER	Concrete Equipment Services, I	4/29/2026	BANNER	PMCHK00001981	\$800.40
003273	COUOFSAC	County of Sacramento	4/29/2026	BANNER	PMCHK00001981	\$695.00
003274	CRIALESEC	Crime Alert Security	4/29/2026	BANNER	PMCHK00001981	\$120.00
003275	DOUGVEE	Doug Veerkamp	4/29/2026	BANNER	PMCHK00001981	\$1,000.00
003276	FIDENATT	Fidelity National Title Compan	4/29/2026	BANNER	PMCHK00001981	\$5.42
003277	FIDNATCOM	Fidelity National Title Compan	4/29/2026	BANNER	PMCHK00001981	\$226.71
003278	CERLAWCAR	Cervantes Lawn Care	4/29/2026	BANNER	PMCHK00001981	\$900.00
003279	GRECOM	Greenfield Communications	4/29/2026	BANNER	PMCHK00001981	\$228.00
003280	HASCAPSAN	Hastie's Capitol Sand and Grav	4/29/2026	BANNER	PMCHK00001981	\$5,395.00
003281	HRTOGO	HRtoGo, LLC	4/29/2026	BANNER	PMCHK00001981	\$3,350.00
003282	OPEENGLOC	Operating Engineers Local Unio	4/29/2026	BANNER	PMCHK00001981	\$598.14
003283	PACSUPCOR	Pace Supply Corp	4/29/2026	BANNER	PMCHK00001981	\$737.02
003284	RAMENVSER	Ramos Oil Company	4/29/2026	BANNER	PMCHK00001981	\$485.99
003285	RANMURASS	Rancho Murieta Association	36/29/2026	BANNER	PMCHK00001981	\$1,781.99

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
003286	SIEFOOFIR	Sierra Foothill Fire Extinguis	4/29/2026	BANNER	PMCHK00001981	\$707.73
003287	CADEPJUS	Department of Justice	4/29/2026	BANNER	PMCHK00001981	\$256.00
003288	STAWATRESC	State Water Resources Control	4/29/2026	BANNER	PMCHK00001981	\$228.00
003289	SUTEAP	Sutter EAP	4/29/2026	BANNER	PMCHK00001981	\$119.00
003290	TESCON	Tesco Controls, LLC	4/29/2026	BANNER	PMCHK00001981	\$3,361.80
003291	TESLA	TESLA INC	4/29/2026	BANNER	PMCHK00001981	\$9,857.94
003292	TNTINDCON	TNT Industrial Contractors Inc	4/29/2026	BANNER	PMCHK00001981	\$106,422.59
003293	WTRSCON	Water Systems Consulting, Inc.	4/29/2026	BANNER	PMCHK00001981	\$5,490.00
003294	WHICAP	WHITE CAP, L.P	4/29/2026	BANNER	PMCHK00001981	\$524.54
003295	ZENENVCOR	Zenon Environmental Corporatio	4/29/2026	BANNER	PMCHK00001981	\$25,679.63
EFT000000000109	CLAPESCON	Clark Pest Control	4/29/2026	BANNER	PMCHK00001982	\$29.60
EFT000000000110	DOMANDASS	Domenichelli & Associates, Inc	4/29/2026	BANNER	PMCHK00001982	\$78,942.00
EFT000000000111	EASTPEN	East Penn Manufacturing Co	4/29/2026	BANNER	PMCHK00001982	\$139.17
EFT000000000112	INTTECSOL	Intelligent Technical Solution	4/29/2026	BANNER	PMCHK00001982	\$8,294.49
EFT000000000113	PAULVSC	Messenger Publishing Group	4/29/2026	BANNER	PMCHK00001982	\$405.00
EFT000000000114	R&SOVEDOO	R&S Overhead Doors and Gates o	4/29/2026	BANNER	PMCHK00001982	\$456.95
EFT000000000115	ROBHAL	Robert Half	4/29/2026	BANNER	PMCHK00001982	\$49,139.47
EFT000000000116	ROTHSTF	Roth Staffing Companies, L.P.	4/29/2026	BANNER	PMCHK00001982	\$5,171.45
EFT000000000117	RWG	RWG Law	4/29/2026	BANNER	PMCHK00001982	\$18,576.20
EFT000000000118	SACVALP	Sac-Val Plumbing Division of U	4/29/2026	BANNER	PMCHK00001982	\$277.48
EFT000000000119	USABLUBOO	HD Supply Inc DBA USABlueBook	4/29/2026	BANNER	PMCHK00001982	\$6,302.58
EFT000000000120	VESTIS	Vestis	4/29/2026	BANNER	PMCHK00001982	\$710.55
EFT000000000121	WALOFFSUP	Walker's Office Supplies, Inc	4/29/2026	BANNER	PMCHK00001982	\$225.16
Total Checks: 142						Total Amount of Checks: \$1,116,042.33



Environmental Systems Research Institute, Inc.
 380 New York St
 Redlands, CA 92373-8100
 Phone: (909) 793-2853
 DUNS Number: 06-313-4175 CAGE Code: 0AMS3

Quotation # Q-568669

Date: February 25, 2026

Customer # Contract #

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

*To expedite your order, please attach a copy of this quotation to your purchase order.
 Quote is valid from: 2/25/2026 To: 5/26/2026*

ATTENTION: Corey Carskaddon
 PHONE: 9163543700
 EMAIL: ccarskaddon@rmcsd.com

Material	Qty	Term	Unit Price	Total
197089	1	Year 1	\$5,700.00	\$5,700.00
Meter Counts of 0 to 10,000 Small Utility Cloud-Based Enterprise Agreement Annual Subscription				
197089	1	Year 2	\$5,700.00	\$5,700.00
Meter Counts of 0 to 10,000 Small Utility Cloud-Based Enterprise Agreement Annual Subscription				
197089	1	Year 3	\$5,700.00	\$5,700.00
Meter Counts of 0 to 10,000 Small Utility Cloud-Based Enterprise Agreement Annual Subscription				

Subtotal:	\$17,100.00
Sales Tax:	\$0.00
Estimated Shipping and Handling (2 Day Delivery):	\$0.00
Contract Price Adjust:	\$0.00
Total:	\$17,100.00

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

For questions contact: Raed Aldbagh	Email: raldbagh@esri.com	Phone: (909) 369-5764 x5764
---	------------------------------------	---------------------------------------

The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at <https://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf>, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at <https://go.esri.com/MAPS> apply to your purchase of that item. If any item is quoted with a multi-year payment schedule, Esri may invoice at least 30 days in advance of each anniversary date without the issuance of a Purchase Order, and Customer is required to make all payments without right of cancellation. Third-party data sets included in a quotation as separately licensed items will only be provided and invoiced if Esri is able to provide such data and will be subject to the applicable third-party's terms and conditions. If Esri is unable to provide any such data set, Customer will not be responsible for any further payments for the data set. US Federal government entities and US government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at <https://www.esri.com/en-us/legal/terms/state-supplemental> apply to some US state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin for customers located in the USA.

ALDBAGHR

This offer is limited to the terms and conditions incorporated and attached herein.

Esri Use Only:
 Cust. Name _____
 Cust. # _____
 PO # _____
 Esri Agreement # _____



**SMALL ENTERPRISE AGREEMENT
 SMALL UTILITY CLOUD-BASED
 (E215-7)**

This Agreement is by and between the organization identified in the Quotation (“Customer”) and **Environmental Systems Research Institute, Inc. (“Esri”)**.

This Agreement sets forth the terms for Customer’s use of Products and incorporates by reference (i) the Quotation and (ii) the Master Agreement. Should there be any conflict between the terms and conditions of the documents that comprise this Agreement, the order of precedence for the documents shall be as follows: (i) the Quotation, (ii) this Agreement, and (iii) the Master Agreement. This Agreement shall be governed by and construed in accordance with the laws of the state in which Customer is located without reference to conflict of laws principles, and the United States of America federal law shall govern in matters of intellectual property. The modifications and additional rights granted in this Agreement apply only to the Products listed in Table A.

**Table A
 List of Products**

Uncapped Quantities (annual subscription)

ArcGIS Online User Types ArcGIS Online Viewer User Types	
--	--

Capped Quantities (annual subscription)

ArcGIS Online User Types		ArcGIS Online Apps and Other	
ArcGIS Online Contributor User Type	1	ArcGIS Location Sharing for ArcGIS Online	2
ArcGIS Online Mobile Worker User Type	5	ArcGIS Online Service Credits	5,000
ArcGIS Online Creator User Type	5		
ArcGIS Online Professional User Type	2		
ArcGIS Online Professional Plus User Type	2		

Other Benefits

Number of Tier 1 Help Desk individuals authorized to call Distributor	2
Five percent (5%) discount on all individual commercially available instructor-led training classes at Esri facilities purchased outside this Agreement	

Customer may accept this Agreement by signing and returning the whole Agreement with (i) the Quotation attached, (ii) a purchase order, or (iii) another document that matches the Quotation and references this Agreement (“**Ordering Document**”). **ADDITIONAL OR CONFLICTING TERMS IN CUSTOMER’S PURCHASE ORDER OR OTHER DOCUMENT WILL NOT APPLY, AND THE TERMS OF THIS AGREEMENT WILL GOVERN.** This Agreement is effective as of the date of Esri’s receipt of an Ordering Document, unless otherwise agreed to by the parties (“**Effective Date**”).

Term of Agreement: Three (3) years

This Agreement supersedes any previous agreements, proposals, presentations, understandings, and arrangements between the parties relating to the licensing of the Products. Except as provided in Article 4—Product Updates, no modifications can be made to this Agreement.

Accepted and Agreed:

(Customer)

By: _____
Authorized Signature

Printed Name: _____

Title: _____

Date: _____

CUSTOMER CONTACT INFORMATION

Contact: _____

Telephone: _____

Address: _____

Fax: _____

City, State, Postal Code: _____

E-mail: _____

Country: _____

Quotation Number (if applicable): _____

1.0—ADDITIONAL DEFINITIONS

In addition to the definitions provided in the Master Agreement, the following definitions apply to this Agreement:

“**Case**” means a failure of the Software or Online Services to operate according to the Documentation where such failure substantially impacts operational or functional performance.

“**Deploy**”, “**Deployed**” and “**Deployment**” mean to redistribute and install the Products and related Authorization Codes within Customer’s organization(s).

“**Fee**” means the fee set forth in the Quotation.

“**Maintenance**” means Tier 2 Support, Product updates, and Product patches provided to Customer during the Term of Agreement.

“**Master Agreement**” means the applicable master agreement for Esri Products incorporated by this reference that is (i) found at <https://www.esri.com/en-us/legal/terms/full-master-agreement> and available in the installation process requiring acceptance by electronic acknowledgment or (ii) a signed Esri master agreement or license agreement that supersedes such electronically acknowledged master agreement.

“**Product(s)**” means the products identified in Table A—List of Products and any updates to the list Esri provides in writing.

“**Quotation**” means the offer letter and quotation provided separately to Customer.

“**Technical Support**” means the technical assistance for attempting resolution of a reported Case through error correction, patches, hot fixes, workarounds, replacement deliveries, or any other type of Product corrections or modifications.

“**Tier 1 Help Desk**” means Customer’s point of contact(s) to provide all Tier 1 Support within Customer’s organization(s).

“**Tier 1 Support**” means the Technical Support provided by the Tier 1 Help Desk.

“**Tier 2 Support**” means the Esri Technical Support provided to the Tier 1 Help Desk when a Case cannot be resolved through Tier 1 Support.

2.0—ADDITIONAL GRANT OF LICENSE

2.1 Grant of License. Subject to the terms and conditions of this Agreement, Esri grants to Customer a personal, nonexclusive, nontransferable license solely to use, copy, and Deploy quantities of the Products listed in Table A—List of Products for the Term of Agreement (i) for the applicable Fee and (ii) in accordance with the Master Agreement.

2.2 Consultant Access. Esri grants Customer the right to permit Customer’s consultants or contractors to use the Products exclusively for Customer’s benefit. Customer will be solely responsible for compliance by consultants and contractors with this Agreement and will ensure that the consultant or contractor discontinues use of Products upon completion of work for Customer. Access to or use of Products by consultants or contractors not exclusively for Customer’s benefit is prohibited. Customer may not permit its consultants or contractors to install Software or Data on consultant, contractor, or third-party computers or remove Software or Data from Customer locations, except for the purpose of hosting the Software or Data on Contractor servers for the benefit of Customer.

3.0—TERM, TERMINATION, AND EXPIRATION

3.1 Term. This Agreement and all licenses hereunder will commence on the Effective Date and continue for the duration identified in the Term of Agreement, unless this Agreement is terminated earlier as provided herein. Customer is only authorized to use Products during the Term of Agreement. For an Agreement with a limited term, Esri does not grant Customer an indefinite or a perpetual license to Products.

3.2 No Use upon Agreement Expiration or Termination. All Product licenses, all Maintenance, and Esri User Conference registrations terminate upon expiration or termination of this Agreement.

3.3 Termination for a Material Breach. Either party may terminate this Agreement for a material breach by the other party. The breaching party will have thirty (30) days from the date of written notice to cure any material breach.

3.4 Termination for Lack of Funds. For an Agreement with government or government-owned entities, either party may terminate this Agreement before any subsequent year if

Customer is unable to secure funding through the legislative or governing body's approval process.

3.5 Follow-on Term. If the parties enter into another agreement substantially similar to this Agreement for an additional term, the effective date of the follow-on agreement will be the day after the expiration date of this Agreement.

4.0—PRODUCT UPDATES

4.1 Future Updates. Esri reserves the right to update the list of Products in Table A—List of Products by providing written notice to Customer. Customer may continue to use all Products that have been Deployed, but support and upgrades for deleted items may not be available. As new Products are incorporated into the standard program, they will be offered to Customer via written notice for incorporation into the Products schedule at no additional charge. Customer's use of new or updated Products requires Customer to adhere to applicable additional or revised terms and conditions in the Master Agreement.

4.2 Product Life Cycle. During the Term of Agreement, some Products may be retired or may no longer be available to Deploy in the identified quantities. Maintenance will be subject to the individual Product Life Cycle Support Status and Product Life Cycle Support Policy, which can be found at <https://support.esri.com/en/other-resources/product-life-cycle>. Updates for Products in the mature and retired phases may not be available. Customer may continue to use Products already Deployed, but Customer will not be able to Deploy retired Products.

5.0—MAINTENANCE

The Fee includes standard maintenance benefits during the Term of Agreement as specified in the most current applicable Esri Maintenance and Support Program document (found at <https://www.esri.com/en-us/legal/terms/maintenance>). At Esri's sole discretion, Esri may make patches, hot fixes, or updates available for download. No Software other than the defined Products will receive Maintenance. Customer may acquire maintenance for other Software outside this Agreement.

a. Tier 1 Support

1. Customer will provide Tier 1 Support through the Tier 1 Help Desk to all Customer's authorized users.
2. The Tier 1 Help Desk will be fully trained in the Products.
3. At a minimum, Tier 1 Support will include those activities that assist the user in resolving how-to and operational questions as well as questions on installation and troubleshooting procedures.
4. The Tier 1 Help Desk will be the initial point of contact for all questions and reporting of a Case. The Tier 1 Help Desk will obtain a full description of each reported Case and the system configuration from the user. This may include obtaining any customizations, code samples, or data involved in the Case.
5. If the Tier 1 Help Desk cannot resolve the Case, an authorized Tier 1 Help Desk individual may contact Tier 2 Support. The Tier 1 Help Desk will provide support in such a way as to minimize repeat calls and make solutions to problems available to Customer's organization.
6. Tier 1 Help Desk individuals are the only individuals authorized to contact Tier 2 Support. Customer may change the Tier 1 Help Desk individuals by written notice to Esri.

b. Tier 2 Support

1. Tier 2 Support will log the calls received from Tier 1 Help Desk.
2. Tier 2 Support will review all information collected by and received from the Tier 1 Help Desk including preliminary documented troubleshooting provided by the Tier 1 Help Desk when Tier 2 Support is required.
3. Tier 2 Support may request that Tier 1 Help Desk individuals provide verification of information, additional information, or answers to additional questions to supplement any preliminary information gathering or troubleshooting performed by Tier 1 Help Desk.
4. Tier 2 Support will attempt to resolve the Case submitted by Tier 1 Help Desk.

5. When the Case is resolved, Tier 2 Support will communicate the information to Tier 1 Help Desk, and Tier 1 Help Desk will disseminate the resolution to the user(s).

6.0—ENDORSEMENT AND PUBLICITY

This Agreement will not be construed or interpreted as an exclusive dealings agreement or Customer's endorsement of Products. Either party may publicize the existence of this Agreement.

7.0—ADMINISTRATIVE REQUIREMENTS

7.1 OEM Licenses. Under Esri's OEM or Solution OEM programs, OEM partners are authorized to embed or bundle portions of Esri products and services with their application or service. OEM partners' business model, licensing terms and conditions, and pricing are independent of this Agreement. Customer will not seek any discount from the OEM partner or Esri based on the availability of Products under this Agreement. Customer will not decouple Esri products or services from the OEM partners' application or service.

7.2 Annual Report of Deployments. At each anniversary date and ninety (90) calendar days prior to the expiration of this Agreement, Customer will provide Esri with a written report detailing all Deployments. Upon request, Customer will provide records sufficient to verify the accuracy of the annual report.

8.0—ORDERING, ADMINISTRATIVE PROCEDURES, DELIVERY, AND DEPLOYMENT

8.1 Orders, Delivery, and Deployment

- a. Upon the Effective Date, Esri will invoice Customer and provide Authorization Codes to activate the nondestructive copy protection program that enables Customer to download, operate, or allow access to the Products. If this is a multi-year Agreement, Esri may invoice the Fee up to thirty (30) calendar days before the annual anniversary date for each year.
- b. Undisputed invoices will be due and payable within thirty (30) calendar days from the date of invoice. Esri reserves the right to suspend Customer's access to and use of Products if

Customer fails to pay any undisputed amount owed on or before its due date. Esri may charge Customer interest at a monthly rate equal to the lesser of one percent (1.0%) per month or the maximum rate permitted by applicable law on any overdue fees plus all expenses of collection for any overdue balance that remains unpaid ten (10) days after Esri has notified Customer of the past-due balance.

- c. Esri's federal ID number is 95-2775-732.
 - d. If requested, Esri will ship backup media to the ship-to address identified on the Ordering Document, FOB Destination, with shipping charges prepaid. Customer acknowledges that should sales or use taxes become due as a result of any shipments of tangible media, Esri has a right to invoice and Customer will pay any such sales or use tax associated with the receipt of tangible media.
- 8.2 Order Requirements.** Esri does not require Customer to issue a purchase order. Customer may submit a purchase order in accordance with its own process requirements, provided that if Customer issues a purchase order, Customer will submit its initial purchase order on the Effective Date. If this is a multi-year Agreement, Customer will submit subsequent purchase orders to Esri at least thirty (30) calendar days before the annual anniversary date for each year.
- a. All orders pertaining to this Agreement will be processed through Customer's centralized point of contact.
 - b. The following information will be included in each Ordering Document:
 - (1) Customer name; Esri customer number, if known; and bill-to and ship-to addresses
 - (2) Order number
 - (3) Applicable annual payment due

9.0—MERGERS, ACQUISITIONS, OR DIVESTITURES

If Customer is a commercial entity, Customer will notify Esri in writing in the event of (i) a consolidation, merger, or reorganization of Customer with or into another corporation or entity; (ii) Customer's acquisition of another entity; or (iii) a transfer or sale of all or part of Customer's organization (subsections i, ii, and iii, collectively referred to as "Ownership Change"). There will be

no decrease in Fee as a result of any Ownership Change.

9.1 If an Ownership Change increases the cumulative program count beyond the maximum level for this Agreement, Esri reserves the right to increase the Fee or terminate this Agreement and the parties will negotiate a new agreement.

9.2 If an Ownership Change results in transfer or sale of a portion of Customer's organization, that portion of Customer's organization will transfer the Products to Customer or uninstall, remove, and destroy all copies of the Products.

9.3 This Agreement may not be assigned to a successor entity as a result of an Ownership Change unless approved by Esri in writing in advance. If the assignment to the new entity is not approved, Customer will require any successor entity to uninstall, remove, and destroy the Products. This Agreement will terminate upon such Ownership Change.

MEMO

Date: May 27, 2026

To: Board of Directors

From: Travis Bohannon, Chief Plant Operator

Subject: Discontinue Work on Rio Oso Valve Project

Board Members:

I am writing this memo to request that the district stop the work on the Rio Oso Tank Valve project at the water plant. It is my belief that on the days that the tank drops below an acceptable level, the onsite operator can manually throttle the valve at the water plant for the few hours that the tank will need more water due to high demand.

The Board approved a task order with Domenichelli & Associates for the amount of \$104,388.00 to design this project. Currently they have billed \$81,260.00 towards that task order. For that cost we have preliminary drawings and preliminary study from an electrical engineer.

The project was slated to be completed by this summer (2026). That will not be possible. So, this summer when the demand gets too high for the tank, I will have an operator manually throttle the valve. If it is proven that this course of action does not work, then I will bring this project back to the Board.

Secondly, part of this task order was to design communications from both water tanks to the water plant. That part of this task I would like to continue with to be able to move forward on better and more reliable tank level communication.

Thank you.



Travis Bohannon

Interim Director of Operations

MEMORANDUM

Date: May 21, 2026
To: Board of Directors
From: Amelia Wilder, Interim General Manager
Subject: Resolution R2026-14 to approve Easements for Riverview Lots 47, 53, and 126

Proposed Action

District Staff recommend that the Board approve Resolution R2026-14 approve Easements for Riverview Lots 47, 53, and 126.

Background

The District has been asked to accept the easements for Riverview lots 47, 53 and 126. Joe Domenichelli, District Engineer has approved these easements.

Conclusion

Staff recommend approval of Easements for Riverview Lots 47, 53 and 126.

RECORDING REQUESTED BY

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

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

Space Above This Line for Recorder's Use Only

APN: 073-0980-017

No Fee per Govt Code 27383

DRAINAGE EASEMENT DEED

The Undersigned Grantor(s) Declare(s): DOCUMENTARY TRANSFER TAX \$; CITY TRANSFER TAX \$ -0-
R&T 11922 – No Consideration – Government Entity Acquiring Title

SURVEY MONUMENT FEE \$

- computed on the consideration or full value of property conveyed, OR
- computed on the consideration or full value less value of liens and/or encumbrances remaining at time of sale,
- unincorporated area; County of Sacramento
- Exempt from transfer tax; Reason: Transfer to Government Entity

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

RICHMOND AMERICAN HOMES OF MARYLAND, INC., a Maryland corporation

hereby Grant(s) to

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

the following described drainage easement in the City of UNINCORPORATED, COUNTY OF SACRAMENTO, STATE OF CALIFORNIA:

See Exhibit A, Legal Description and Plat, attached hereto and made a part hereof.

Mail Tax Statements To: **SAME AS ABOVE**

Date: May 1, 2026

RICHMOND AMERICAN HOMES OF MARYLAND, INC., a Maryland corporation

By: 

Name: CHRISTOPHER B. CADY

Title: DIVISION 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 MAY 1, 2026 before me, TAUNI FESSLER, Notary Public, personally appeared CHRISTOPHER B. CADY

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.

This area for official notarial seal.


Notary Signature



**LEGAL DESCRIPTION
DRAINAGE EASEMENT
LOT 47 (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 47, AS SAID LOT 47 IS SHOWN AND SO DESIGNATED ON THAT FINAL MAP ENTITLED "FINAL MAP OF RIVERVIEW PHASE 2", RECORDED DECEMBER 10, 2024, IN BOOK 462 OF MAPS, AT PAGE 1, FILED IN THE OFFICE OF THE COUNTY RECORDER OF SACRAMENTO COUNTY, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEING A 20.00 FOOT WIDE STRIP OF LAND LYING NORTHERLY OF AND CONTIGUOUS TO THE SOUTHERN LINE OF SAID LOT 47.

THE SIDELINES OF SAID 20.00 FOOT WIDE STRIP OF LAND TO BE LENGTHENED OR SHORTENED TO TERMINATE AT THE WESTERN AND EASTERN LINES OF SAID LOT 47.

CONTAINING 2,231 SQUARE FEET 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



[Handwritten signature] 4/22/2026

MARK H. WEHBER, P.L.S.
L.S. NO. 7960



LOT A
462 BM 1

48
462 BM 1

63
462 BM 1

SHAQ STREET

47
462 BM 1

PARCEL 2
123 PM 26

DRAINAGE EASEMENT
AREA = 2,231 SF±

20'

46
462 BM 1



PLAT TO ACCOMPANY LEGAL DESCRIPTION

DRAINAGE EASEMENT
PORTION OF LOT 47 (462 BM 1)
SACRAMENTO COUNTY, CALIFORNIA

APRIL 22, 2026

SHEET 1 OF 1



CIVIL ENGINEERS • SURVEYORS • PLANNERS

SAN RAMON • (925) 866-0322

ROSEVILLE • (916) 788-4456

WWW.CBANDG.COM

RECORDING REQUESTED BY

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

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

Space Above This Line for Recorder's Use Only

APN: 073-0990-001

No Fee per Govt Code 27383

DRAINAGE EASEMENT DEED

The Undersigned Grantor(s) Declare(s): DOCUMENTARY TRANSFER TAX \$; CITY TRANSFER TAX \$ -0-
R&T 11922 -- No Consideration -- Government Entity Acquiring Title

SURVEY MONUMENT FEE \$

-] computed on the consideration or full value of property conveyed, OR
-] computed on the consideration or full value less value of liens and/or encumbrances remaining at time of sale,
-] unincorporated area; County of Sacramento
-] Exempt from transfer tax; Reason: Transfer to Government Entity

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

RM RIVERVIEW, INC., a California corporation

hereby Grant(s) to

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

the following described drainage easement in the City of UNINCORPORATED, COUNTY OF SACRAMENTO, STATE OF CALIFORNIA:

See Exhibit A, Legal Description and Plat, attached hereto and made a part hereof.

Mail Tax Statements To: **SAME AS ABOVE**

Date: 5/4/26

RM RIVERVIEW, INC., a California corporation

By: [Signature]
Name: **John L. Reynen**
Title: **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 _____ 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.

This area for official notarial seal.

[Signature]
Notary Signature



**LEGAL DESCRIPTION
DRAINAGE EASEMENT
LOT 53 (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 53, AS SAID LOT 53 IS SHOWN AND SO DESIGNATED ON THAT FINAL MAP ENTITLED "FINAL MAP OF RIVERVIEW PHASE 2", RECORDED DECEMBER 10, 2024, IN BOOK 462 OF MAPS, AT PAGE 1, FILED IN THE OFFICE OF THE COUNTY RECORDER OF SACRAMENTO COUNTY, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEING A 15.00 FOOT WIDE STRIP OF LAND LYING NORTHERLY OF AND CONTIGUOUS TO THE SOUTHERN LINE OF SAID LOT 53.

THE SIDELINES OF SAID 15.00 FOOT WIDE STRIP OF LAND TO BE LENGTHENED OR SHORTENED TO TERMINATE AT THE WESTERN AND EASTERN LINES OF SAID LOT 53.

CONTAINING 1,769 SQUARE FEET OF LAND, MORE OR LESS.

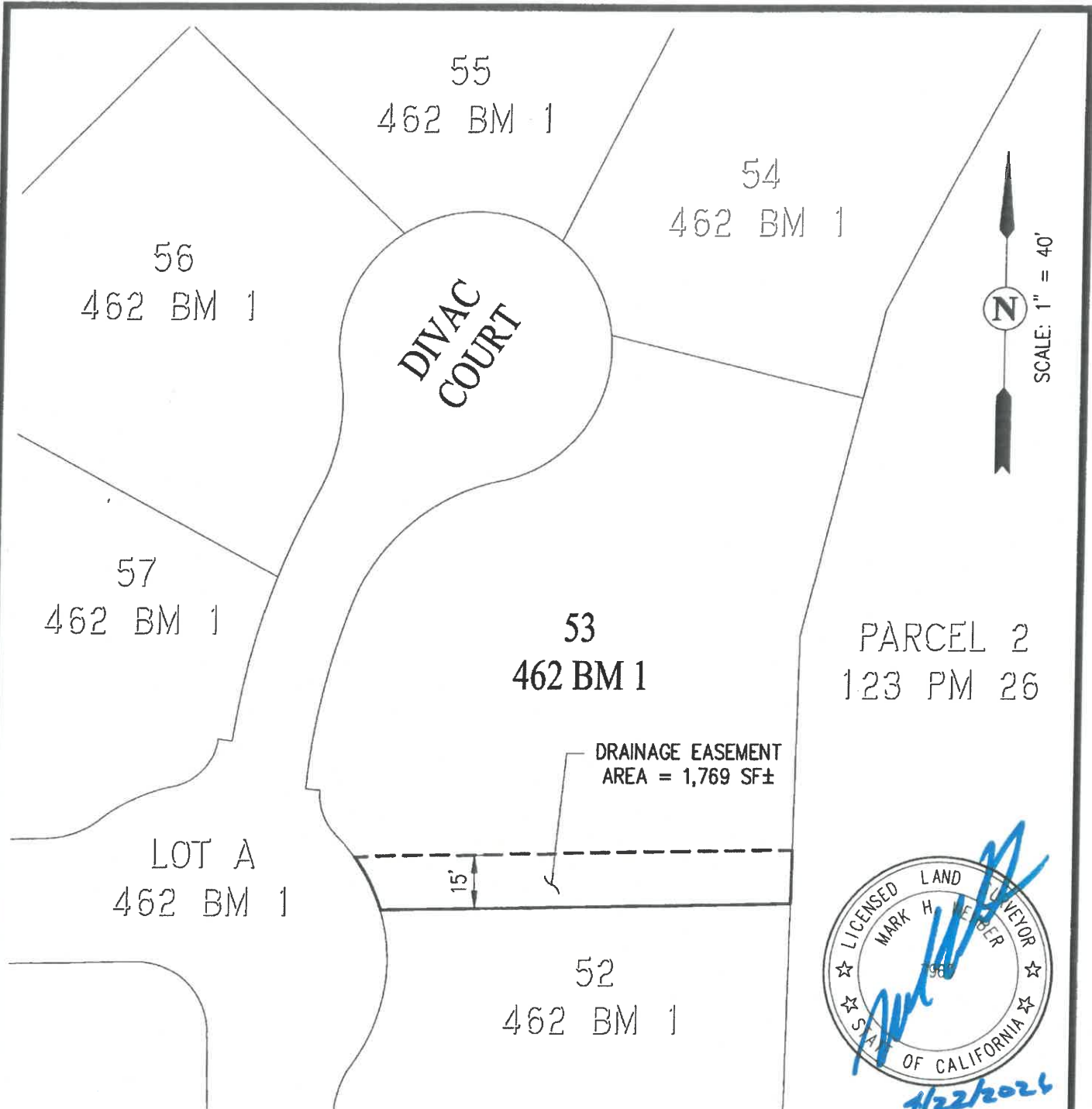
ATTACHED HERETO IS A PLAT TO ACCOMPANY LEGAL DESCRIPTION, AND BY THIS REFERENCE MADE A PART HEREOF.

END OF DESCRIPTION



Mark H. Wehber 4/22/2026

MARK H. WEHBER, P.L.S.
L.S. NO. 7960



PLAT TO ACCOMPANY LEGAL DESCRIPTION

DRAINAGE EASEMENT
 PORTION OF LOT 53 (462 BM 1)
 SACRAMENTO COUNTY, CALIFORNIA

APRIL 22, 2026

SHEET 1 OF 1



CIVIL ENGINEERS • SURVEYORS • PLANNERS

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

RECORDING REQUESTED BY

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

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

Space Above This Line for Recorder's Use Only

APN: 073-0990-027

No Fee per Govt Code 27383

DRAINAGE EASEMENT DEED

The Undersigned Grantor(s) Declare(s): DOCUMENTARY TRANSFER TAX \$; CITY TRANSFER TAX \$ -0-
R&T 11922 – No Consideration – Government Entity Acquiring Title

SURVEY MONUMENT FEE \$

-] computed on the consideration or full value of property conveyed, OR
-] computed on the consideration or full value less value of liens and/or encumbrances remaining at time of sale,
-] unincorporated area; County of Sacramento
-] Exempt from transfer tax; Reason: Transfer to Government Entity

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

RM RIVERVIEW, INC., a California corporation

hereby Grant(s) to

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

the following described drainage easement in the City of UNINCORPORATED, COUNTY OF SACRAMENTO, STATE OF CALIFORNIA:

See Exhibit A, Legal Description and Plat, attached hereto and made a part hereof.

Mail Tax Statements To: **SAME AS ABOVE**

Date: 5/4/26

RM RIVERVIEW, INC., a California corporation

By: [Signature]
Name: **John L. Reynen**
Title: **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 _____ 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.

This area for official notarial seal.

[Signature]
Notary Signature



**LEGAL DESCRIPTION
DRAINAGE EASEMENT
LOT 126(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 126, AS SAID LOT 126 IS SHOWN AND SO DESIGNATED ON THAT FINAL MAP ENTITLED "FINAL MAP OF RIVERVIEW PHASE 2", RECORDED DECEMBER 10, 2024, IN BOOK 462 OF MAPS, AT PAGE 1, FILED IN THE OFFICE OF THE COUNTY RECORDER OF SACRAMENTO COUNTY, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

A 10.00 FOOT WIDE STRIP OF LAND LYING EASTERLY OF AND CONTIGUOUS TO THE FOLLOWING DESCRIBED LINE:

BEGINNING AT THE SOUTHWEST CORNER OF SAID LOT 126, BEING ALSO A POINT ON THE NORTHERN RIGHT OF WAY LINE OF HAVLICEK STREET, AS SAID ROAD IS SHOWN ON SAID MAP;

THENCE, FROM SAID POINT OF BEGINNING, ALONG THE WESTERN LINE OF SAID LOT 126 NORTH 06°34'00" WEST 183.33 FEET TO THE **POINT OF TERMINUS** OF THIS DESCRIPTION.

THE SIDELINES OF SAID 10.00 FOOT WIDE STRIP OF LAND TO BE LENGTHENED OR SHORTENED TO TERMINATE AT THE SOUTHERN LINE OF SAID LOT 126.

CONTAINING 1,836 SQUARE FEET OF LAND, MORE OR LESS.

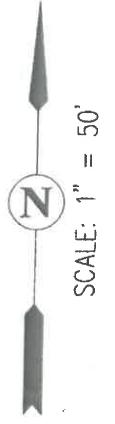
ATTACHED HERETO IS A PLAT TO ACCOMPANY LEGAL DESCRIPTION, AND BY THIS REFERENCE MADE A PART HEREOF.

END OF DESCRIPTION



A handwritten signature in blue ink, appearing to read "Mark H. Wehber", followed by the date "4/22/2026".

MARK H. WEHBER, P.L.S.
L.S. NO. 7960



LOT C
462 BM 1

LOT B
462 BM 1

126
462 BM 1

125
462 BM 1

127
462 BM 1

POINT OF
TERMINUS

N06°34'00"W 183.33'

DRAINAGE EASEMENT
AREA = 1,836 SF±

POINT OF
BEGINNING

10'

LOT A
462 BM 1

HAVLICEK
STREET



4/22/2026

PLAT TO ACCOMPANY LEGAL DESCRIPTION

DRAINAGE EASEMENT
PORTION OF LOT 126 (462 BM 1)
SACRAMENTO COUNTY, CALIFORNIA

APRIL 22, 2026

SHEET 1 OF 1



CIVIL ENGINEERS • SURVEYORS • PLANNERS

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

**RESOLUTION NO. R2026-14
A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT
GRANT DEED ACCEPTANCE**

BE IT RESOLVED by the Board of Directors of the Rancho Murieta Community Services District that the District accepts the following Grant Deeds from Riverview Phase 2 to Rancho Murieta Community Services District, copies of which are attached:

- Accept Grant of Drainage Easement Deeds for Lot 47 (462 BM 1) APN#073-0980-017, Lot 53 (462 BM 1) APN#073-0990-001 and Lot 126 (462 BM 1) APN#073-0990-027.
- It is hereby accepted by the Board of Directors on behalf of the District, that the Board of Directors does hereby authorize and consent to the recordation of the previously described grant of easements, and that the District Secretary is authorized and directed to record the easements with the Sacramento County Recorder's Office.

PASSED AND ADOPTED this 27th day of May 2026 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

John Merchant, President of the Board
Rancho Murieta Community Services District

Attest:

Dyanne Fleet
Interim District Secretary

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 R2026-14 of the Board of Directors of Rancho Murieta Community Services District adopted on May 27, 2026 and the grantee consents to recordation thereof by its duly authorized officer.

Dated: _____

John Merchant
Rancho Murieta Community Services District
President of the Board

**Rancho Murieta Community Services District
Services Agreement**

This Agreement is entered into as of the date last signed and dated below by and between Rancho Murieta Community Services District, a local government agency (“District”), and M-3 Construction Inc., a Contractor [*Insert type and jurisdiction of entity*] (“Contractor”), who agree as follows:

1 Scope of Work

Contractor shall perform the work and render the services described in the attached Exhibit A (the “Work”). Contractor shall provide all labor, services, equipment, tools, material and supplies required or necessary to properly, competently and completely perform the Work. Contractor shall determine the method, details and means of doing the Work.

2 Payment

2.1 District shall pay to Contractor a fee based on [*check one*]:

Contractor’s time and expenses necessarily and actually expended or incurred on the Work in accordance with Contractor’s fee schedule on the attached Exhibit A.

The fee arrangement described on the attached Exhibit A.

There shall be no compensation for extra or additional work or services by Contractor unless approved in advance in writing by District. Contractor’s fee includes all of Contractor’s costs and expenses related to the Work.

2.2 At the end of each month, Contractor shall submit to District an invoice for the Work performed during the preceding month. The invoice shall include a brief description of the Work performed, the dates of Work, number of hours worked and by whom (if payment is based on time), payment due, and an itemization of any reimbursable expenditures. If the Work is satisfactorily completed and the invoice is accurately computed, District shall pay the invoice within 30 days of its receipt.

3 Term

3.1 This Agreement shall take effect on the above date and continue in effect until completion of the Work, unless sooner terminated as provided below. Time is of the essence in this Agreement. If Exhibit A includes a Work schedule or deadline, then Contractor must complete the Work in accordance with the specified schedule or deadline, which may be extended by District for good cause shown by Contractor. If Exhibit A does not include a Work schedule or deadline, then Contractor must perform the Work diligently and as expeditiously as possible, consistent with the professional skill and care appropriate for the orderly progress of the Work.

3.2 This Agreement may be terminated at any time by District upon 10 days advance written notice to Contractor. In the event of such termination, Contractor shall be

fairly compensated for all work performed to the date of termination as calculated by District based on the above fee and payment provisions. Compensation under this section shall not include any termination-related expenses, cancellation or demobilization charges, or lost profit associated with the expected completion of the Work or other such similar payments relating to Contractor's claimed benefit of the bargain.

4 Professional Ability of Contractor

4.1 Contractor represents that it is specially trained and experienced, and possesses the skill, ability, knowledge and certification, to competently perform the Work provided by this Agreement. District has relied upon Contractor's training, experience, skill, ability, knowledge and certification as a material inducement to enter into this Agreement. All Work performed by Contractor shall be in accordance with applicable legal requirements and meet the standard of care and quality ordinarily to be expected of competent professionals in Contractor's field.

[The paragraphs in section 4.2 can be replaced with "Intentionally omitted" if the District is not requiring the Contractor to designate key personnel.]

4.2 *Intentionally omitted.*

5 Conflict of Interest

5.1 Contractor (including principals, associates and professional employees) represents and acknowledges that (a) it does not now have and shall not acquire any direct or indirect investment, interest in real property or source of income that would be affected in any manner or degree by the performance of Contractor's services under this agreement, and (b) no person having any such interest shall perform any portion of the Work. The parties agree that Contractor is not a designated employee within the meaning of the Political Reform Act and District's conflict of interest code because Contractor will perform the Work independent of the control and direction of the District or of any District official, other than normal contract monitoring, and Contractor possesses no authority with respect to any District decision beyond the rendition of information, advice, recommendation or counsel.

5.2 Contractor's duties and services under this Agreement shall not include preparing or assisting District with any portion of District's preparation of a request for proposals, request for qualifications, or any other solicitation regarding a subsequent or additional contract with District. District shall at all times retain responsibility for public contracting, including with respect to any subsequent phase of the work contemplated herein. Contractor's participation in the planning, discussions, or drawing of project plans or specifications shall be limited to conceptual, preliminary, or initial plans or specifications. Contractor shall cooperate with District to ensure that all bidders for a subsequent contract on any subsequent phase, if any, of work contemplated herein have access to the same information, including all conceptual, preliminary, or initial plans or specifications, if any, prepared by Contractor pursuant to this Agreement.

6 Contractor Records

6.1 Contractor shall keep and maintain all ledgers, books of account, invoices, vouchers, canceled checks, and other records and documents evidencing or relating to the

Work and invoice preparation and support for a minimum period of three years (or for any longer period required by law) from the date of final payment to Contractor under this Agreement. District may inspect and audit such books and records, including source documents, to verify all charges, payments and reimbursable costs under this Agreement.

6.2 In accordance with California Government Code section 8546.7, the parties acknowledge that this Agreement, and performance and payments under it, are subject to examination and audit by the California State Auditor for three years following final payment under the Agreement.

7 Ownership of Documents

All works of authorship and every report, study, spreadsheet, worksheet, plan, design, blueprint, specification, drawing, map, photograph, computer model, computer disk, magnetic tape, CAD data file, computer software and any other document or thing prepared, developed or created by Contractor under this Agreement and provided to District (“Work Product”) shall be the property of District, and District shall have the rights to use, modify, reuse, reproduce, publish, display, broadcast and distribute the Work Product and to prepare derivative and additional documents or works based on the Work Product without further compensation to Contractor or any other party. Contractor may retain a copy of any Work Product and use, reproduce, publish, display, broadcast and distribute any Work Product and prepare derivative and additional documents or works based on any Work Product; provided, however, that Contractor shall not provide any Work Product to any third party without District’s prior written approval, unless compelled to do so by legal process. If any Work Product is copyrightable, Contractor may copyright the same, except that, as to any Work Product that is copyrighted by Contractor, District reserves a royalty-free, nonexclusive and irrevocable license to use, reuse, reproduce, publish, display, broadcast and distribute the Work Product and to prepare derivative and additional documents or works based on the Work Product. If District reuses or modifies any Work Product for a use or purpose other than that intended by the scope of work under this Agreement, then District shall hold Contractor harmless against all claims, damages, losses and expenses arising from such reuse or modification. For any Work Product provided to District in paper format, upon request by District at any time (including, but not limited to, at expiration or termination of this Agreement), Contractor agrees to provide the Work Product to District in a readable, transferable and usable electronic format generally acknowledged as being an industry-standard format for information exchange between computers (e.g., Word file, Excel spreadsheet file, AutoCAD file).

8 Confidentiality of Information

[The paragraphs in this section can be replaced with the phrase “Intentionally omitted” if the District will not provide any confidential information to the Contractor.]

8.1 Contractor shall keep in strict confidence all confidential, privileged, trade secret, and proprietary information, data and other materials in any format generated, used or obtained by the District or created by Contractor in connection with the performance of the Work under this Agreement (the “Confidential Material”). Contractor shall not use any Confidential Material for any purpose other than the performance of the Work under this Agreement, unless otherwise authorized in writing by District. Contractor also shall not disclose any Confidential Material to any person or entity not connected with the

performance of the Work under this Agreement, unless otherwise authorized in advance in writing by District. If there is a question if Confidential Material is protected from disclosure or is a public record or in the public domain, the party considering disclosure of such materials shall consult with the other party concerning the proposed disclosure.

8.2 Contractor, and its officers, employees, agents, and subcontractors, shall at all times take all steps that are necessary to protect and preserve all Confidential Material. At no time shall Contractor, or its officers, employees, agents, or subcontractors in any manner, either directly or indirectly, use for personal benefit or divulge, disclose, or communicate in any manner, any Confidential Material to any person or entity unless specifically authorized in writing by the District or by order of a court or regulatory entity with jurisdiction over the matter. Contractor, and its officers, employees, agents, and subcontractors shall protect the Confidential Material and treat it as strictly confidential in accordance with applicable law, District policies and directives, and best industry security practices and standards.

8.3 If any person or entity, other than District or Contractor, requests or demands, by subpoena, discovery request, California Public Records Act request or otherwise, Confidential Material or its contents, the party to whom the request is made will immediately notify the other party, so that the parties may collectively consider appropriate steps to protect the disclosure of those materials. The parties agree to take all steps reasonably necessary to preserve the confidential and privileged nature of the Confidential Material and its content. In the event that the parties cannot agree whether to oppose or comply with a disclosure demand, the opposing party may oppose the demand at its sole cost and expense, in which event the party favoring disclosure will refrain from disclosing the demanded Confidential Material until such time as a final agreement regarding disclosure is reached or, if an agreement is not reached, a judicial determination is made concerning the demand.

8.4 Unless otherwise directed in writing by the District, upon contract completion or termination, Contractor must destroy all Confidential Materials (written, printed and/or electronic) and shall provide a written statement to the District that such materials have been destroyed.

9 Compliance with Laws

9.1 General. Contractor shall perform the Work in compliance with all applicable federal, state and local laws and regulations. Contractor shall possess, maintain and comply with all federal, state and local permits, licenses and certificates that may be required for it to perform the Work. Contractor shall comply with all federal, state and local air pollution control laws and regulations applicable to the Contractor and its Work (as required by California Code of Regulations title 13, section 2022.1). Contractor shall be responsible for the safety of its workers and Contractor shall comply with applicable federal and state worker safety-related laws and regulations.

9.2 California Labor Code Compliance for Pre- and Post-Construction Related Work and Maintenance.

9.2.1 This section 9.2 applies if the Work includes either of the following:

9.2.1.1 Labor performed during the design, site assessment, feasibility study and pre-construction phases of construction, including, but not limited to, inspection

and land surveying work, and labor performed during the post-construction phases of construction, including, but not limited to, cleanup work at the jobsite. (See California Labor Code section 1720(a).) If the Work includes some labor as described in the preceding sentence and other labor that is not, then this section 9.2 applies only to workers performing the pre-construction and post-construction work.

9.2.1.2 “Maintenance” work, which means (i) routine, recurring and usual work for the preservation, protection and keeping of any District facility, plant, building, structure, utility system or other property (“District Facility”) in a safe and continually usable condition, (ii) carpentry, electrical, plumbing, glazing, touchup painting, and other craft work designed to preserve any District Facility in a safe, efficient and continuously usable condition, including repairs, cleaning and other operations on District machinery and equipment, and (iii) landscape maintenance. “Maintenance” excludes (i) janitorial or custodial services of a routine, recurring or usual nature, and (ii) security, guard or other protection-related services. (See California Labor Code section 1771 and 8 California Code of Regulations section 16000.) If the Work includes some “maintenance” work and other work that is not “maintenance,” then this section 9.2 applies only to workers performing the “maintenance” work.

9.2.2 Contractor shall comply with the California Labor Code provisions concerning payment of prevailing wage rates, penalties, employment of apprentices, hours of work and overtime, keeping and retention of payroll records, and other requirements applicable to public works as may be required by the Labor Code and applicable state regulations. (See California Labor Code division 2, part 7, chapter 1 (sections 1720-1861), which is incorporated in this Agreement by this reference.) The state-approved prevailing rates of per diem wages are available at <http://www.dir.ca.gov/oprl/DPreWageDetermination.htm>. Contractor also shall comply with Labor Code sections 1775 and 1813, including provisions that require Contractor to (a) forfeit as a penalty to District up to \$200 for each calendar day or portion thereof for each worker (whether employed by Contractor or any subcontractor) paid less than the applicable prevailing wage rates for any labor done under this Agreement in violation of the Labor Code, (b) pay to each worker the difference between the prevailing wage rate and the amount paid to each worker for each calendar day or portion thereof for which the worker was paid less than the prevailing wage, and (c) forfeit as a penalty to District the sum of \$25 for each worker (whether employed by Contractor or any subcontractor) for each calendar day during which the worker is required or permitted to work more than 8 hours in any one day and 40 hours in any one calendar week in violation of Labor Code sections 1810 through 1815.

9.2.3 If the Work includes labor during pre- or post-construction phases as defined in section 9.2.1.1 above and the amount of the fee payable to Contractor under section 2 of this Agreement exceeds \$25,000, Contractor must be registered and qualified to perform public work with the Department of Industrial Relations pursuant section 1725.5 of the Labor Code.

Contractor’s Public Works Contractor Registration Number: 1000061036

9.2.4 If the Work includes maintenance as defined in section 9.2.1.2 above and the amount of the fee payable to Contractor under section 2 of this Agreement exceeds \$15,000, Contractor must be registered and qualified to perform public work with the Department of Industrial Relations pursuant section 1725.5 of the Labor Code.

Contractor's Public Works Contractor Registration Number: 1000061036

d. ***[This paragraph may be replaced with "Intentionally omitted" if the Work is not subject to a grant or loan agreement]*** Contractor may perform some of the Work pursuant to funding provided to the District by various federal and/or state grant and/or loan agreement(s) that impose certain funding conditions on District and its sub-recipients (the "Funding Conditions"). For any such Work, if District informs Contractor about the Funding Conditions, then Contractor agrees to determine, comply with and be subject to the Funding Conditions that apply to District's Contractors and contractors performing the Work, including, but not limited to, provisions concerning record keeping, retention and inspection, audits, state or federal government's right to inspect Contractor's work, nondiscrimination, workers' compensation insurance, drug-free workplace certification, and, compliance with the Americans with Disabilities Act and related State laws.

10 Indemnification.

10.1 Contractor shall indemnify, defend, protect, and hold harmless District, and its officers, employees and agents ("Indemnitees") from and against any claims, liability, losses, damages and expenses (including attorney, expert witness and Contractor fees, and litigation costs) (collectively a "Claim") that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Contractor or its employees, agents or subcontractors. The duty to indemnify, including the duty and the cost to defend, is limited as provided in this section. However, this indemnity provision will not apply to any Claim arising from the sole negligence or willful misconduct of District or its employees or agents. Contractor's obligations under this indemnification provision shall survive the termination of, or completion of Work under, this Agreement.

10.2 This section 10.2 applies if the Contractor is a "design professional" as that term is defined in Civil Code section 2782.8. If a court or arbitrator determines that the incident or occurrence that gave rise to the Claim was partially caused by the fault of an Indemnitee, then in no event shall Contractor's total costs incurred pursuant to its duty to defend Indemnitees exceed Contractor's proportionate percentage of fault as determined by a final judgment of a court or final decision of arbitrator.

11 Insurance

Types & Limits. Contractor at its sole cost and expense shall procure and maintain for the duration of this Agreement the following types and limits of insurance: ***[The general liability and automobile coverage limits may be adjusted depending on the Work's overall risks, cost and complexity.]***

<i>Type</i>	<i>Limits</i>	<i>Scope</i>
Commercial general liability	\$2,000,000 per occurrence & \$4,000,000 aggregate	at least as broad as Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property damage, bodily

		injury, personal and advertising injury
Automobile liability	\$1,000,000 per accident	at least as broad as ISO Business Auto Coverage (Form CA 00 01)
Workers' compensation	Statutory limits	
Employers' liability	\$1,000,000 per accident	
Professional liability*	\$1,000,000 per claim	

*Required only if Contractor is a licensed engineer, land surveyor, geologist, architect, doctor, attorney or accountant.

11.1 Entitlement to Broader Coverage. If Contractor maintains broader coverage and/or higher limits than the minimums shown above, the District requires and shall be entitled to the broader coverage and/or higher limits maintained by Contractor. Any available insurance proceeds in excess of the specified minimum of insurance and coverage shall be available to the District. Furthermore, the above minimum insurance coverage limits can be met through provision of umbrella or excess policy insurance coverage consistent with the provisions of this section 11.

11.2 Other Requirements. The general and automobile liability policy(ies) shall be endorsed to name District, its officers, employees, volunteers and agents as additional insureds regarding liability arising out of the Work. Contractor's general and automobile coverage shall be primary and apply separately to each insurer against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability. District's insurance or self-insurance, if any, shall be excess and shall not contribute with Contractor's insurance. Each insurance policy shall be endorsed to state that coverage shall not be canceled, except after 30 days (10 days for non-payment of premium) prior written notice to District. Insurance is to be placed with insurers authorized to do business in California with a current A.M. Best's rating of A:VII or better unless otherwise acceptable to District. Workers' compensation insurance issued by the State Compensation Insurance Fund is acceptable. Except for professional liability insurance, Contractor agrees to waive subrogation that any insurer may acquire from Contractor by virtue of the payment of any loss relating to the Work. Contractor agrees to obtain any endorsement that may be necessary to implement this subrogation waiver. The workers' compensation policy must be endorsed to contain a subrogation waiver in favor of District for the Work performed by Contractor.

11.3 Proof of Insurance. Upon request, Contractor shall provide to District the following proof of insurance: (a) certificate(s) of insurance evidencing this insurance; and (b) endorsement(s) on ISO Form CG 2010 (or insurer's equivalent), signed by a person authorized to bind coverage on behalf of the insurer(s), and certifying the additional insured coverage.

12 General Provisions

12.1 **Entire Agreement; Amendment.** The parties intend this writing to be the sole, final, complete, exclusive and integrated expression and statement of the terms of their contract concerning the Work. This Agreement supersedes all prior oral or written negotiations, representations, contracts or other documents that may be related to the Work,

except those other documents (if any) that are expressly referenced in this Agreement. This Agreement may be amended only by a subsequent written contract approved and signed by both parties.

12.2 Independent Contractor. Contractor's relationship to District is that of an independent contractor. All persons hired by Contractor and performing the Work shall be Contractor's employees or agents. Contractor and its officers, employees and agents are not District employees, and they are not entitled to District employment salary, wages or benefits. Contractor shall pay, and District shall not be responsible in any way for, the salary, wages, workers' compensation, unemployment insurance, disability insurance, tax withholding, and benefits to and on behalf of Contractor's employees. Contractor shall, to the fullest extent permitted by law, indemnify District, and its officers, employees, volunteers and agents from and against any and all liability, penalties, expenses and costs resulting from any adverse determination by the federal Internal Revenue Service, California Franchise Tax Board, other federal or state agency, or court concerning Contractor's independent contractor status or employment-related liability.

12.3 Subcontractors. No subcontract shall be awarded nor any subcontractor engaged by Contractor without District's prior written approval. Contractor shall be responsible for requiring and confirming that each approved subcontractor meets the minimum insurance requirements specified in section 11 of this Agreement. Any approved subcontractor shall obtain the required insurance coverages and provide proof of same to District in the manner provided in section 11 of this Agreement.

12.4 Assignment. This Agreement and all rights and obligations under it are personal to the parties. The Agreement may not be transferred, assigned, delegated or subcontracted in whole or in part, whether by assignment, subcontract, merger, operation of law or otherwise, by either party without the prior written consent of the other party. Any transfer, assignment, delegation, or subcontract in violation of this provision is null and void and grounds for the other party to terminate the Agreement.

12.5 No Waiver of Rights. Any waiver at any time by either party of its rights as to a breach or default of this Agreement shall not be deemed to be a waiver as to any other breach or default. No payment by District to Contractor shall be considered or construed to be an approval or acceptance of any Work or a waiver of any breach or default.

12.6 Severability. If any part of this Agreement is held to be void, invalid, illegal or unenforceable, then the remaining parts will continue in full force and effect and be fully binding, provided that each party still receives the benefits of this Agreement.

12.7 Governing Law and Venue. This Agreement will be governed by and construed in accordance with the laws of the State of California. The county and federal district court where District's office is located shall be venue for any state and federal court litigation concerning the enforcement or construction of this Agreement.

12.8 Notice. Any notice, demand, invoice or other communication required or permitted to be given under this Agreement must be in writing and delivered either (a) in person, (b) by prepaid, first class U.S. mail, (c) by a nationally-recognized commercial overnight courier service that guarantees next day delivery and provides a receipt, or (d) by email with confirmed receipt. Such notices, etc. shall be addressed as follows:

District:

Rancho Murieta Community Services District

Attn: _____

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

E-mail: _____

Contractor:

[M-3 Construction Inc.](#)

Attn: [Shawn Sullivan](#)

[M-3 Construction Inc.](#) 13300 Dry Creek Road, Auburn, CA 95602

E-mail: Shawn@m3co.com

Notice given as above will be deemed given (a) when delivered in person, (b) three days after deposited in prepaid, first class U.S. mail, (c) on the date of delivery as shown on the overnight courier service receipt, or (d) upon the sender's receipt of an email from the other party confirming the delivery of the notice, etc. Any party may change its contact information by notifying the other party of the change in the manner provided above.

12.9 **Signatures and Authority.** Each party warrants that the person signing this Agreement is authorized to act on behalf of the party for whom that person signs. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute the same instrument. Counterparts may be delivered by facsimile, electronic mail (including PDF or any electronic signature complying with California's Uniform Electronic Transactions Act (Cal. Civ. Code, §1633.1, et seq.) or any other applicable law) or other transmission method. The parties agree that any electronic signatures appearing on the Agreement are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

Rancho Murieta Community Services District:

Dated: _____

By: _____

[Name]

[Title]

[Name of Contractor]:

Dated: [05-04-2026](#)



By: [Shawn Sullivan / CEO](#)

[Name/Title]

M-3 CONSTRUCTION, INC
 Extra Work Spreadsheet
2026 - RMCS D T&M RATES

Description:

LABOR

Date	Employee	Class	Rate	Hours	Burdened Hourly Cost	Extension
		FOREMAN	ST	1.0	139.53	139.53
			1 1/2X	1.0	180.92	180.92
		OPERATOR	ST	1.0	132.83	132.83
			1 1/2X	1.0	171.37	171.37
		LABORER	ST	1.0	95.81	95.81
			1 1/2X	1.0	119.02	119.02

Labor SubT 839.48
 15% OH&P 125.92
Labor Total 965.40

OWNED EQUIPMENT

Date	Description	Qty	Unit	Unit Cost	Extension
	Foreman Truck	1.00	Day	340.00	340.00
	Crew Tool Truck	1.00	Day	386.56	386.56
	Dual Slope Lazer	1.00	Day	157.00	157.00
	Pump, Electric, 2" Submersible	1.00	Day	75.00	75.00
	Quick Cut Saw	1.00	Day	125.00	125.00
	5KW Generator	1.00	Day	112.00	112.00
	Miller Multimatic 200 Welder	1.00	Day	87.00	87.00
	Vibra Plate Compactor	1.00	Day	188.00	188.00
	Jumping Jack Compactor	1.00	Day	202.00	202.00
	Skid Steer Auger Attachment	1.00	Day	358.00	358.00
	Bobcat 773G Skid Steer	1.00	Day	456.00	456.00
	Pavement Breaker 60 LB Air	1.00	Day	91.00	91.00
	Pavement Breaker 90 LB Air	1.00	Day	107.00	107.00
	Atlas Copco XAS 185 Compressor Bkr Pkg	1.00	Day	332.00	332.00
	Dynapac CC1200 48" Double Drum Roller	1.00	Day	373.92	373.92
	Bobcat E26 Mini Excavator	1.00	Day	391.52	391.52
	Caterpillar 308E2 CR Midi Excavator	1.00	Day	604.24	604.24
	Komatsu PC138 Excavator	1.00	Day	1,118.00	1,118.00
	Kenworth T270 Flatbed Dump	1.00	Day	471.44	471.44

Equipment SubT 5,975.68
 15% OH&P 896.35
Equipment Total 6,872.03

MATERIAL, RENTAL & OTHER DIRECT COST

Date	Description	Qty	Unit	Unit Cost	Extension
	Invoices (attached)	1	LS	1.00	1.00

Material SubT 1.00
 15% OH&P 0.15
Material Total 1.15

SUBCONTRACT

Date	Description	Qty	Unit	Unit Cost	Extension
	Invoices (attached)	1	LS	1.00	1.00

Subcontract SubT 1.00
 15% OH&P 0.15
Subcontract Total 1.15

Labor Total	965.40
Equipment Total	6,872.03
Material Total	1.15
Subcontract Total	1.15
Total	\$7,839.73

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

EQUIPMENT MECHANIC

DEPARTMENT: WATER/WASTEWATER

FLSA OVERTIME STATUS: NON-EXEMPT

BARGAINING UNIT: OPERATING ENGINEERS LOCAL 3

APPROVED BY BOARD OF DIRECTORS - TBD

SUMMARY: To perform inspections, conduct normal, preventive and emergency maintenance, troubleshoot and repair (electrical and mechanical) water and wastewater equipment, drainage and wastewater lift station equipment. Conduct minor maintenance and preventive maintenance on small equipment, gasoline and diesel powered automotive, truck, tractor and a variety of other power-driven equipment; and to perform other related work as required.

SUPERVISION: Receives direct supervision from the Treatment Plant Supervisor.

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

- Performs normal, preventive and emergency maintenance and repairs to all water, wastewater and drainage plant equipment, buildings and other District owned facilities including, but not limited to: troubleshooting, repairing and returning equipment to proper function and operation; ability to enter confined spaces using appropriate safety equipment and adhering to related safe work practices;
- Diagnose instrumentation and electrical problems and repair as necessary;
- Conduct minor maintenance on all District vehicles and equipment as necessary;
- Prepares requisitions for equipment repair, parts, supplies and materials; maintains inventory of parts and supplies;
- Performs a wide variety of metal cutting, welding and fabricating work; participates in basic repair, modifications and rebuilding projects involving treatment plant facilities; services and repairs hydraulic pumps and equipment; coordinates activities with appropriate contractors, prepare cost estimates and estimates of materials and equipment needs;
- Maintains work, time and material records on all District equipment and vehicles; Prepare and maintain a variety of records and files to satisfy timely submission of

reports in compliance with Federal, State, county and local agencies;

- Observes Federal, State, county and local safe use, storage and practices, policies, rules, regulations and reporting requirements pertaining to all petroleum based products and designated hazardous materials;
- Attend assigned safety training courses and demonstrate competency, familiarity with safe work practices, policies, regulations and procedures. Ability to train less experienced employees and to be able to foster good working relations with others.

DISTINGUISHING CHARACTERISTICS:

Positions in this class are characterized by vehicle and equipment maintenance tasks requiring full journey level experience. Employees are expected to work independently in conducting major and minor repairs on most engines and equipment. The employee is also required to diagnose a wide variety of mechanical and electrical problems that would be found in vehicles, water and wastewater plants, lift stations and reservoirs.

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.

Tools, equipment and procedures used in the diagnostic and repair of water and wastewater equipment. Methods used in welding, and safe work practices.

The ability to inspect automotive and other power-driven equipment to locate and diagnose malfunctions. Perform minor and major mechanical repairs on District equipment. Use a variety of tools with skill and safety. Maintain shop and repair records. Understand and carry out oral and written directions. Establish and maintain cooperative working relationships. Read and write at the level required for successful job performance.

EDUCATION AND/OR EXPERIENCE:

Any combination of training and experience that would likely provide the required knowledge and ability is qualifying. A typical way to obtain this knowledge and ability would be:

Minimum Education: High School diploma and/or equivalent.

Two years of experience performing journey level duties in the repair and maintenance of water, wastewater and drainage facilities and equipment;

Completion of courses in automotive repair, diesel mechanics, and welding is desirable. A strong working knowledge of pump/ motor theory, trouble shooting repair and maintenance is required.

CERTIFICATES, LICENSES, REGISTRATIONS:

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.

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 use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to stand, walk, reach with hands and arms, and talk or hear. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color 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.

While performing the duties of this job, the employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee is occasionally exposed to fumes or airborne particles, risk of electrical shock.

The noise level in the work environment is usually moderate.

COMMENTS:

Employees appointed to positions in this class are required to be neatly groomed as needed to wear respiratory protection or other safety equipment.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

SENIOR ACCOUNTANT

DEPARTMENT: FINANCE

FLSA OVERTIME STATUS: NON-EXEMPT

BARGAINING UNIT: OPERATING ENGINEERS LOCAL 3

APPROVED BY BOARD OF DIRECTORS – TBD

SUMMARY:

Under general supervision, performs a wide variety of professional accounting, budgeting and fiscal duties, such as establishing and maintaining accounting records, participating in budget preparation and control, reviewing and analyzing accounting and financial transaction records, and preparing financial statements and reports.

SUPERVISION: Receives general supervision from the Director of Finance.

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.

- Performs general ledger accounting, monthly balance sheet reconciliations; prepares/review monthly bank reconciliations of all banking investment and trust accounts, and Prepare/Review developers' billing and fire hydrant meters billings prepares general journal entries and reports based on reconciliations; tracks transactions and transfers; coordinates with other staff in preparation for the monthly closing of the general ledger
- Compiles, reconciles, analyzes and prepares a variety of financial statements, general and subsidiary ledgers, supporting schedules, and other financial and statistical reports; prepares work papers, financial statements, and various reports for federal and state agencies as well as for internal accounting.
- Performs various cash management, investment, and reporting duties; prepares monthly cash and investment report; gathers and; prepares bank and investment wire and transfer forms; reconcile bank and investment accounts; coordinates with banks on issues related to the District's accounts, bank transactions, and investment activities.
- Records bi-weekly payroll expenditures or related invoices to the general ledger.
- Reviews account payable batches for entry and review; verify accuracy; reconciles details to accounts payable aging.
- Reporting for the financial activities related to fixed assets; records fixed assets acquisitions, transfers and dispositions; maintain and monitor construction in progress capital assets, calculate depreciation for all fixed assets using the fixed asset system and conducts periodic impairment reviews for intangible

assets as well as periodic physical inventory counts of fixed assets, monitors a system of controls; prepare audit schedules.

- Assists Director of Finance with preparation and development of District's budget
- Update utility billing rates, reconcile utility billing receivables and perform analytical review of the monthly billing
- Prepares the Annual Audit Financial Report, State Controller reports, and related year-end financial statements, schedules, notes and reports; ensure selected general ledger accounts and annual reports accurately reflect District's financial position at fiscal year-end; assist staff and District auditors with the audit.
- Performs complex accounting and analytical work in GL management, fund accounting, asset management and preparation of financial statements
- Monitors and reports on the status of governmental grants; reviews and audits grant contracts, amendments, and other documents to ensure grant compliance; tracks revenue/expenses; prepare related grant reporting
- Performs special projects and studies; collects and compiles statistical and financial data for special reports, as directed.
- Participates in department audit and account close-out functions; gather supporting documentation for auditor's review; responds to inquiries for cash receipts and monthly bank reconciliations.
- Assists with any accounting software conversion
- Performs related duties as required.

QUALIFICATION REQUIREMENTS:

Knowledge of:

- Principles and practices of public agency financial management including general and governmental accounting, fund accounting, general ledger accounting, payroll, budgeting, auditing, and reporting functions as well as Generally Accepted Accounting Principles (GAAP)
- Principles and practices of automated financial systems
- Basic accounting principles and practices used in financial record keeping, bookkeeping, and governmental and fund accounting
- Principles and procedures of record keeping.

- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Examine and verify financial documents, reports, and transactions.
- Prepare a variety of budgets, financial statements, reports, and analyses.
- Analyze, post, balance, and reconcile financial data, ledgers, and accounts.
- Analyze and draw conclusions from financial data.
- Interpret financial data and recognize accounts that need detailed investigation.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
- Prepare clear and concise reports.
- Analyze complex issues, evaluate alternatives, and reach sound conclusions.
- Manage multiple projects simultaneously and be sensitive to changing priorities and deadlines.
- Plan and organize work to meet changing priorities and deadlines.
- Work collaboratively and cooperatively with other departments, District officials, and outside agencies.
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Interpret, explain and apply laws, rules, regulations, and ordinances related to payroll.
- Respond tactfully, clearly, concisely and appropriately to inquiries from the public, District staff, or other agencies on sensitive issues in area of responsibility.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective professional working relationships with those contacted in the course of work.

EDUCATION AND/OR EXPERIENCE:

The following combination of education and experience providing the required knowledge and abilities is qualifying:

A Bachelor's degree from an accredited college or university with major course work in accounting and 5 years of professional accounting or auditing experience; two years in government accounting preferably

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.

OTHER SKILLS AND ABILITIES:

Knowledge of administration, policies and procedures relating to government administration and finance; data management including word processing, spreadsheet and data-base principles.

PHYSICAL DEMANDS:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made on a case-by-case basis to enable individuals with disabilities to perform the essential functions.

Employees work in an office environment with controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The noise level in the work environment is usually quiet.

MEMORANDUM

Date: May 1, 2026
To: Board of Directors
From: Cecilia Min, Director of Finance
Subject: Personnel Committee/Board of Directors

Recommendation

Staff recommend the following changes:

1. Change the job description and title of Accounting Technician FTE #3 to **Staff Accountant**
2. Change the job description and title of Accountant to **Senior Accountant**
3. Addition of another FTE – Senior Accountant

Background

Change the job description and title of Accounting Technician FTE #3 to Staff Accountant *(see enclosed Job Description)*

The organization previously maintained a full-time position dedicated solely to accounts payable. As a smaller organization, adding broader accounting tasks and increased responsibility to this FTE will better align staffing resources with operational needs.

Change the job description and title of Accountant to Senior Accountant & Addition of another FTE – Senior Accountant *(see enclosed Job Description)*

Numerous accounting tasks have not been completed consistently over the past ten years. The addition of a Senior Accountant position will help ensure that all required month-end close activities are completed on a regular, monthly basis. A detailed list of the outstanding and incomplete tasks is provided on the following pages.

The addition of the “Senior” designation to the position title is expected to attract/retain more highly qualified candidates and improve the overall quality of the applicant pool.

This position is anticipated to begin in Fall 2026 or Spring 2027, preferably after the completion of all audits. The current budget reflects funding for a full 12-month period; however, it is expected that the start date will be adjusted to November 2026.

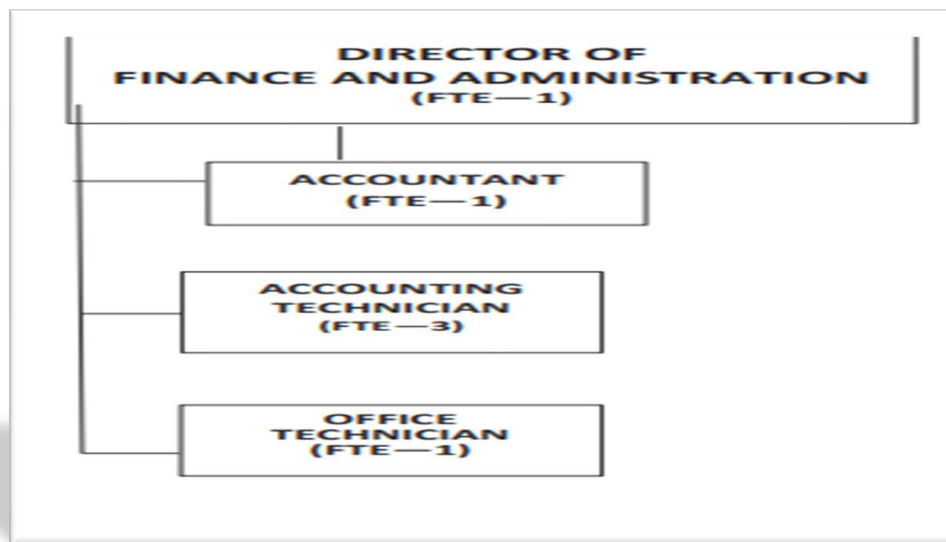
Both job descriptions were reviewed by HrToGo.

Conclusion

Staff recommend that the Personnel Committee/Board approve the proposed changes to position titles and the addition of a Senior Accountant position.

Accounting Department Structure – FY 26/27 Vs. FY 25/26

Previously discussed in March Finance and Board meetings



Accountant FTE 1

This position currently

- spends 35% of his time processing monthly billing and other billing related tasks (escrow refunds, billing adjustments, billing questions from residents regarding billing issues, capture meter readings with operation). These tasks end at the end of the month when billing is completed.
- Fixed assets accounting
- Fire hydrant billings and refunds
- System overhaul changes e.g. Adding Fund Module GP, Financial Statement, Fixed allocation

Accounting Technician FTE 3

FTE 1 – Donna and Hazel who are PT currently process payroll, benefits, workers comp injury, benefits payments and accounting reconciliations with payroll and benefits. Donna is no longer with us and leaving the accounting reconciliation tasks not done

FTE 2 – Utility Billing - responsible for daily inquiries with the customers, enter new meters and changes to the billing system, and perform collection tasks throughout the month

FTE 3 – Accounts payable functions and back up for the front desk.

Office Technician – FTE 1 – daily cash receipt posting, mail collection and sorting and daily inquiries with customers and others

Previously discussed in March Finance and Board meetings

FY 26/27

1. Addition of Accountant FTE #2 (Senior Accountant)

Many tasks listed below were not completed consistently in the past 10 years. This position will start in the Fall of 2026 or Spring of 2027 preferably after the completion of all audits. Current budget was budgeted for the full 12 months

- Bank reconciliations (4 bank accounts) – needs to be done weekly
- Fire hydrant billing review and related refunds processing
- Monthly Balance Sheet reconciliations
- Developers' Billings and Related Accounting
- Bond Accounting
- CIA ditch billing
- Monthly utility billing analysis and review
- Fixed Asset Reconciliation
- Payroll and Benefits Reconciliation that was previously done by Donna
- Reserve Funds Monthly Reconciliation
- Income Statement Analysis
- OPEB reporting
- System conversion to another software eg. Tyler, Asteria and Caselle
- External reporting to Government, Bond, and other agencies
- Due to/from Reconciliation – monthly
- Audit workpaper preparation

2. Changing the AP position to staff accountant

In addition to the normal AP activities, these tasks will be added

- Credit card month end reconciliation
- Miscellaneous deposit
- Daily cash receipt reconciliation to the bank – daily/weekly
- 1099 process
- Month End Accrual
- Fire Hydrant Meter Billing

Previously discussed in March Finance and Board meetings

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

ACCOUNTING TECHNICIAN – STAFF ACCOUNTANT/AP SPECIALIST

DEPARTMENT: ADMINISTRATION/FINANCE

FLSA/OVERTIME STATUS: NON-EXEMPT
BARGAINING UNIT: OPERATING ENGINEERS LOCAL 3

APPROVED BY BOARD OF DIRECTORS - 05/19/2021/TBD

SUMMARY: To perform professional accounting and financial recordkeeping work; to assist in the preparation of financial statements, documents, analyses and reports; to personally perform complex and detailed accounting work; and to perform other job-related work as required.

SUMMARY: To ensure that vendor invoices, employee expenses, and payment runs are processed with precision and efficiency, while also contributing to the integrity of our general ledger through reconciliations, journal entries, and month-end close activities.

SUPERVISION: Receives direct supervision from the Accounting Manager/Director of Finance

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.

- Performs a variety of technical and specialized financial, personnel, budgetary and statistical recordkeeping work in District general ledger, accounts payable and receivables, water billing, payroll and budget activities; provides customer services in person and by telephone; performs cashiering duties as necessary;
- Responsible for accounts payable; sorts and distributes invoices from vendors; contacts vendors regarding invoices and payments; processes invoices; receives departmental approval; enters all pertinent information into the District's computer system; generates, prints and mails checks for payment; files and maintains copies of checks with invoice backups; creates various accounts payable reports; responsible for vendor database and 1099 processing;

Processes utility customer requests; assists-

Accounts Payable

Invoice Management

- Review, verify, and process vendor invoices for accuracy and proper authorization.
- Perform three-way match and resolve discrepancies promptly.
- Enter invoice data with the proper coding/fund into the accounting system for payment processing.

Payment Processing

- Prepare and process electronic payments (ACH, wire transfers) and checks.
- Monitor payment schedules to ensure timely disbursements and avoid late fees.
- Address payment inquiries from vendors and internal stakeholders.
- Year End 1099 processing

Reconciliation and Reporting

- Reconcile vendor statements and resolve outstanding balances or discrepancies.
- Assist in month-end and year-end closing by reconciling accounts payable records.
- Prepare month end accrual report

Style Definition: Normal: Font: (Default) Times New Roman

Style Definition: Heading 1: Font: (Default) Times New Roman, 22 pt, Left, Indent: Left: 0.25", Space Before: 1.6 pt

Style Definition: Heading 2: Font: (Default) Times New Roman, 16 pt, Indent: Left: 0.25", Space Before: 2.75 pt

Style Definition: Body Text: Font: (Default) Times New Roman, 9 pt, Left

Style Definition: List Paragraph: Font: (Default) Times New Roman, Left, Indent: Left: 0.64", Hanging: 0.25", Right: 0"

Style Definition: Table Paragraph: Font: (Default) Tahoma, Indent: Left: 0.05", Space Before: 0.65 pt

Formatted: Font: 14 pt, Character scale: 80%, Condensed by 0.1 pt

Formatted: Font: 14 pt, Condensed by 0.2 pt

Formatted: Heading 3, Centered, Indent: Left: 0.01", Right: 0.26", Space Before: 1.25 pt

Formatted: Space Before: 2 pt

Formatted: Character scale: 85%, Not Expanded by / Condensed by

Formatted: Character scale: 85%, Condensed by 0.35 pt

Formatted: Indent: Left: 0.01", Right: 0.26"

Formatted: Character scale: 85%

Formatted: Expanded by 0.5 pt

Formatted: Indent: Left: 0.75", Space Before: 3.45 pt

Formatted: Space Before: 5.6 pt

Formatted: Character scale: 90%, Condensed by 0.2 pt

Formatted: Character scale: 90%, Condensed by 0.3 pt

Formatted: Indent: Left: 0.75", First line: 0", Right: 5.15", Line spacing: Multiple 1.3 li

Formatted: Space Before: 2.9 pt

Formatted: Character scale: 85%, Condensed by 0.2 pt

Formatted: Indent: Left: 0.75"

Formatted: Font: 12 pt

Formatted: Space Before: 1.15 pt

Formatted: Font: 12 pt, Condensed by 0.5 pt

Formatted ... [1]

Formatted: Normal, Indent: Left: 0.75"

Formatted: Space Before: 1.65 pt

Formatted ... [2]

Formatted ... [4]

Formatted ... [3]

- Generate and maintain accounts payable aging reports and payment activity summaries.

Vendor and Internal Communication

- Serve as the primary contact for vendor inquiries regarding payments and account status.
- Collaborate with purchasing and receiving departments to resolve invoice disputes.
- Build and maintain positive relationships with vendors and internal teams.

Compliance and Documentation

- Maintain organized and accurate records of invoices, payments, void checks and correspondence.
- Ensure compliance with company policies, financial regulations, and tax requirements (e.g., 1099 reporting).
- Support internal and external audits by providing requested documentation and information.

Process Improvement

- Identify opportunities to improve accounts payable processes and recommend best practices.
- Utilize AP automation tools to enhance efficiency and accuracy.
- Assist with software conversion and development

Monthly Reconciliation

- Perform weekly reconciliation of utility cash receipts to the bank and identify discrepancies.
- Work with utility billing team to resolve discrepancies
- Process and enter credit card transactions into the accounting system
- Prepare monthly water hydrant meter billing
- Assist with monthly bank reconciliation
- Other accounting reconciliations as assigned
- Support Month End Close with the accounting team

Utility

- Act as a backup to walk in customers and answer incoming phone calls with questions regarding accounts and activity, answers questions and provides information to the public, investigates complaints and recommends corrective action as necessary to resolve complaints;
- Maintains miscellaneous accounts receivable, including adding new invoices, recording paid invoices, working with customers and monitoring past due invoices and following up on past due accounts;
 - Prepares annual write-off/stake message for the District utility billing team
- Prepares, reviews and maintains a variety of financial and statistical records involving

Formatted: Character scale: 105%

Formatted: Character scale: 105%, Condensed by 0.45 pt

Formatted: Character scale: 105%

Formatted: Character scale: 105%, Condensed by 0.35 pt

Formatted: Character scale: 105%

Formatted: Character scale: 105%, Not Expanded by / Condensed by

Formatted: Character scale: 105%, Condensed by 0.2 pt

Formatted: Character scale: 105%, Condensed by 0.55 pt

Formatted: Character scale: 105%, Condensed by 0.2 pt

Formatted: Character scale: 105%, Condensed by 0.55 pt

Formatted: Character scale: 105%, Condensed by 0.2 pt

Formatted: Character scale: 105%, Condensed by 0.45 pt

Formatted: Character scale: 105%, Condensed by 0.2 pt

Formatted: Character scale: 105%, Condensed by 0.65 pt

Formatted: Character scale: 105%, Condensed by 0.6 pt

Formatted: Character scale: 105%

Formatted: Character scale: 105%, Condensed by 0.65 pt

Formatted: Character scale: 105%

Formatted: Character scale: 105%, Condensed by 0.6 pt

Formatted: Right: 1", Line spacing: Multiple 1.06 li, Bulleted + Level: 1 + Aligned at: 1" + Indent at: 1.25", Tab stops: 1.25", Left + Not at 0.75"

~~cashiering, customer service and utility billing to include the receipt, balancing and posting of cash funds; gathers, assembles, tabulates, checks and files financial data;~~

• ~~Coordinates collection procedures; establishes payment plans; works closely with Field Operations on accounts with service interruptions;~~

• ~~Identifies and recommends ways to improve policies and procedures related to customer service;~~

• ~~Provides general support to the Accountant and Accounting Manager accounting team and support in the absence of the Office Technician Utility Billing Team.~~

DISTINGUISHING CHARACTERISTICS:

~~This is the full working level in the Accounting Technician class series. Incumbents in this class work under minimal supervision in any of the work areas specified in the definition above. They are expected to perform all types of accounting support and professional accounting work related to the development and maintenance of District fiscal and accounting systems. Incumbents will be assigned specific duties according to the District's needs and the individual's ability.~~

QUALIFICATION REQUIREMENTS:

~~Knowledgeable in procedures, policies, rules and practices affecting the development, maintenance and control of fiscal and personnel recordkeeping systems. Practices of financial, personnel and statistical recordkeeping, including automated accounting and bookkeeping systems. Basic budget preparation procedures. Filing methods and procedures. Correct English usage, spelling, grammar and punctuation. Basic governmental accounting principles and procedures. Knowledge of modern office practices, procedures and equipment.~~

- Strong understanding of accounting principles and practices, particularly in accounts payable management
- Familiarity with AP automation tools and electronic payment platforms
- Advanced Microsoft Excel skills, including data analysis and pivot tables

Formatted: Not Expanded by / Condensed by

Formatted: Right: 0.99", Space Before: 0 pt, Line spacing: Multiple 1.07 li, Bulleted + Level: 1 + Aligned at: 1" + Indent at: 1.25", Tab stops: 1.25", Left + Not at 0.75"

Formatted: Character scale: 80%, Condensed by 0.1 pt

Formatted: Expanded by 0.05 pt

Formatted: Font: 12 pt

Formatted: Body Text, Space Before: 1.7 pt

Formatted: Font: 12 pt, Condensed by 0.2 pt

Formatted: Font: 12 pt, Condensed by 0.3 pt

Formatted: Normal, Justified, Indent: Left: 0.75", Right: 1", Line spacing: Multiple 1.06 li

Formatted: Font: 12 pt, Character scale: 75%, Not Expanded by / Condensed by

Formatted: Font: 12 pt, Expanded by 1.5 pt

Formatted: Heading 4, Justified

- Knowledge of accounts payable workflows, tax compliance (e.g., 1099), and vendor management

Ability to perform a variety of arithmetical calculations with speed and accuracy. Interpret and apply laws, regulations and policies. Maintain cooperative working relationships with those contacted in the course of the work. Carry out directions independent of close supervision. Operate computer and related accounting and office support software.

EDUCATION AND/OR EXPERIENCE:

Any combination of training and experience providing the required knowledge and ability is qualifying. A typical way to obtain this knowledge and ability would be:

Minimum Education: High School diploma and/or equivalent.

~~Two~~ Seven years of technical experience in Accounts Payable and general financial accounting, ~~personnel or statistical~~ recordkeeping activities,
OR

Possession of a four-year college degree with a major emphasis in accounting, business management, or a closely related field. preferred with five years of technical experience in Accounts Payable

- Formatted: Font: 12 pt
- Formatted: Space Before: 0.85 pt
- Formatted: Normal, Justified, Indent: Left: 0.75", Right: 1", Line spacing: Multiple 1.06 li
- Formatted: Font: 12 pt, Not Expanded by / Condensed by
- Formatted: Font: 12 pt, Character scale: 80%, Not Expanded by / Condensed by
- Formatted: Font: 12 pt, Expanded by 1.2 pt
- Formatted: Heading 4
- Formatted: Font: 12 pt
- Formatted: Normal, Justified, Indent: Left: 0.75", Right: 1", Line spacing: Multiple 1.06 li
- Formatted: Font: 12 pt, Condensed by 0.65 pt
- Formatted: Font: 12 pt
- Formatted: Font: 12 pt, Condensed by 0.65 pt
- Formatted: Normal, Justified, Indent: Left: 0.75", Space Before: 0 pt
- Formatted: Space Before: 1.7 pt
- Formatted: Font: 12 pt, Not Expanded by / Condensed by
- Formatted: Not Expanded by / Condensed by
- Formatted: Justified, Indent: Left: 0.75", Right: 1", Space Before: 0 pt, Line spacing: Multiple 1.06 li
- Formatted: Font: 12 pt
- Formatted: Normal, Justified, Indent: Left: 0.75", Right: 1", Space Before: 0 pt, Line spacing: Multiple 1.06 li
- Formatted: Font: 12 pt

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.

PHYSICAL DEMANDS:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials and objects up to 25 pounds with the use of proper equipment.

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 on a case-by-case basis to enable individuals with disabilities to perform the essential functions.

Employees work in an office environment with controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public.

- Formatted: Font: 12 pt, Character scale: 80%
- Formatted: Font: 12 pt, Expanded by 0.65 pt
- Formatted: Heading 4, Space Before: 0 pt
- Formatted: Font: 12 pt
- Formatted: Normal, Justified, Indent: Left: 0.75", Right: 1", Line spacing: Multiple 1.06 li
- Formatted: Font: 12 pt, Bold, Character scale: 75%, Condensed by 0.1 pt
- Formatted: Font: 12 pt, Bold, Condensed by 0.1 pt
- Formatted: Normal, Indent: Left: 0.75"
- Formatted: Font: 12 pt, Character scale: 105%
- Formatted: Font: 12 pt, Character scale: 105%, Condensed by 0.35 pt
- Formatted: Normal, Justified, Indent: Left: 0.75", Right: 0.99", Space Before: 0.85 pt, Line spacing: Multiple 1.06 li
- Formatted: Font: 12 pt, Condensed by 0.15 pt
- Formatted: Font: 12 pt, Character scale: 90%, Condensed by 0.15 pt
- Formatted: Heading 4
- Formatted: Font: 12 pt
- Formatted: Normal, Justified, Indent: Left: 0.75", Right: 0.99", Space Before: 0.95 pt, Line spacing: Multiple 1.06 li
- Formatted: Font: 12 pt, Not Expanded by / Condensed by
- Formatted: Space Before: 0.9 pt
- Formatted: Font: 12 pt, Character scale: 105%, Condensed by 0.1 pt

WORK

and private representatives in interpreting and enforcing departmental policies and procedures.
The noise level in the work environment is usually quiet.

Formatted: Font: 12 pt, Character scale: 105%,
Condensed by 0.1 pt

Formatted: Font: 12 pt, Character scale: 105%

Formatted ... [5]

Formatted ... [6]

Formatted ... [7]

Formatted ... [8]

Formatted ... [9]

Formatted ... [10]

Formatted ... [11]

Formatted ... [12]

Formatted ... [13]

Formatted ... [14]

Formatted ... [15]

Formatted ... [16]

Formatted ... [17]

Formatted ... [18]

Formatted ... [19]

Formatted: Font: 12 pt, Character scale: 105%

Formatted ... [20]

Formatted ... [21]

Formatted ... [22]

Formatted ... [23]

Formatted ... [24]

Formatted ... [25]

Formatted ... [26]

Formatted ... [27]

Formatted ... [28]

Formatted ... [29]

Formatted ... [30]

Formatted ... [31]

Formatted ... [32]

Formatted ... [33]

Formatted ... [34]

Formatted ... [35]

Formatted ... [36]

Formatted ... [37]

Formatted ... [38]

Formatted ... [39]

Formatted ... [40]

Formatted ... [41]

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

ACCOUNTING TECHNICIAN – STAFF ACCOUNTANT/AP SPECIALIST

DEPARTMENT: FINANCE

FLSA OVERTIME STATUS: NON-EXEMPT
BARGAINING UNIT: OPERATING ENGINEERS LOCAL 3

APPROVED BY BOARD OF DIRECTORS - TBD

SUMMARY: To ensure that vendor invoices, employee expenses, and payment runs are processed with precision and efficiency, while also contributing to the integrity of our general ledger through reconciliations, journal entries, and month-end close activities.

SUPERVISION: Receives direct supervision from the Director of Finance

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.

Accounts Payable

Invoice Management

- Review, verify, and process vendor invoices for accuracy and proper authorization.
- Perform three-way match and resolve discrepancies promptly.
- Enter invoice data with the proper coding/fund into the accounting system for payment processing.

Payment Processing

- Prepare and process electronic payments (ACH, wire transfers) and checks.
- Monitor payment schedules to ensure timely disbursements and avoid late fees.
- Address payment inquiries from vendors and internal stakeholders.
- Year End 1099 processing

Reconciliation and Reporting

- Reconcile vendor statements and resolve outstanding balances or discrepancies.
- Assist in month-end and year-end closing by reconciling accounts payable records.
- Prepare month end accrual report
- Generate and maintain accounts payable aging reports and payment activity summaries.

Vendor and Internal Communication

- Serve as the primary contact for vendor inquiries regarding payments and account status.
- Collaborate with purchasing and receiving departments to resolve invoice disputes.
- Build and maintain positive relationships with vendors and internal teams.

Compliance and Documentation

- Maintain organized and accurate records of invoices, payments, void checks and correspondence.
- Ensure compliance with company policies, financial regulations, and tax requirements (e.g., 1099 reporting).
- Support internal and external audits by providing requested documentation and information.

Process Improvement

- Identify opportunities to improve accounts payable processes and recommend best practices.
- Utilize AP automation tools to enhance efficiency and accuracy.
- Assist with software conversion and development

Monthly Reconciliation

- Perform weekly reconciliation of utility cash receipts to the bank and identify discrepancies.
- Work with utility billing team to resolve discrepancies
- Process and enter credit card transactions into the accounting system
- Prepare monthly water hydrant meter billing
- Assist with monthly bank reconciliation
- Other accounting reconciliations as assigned
- Support Month End Close with the accounting team

Utility

- Act as a backup to walk in customers and answer incoming phone calls with questions regarding accounts and activity, take message for the utility billing team
- Provides general support to the accounting team and support in the absence of the Utility Billing Team.

DISTINGUISHING CHARACTERISTICS:

This is the full working level in the Accounting Technician class series. Incumbents in this class work under minimal supervision in any of the work areas specified in the definition above. They are expected to perform all types of accounting support and professional accounting work related to the development and maintenance of District fiscal and accounting systems. Incumbents will be assigned specific duties according to the District's needs and the individual's ability.

QUALIFICATION REQUIREMENTS:

- Strong understanding of accounting principles and practices, particularly in accounts payable management

- Familiarity with AP automation tools and electronic payment platforms
- Advanced Microsoft Excel skills, including data analysis and pivot tables
- Knowledge of accounts payable workflows, tax compliance (e.g., 1099), and vendor management

Ability to perform a variety of arithmetical calculations with speed and accuracy. Interpret and apply laws, regulations and policies. Maintain cooperative working relationships with those contacted in the course of the work. Carry out directions independent of close supervision. Operate computer and related accounting and office support software.

EDUCATION AND/OR EXPERIENCE:

Any combination of training and experience providing the required knowledge and ability is qualifying. A typical way to obtain this knowledge and ability would be:

Minimum Education: High School diploma and/or equivalent.

Seven years of technical experience in Accounts Payable and general financial recordkeeping activities, *OR*

Possession of a four-year college degree with a major emphasis in accounting, business management, or a closely related field preferred with five years of technical experience in Accounts Payable

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.

PHYSICAL DEMANDS:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials and objects up to 25 pounds with the use of proper equipment.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made on a case-by-case basis to enable individuals with disabilities to perform the essential functions.

Employees work in an office environment with controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The noise level in the work environment is usually quiet.

SENIOR ACCOUNTANT

DEPARTMENT: ~~ADMINISTRATION~~ FINANCE

FLSA OVERTIME STATUS: NON-EXEMPT
BARGAINING UNIT: OPERATING ENGINEERS LOCAL 3

APPROVED BY BOARD OF DIRECTORS – ~~5/19/2021~~ TBD

SUMMARY:

Under general supervision, performs a wide variety of professional accounting, budgeting and fiscal duties, such as establishing and maintaining accounting records, participating in budget preparation and control, reviewing and analyzing accounting and financial transaction records, and preparing financial statements and reports.

SUPERVISION: Receives general supervision from the ~~Accounting Manager~~ Director of Finance.

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.

- Performs general ledger accounting, monthly balance sheet reconciliations; prepares/review monthly bank reconciliations of all banking investment and trust accounts, and Prepare/Review developers' billing and fire hydrant meters billings prepares general journal entries and reports based on reconciliations; tracks transactions and transfers; coordinates with other staff in preparation for the monthly closing of the general ledger
- Compiles, reconciles, analyzes and prepares a variety of financial statements, general and subsidiary ledgers, supporting schedules, and other financial and statistical reports; prepares work papers, financial statements, and various reports for federal and state agencies as well as for internal accounting.
- Responsible for accurately and timely preparing the District's payroll; maintains payroll

Formatted	... [1]
Style Definition	... [7]
Style Definition	... [6]
Style Definition	... [5]
Style Definition	... [4]
Style Definition	... [3]
Style Definition	... [2]
Formatted	... [9]
Formatted	... [8]
Formatted	... [10]
Formatted	... [11]
Formatted	... [13]
Formatted	... [12]
Formatted	... [14]
Formatted	... [16]
Formatted	... [15]
Formatted	... [17]
Formatted	... [18]
Formatted	... [20]
Formatted	... [19]
Formatted	... [21]
Formatted	... [22]
Formatted	... [23]
Formatted	... [24]
Formatted	... [25]
Formatted	... [27]
Formatted	... [26]
Formatted	... [28]
Formatted	... [29]
Formatted	... [30]
Formatted	... [31]
Formatted	... [32]
Formatted	... [33]
Formatted	... [34]
Formatted	... [36]
Formatted	... [35]
Formatted	... [37]
Formatted	... [38]
Formatted	... [39]
Formatted	... [40]
Formatted	... [41]
Formatted	... [42]
Formatted	... [44]
Formatted	... [43]

~~information by collecting, calculating and entering data on the District's payroll system, spreadsheets and various platforms; coordinates with the Director of Administration on employee changes, new hires, changes in payroll status, pay, benefits, procedures and deadlines; updates payroll records by entering employee changes as requested; prepares and reconciles spreadsheets and reports by compiling summaries of earnings, taxes, deductions, leaves, disability coordination, and nontaxable wages; determines payroll liabilities; prepares and submits reports to the California Public Employees' Retirement System; resolves payroll discrepancies by collecting and analyzing information; serves as a resource to answer employee inquiries regarding payroll information; assists the Director of Administration in tracking and maintaining payroll information in compliance with FMLA/CFRA, FLSA, Workers' Compensation, Disability and other federal and state regulations; prepares and reconciles quarterly and annual federal and state tax filings and W-2s; maintains employee confidence and protects payroll operations by keeping information confidential.~~

Formatted: Header

Performs general ledger accounting, reporting, and reconciliations; prepares monthly reconciliations of District checking accounts, investment and trust accounts, and accounts for developer security deposits; prepares general

Formatted: Font: Calibri

journal entries and reports based on reconciliations; tracks transactions and transfers; coordinates with other staff in preparation for the monthly, quarterly, and annual closing of the general ledger.

Formatted: Font: Calibri, Not Expanded by / Condensed by

- Performs various cash management, investment, and reporting duties; prepares daily monthly cash report; prepares monthly and investment report; gathers and provides information on current and future cash receipts and disbursements; makes recommendations for cash and investment management; prepares bank and investment wire and

Formatted: Font: Calibri, Not Expanded by / Condensed by

- transfer forms; reconciles bank and investment accounts; coordinates with banks on issues

Formatted: Font: Calibri

- related to the District's accounts, bank transactions, and investment activities.

Formatted: Font: Calibri

- Performs capital asset, depreciation and cost accounting; performs capital asset and construction in process (CIP) accounting including monthly journal entries for capital asset and construction in process adds and retirements/deletes; processes capital asset depreciation; prepares quarterly and annual capital asset, capital expense, and CIP reconciliations; and sets up completed CIP projects as capital assets when completed projects are accepted; processes all capital asset donations to the District; coordinates the annual physical inventory of a portion of the capital assets and reconciles the physical inventory to the general ledger and subsidiary ledgers; coordinates with auditors as necessary.

Formatted: Font: Calibri, Not Expanded by / Condensed by

- Assists in budget preparation for assigned areas including debt service payments on bonded debt and capital leases, debt service administration expenses, capital asset depreciation for all applicable funds, and interest earning for all District funds; assists staff with budget preparation, reporting, forecasting and other budget duties.

Formatted: Indent: Left: 1.25", Right 1 ch, Space Before: 0 pt, No bullets or numbering, Tab stops: 1.25", Left + Not at 0.75"

Assists in the preparation of

- Records bi-weekly payroll expenditures or related invoices to the general ledger.
- Reviews account payable batches for entry and review; verify accuracy; reconciles details to accounts payable aging.
- Reporting for the financial activities related to fixed assets; records fixed assets acquisitions, transfers and dispositions; maintain and monitor construction in progress capital assets, calculate depreciation for all fixed assets using the fixed asset system and conducts periodic impairment reviews for intangible

assets as well as periodic physical inventory counts of fixed assets, monitors a system of controls; prepare audit schedules.

- Assists Director of Finance with preparation and development of District's budget
- Updates utility billing rates, reconcile utility billing receivables and perform analytical review of the monthly billing
- Prepares the Annual Audit Financial Report, State Controller reports, and related year-end financial statements, schedules, notes and reports; ensures selected general ledger accounts and annual reports accurately reflect District's financial position at fiscal year-end; assists staff and District auditors with the pre-audit and audit.
- Assists the Accounting Manager by preparing special reports, completing special projects, and coordinating specialized transactions for the District with internal and external sources.
 - Performs complex accounting and analytical work in GL management, fund accounting, asset management and preparation of financial statements
 - Monitors and reports on the status of governmental grants; reviews and audits grant contracts, amendments, and other documents to ensure grant compliance; tracks revenue/expenses; prepare related grant reporting
 - Performs special projects and studies; collects and compiles statistical and financial data for special reports, as directed.
 - Participates in department audit and account close-out functions; gather supporting documentation for auditor's review; responds to inquiries for cash receipts and monthly bank reconciliations.
 - Assists with any accounting software conversion
 - Performs related duties as required.

QUALIFICATION REQUIREMENTS:

Knowledge of:

- Principles and practices of public agency financial management including general and governmental accounting, fund accounting, general ledger accounting, payroll, budgeting, auditing, and reporting functions as well as Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS).

Formatted: Header

Formatted: Font: Calibri, Condensed by 0.8 pt

Formatted: Right: 1", Space Before: 8.45 pt, Line spacing: Multiple 1.16 li, Bulleted + Level: 1 + Aligned at: 1" + Indent at: 1.25", Tab stops: 1.25", Left + 1.29", Left + Not at 0.75"

Formatted: Font: Calibri, Condensed by 0.2 pt

Formatted: Font: Calibri, Condensed by 0.15 pt

Formatted: Left, Indent: Left: 1", Hanging: 0.25", Line spacing: single, Bulleted + Level: 1 + Aligned at: 1" + Indent at: 1.25", Tab stops: 1.25", Left + Not at 0.75"

Formatted: Font: Calibri, 12 pt

Formatted: Space Before: 12.5 pt

Formatted: Font: Calibri, 12 pt, Bold, Not Italic, Font color: Text 1

Formatted: Font: Calibri, 12 pt, Bold

Formatted: Heading 6, Indent: Left: 0.25", First line: 0.5"

Formatted: Font: Calibri, 12 pt

Formatted: Normal, Indent: Left: 0.75", Space Before: 0.05 pt

Formatted: Font: Calibri

Formatted: Right: 1", Space Before: 12.55 pt, Line spacing: Multiple 0.95 li, Bulleted + Level: 1 + Aligned at: 1" + Indent at: 1.25", Tab stops: 1.24", Left + 1.25", Left + Not at 0.74" + 0.75"

Formatted: Font: Calibri

- Principles and practices of automated financial systems.
- Principles of governmental budget preparation and control.
- Revenues and expenditures of the District for cash flow projections.
- Principles and practices related to the processing of payroll information, computerized payroll systems, and maintenance of payroll records.
- Pertinent laws, rules, and regulations related to payroll.
- Debt financing and Basic accounting.
- Public fund investing principles and practices used in financial record keeping, bookkeeping, and governmental and fund accounting.
- Principles and procedures of record keeping.
- Principles of business letter writing and report preparation.

Formatted: Header

Formatted: Font: Calibri

Formatted: Font: Calibri, Condensed by 0.3 pt

Formatted: Font: Calibri

Formatted: Font: Calibri, Condensed by 0.25 pt

Formatted: Font: Calibri

Formatted: Font: Calibri, Condensed by 0.15 pt

Formatted: Font: Calibri

Formatted: Font: Calibri, Condensed by 0.25 pt

Formatted: Font: Calibri

Formatted: Font: Calibri, Condensed by 0.1 pt

Formatted: Font: Calibri

Formatted: Font: Calibri

Formatted: Indent: Left: 1", Hanging: 0.25", Space Before: 12.15 pt, Bulleted + Level: 1 + Aligned at: 1" + Indent at: 1.25", Tab stops: 1.25", Left + Not at 0.74"

Formatted: Font: Calibri, Condensed by 0.35 pt

Formatted: Font: Calibri, Not Expanded by / Condensed by

Formatted: Right: 1.32", Space Before: 10.05 pt, Line spacing: Multiple 1.16 li, Bulleted + Level: 1 + Aligned at: 1" + Indent at: 1.25", Tab stops: 1.25", Left + Not at 0.74"

Formatted: Font: Calibri, Condensed by 0.2 pt

Formatted: Font: Calibri

Formatted: Font: Calibri, Condensed by 0.3 pt

Formatted: Font: Calibri

Formatted: Font: Calibri, Condensed by 0.2 pt

Formatted: Font: Calibri, Not Expanded by / Condensed by

Formatted: Font: Calibri

Formatted: Font: Calibri, Condensed by 0.3 pt

Formatted: Font: Calibri

Formatted: Font: Calibri, Condensed by 0.15 pt

Formatted: Font: Calibri

Formatted: Font: Calibri, Condensed by 0.05 pt

Formatted: Font: Calibri

Formatted: Font: Calibri, Condensed by 0.25 pt

Formatted: Font: Calibri

Formatted: Font: Calibri, 12 pt

Formatted: Space Before: 0 pt

- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
 - Pertinent federal, state, and local laws, codes, and regulations.
- Ability to:
- Examine and verify financial documents, reports, and transactions.
 - Prepare a variety of budgets, financial statements, reports, and analyses.
 - Analyze, post, balance, and reconcile financial data, ledgers, and accounts.
 - Analyze and draw conclusions from financial data.
 - Interpret financial data and recognize accounts that need detailed investigation.
- ~~Oversee and coordinate District payroll processing.~~
 - Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.

Formatted: Header

Formatted: Font: Calibri

Formatted: Right: 1", Space Before: 5.4 pt, Line spacing: Multiple 0.95 li, Bulleted + Level: 1 + Aligned at: 1" + Indent at: 1.25", Tab stops: 1.24", Left + 1.25", Left + Not at 0.74" + 0.75"

Formatted: Font: Calibri, Expanded by 4 pt

Formatted: Font: Calibri, Condensed by 0.1 pt

Formatted: Font: Calibri, 12 pt

Formatted: Font: Calibri, 12 pt, Condensed by 0.15 pt

Formatted: Normal, Indent Left: 0.75", Space Before: 0 pt, Line spacing: Exactly 12.3 pt

Formatted: Font: Calibri

Formatted: Font: Calibri, Condensed by 0.4 pt

Formatted: Indent: Left: 1", Hanging: 0.24", Line spacing: Exactly 12.3 pt, Bulleted + Level: 1 + Aligned at: 1" + Indent at: 1.25", Tab stops: 1.24", Left + Not at 0.74"

Formatted: Font: Calibri

Formatted: Font: Calibri, Condensed by 0.25 pt

Formatted: Indent: Left: 1", Hanging: 0.24", Space Before: 11.35 pt, Bulleted + Level: 1 + Aligned at: 1" + Indent at: 1.25", Tab stops: 1.24", Left + Not at 0.74"

Formatted: Font: Calibri, Condensed by 0.15 pt

Formatted: Font: Calibri

Formatted: Font: Calibri, Condensed by 0.2 pt

Formatted: Indent: Left: 1", Hanging: 0.24", Space Before: 11.35 pt, Bulleted + Level: 1 + Aligned at: 1" + Indent at: 1.25", Tab stops: 1.24", Left + Not at 0.74"

Formatted: Font: Calibri, Condensed by 0.35 pt

Formatted: Font: Calibri

Formatted: Font: Calibri, Not Expanded by / Condensed by

Formatted: Right: 1", Space Before: 11.85 pt, Line spacing: Multiple 0.95 li, Bulleted + Level: 1 + Aligned at: 1" + Indent at: 1.25", Tab stops: 1.24", Left + 1.25", Left + Not at 0.74" + 0.75"

- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
- ~~Participate in the preparation and administration of assigned budgets.~~
 - Prepare clear and concise reports.
 - Analyze complex issues, evaluate alternatives, and reach sound conclusions.
 - Manage multiple projects simultaneously and be sensitive to changing priorities and deadlines.
 - Plan and organize work to meet changing priorities and deadlines.
- ~~Effectively represent the District to outside individuals and agencies to accomplish the goals and objectives of the District.~~
 - Work collaboratively and cooperatively with other departments, District officials, and outside agencies.
 - Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
 - Interpret, explain and apply laws, rules, regulations, and ordinances related to payroll.
 - Respond tactfully, clearly, concisely and appropriately to inquiries from the public, District staff, or other agencies on sensitive issues in area of responsibility.
 - Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
 - Communicate clearly and concisely, both orally and in writing.
 - Establish and maintain effective professional working relationships with those contacted in the course of work.

Formatted: Header

Formatted: Font: Calibri

Formatted: Font: Calibri, Expanded by 1.45 pt

Formatted: Left, Right: 1", Space Before: 12 pt, Line spacing: Multiple 0.95 li, Bulleted + Level: 1 + Aligned at: 1" + Indent at: 1.25", Tab stops: 1.24", Left + 1.25", Left + Not at 0.74" + 0.75"

Formatted: Font: Calibri

Formatted: Font: Calibri, Condensed by 0.15 pt

Formatted: Indent: Left: 1", Hanging: 0.24", Space Before: 11.45 pt, Bulleted + Level: 1 + Aligned at: 1" + Indent at: 1.25", Tab stops: 1.24", Left + Not at 0.74"

Formatted: Font: Calibri

Formatted: Font: Calibri, Condensed by 0.25 pt

Formatted: Indent: Left: 1", Hanging: 0.24", Space Before: 11.35 pt, Bulleted + Level: 1 + Aligned at: 1" + Indent at: 1.25", Tab stops: 1.24", Left + Not at 0.74"

Formatted: Font: Calibri, Condensed by 0.35 pt

Formatted: Font: Calibri

Formatted: Font: Calibri, Condensed by 0.2 pt

Formatted: Indent: Left: 1", Hanging: 0.24", Space Before: 11.35 pt, Bulleted + Level: 1 + Aligned at: 1" + Indent at: 1.25", Tab stops: 1.24", Left + Not at 0.74"

Formatted: Font: Calibri

Formatted: Font: Calibri, Expanded by 1.75 pt

Formatted: Left, Right: 1", Space Before: 11.85 pt, Line spacing: Multiple 0.95 li, Bulleted + Level: 1 + Aligned at: 1" + Indent at: 1.25", Tab stops: 1.24", Left + 1.25", Left + Not at 0.74" + 0.75"

Formatted: Font: Calibri, Expanded by 3.65 pt

Formatted: Font: Calibri

Formatted: Font: Calibri, Condensed by 0.15 pt

Formatted: Indent: Left: 1", Hanging: 0.24", Space Before: 11.45 pt, Bulleted + Level: 1 + Aligned at: 1" + Indent at: 1.25", Tab stops: 1.24", Left + Not at 0.74"

Formatted: Font: Calibri

Formatted ... [45]

Formatted: Font: Calibri, Condensed by 0.2 pt

Formatted: Font: Calibri

Formatted ... [47]

Formatted ... [46]

Formatted: Font: Calibri, 12 pt

3

7

EDUCATION AND/OR EXPERIENCE:

The following combination of education and experience providing the required knowledge and abilities is qualifying:

~~Minimum Education:~~ A Bachelor's degree from an accredited college or university with major ~~coursework~~ course work in ~~finance or~~ accounting.

Formatted: Header

Formatted: Font: Calibri, 12 pt, Bold, Not Italic, Font color: Text 1

Formatted: Font: Calibri, 12 pt, Bold

Formatted: Heading 6, Indent: Left: 0.25", First line: 0.5", Line spacing: Exactly 12.6 pt

Formatted: Font: Calibri, 12 pt

Formatted: Font: Calibri, 12 pt, Not Expanded by / Condensed by

And:

Three (3) and 5 years of increasingly responsible professional accounting or auditing experience; two years in professional governmental government accounting and personnel recordkeeping activities; preferably

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.

license, insurability, and compliance with established District vehicle operation standards are a condition of continuing employment.

OTHER SKILLS AND ABILITIES:

Knowledge of supervisory principles and practices; operation, administration, policies and procedures relating to government administration and finance; data management including word processing, spreadsheet and data-base principles.

PHYSICAL DEMANDS:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

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 accommodation may be made on a case-by-case basis to enable individuals with disabilities to perform the essential functions.

Employees work in an office environment with controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The noise level in the work environment is usually quiet.

Formatted: Header

Formatted: Font: Calibri, 12 pt

Formatted: Normal, Justified, Indent: Left: 0.75", Right: 1", Space Before: 0 pt

Formatted: Font: Calibri, 12 pt, Bold, Not Italic, Font color: Text 1

Formatted: Font: Calibri, 12 pt, Bold

Formatted: Heading 6, Indent: Left: 0.25", First line: 0.5", Space Before: 0 pt

Formatted: Font: Calibri, 12 pt

Formatted: Font: Calibri, 12 pt

Formatted: Font: (Default) Calibri, 12 pt, Bold, Font color: Auto

Formatted: Body Text, Indent: Left: 0", Space Before: 12.35 pt, Tab stops: 0.56", Left + 0.69", Left + 0.75", Left

Formatted: Font: Calibri, 12 pt

Formatted: Font: Calibri, 12 pt, Condensed by 0.15 pt

Formatted: Normal, Indent: Left: 0.75", Right: 1"

Formatted: Font: Calibri, 12 pt, Bold, Not Italic, Font color: Text 1

Formatted: Font: Calibri, 12 pt, Bold

Formatted: Heading 6, Indent: Left: 0.25", First line: 0.5", Space Before: 12.6 pt

Formatted: Font: Calibri, 12 pt

Formatted: Normal, Indent: Left: 0.75", Right: 1", Space Before: 0.1 pt

Formatted: Font: Calibri, 12 pt, Condensed by 0.05 pt

Formatted: Normal, Indent: Left: 0.75", Right: 1"

Formatted: Font: Calibri, 12 pt, Condensed by 0.05 pt

Formatted: Font: Calibri, 12 pt, Bold, Not Italic, Font color: Text 1

Formatted: Font: Calibri, 12 pt, Bold

Formatted: Heading 6, Indent: Left: 0.25", First line: 0.5", Space Before: 12.6 pt, Line spacing: Exactly 12.6 pt

Formatted: Font: Calibri, 12 pt

Formatted: Normal, Indent: Left: 0.75", Right: 0.99"

Formatted: Font: Calibri, 12 pt, Not Expanded by / Condensed by

Formatted: Font: Calibri, 12 pt

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

SENIOR ACCOUNTANT

DEPARTMENT: FINANCE

FLSA OVERTIME STATUS: NON-EXEMPT

BARGAINING UNIT: OPERATING ENGINEERS LOCAL 3

APPROVED BY BOARD OF DIRECTORS – TBD

SUMMARY:

Under general supervision, performs a wide variety of professional accounting, budgeting and fiscal duties, such as establishing and maintaining accounting records, participating in budget preparation and control, reviewing and analyzing accounting and financial transaction records, and preparing financial statements and reports.

SUPERVISION: Receives general supervision from the Director of Finance.

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.

- Performs general ledger accounting, monthly balance sheet reconciliations; prepares/review monthly bank reconciliations of all banking investment and trust accounts, and Prepare/Review developers' billing and fire hydrant meters billings prepares general journal entries and reports based on reconciliations; tracks transactions and transfers; coordinates with other staff in preparation for the monthly closing of the general ledger
- Compiles, reconciles, analyzes and prepares a variety of financial statements, general and subsidiary ledgers, supporting schedules, and other financial and statistical reports; prepares work papers, financial statements, and various reports for federal and state agencies as well as for internal accounting.
- Performs various cash management, investment, and reporting duties; prepares monthly cash and investment report; gathers and; prepares bank and investment wire and transfer forms; reconcile bank and investment accounts; coordinates with banks on issues related to the District's accounts, bank transactions, and investment activities.
- Records bi-weekly payroll expenditures or related invoices to the general ledger.
- Reviews account payable batches for entry and review; verify accuracy; reconciles details to accounts payable aging.
- Reporting for the financial activities related to fixed assets; records fixed assets acquisitions, transfers and dispositions; maintain and monitor construction in progress capital assets, calculate depreciation for all fixed assets using the fixed asset system and conducts periodic impairment reviews for intangible

assets as well as periodic physical inventory counts of fixed assets, monitors a system of controls; prepare audit schedules.

- Assists Director of Finance with preparation and development of District's budget
- Update utility billing rates, reconcile utility billing receivables and perform analytical review of the monthly billing
- Prepares the Annual Audit Financial Report, State Controller reports, and related year-end financial statements, schedules, notes and reports; ensure selected general ledger accounts and annual reports accurately reflect District's financial position at fiscal year-end; assist staff and District auditors with the audit.
- Performs complex accounting and analytical work in GL management, fund accounting, asset management and preparation of financial statements
- Monitors and reports on the status of governmental grants; reviews and audits grant contracts, amendments, and other documents to ensure grant compliance; tracks revenue/expenses; prepare related grant reporting
- Performs special projects and studies; collects and compiles statistical and financial data for special reports, as directed.
- Participates in department audit and account close-out functions; gather supporting documentation for auditor's review; responds to inquiries for cash receipts and monthly bank reconciliations.
- Assists with any accounting software conversion
- Performs related duties as required.

QUALIFICATION REQUIREMENTS:

Knowledge of:

- Principles and practices of public agency financial management including general and governmental accounting, fund accounting, general ledger accounting, payroll, budgeting, auditing, and reporting functions as well as Generally Accepted Accounting Principles (GAAP)
- Principles and practices of automated financial systems
- Basic accounting principles and practices used in financial record keeping, bookkeeping, and governmental and fund accounting
- Principles and procedures of record keeping.

- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Examine and verify financial documents, reports, and transactions.
- Prepare a variety of budgets, financial statements, reports, and analyses.
- Analyze, post, balance, and reconcile financial data, ledgers, and accounts.
- Analyze and draw conclusions from financial data.
- Interpret financial data and recognize accounts that need detailed investigation.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
- Prepare clear and concise reports.
- Analyze complex issues, evaluate alternatives, and reach sound conclusions.
- Manage multiple projects simultaneously and be sensitive to changing priorities and deadlines.
- Plan and organize work to meet changing priorities and deadlines.
- Work collaboratively and cooperatively with other departments, District officials, and outside agencies.
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Interpret, explain and apply laws, rules, regulations, and ordinances related to payroll.
- Respond tactfully, clearly, concisely and appropriately to inquiries from the public, District staff, or other agencies on sensitive issues in area of responsibility.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective professional working relationships with those contacted in the course of work.

EDUCATION AND/OR EXPERIENCE:

The following combination of education and experience providing the required knowledge and abilities is qualifying:

A Bachelor's degree from an accredited college or university with major course work in accounting and 5 years of professional accounting or auditing experience; two years in government accounting preferably

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.

OTHER SKILLS AND ABILITIES:

Knowledge of administration, policies and procedures relating to government administration and finance; data management including word processing, spreadsheet and data-base principles.

PHYSICAL DEMANDS:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made on a case-by-case basis to enable individuals with disabilities to perform the essential functions.

Employees work in an office environment with controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The noise level in the work environment is usually quiet.

Estimated Salary Ranges

Accounting Technician FTE #3 to Staff Accountant

Current Salary per MOU

CLASS NAME: ACCOUNTING TECHNICIAN											
1.055					1.025						
HOURLY RATES	Step	2023	2024	2025	2026	ANNUAL PAY	Step	2023	2024	2025	2026
	_01	\$26.29	\$27.74	\$28.43	\$29.14		_01	\$54,683	\$57,699	\$59,134	\$60,611
	_02	\$27.61	\$29.13	\$29.86	\$30.61		_02	\$57,429	\$60,590	\$62,088	\$63,648
	_03	\$28.99	\$30.58	\$31.34	\$32.12		_03	\$60,299	\$63,627	\$65,187	\$66,830
	_04	\$30.44	\$32.11	\$32.91	\$33.73		_04	\$63,315	\$66,810	\$68,453	\$70,179
	_05	\$31.96	\$33.72	\$34.56	\$35.42		_05	\$66,477	\$70,158	\$71,885	\$73,694
	_06	\$33.56	\$35.41	\$36.30	\$37.21		_06	\$69,805	\$73,674	\$75,483	\$77,376

Proposed Salary subject to Union review. Budgeted for \$38/hr = \$79,040 annually



Home > Salary > Accounting Salary > Staff Accountant Salary > California > Sacramento

Staff Accountant Salary in Sacramento, CA

How much does a Staff Accountant make in Sacramento, CA? As of April 01, 2026, the average salary for a Staff Accountant in Sacramento, CA is **\$80,239** per year, which breaks down to an hourly rate of **\$39**.

However, a Staff Accountant's salary can vary significantly. Here's a look at the typical salary range:

- Top Earners (90th percentile): \$92,060
- Majority Range (25th-75th percentile): **\$73,011 to \$86,426**
- Entry-Level (10th percentile): \$66,431

Accountant to Senior Accountant

Current Salary per MOU

CLASS NAME: ACCOUNTANT									
		1.055		1.025		1.025			
		2023	2024	2025	2026			2023	2024
HOURLY RATES	Step					ANNUAL PAY	Step		
	_01	\$30.84	\$32.54	\$33.35	\$34.18		_01	\$64,147	\$67,683
	_02	\$32.38	\$34.16	\$35.01	\$35.89		_02	\$67,350	\$71,074
	_03	\$34.00	\$35.87	\$36.77	\$37.69		_03	\$70,720	\$74,630
	_04	\$35.70	\$37.66	\$38.60	\$39.57		_04	\$74,256	\$78,354
	_05	\$37.49	\$39.55	\$40.54	\$41.55		_05	\$77,979	\$82,264
	_06	\$39.36	\$41.52	\$42.56	\$43.62	_06	\$81,869	\$86,382	

Proposed Salary subject to Union review. Budgeted for \$46/hr = \$95,680 annually

Copilot Search

Average Salary for a Senior Accountant Without Supervision in Sacramento, CA

For a **Senior Accountant** role in Sacramento, CA – especially one that operates with minimal direct supervision – the **average annual salary** is generally in the **\$90,000–\$92,000 range**, with some sources showing slightly higher averages depending on experience, industry, and employer type.

Market averages

- **Salary.com** (July 2025): **Median \$90,890**/year, 25th percentile \$83,190, 75th percentile \$97,390 [Salary.com](#) .
- **ZipRecruiter** (Apr 2026): **Average \$91,593**/year, 25th percentile \$80,600, 75th percentile \$101,300, top 10% ~\$113,279 [ZipRecruiter](#) .

Indeed (Apr 2026): **Average \$91,948**/year, range \$76,483–\$110,539 [Indeed](#) .

SimplyHired (general Sacramento area): **Average \$86,769**/year, but many postings list \$90K–\$124K depending on employer [SimplyHired](#) .

MEMORANDUM

Date: May 21, 2026
To: Board of Directors
From: Amelia Wilder, Interim General Manager
Subject: Accept Term Extension to Sac County Waste Management Contract

Proposed Action

District Staff recommend that the Board approve the Term Extension to Sac County Waste Management.

Background

In addition to the fees that the District pays to Cal Waste to pick up the trash, we also pay Sac County Waste Management for use of the landfill facilities. We have a contract with them that we update periodically. This extension represents a three-year contract. The CPI Increase is 2.28%, and is realized in the FY26-27 Budget, which will be presented later in tonight's meeting.

Conclusion

District Staff recommend that the Board approve the Term Extension to Sac County Waste Management.



GENERAL SERVICES
 Contract and Purchasing Services Division
TERM EXTENSION REQUEST FORM
 (Request to Amend an Agreement Solely to Extend Term)

TO	CSR@saccounty.gov	
FROM	DATE	CONTACT NAME, PHONE NUMBER and EMAIL
	4/16/2025	David Ralls, 916-876-5951
		REQUESTING DEPARTMENT / DIVISION
		Sac County, Dept of Waste Management and Recycling

1.	Contract No.:	70263
2.	Amendment No.	11
3.	Agreement Title:	REGIONAL WASTE MANAGEMENT SERVICES COST RECOVERY
4.	Company name: Contact person: Phone and email: Signatory name and email:	Rancho Murieta Community Services District Amelia Wilder, Interim General Manager (916) 354-3700 awilder@rmcsd.com
5.	Existing Term Date:	6/30/2025
6.	Requested Extension Date:	6/30/2028
7.	Proposed Board Date: (if applicable)	
8.	Is this a 71-J Agreement?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If "yes," extension may require board approval; please review with analyst.		



County of Sacramento

March 11, 2026

To: Amelia Wilder, Rancho Murieta Community Services District
From: Corina McFadden, County of Sacramento
RE: 2026 Annual Contract Adjustment

Pursuant to the terms of Agreement No. 70263 for Regional Waste Management Services Cost Recovery, the compensation rate will be adjusted to reflect 100% of the change in the U.S. City Average for Urban Wage Earners and Clerical Workers Consumer Price Index (CPI) for the previous twelve months.

The table below reflects the change in the index:

February 2025 CPI	312.460
February 2026 CPI	319.422
Increase %	2.228%

Based on the index change, on July 1, 2026, the contract rate will be increased from \$1.61/\$4.83 per household per month to \$1.64/\$4.93 per household per month based on MSW delivered to Kiefer Landfill or delivered to another landfill, respectively. Your July invoice will reflect these prices.

If you have any questions, please contact me at (916) 874-5115.



Databases, Tables & Calculators by Subject

Change Output Options: From: 2016 To: 2026 include graphs include annual averages [More Formatting Options](#)

Data extracted on: March 11, 2026 (11:25:51 AM)

Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W)

Series Id: CWUR0000SA0,CWUS0000SA0
Not Seasonally Adjusted
Series Title: All items in U.S. city average, urban wage earners and clerical workers, not seasonally adjusted
Area: U.S. city average
Item: All items
Base Period: 1982-84=100

Download: xlsx

Table with 15 columns (Year, Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec, HALF1, HALF2) and 11 rows of data from 2016 to 2026.

X : Data unavailable due to the 2025 lapse in appropriations

CPI Adjustments Regional Costs					
A	B	C	D	E	F
	CPI Value	Current Year CPI Value Divided by Prior Year CPI Value	Percent Change	Prior Year Regional Cost Fee Plus Percent Change - Kiefer Landfill	Prior Year Regional Cost Fee Plus Percent Change - other than Kiefer Landfill
Initial Year February 2006	194.200			\$ 1.00	\$ 3.00
First Year February 2007	198.544	1.022368692	2.24%	\$1.02	\$3.07
Second Year February 2008	207.254	1.043869369	4.39%	\$1.07	\$3.20
Third Year February 2009	206.708	0.997365551	-0.26%	\$1.06	\$3.19
Fourth Year February 2010	212.544	1.028233063	2.82%	\$1.09	\$3.28
Fifth Year February 2011	217.535	1.023482197	2.35%	\$1.12	\$3.36
Sixth Year February 2012	224.317	1.031176592	3.12%	\$1.16	\$3.47
Seventh Year February 2013	228.677	1.019436779	1.94%	\$1.18	\$3.53
Eighth Year February 2014	230.871	1.009594319	0.96%	\$1.19	\$3.57
Ninth Year February 2015	229.421	0.993719436	-0.63%	\$1.18	\$3.54
Tenth Year February 2016	230.972	1.006760497	0.68%	\$1.19	\$3.57
Eleventh Year February 2017	237.477	1.028163587	2.82%	\$1.22	\$3.67
Twelve Year February 2018	242.988	1.023206458	2.32%	\$1.25	\$3.75
February 2019	246.218	1.013292838	1.33%	\$1.27	\$3.80
February 2020	251.935	1.023219261	2.32%	\$1.30	\$3.89
February 2021	256.843	1.019481215	1.95%	\$1.32	\$3.97
February 2022	278.943	1.086044782	8.60%	\$1.44	\$4.31
February 2023	295.057	1.057768074	5.78%	\$1.52	\$4.56
February 2024	304.284	1.031271924	3.13%	\$1.57	\$4.70
Current Year February 2025	312.460	1.026869635	2.69%	\$1.61	\$4.83
Current Year February 2026	319.422	1.022281252	2.23%	\$1.64	\$4.93

MEMORANDUM

Date: May 21, 2026
To: Board of Directors
From: Amelia Wilder, Interim General Manager
Subject: Consider changes to RMCS D Standard Services Agreement

BACKGROUND

Director Butler asked that language be added to the Professional Services contract that would call out how much a presentation to the Board would cost, and if it was included in the final proposal. Mr. Enright has updated our Professional Services contract as follows.

RECOMMENDED ACTION

Approve changes to the District's standard services contract as follows. Section 14.3 has been added which reads:

14.3 Board Presentations.

Upon District's request, Consultant shall attend Board of Directors or committee meetings and make presentations regarding the Services. One (1) such presentation is included in the base fee at no additional cost to District. Any additional presentations requested by District beyond the first shall be compensated at the applicable hourly rates set forth in Exhibit C and shall be counted toward the Maximum Compensation. Pre-approved, reasonable travel expenses for all Board and committee presentations shall be reimbursable as set forth in Exhibit C.

14.3 Board Presentations.

Upon District's request, Consultant shall attend Board of Directors or committee meetings and make presentations regarding the Services. One (1) such presentation is included in the base fee at no additional cost to District. Any additional presentations requested by District beyond the first shall be compensated at the applicable hourly rates set forth in Exhibit C and shall be counted toward the Maximum Compensation. Pre-approved, reasonable travel expenses for all Board and committee presentations shall be reimbursable as set forth in Exhibit C.

Conclusion

Staff recommend that the Board approve the updated Professional Services Agreement.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT PROFESSIONAL SERVICES AGREEMENT

(Engineering • Financial • Legal • Consulting)

This Professional ~~Rancho Murieta Community Services District~~ Services Agreement

This ~~(“Agreement”)~~ is entered into as of ~~the date last signed and dated~~
below, ~~2026 (“Effective Date”)~~, by and between the ~~Rancho~~
Murieta Community Services District, a local government agency (“California community
services district (**“District”**), with its principal place of business at 15160 Jackson Road,
Rancho Murieta, California 95683, and **[Consultant Legal Name]**, a [state and entity
type], with its principal place of business at [address] (**“Consultant”**). ~~District~~, and ~~and~~
Consultant may be referred to individually as a “Party” and collectively as the “Parties.”

~~LRI Leading Resources Incorporated~~, a Corporation ~~_____~~ (“Contractor”), who agree
as follows:

RECITALS

A. District requires professional services for [describe general subject matter]
“Project”), all as more fully described in this Agreement.

B. Consultant is duly licensed and/or otherwise fully authorized by applicable law, and
has the necessary experience and qualifications, to provide such services. District enters
this Agreement in substantial reliance on Consultant's experience, qualifications, and
representations.

C. District desires to retain Consultant as an independent contractor, and Consultant
desires to serve District, to perform the Services in accordance with the terms and
conditions of this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants set forth herein, and for
other good and valuable consideration, the receipt and sufficiency of which are
acknowledged, the Parties agree as follows:

AGREEMENT

1. CONSULTANT'S SERVICES

1.1 Scope of ~~Work~~Services.

~~Contractor~~Consultant shall perform the ~~work and render the professional services~~
described in the Scope of Services attached as Exhibit A (the **“Work”**). ~~Contractor~~
~~shall~~Services”) for the Project. District may request, in writing, changes in the Scope
of Services. Any changes mutually agreed upon by the Parties, and any increase or
decrease in Compensation, shall be incorporated by written amendment to this
Agreement signed by both Parties.

1.2 Standard of Performance.

Consultant shall perform the Services with the degree of care, skill, and diligence that
a reasonably prudent professional in the same discipline would exercise under similar

Style Definition	... [61]
Style Definition	... [60]
Style Definition	... [59]
Style Definition	... [58]
Style Definition	... [57]
Style Definition	... [56]
Style Definition	... [55]
Style Definition	... [54]
Style Definition	... [53]
Style Definition	... [52]
Style Definition	... [51]
Style Definition	... [50]
Style Definition	... [49]
Style Definition	... [48]
Style Definition	... [47]
Style Definition	... [46]
Style Definition	... [45]
Style Definition	... [44]
Style Definition	... [43]
Style Definition	... [42]
Style Definition	... [41]
Style Definition	... [40]
Style Definition	... [39]
Style Definition	... [38]
Style Definition	... [37]
Style Definition	... [36]
Style Definition	... [35]
Style Definition	... [34]
Style Definition	... [33]
Style Definition	... [32]
Style Definition	... [31]
Style Definition	... [30]
Style Definition	... [29]
Style Definition	... [28]
Style Definition	... [27]
Style Definition	... [26]
Style Definition	... [25]
Style Definition	... [24]
Style Definition	... [23]
Style Definition	... [22]
Style Definition	... [21]
Style Definition	... [20]
Style Definition	... [19]
Style Definition	... [18]
Style Definition	... [17]
Style Definition	... [16]
Style Definition	... [15]
Style Definition	... [14]
Style Definition	... [13]
Style Definition	... [12]
Style Definition	... [11]
Style Definition	... [10]
Style Definition	... [9]
Style Definition	... [8]
Style Definition	... [7]
Style Definition	... [6]
Style Definition	... [5]
Style Definition	... [4]
Style Definition	... [3]
Style Definition	... [2]
Style Definition	... [1]

circumstances, in compliance with all applicable laws, regulations, codes, and professional standards. All Services shall meet the standard of care and quality ordinarily expected of competent professionals in Consultant's field.

1.3 Party Representatives.

The District Representative shall be the General Manager, or such other person designated in writing by the General Manager. The Consultant Representative shall be [Name, Title]. The Consultant Representative shall directly manage Consultant's Services under this Agreement. Consultant shall not change the Consultant Representative without District's prior written consent, not to be unreasonably withheld.

1.4 Key Personnel.

The following individuals are designated as key personnel essential to the successful performance of the Services: [describe by name or reference to Exhibit A resumes]. Consultant shall not remove or replace key personnel without District's prior written consent. If key personnel become unavailable for a continuous period exceeding 30 workdays, Consultant shall promptly notify District and propose a replacement of at least substantially equal ability and qualifications for District's approval.

Drafting note: This section may be replaced with "Intentionally omitted" if the District is not requiring designation of key personnel.

1.5 Personnel Qualifications.

Consultant has secured, or will secure at its own expense, all personnel required to perform the Services. All Services shall be performed by, or under the direct supervision of Consultant. All personnel engaged in the Services shall be qualified and licensed (where required by law) to perform such Services.

1.6 Subconsultants.

Consultant shall not engage any subconsultant to perform any portion of the Services without District's prior written approval. Approved subconsultants shall be required to obtain the insurance coverages specified in Section 9 of this Agreement and to provide proof of same to District. Consultant shall be fully responsible for all work performed by approved subconsultants.

1.7 Compliance with Laws.

Consultant shall comply with all applicable federal, state, and local laws, ordinances, statutes, codes, and regulations, including Cal/OSHA requirements. Consultant shall obtain and maintain during the Agreement term all licenses, permits, and certificates required by law for the provision of the Services, including a current business license.

1.8 Deliverables.

Consultant shall provide all deliverables and work product identified in Exhibit A in the format(s) and by the deadlines specified therein.

2. TERM

2.1 Term.

{00315779-1}

Rev. 05/15/24 2

Error! Unknown document property name.

Formatted: Header, Tab stops: Not at 0" + 0.5" + 1" + 1.5" + 2" + 2.5" + 3" + 3.5" + 4" + 4.5" + 5" + 5.5" + 6" + 6.5"

Formatted: Font: Arial, 12 pt

Formatted: FooterTxt, Font: Arial

Formatted: Normal, Tab stops: Not at 3.5"

The term of this Agreement shall commence on the Effective Date and shall expire on [date], unless earlier terminated as provided in Section 12 of this Agreement. Time is of the essence. Consultant shall complete the Services within the term of this Agreement and shall meet any other schedules and deadlines established in Exhibit B.

Formatted: Header, Tab stops: Not at 0" + 0.5" + 1" + 1.5" + 2" + 2.5" + 3" + 3.5" + 4" + 4.5" + 5" + 5.5" + 6" + 6.5"

2.2 Extension.

The Parties may, by mutual written amendment signed by both Parties, extend the term if necessary to complete the Services.

3. COMPENSATION

3.1 Compensation.

As full compensation for Services satisfactorily rendered, District shall compensate Consultant as set forth in the Approved Fee Schedule attached as Exhibit C, on a [time-and-materials / not-to-exceed / fixed-fee] basis. In no event shall the total amount paid for Services under this Agreement exceed \$[Amount] (the "Maximum Compensation") without a prior written amendment. This amount covers and is inclusive of all labor, materials, and any and all other costs and expenses incurred by Consultant in performing the Services, unless reimbursable expenses are separately and expressly authorized in Exhibit C.

Formatted: Font: Arial, 12 pt

3.2 Reimbursable Expenses.

Reimbursable expenses, if any, must be expressly authorized in Exhibit C, substantiated with receipts, and invoiced at actual cost without markup, unless a markup is expressly stated in Exhibit C. District shall not reimburse for travel, meals, or lodging unless expressly authorized in writing in advance.

3.3 No Minimum Guarantee.

District makes no guarantee of any minimum quantity or dollar amount of Services to be authorized or performed under this Agreement.

3.4 Unauthorized Services.

District will not pay for any ~~services, equipment, tools, material and supplies required or necessary to properly, competently and completely perform the Work.~~ Contractor shall determine the method, details and means of doing the Work or expenses not specified in the Scope of Services and not authorized in writing by the District Representative (within the District Representative's delegated authority) or the Board of Directors prior to performance. Any additional services or expenses so authorized shall be compensated at the rates in Exhibit C, or at rates mutually agreed in writing.

Formatted: Font: Arial, 12 pt

Formatted: Indent: Left: 0.25", Space Before: 4 pt, After: 4 pt

Formatted: Font: Arial, 12 pt

4. INVOICING AND PAYMENT

4.1 Invoices.

Consultant shall submit itemized monthly invoices to: ap@rmcsd.com. Each invoice shall reference the Agreement number, billing period, description of Services

Formatted: FooterTxt, Font: Arial

Formatted: Normal, Tab stops: Not at 3.5"

{00315779-1}

Rev. 05/15/24 3

Error! Unknown document property name.

performed, tasks completed, hours by personnel classification with applicable rates, reimbursable expenses with receipts, and cumulative amounts billed and remaining.

4.2 Payment.

2.1 — District shall pay to Contractor a fee based on:

~~X~~ — Contractor's District shall pay all undisputed invoice amounts within 30 calendar days after receipt, up to the Maximum Compensation. District shall notify Consultant in writing within 10 business days of receipt of any disputed invoice amounts, identifying the basis for the dispute. Consultant shall continue performance pending resolution of any dispute. District does not pay interest on late or disputed amounts.

4.3 Tax Withholding.

District shall not withhold federal or state payroll taxes or similar deductions from payments to Consultant. Notwithstanding the foregoing, if Consultant is a California nonresident, District will withhold the amount required by the Franchise Tax Board pursuant to Revenue and Taxation Code section 18662 and applicable regulations.

4.4 Final Payment.

Acceptance by Consultant of final payment under this Agreement shall constitute a full release of District from all claims arising out of or related to the Services, except for claims asserted in writing prior to acceptance of final payment and for obligations that expressly survive termination or expiration of this Agreement.

5. INDEPENDENT CONTRACTOR

5.1 Status.

Consultant is, and at all times shall remain, an independent contractor and not an employee, agent, partner, or joint venturer of District. Consultant shall have control over the means and methods of performing the Services, subject to the requirements of this Agreement. Consultant shall have no power to incur any debt, obligation, or liability on behalf of District.

5.2 Taxes and Benefits.

Consultant is solely responsible for all federal and state taxes, withholdings, workers' compensation, unemployment insurance, disability insurance, and benefits for its employees and subconsultants. Consultant shall indemnify and hold District harmless from any taxes, assessments, penalties, and interest asserted against District by reason of the independent contractor relationship created by this Agreement, or from any failure of Consultant to comply with applicable workers' compensation laws.

5.3 No Representation of Agency.

Consultant and its officers, employees, and agents shall not, at any time and expenses necessarily and actually expended or incurred on the Work, in any manner, represent that they are employees or agents of District.

{00315779-1}

Rev. 05/15/24 4

Error! Unknown document property name.

Formatted: Header, Tab stops: Not at 0" + 0.5" + 1" + 1.5" + 2" + 2.5" + 3" + 3.5" + 4" + 4.5" + 5" + 5.5" + 6" + 6.5"

Formatted: Font: Arial, 12 pt

Formatted: Font: Arial, 12 pt, Not Bold

Formatted: Indent: Left: 0.25", Space Before: 8 pt, After: 3 pt, No bullets or numbering, Don't keep with next

Formatted: Font: Arial, 12 pt

Formatted: FooterTxFt, Font: Arial

Formatted: Normal, Tab stops: Not at 3.5"

6. CONFIDENTIALITY

6.1 Definition.

“Confidential Information” means all non-public information, data, and materials in any format generated, used, or obtained by District or created by Consultant in connection with the Services under this Agreement that is designated as confidential or that reasonably should be understood to be confidential given the nature and circumstances of disclosure.

6.2 Obligations.

Consultant shall keep all Confidential Information in strict confidence. Consultant shall not use Confidential Information for any purpose other than performance of the Services, and shall not disclose Confidential Information to any person or entity not connected with the performance of the Services, without prior written authorization by District. Consultant and its officers, employees, agents, and subconsultants shall protect Confidential Information in accordance with Contractor’s fee schedule on the attached Exhibit A applicable law, District policies, and industry best practices.

— The fee arrangement described on the attached Exhibit A.

— The total fee for the Work shall not exceed \$9,900. There shall be no compensation for extra or additional work or services by Contractor unless approved in advance in writing by District. Contractor’s fee includes all of Contractor’s costs and expenses related to the Work.

2.2 — At the end of each month, Contractor shall submit to District an invoice for the Work performed during the preceding month. The invoice shall include a brief description of the Work performed, the dates of Work, number of hours worked and by whom (if payment is based on time), payment due, and an itemization of any reimbursable expenditures. If the Work is satisfactorily completed and the invoice is accurately computed, District shall pay the invoice within 30 days of its receipt.

3 — Term

3.1 — This Agreement shall take effect on the above date and continue in effect until completion of the Work, unless sooner terminated as provided below. Time is of the essence in this Agreement. If Exhibit A includes a Work schedule or deadline, then Contractor must complete the Work in accordance with the specified schedule or deadline, which may be extended by District for good cause shown by Contractor. If Exhibit A does not include a Work schedule or deadline, then Contractor must perform the Work diligently and as expeditiously as possible, consistent with the professional skill and care appropriate for the orderly progress of the Work.

3.2 — This Agreement may be terminated at any time by District upon 10 days advance written notice to Contractor. In the event of such termination, Contractor shall be fairly compensated for all work performed to the date of termination as calculated by District based on the above fee and payment provisions. Compensation under this section shall not include any termination-related expenses, cancellation or demobilization charges, or lost profit associated with the expected completion of the Work or other such similar payments relating to Contractor’s claimed benefit of the bargain.

{00315779.1}

Rev. 05/15/24 — 5

Error! Unknown document property name.

Formatted: Header, Tab stops: Not at 0" + 0.5" + 1" + 1.5" + 2" + 2.5" + 3" + 3.5" + 4" + 4.5" + 5" + 5.5" + 6" + 6.5"

Formatted: Indent: Left: 0.25", First line: 0", Space Before: 4 pt, After: 4 pt

Formatted: Font: Arial, 12 pt

Formatted: Font: Arial, 12 pt

Formatted: FooterTxt, Font: Arial

Formatted: Normal, Tab stops: Not at 3.5"

4 Professional Ability of Contractor

~~Contractor~~ **6.3 California Public Records Act: Compelled Disclosure.**

~~Consultant acknowledges that District is subject to the California Public Records Act (Gov. Code § 7920.000 et seq.). If any person or entity requests or demands, by subpoena, discovery request, CPRA request, or otherwise, Confidential Information or its contents, the party receiving such request shall immediately notify the other Party so the Parties may consider appropriate steps to protect disclosure. Response to a subpoena or court order shall not constitute voluntary disclosure, provided that Consultant gives District prompt notice of such demand.~~

6.4 Survival.

~~Consultant's obligations under this Section shall survive the expiration or termination of this Agreement.~~

6.5 Return or Destruction.

~~Unless otherwise directed in writing by District, upon completion or termination of this Agreement, Consultant shall destroy or return all Confidential Materials (written, printed, and electronic) and shall provide a written certification to District confirming destruction or return.~~

7. CONFLICTS OF INTEREST

7.1 No Conflicts.

~~4.1—Consultant and its officers, employees, associates, and subconsultants shall comply with all conflict of interest statutes applicable to Consultant's Services under this Agreement, including the Political Reform Act (Gov. Code § 81000 et seq.) and Government Code section 1090. Consultant represents that it is specially trained and experienced, and possesses the skill, ability, knowledge and certification, to competently perform the Work provided by this Agreement. District has relied upon Contractor's training, experience, skill, ability, knowledge and certification as a material inducement to enter into this Agreement. All Work performed by Contractor shall be in accordance with applicable legal requirements and meet the standard of care and quality ordinarily to be expected of competent professionals in Contractor's field.~~

~~4.2—The following individuals are designated as key personnel and are considered to be essential to the successful performance of the work hereunder: **Jane Harrington, Senior Consultant.** Contractor agrees that these individuals may not be removed from the Work or replaced without compliance with the following sections:~~

~~4.2.1—If one or more of the key personnel, for whatever reason, becomes, or is expected to become, unavailable for work under this contract for a continuous period exceeding 30 work days, or is expected to devote substantially less effort to the work than indicated in the proposal or initially anticipated, Contractor shall immediately notify District and shall, subject to District's concurrence, promptly replace the personnel with personnel of at least substantially equal ability and qualifications.~~

~~4.2.2—Each request for approval of substitutions must be in writing and contain a detailed explanation of the circumstances necessitating the proposed substitutions. The request must also contain a complete resume for the proposed substitute and other~~

{00315779.1}

Rev. 05/15/24 6

Error! Unknown document property name.

Formatted: Header, Tab stops: Not at 0" + 0.5" + 1" + 1.5" + 2" + 2.5" + 3" + 3.5" + 4" + 4.5" + 5" + 5.5" + 6" + 6.5"

Formatted: Font: Arial, 12 pt

Formatted: FooterTxt, Font: Arial

Formatted: Normal, Tab stops: Not at 3.5"

~~information requested or needed by District to evaluate the proposed substitution. District shall evaluate Contractor's request and District shall promptly notify Contractor of its decision in writing.~~

5 Conflict of Interest

~~Contractor (including principals, associates and professional employees) represents and acknowledges that (a) it does not now have has no interest, and shall not acquire any interest, direct or indirect investment, interest in real property or source of income, that would be affected in any manner or degree by conflict with, the performance of Contractor's services under this agreement, and (b) no the Services. No person having any such interest shall perform any portion of the Services.~~

7.2 Concurrent Work. ~~The parties agree~~

~~During the term of this Agreement, Consultant may perform similar services for other clients; however, Consultant and its officers, employees, associates, and subconsultants shall not, without the District Representative's prior written approval, perform work for another person or entity that Contractor would require Consultant or any such person to abstain from a decision under this Agreement pursuant to a conflict of interest statute.~~

7.3 Political Reform Act.

~~5.1 The Parties acknowledge that Consultant is not a "designated employee" within the meaning of the Political Reform Act and District's ~~conflict~~ Conflict of interest code Interest Code, because ~~Contractor~~ Consultant will perform the Work Services independent of the control and direction of ~~the District or of any District official.~~ (other than normal contract monitoring.), and ~~Contractor~~ Consultant possesses no authority with respect to any District decision beyond the ~~rendition~~ provision of information, advice, recommendation, or counsel. Notwithstanding the foregoing, Consultant shall complete and file any disclosure forms reasonably required by District upon request.~~

~~5.2 Contractor's duties and services under this Agreement shall not include preparing or assisting District with any portion of District's preparation of a request for proposals, request for qualifications, or any other solicitation regarding a subsequent or additional contract with District. District shall at all times retain responsibility for public contracting, including with respect to any subsequent phase of the work contemplated herein. Contractor's participation in the planning, discussions, or drawing of project plans or specifications shall be limited to conceptual, preliminary, or initial plans or specifications. Contractor shall cooperate with District to ensure that all bidders for a subsequent contract on any subsequent phase, if any, of work contemplated herein have access to the same information, including all conceptual, preliminary, or initial plans or specifications, if any, prepared by Contractor pursuant to this Agreement.~~

6 Contractor Records

~~Contractor shall keep and maintain all ledgers, books of account, invoices, vouchers, canceled checks~~ **7.4 Flow-Down.**

Consultant shall incorporate a clause substantially similar to this Section 7 into any subconsultant agreement executed in connection with the performance of this Agreement.

{00315779.1}

Rev. 05/15/24 **7**

Error! Unknown document property name.

Formatted: Header, Tab stops: Not at 0" + 0.5" + 1" + 1.5" + 2" + 2.5" + 3" + 3.5" + 4" + 4.5" + 5" + 5.5" + 6" + 6.5"

Formatted: Font: Arial, 12 pt

Formatted: Font: Arial, 12 pt

Formatted: Font: Arial, 12 pt

Formatted: Font: Arial, 12 pt

Formatted: Font: Arial, 12 pt

Formatted: Font: Arial, 12 pt, Bold

Formatted: Font: Arial, 12 pt

Formatted: Font: Arial, 12 pt

Formatted: Font: Arial, 12 pt

Formatted: Font: Arial, 12 pt

Formatted: Indent: Left: 0.25", Space Before: 4 pt, After: 4 pt, No bullets or numbering, Don't keep with next

Formatted: Font: Arial, 12 pt

Formatted: Font: Arial, 12 pt

Formatted: Font: Arial, 12 pt

Formatted: Font: Arial, 12 pt

Formatted: Font: Arial, 12 pt

Formatted: Font: Arial, 12 pt

Formatted: Font: Arial, 12 pt

Formatted: Font: Arial, 12 pt

Formatted: Font: Arial, 12 pt

Formatted: Font: Arial, 12 pt

Formatted: Font: Arial, 12 pt

Formatted: Font: Arial, 12 pt

Formatted: Font: Arial, 12 pt

Formatted: FooterTxFt, Font: Arial

Formatted: Normal, Tab stops: Not at 3.5"

8. INDEMNIFICATION, HOLD HARMLESS, AND DUTY TO DEFEND

8.1 General Indemnity.

To the fullest extent permitted by law, Consultant shall, at its sole cost and expense, defend, indemnify, and hold harmless District and its Board of Directors, elected and appointed officials, officers, attorneys, employees, agents, designated volunteers, successors, assigns, and those District agents serving as independent contractors in the role of District officials (collectively, "Indemnitees") from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, judgments, penalties, liens, and losses of any nature whatsoever, including fees of accountants, attorneys, or other professionals and all costs associated therewith, and the payment of all consequential damages (collectively, "Liabilities"), in law or equity, whether actual, alleged, or threatened, which arise out of, are claimed to arise out of, pertain to, or relate to the acts or omissions of Consultant, its officers, agents, employees, subconsultants, materialmen, consultants, or their respective officers, agents, or employees in the performance of this Agreement, including the Indemnitees' active or passive negligence, except for Liabilities arising from the sole negligence or willful misconduct of the Indemnitees as determined by court decision or agreement of the Parties. Consultant shall defend Indemnitees with counsel of Indemnitees' choice and shall pay all costs and expenses, including attorneys' fees and expert costs incurred in connection with such defense.

8.2 Design Professionals.

If Consultant is a "design professional" as defined in Civil Code section 2782.8, the duty to defend and indemnify shall be interpreted consistent with that section. In no event shall Consultant's total costs incurred pursuant to its duty to defend Indemnitees exceed Consultant's proportionate percentage of fault as determined by a final judgment of a court or final decision of an arbitrator.

Drafting note: Section 8.2 applies when Consultant is a licensed engineer, architect, land surveyor, or other design professional. It may be replaced with "Intentionally omitted" for non-design-professional engagements.

8.3 Workers' Compensation; Taxes.

Consultant's indemnification obligations under this Section shall not be limited by the provisions of any workers' compensation act. Consultant expressly waives its statutory immunity under such statutes as to District, its officers, agents, employees, and volunteers. Consultant shall also pay all required taxes on amounts paid under this Agreement.

8.4 Subconsultant Indemnification.

Consultant shall obtain executed indemnity agreements with provisions substantially identical to this Section 8 from each subconsultant or other person or entity involved in the performance of this Agreement. If Consultant fails to obtain such indemnity obligations from subconsultants, Consultant shall be fully responsible and shall indemnify, hold harmless, and defend Indemnitees from all resulting Liabilities.

8.5 Survival.

{00315779-1}

Rev. 05/15/24 8

Error! Unknown document property name.

Formatted: Header, Tab stops: Not at 0" + 0.5" + 1" + 1.5" + 2" + 2.5" + 3" + 3.5" + 4" + 4.5" + 5" + 5.5" + 6" + 6.5"

Formatted: FooterTxt, Font: Arial

Formatted: Normal, Tab stops: Not at 3.5"

Consultant's indemnification and defense obligations under this Section shall survive the expiration or termination of this Agreement.

Formatted: Header, Tab stops: Not at 0" + 0.5" + 1" + 1.5" + 2" + 2.5" + 3" + 3.5" + 4" + 4.5" + 5" + 5.5" + 6" + 6.5"

9. INSURANCE

9.1 Minimum Coverage and Limits.

Consultant shall not commence Services, and shall not permit any subconsultant to commence work on any subcontract, until all required insurance has been obtained and evidence acceptable to District has been provided. Consultant shall procure and maintain for the duration of this Agreement the following types and minimum limits of insurance with insurers authorized to write insurance in the State of California having a current A.M. Best rating of A:VII or better:

<u>Coverage Type</u>	<u>Minimum Limits</u>	<u>Scope / Notes</u>
<u>Commercial General Liability</u>	<u>\$2,000,000 per occurrence \$4,000,000 aggregate</u>	<u>ISO CG 00 01 (occurrence form); includes products/completed ops, property damage, bodily injury, personal and advertising injury; no contractual liability exclusion</u>
<u>Automobile Liability</u>	<u>\$1,000,000 per accident</u>	<u>ISO CA 00 01; any auto (owned, hired, non-owned); if no vehicles used, non-owned auto endorsement to CGL required</u>
<u>Workers' Compensation</u>	<u>Statutory</u>	<u>If Consultant has no employees, written declaration required in lieu of policy</u>
<u>Employer's Liability</u>	<u>\$1,000,000 per accident</u>	
<u>Professional Liability / E&O</u>	<u>\$1,000,000 per claim \$2,000,000 aggregate</u>	<u>Required for licensed engineers, surveyors, geologists, architects, attorneys, accountants, and other licensed design/professional service providers; claims-made form; retroactive date no later than Effective Date; tail coverage of 2 years post-completion required</u>

9.2 Additional Insured.

The Commercial General Liability and Automobile Liability policies shall be endorsed to name District, its Board of Directors, elected and appointed officials, officers, employees, agents, and volunteers as additional insureds for liability arising out of the Services. CGL endorsements on ISO Form CG 20 10 11 85 and CG 20 37 (or insurer's equivalent) are required. This provision shall also apply to any excess or umbrella liability policies.

9.3 Primary and Non-Contributing.

All required insurance shall apply on a primary, non-contributing basis in relation to any other insurance or self-insurance maintained by District. Any insurance or self-insurance of District shall be excess to and shall not contribute with Consultant's insurance.

Formatted: FooterTxt, Font: Arial

Formatted: Normal, Tab stops: Not at 3.5"

{00315779-1}

Rev. 05/15/24 9

Error! Unknown document property name.

9.4 Waiver of Subrogation.

All required insurance policies shall include a waiver of subrogation in favor of District. Consultant shall obtain any endorsement necessary to effect this waiver.

9.5 Notice of Cancellation.

Each insurance policy shall be endorsed to provide 30 days' prior written notice of cancellation to District (10 days for non-payment of premium). If any policy is cancelled, reduced in coverage, or allowed to lapse, Consultant shall notify District within two business days and shall promptly obtain replacement coverage meeting the requirements of this Section.

9.6 Deductibles and Self-Insured Retentions.

Any deductibles or self-insured retentions must be declared to and approved by District prior to commencement of Services. At District's option, Consultant shall either reduce or eliminate the deductible or self-insured retention with respect to District, or procure a bond guaranteeing payment of losses and expenses.

9.7 Evidence of Insurance.

Prior to commencing Services, and at each policy renewal during the term, Consultant shall furnish District with certificates of insurance and all required endorsements evidencing the coverages required under this Section. The endorsements are subject to District's approval. Consultant shall maintain current endorsements on file with District and shall furnish proof of renewal at least two weeks prior to policy expiration.

9.8 Subconsultant Insurance.

Consultant shall require each subconsultant performing Services under this Agreement to maintain insurance coverage meeting all requirements of this Section 9.

9.9 Indemnity Not Limited.

Procurement of insurance by Consultant shall not be construed as a limitation of Consultant's liability or as full performance of Consultant's duty to indemnify District under Section 8 of this Agreement. District shall be entitled to the benefit of any broader coverage or higher limits maintained by Consultant.

10. RECORDS, DOCUMENTS, AND OWNERSHIP OF WORK PRODUCT

10.1 Maintenance and Audit.

6.1—Consultant shall maintain complete and accurate records, accounts, invoices, time cards, cost control sheets, and other records and documents evidencing or relating to the Work Services and invoice preparation and support for a minimum period of threefour (4) years (after receipt of final payment, or for any longer period required by law) from the date of final payment to Contractor under this Agreement. District and its authorized auditors may inspect and audit, copy, and transcribe such books and records, including source and documents, to verify all charges, payments and reimbursable costs under this Agreement.

6.2 upon reasonable notice during normal business hours. In accordance with California Government Code section 8546.7, the parties acknowledge that this

Formatted: Header, Tab stops: Not at 0" + 0.5" + 1" + 1.5" + 2" + 2.5" + 3" + 3.5" + 4" + 4.5" + 5" + 5.5" + 6" + 6.5"

- Formatted: Font: Arial, 12 pt
- Formatted: Font: Arial, 12 pt
- Formatted: Font: Arial, 12 pt
- Formatted: Font: Arial, 12 pt
- Formatted: Font: Arial, 12 pt
- Formatted: Font: Arial, 12 pt
- Formatted: Font: Arial, 12 pt
- Formatted: Font: Arial, 12 pt
- Formatted: Font: Arial, 12 pt
- Formatted: Font: Arial, 12 pt
- Formatted: Font: Arial, 12 pt
- Formatted: Indent: Left: 0.25", Space Before: 4 pt, After: 4 pt, No bullets or numbering
- Formatted: Font: Arial, 12 pt
- Formatted: Font: Arial, 12 pt
- Formatted: FooterTxt, Font: Arial
- Formatted: Normal, Tab stops: Not at 3.5"

{00315779.1}

Rev. 05/15/24 10

Error! Unknown document property name.

Agreement, and performance and payments under it, are subject to examination and audit by the California State Auditor for three years following final payment under the Agreement.

7 **10.2 Ownership of Documents/Work Product.**

All works of authorship and every report, study, spreadsheet, worksheet, plan, design, blueprint, specification, drawing, map, photograph, reports, studies, plans, designs, drawings, specifications, maps, photographs, computer model, computer disk, magnetic tape, models, CAD files, data files, computer software, and any all other document, documents, or things prepared, developed, or created by Contractor/Consultant under this Agreement and provided to District ("Work Product") shall be the property of District, and District shall have the right to use, modify, reuse, reproduce, publish, display, broadcast, and distribute the Work Product and to prepare derivative and additional documents or works based on the Work Product, without further compensation to Contractor/Consultant or any other party. Contractor/Consultant may retain a copy/copies of any Work Product and use, reproduce, publish, display, broadcast and distribute any for its records. The Work Product and prepare derivative and additional documents or works based on any Work Product, provided, however, that Contractor shall not provide any Work Product to any third party without District's prior written approval, unless compelled to do so by legal process. If any Work Product is copyrightable, Contractor may be the subject of a copyright the same, except that, as to any Work Product that is copyrighted by Contractor, application by Consultant. Consultant grants District reserves a perpetual, royalty-free, nonexclusive, and irrevocable license to use, reuse, reproduce, publish, display, broadcast and distribute the Work Product and to prepare derivative and additional documents or works based on the Work Product. If District reuses or modifies any Work Product for a use or purpose other than that intended by the scope of work under this Agreement, then District shall hold Contractor harmless against all claims, damages, losses and expenses arising from such reuse or modification. For any Work Product provided to District in paper format, upon any preexisting materials embedded in the Work Product to the extent necessary for District's use of the Work Product.

10.3 Electronic Format.

Upon request by District at any time (including, but not limited to, at expiration or termination of this Agreement), Contractor agrees to, Consultant shall provide the Work Product to District in a readable, transferable, and usable electronic format generally acknowledged as being an industry-standard format for information exchange between computers (e.g., Word file, Excel spreadsheet file, AutoCAD file, PDF).

8 Confidentiality of Information

8.1 Contractor shall keep in strict confidence all confidential, privileged, trade secret, and proprietary information, data and other materials in any format generated, used or obtained by the District or created by Contractor in connection with the performance of the Work under this Agreement (the "Confidential Material"). Contractor shall not use any Confidential Material for any purpose other than the performance of the Work under this Agreement, unless otherwise authorized in writing by District. Contractor also shall not disclose any Confidential Material to any person or entity not connected with the performance of the Work under this Agreement, unless otherwise authorized in advance in writing by District. If there is a question if Confidential Material is protected from disclosure

{00315779-1}

Rev. 05/15/24 11

Error! Unknown document property name.

Formatted	... [69]
Formatted	... [72]
Formatted	... [73]
Formatted	... [74]
Formatted	... [75]
Formatted	... [76]
Formatted	... [77]
Formatted	... [78]
Formatted	... [79]
Formatted	... [80]
Formatted	... [81]
Formatted	... [82]
Formatted	... [83]
Formatted	... [84]
Formatted	... [85]
Formatted	... [86]
Formatted	... [87]
Formatted	... [88]
Formatted	... [89]
Formatted	... [90]
Formatted	... [91]
Formatted	... [92]
Formatted	... [93]
Formatted	... [94]
Formatted	... [95]
Formatted	... [96]
Formatted	... [97]
Formatted	... [98]
Formatted	... [99]
Formatted	... [100]
Formatted	... [101]
Formatted	... [102]
Formatted	... [103]
Formatted	... [105]
Formatted	... [106]
Formatted	... [107]
Formatted	... [104]
Formatted	... [108]
Formatted	... [109]
Formatted	... [110]
Formatted	... [111]
Formatted	... [112]
Formatted	... [113]
Formatted	... [114]
Formatted	... [115]
Formatted	... [116]
Formatted	... [71]
Formatted	... [70]

~~or is a public record or in the public domain, the party considering disclosure of such materials shall consult with the other party concerning the proposed disclosure.~~

~~8.2 Contractor, and its officers, employees, agents, and subcontractors, shall at all times take all steps that are necessary to protect and preserve all Confidential Material. At no time shall Contractor, or its officers, employees, agents, or subcontractors in any manner, either directly or indirectly, use for personal benefit or divulge, disclose, or communicate in any manner, any Confidential Material to any person or entity unless specifically authorized in writing by the District or by order of a court or regulatory entity with jurisdiction over the matter. Contractor, and its officers, employees, agents, and subcontractors shall protect the Confidential Material and treat it as strictly confidential in accordance with applicable law, District policies and directives, and best industry security practices and standards.~~

~~8.3 If any person or entity, other than District or Contractor, requests or demands, by subpoena, discovery request, California Public Records Act request or otherwise, Confidential Material or its contents, the party to whom the request is made will immediately notify the other party, so that the parties may collectively consider appropriate steps to protect the disclosure of those materials. The parties agree to take all steps reasonably necessary to preserve the confidential and privileged nature of the Confidential Material and its content. In the event that the parties cannot agree whether to oppose or comply with a disclosure demand, the opposing party may oppose the demand at its sole cost and expense, in which event the party favoring disclosure will refrain from disclosing the demanded Confidential Material until such time as a final agreement regarding disclosure is reached or, if an agreement is not reached, a judicial determination is made concerning the demand.~~

~~8.4 Unless otherwise directed in writing by the District, upon contract completion or termination, Contractor must destroy all Confidential Materials (written, printed and/or electronic) and shall provide a written statement to the District that such materials have been destroyed.~~

~~9 Compliance with Laws~~

~~9.1 General. Contractor shall perform the Work in compliance with all applicable federal, state and local laws and regulations. Contractor shall possess, maintain and comply with all federal, state and local permits, licenses and certificates that may be required for it to perform the Work. Contractor shall comply with all federal, state and local air pollution control laws and regulations applicable to the Contractor and its Work (as required by California Code of Regulations title 13, section 2022.1). Contractor shall be responsible for the safety of its workers and Contractor shall comply with applicable federal and state worker safety related laws and regulations.~~

~~9.2 Intentionally Omitted.~~

~~10 Indemnification.~~

~~10.1 Contractor shall indemnify, defend, protect, and hold harmless District, and its officers, employees and agents ("Indemnitees") from and against any claims, liability, losses, damages and expenses (including attorney, expert witness and Contractor fees, and litigation costs) (collectively a "Claim") that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Contractor or its employees, agents or subcontractors. The duty to indemnify, including the duty and the cost to defend, is limited as provided in~~

{00315779.1}

Rev. 05/15/24 **12**

Error! Unknown document property name.

Formatted: Header, Tab stops: Not at 0" + 0.5" + 1" + 1.5" + 2" + 2.5" + 3" + 3.5" + 4" + 4.5" + 5" + 5.5" + 6" + 6.5"

Formatted: FooterTxt, Font: Arial

Formatted: Normal, Tab stops: Not at 3.5"

~~this section. However, this indemnity provision will not apply to any Claim arising from the sole negligence or willful misconduct of District or its employees or agents. Contractor's obligations under this indemnification provision shall survive the termination of, or completion of Work under, this Agreement.~~

~~10.2—This section 10.2 applies if the Contractor is a “design professional” as that term is defined in Civil Code section 2782.8. If a court or arbitrator determines that the incident or occurrence that gave rise to the Claim was partially caused by the fault of an Indemnitee, then in no event shall Contractor’s total costs incurred pursuant to its duty to defend Indemnitees exceed Contractor’s proportionate percentage of fault as determined by a final judgment of a court or final decision of arbitrator.~~

~~11— Insurance~~

~~Types & Limits. Contractor at its sole cost and expense shall procure and maintain for the duration of this Agreement the following types and limits of insurance: **[The general liability and automobile coverage limits may be adjusted depending on the Work's overall risks, cost and complexity.]**~~

~~10.4 Reuse by District.~~

~~If District reuses or modifies Work Product for a use or purpose other than that intended by the Scope of Services, District shall hold Consultant harmless from all claims, damages, losses, and expenses arising from such reuse or modification.~~

~~10.5 Confidential Data and Subpoenas.~~

~~All data, reports, documents, and other information developed or received by Consultant in connection with the Services are deemed confidential and shall not be disclosed or released without prior written authorization by District, except as required by law. Consultant shall promptly notify District upon receipt of any subpoena, court order, deposition notice, request for documents, or other legal process regarding the Services or any Project or property within the District. Consultant shall cooperate with District in responding to any such process and shall provide District an opportunity to review any proposed response.~~

~~11. PUBLIC WORKS AND PREVAILING WAGE (IF APPLICABLE)~~

~~*Drafting note: This section applies only if the Services include work subject to California prevailing wage law (Labor Code § 1720 et seq.), including pre- or post-construction-related work, inspection, land surveying, or maintenance work as defined in Labor Code § 1771 and 8 Cal. Code Regs. § 16000. If the Services are purely professional services with no prevailing-wage-covered component, replace this section with "Intentionally omitted."*~~

~~11.1 Prevailing Wages.~~

~~If and to the extent the Services involve work subject to California prevailing wage requirements (Labor Code §§ 1720–1861), Consultant shall comply with all applicable prevailing wage laws, including payment of prevailing wage rates, employment of apprentices, maintenance and submission of certified payroll records, and all other requirements. Prevailing wage rates are available at <https://www.dir.ca.gov/oprl/DPreWageDetermination.htm>.~~

{00315779-1}

Rev. 05/15/24 — 13

Error! Unknown document property name.

Formatted: Header, Tab stops: Not at 0" + 0.5" + 1" + 1.5" + 2" + 2.5" + 3" + 3.5" + 4" + 4.5" + 5" + 5.5" + 6" + 6.5"

Formatted: FooterTxt, Font: Arial

Formatted: Normal, Tab stops: Not at 3.5"

11.2 DIR Registration.

If the Services are subject to prevailing wage requirements and the total compensation exceeds the applicable threshold (currently \$25,000 for pre/post-construction work and \$15,000 for maintenance work), Consultant must be registered with the California Department of Industrial Relations pursuant to Labor Code section 1725.5.

Consultant's DIR Public Works Contractor Registration Number:

11.3 Grant Funding Conditions.

If any portion of the Services is funded by a federal or state grant or loan agreement imposing funding conditions on District and its contractors or subconsultants, District will notify Consultant of such Funding Conditions and Consultant shall comply with all applicable Funding Conditions, including provisions concerning recordkeeping, audits, nondiscrimination, and drug-free workplace certification.

Drafting note: Section 11.3 may be replaced with "Intentionally omitted" if the Project is not subject to a grant or loan agreement.

12. TERMINATION AND DEFAULT

12.1 Termination for Convenience by District.

District may terminate this Agreement, in whole or in part, for convenience at any time, for any reason or no reason, upon 10 calendar days' prior written notice to Consultant. Upon receipt of such notice, Consultant shall cease Services as specified and shall immediately deliver to District all Work Product and original documents produced to the date of termination. District shall pay Consultant for all Services satisfactorily performed and accepted through the effective date of termination, based on the applicable fee provisions, less any amounts previously paid. In no event shall Consultant be entitled to receive more than the Maximum Compensation, and Consultant shall have no other claim against District, including for compensation for anticipated profits, termination charges, cancellation or demobilization fees, or lost profits.

12.2 Termination for Cause.

Either Party may terminate this Agreement for material breach not cured within 10 calendar days after written notice to the breaching Party describing the breach in reasonable detail. If District terminates for Consultant's breach, District shall be entitled to offset the costs of cure or completion against any amounts otherwise owing to Consultant.

12.3 Termination by Consultant.

Consultant may terminate this Agreement at any time, for any reason or no reason, upon 30 calendar days' prior written notice to District. In the event of such termination, Consultant shall be compensated only for Services satisfactorily performed and accepted through the effective date of termination.

12.4 Suspension.

Formatted: Header, Tab stops: Not at 0" + 0.5" + 1" + 1.5" + 2" + 2.5" + 3" + 3.5" + 4" + 4.5" + 5" + 5.5" + 6" + 6.5"

{00315779-1}

Rev. 05/15/24 14

Error! Unknown document property name.

Formatted: FooterTxt, Font: Arial

Formatted: Normal, Tab stops: Not at 3.5"

District may suspend all or part of the Services upon written notice. Consultant shall resume performance upon written notice from District. The Parties shall negotiate in good faith any appropriate adjustment to the schedule and, if warranted, compensation arising from a suspension exceeding 30 calendar days.

12.5 Default.

Consultant's failure to comply with any provision of this Agreement shall constitute a default. District shall serve Consultant with written notice of the default. Consultant shall have 10 calendar days after service of notice in which to cure the default. If Consultant fails to cure within such period, District may terminate this Agreement without further notice and without prejudice to any other remedy available at law, in equity, or under this Agreement.

13. FORCE MAJEURE

Neither Party shall be liable for any failure to perform its obligations under this Agreement if such failure is caused by acts of God, embargoes, inability to obtain labor or materials or reasonable substitutes therefor, governmental restrictions, judicial orders, enemy or hostile governmental action, civil commotion, fire, or other causes beyond the affected Party's reasonable control and not due to any act or omission of that Party. Consultant's lack of financial ability shall not constitute a force majeure event. The affected Party shall provide prompt written notice of any force majeure event and shall use commercially reasonable efforts to mitigate the effects thereof.

14. MUTUAL COOPERATION

14.1 District's Cooperation.

District shall provide Consultant with access to all pertinent data, documents, facilities, and District personnel reasonably necessary for Consultant's proper performance of the Services. Consultant may rely on District-furnished information except to the extent Consultant knows or reasonably should know such information to be inaccurate or incomplete.

14.2 Consultant's Cooperation.

In the event any claim or action is brought against District relating to Consultant's performance of Services, Consultant shall render all reasonable assistance that District requires in connection with the defense of such claim or action.

14.3 Board Presentations.

Upon District's request, Consultant shall attend Board of Directors or committee meetings and make presentations regarding the Services. One (1) such presentation is included in the base fee at no additional cost to District. Any additional presentations requested by District beyond the first shall be compensated at the applicable hourly rates set forth in Exhibit C, and shall be counted toward the Maximum Compensation. Pre-approved, reasonable travel expenses for all Board and committee presentations shall be reimbursable as set forth in Exhibit C.

15. GENERAL PROVISIONS

15.1 Entire Agreement; Amendment.

{00315779-1}

Rev. 05/15/24 **15**

Error! Unknown document property name.

Formatted: Header, Tab stops: Not at 0" + 0.5" + 1" + 1.5" + 2" + 2.5" + 3" + 3.5" + 4" + 4.5" + 5" + 5.5" + 6" + 6.5"

Formatted: FooterTxt, Font: Arial

Formatted: Normal, Tab stops: Not at 3.5"

This Agreement, including all exhibits, constitutes the entire agreement between the Parties concerning the subject matter and supersedes all prior or contemporaneous oral or written agreements, proposals, representations, and communications. No Party has been induced to enter this Agreement by any representation or warranty not expressly set forth herein. This Agreement may not be amended, and no provision or breach may be waived, except by a subsequent written instrument signed by both Parties. In the event of a conflict, this Agreement controls over the exhibits, unless an exhibit expressly states otherwise and is approved by the Board of Directors.

15.2 Governing Law and Venue.

his Agreement shall be governed by and construed in accordance with the laws of the State of California, without regard to conflict of law rules, and without the rule of construction that ambiguities are to be resolved against the drafting party. Any dispute arising under or relating to this Agreement shall be resolved in the Sacramento County Superior Court or, if federal jurisdiction applies, in the United States District Court for the Eastern District of California.

15.3 Attorneys' Fees.

In any litigation or other proceeding by which a Party seeks to enforce its rights under this Agreement or seeks a declaration of rights or obligations, the prevailing Party shall be entitled to recover all reasonable attorneys' fees, expert fees, and costs actually incurred in connection with such proceeding, in addition to all other relief to which that Party may be entitled.

15.4 Notices.

All notices, demands, invoices, or other communications required or permitted under this Agreement shall be in writing and shall be deemed given: (a) upon personal delivery; (b) three business days after deposit in the U.S. Mail, by first-class mail, postage prepaid; (c) on the date of delivery as shown on the receipt of a nationally recognized overnight courier service; or (d) upon the sender's receipt of email confirmation from the other Party. Notices shall be addressed as follows:

<i>Type</i>	<i>Limits</i>	<i>Scope</i>
Commercial general liability	\$2,000,000 per occurrence & \$4,000,000 aggregate	at least as broad as Insurance Service Office (ISO) Commercial General Liability Coverage (Occurrence CG 00 01) including products completed operations, property damage, bodily injury, personal and advertising injury TO DISTRICT: Rancho Murieta Community Service District Attn: General Manager 15160 Jackson Road Rancho Murieta, CA 95683 Email:

Formatted: Header, Tab stops: Not at 0" + 0.5" + 1" + 1.5" + 2" + 2.5" + 3" + 3.5" + 4" + 4.5" + 5" + 5.5" + 6" + 6.5"

Deleted Cells

Deleted Cells

Inserted Cells

Formatted Table

Email:

Formatted: Font: Arial, 12 pt, Not Bold

Formatted: Left, Space After: 2 pt

Formatted: Font: Arial, 12 pt

Formatted: FooterTxt, Font: Arial

Formatted: Normal, Tab stops: Not at 3.5"

{00315779.1}

Rev. 05/15/24 16

Error! Unknown document property name.

Automobile liability	\$1,000,000 per accident		
Workers' compensation	Statutory limits		
Employers' liability	\$1,000,000 per accident		
Professional liability*	\$1,000,000 per claim		

Formatted: Header, Tab stops: Not at 0" + 0.5" + 1" + 1.5" + 2" + 2.5" + 3" + 3.5" + 4" + 4.5" + 5" + 5.5" + 6" + 6.5" at least as broad as ISO Business Auto Coverage (Form CA 00-01)

*Required only if Contractor is a licensed engineer, land surveyor, geologist, architect, doctor, attorney or accountant.

~~11.1—Entitlement to Broader Coverage. If Contractor maintains broader coverage and/or higher limits than the minimums shown above, the District requires and shall be entitled to the broader coverage and/or higher limits maintained by Contractor. Any available insurance proceeds in excess of the specified minimum of insurance and coverage shall be available to the District. Furthermore, the above minimum insurance coverage limits can be met through provision of umbrella or excess policy insurance coverage consistent with the provisions of this section 11.~~

~~11.2—Other Requirements. The general and automobile liability policy(ies) shall be endorsed to name District, its officers, employees, volunteers and agents as additional insureds regarding liability arising out of the Work. Contractor's general and automobile coverage shall be primary and apply separately to each insurer against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability. District's insurance or self insurance, if any, shall be excess and shall not contribute with Contractor's insurance. Each insurance policy shall be endorsed to state that coverage shall not be canceled, except after 30 days (10 days for non-payment of premium) prior written notice to District. Insurance is to be placed with insurers authorized to do business in California with a current A.M. Best's rating of A:VII or better unless otherwise acceptable to District. Workers' compensation insurance issued by the State Compensation Insurance Fund is acceptable. Except for professional liability insurance, Contractor agrees to waive subrogation that any insurer may acquire from Contractor by virtue of the payment of any loss relating to the Work. Contractor agrees to obtain any endorsement that may be necessary to implement this subrogation waiver. The workers' compensation policy must be endorsed to contain a subrogation waiver in favor of District for the Work performed by Contractor.~~

~~11.3—Proof of Insurance. Upon request, Contractor shall provide to District the following proof of insurance: (a) certificate(s) of insurance evidencing this insurance; and (b) endorsement(s) on ISO Form CG 2010 (or insurer's equivalent), signed by a person authorized to bind coverage on behalf of the insurer(s), and certifying the additional insured coverage.~~

12—General Provisions

~~12.1—Entire Agreement; Amendment. The parties intend this writing to be the sole, final, complete, exclusive and integrated expression and statement of the terms of their contract concerning the Work. This Agreement supersedes all prior oral or written negotiations, representations, contracts or other documents that may be related to the Work, except those other documents (if any) that are expressly referenced in this Agreement. This Agreement may be amended only by a subsequent written contract approved and signed by both parties.~~

Formatted: FooterTxt, Font: Arial
Formatted: Normal, Tab stops: Not at 3.5"

{00315779.1}

Rev. 05/15/24 **17**

Error! Unknown document property name.

~~12.2 Independent Contractor. Contractor's relationship to District is that of an independent contractor. All persons hired by Contractor and performing the Work shall be Contractor's employees or agents. Contractor and its officers, employees and agents are not District employees, and they are not entitled to District employment salary, wages or benefits. Contractor shall pay, and District shall not be responsible in any way for, the salary, wages, workers' compensation, unemployment insurance, disability insurance, tax withholding, and benefits to and on behalf of Contractor's employees. Contractor shall, to the fullest extent permitted by law, indemnify District, and its officers, employees, volunteers and agents from and against any and all liability, penalties, expenses and costs resulting from any adverse determination by the federal Internal Revenue Service, California Franchise Tax Board, other federal or state agency, or court concerning Contractor's independent contractor status or employment-related liability.~~

~~12.3 Subcontractors. No subcontract shall be awarded nor any subcontractor engaged by Contractor without District's prior written approval. Contractor shall be responsible for requiring and confirming that each approved subcontractor meets the minimum insurance requirements specified in section 11 of this Agreement. Any approved subcontractor shall obtain the required insurance coverages and provide proof of same to District in the manner provided in section 11 of this Agreement.~~

~~12.4 Assignment. This Agreement and all rights and obligations under it are personal to the parties. The Agreement may not be transferred, assigned, delegated or subcontracted in whole or in part, whether by assignment, subcontract, merger, operation of law or otherwise, by either party without the prior written consent of the other party. Any transfer, assignment, delegation, or subcontract in violation of this provision is null and void and grounds for the other party to terminate the Agreement.~~

~~12.5 No Waiver of Rights. Any waiver at any time by either party of its rights as to a breach or default of this Agreement shall not be deemed to be a waiver as to any other breach or default. No payment by District to Contractor shall be considered or construed to be an approval or acceptance of any Work or a waiver of any breach or default.~~

~~12.6 Severability. If any part of this Agreement is held to be void, invalid, illegal or unenforceable, then the remaining parts will continue in full force and effect and be fully binding, provided that each party still receives the benefits of this Agreement.~~

~~12.7 Governing Law and Venue. This Agreement will be governed by and construed in accordance with the laws of the State of California. The county and federal district court where District's office is located shall be venue for any state and federal court litigation concerning the enforcement or construction of this Agreement.~~

~~12.8 Notice. Any notice, demand, invoice or other communication required or permitted to be given under this Agreement must be in writing and delivered either (a) in person, (b) by prepaid, first class U.S. mail, (c) by a nationally recognized commercial overnight courier service that guarantees next day delivery and provides a receipt, or (d) by email with confirmed receipt. Such notices, etc. shall be addressed as follows:~~

District: _____

Rancho Murieta Community Services District _____

Attn: Amelia Wilder _____

{00315779.1}

Rev. 05/15/24 **18**

Error! Unknown document property name.

Formatted: Header, Tab stops: Not at 0" + 0.5" + 1" + 1.5" + 2" + 2.5" + 3" + 3.5" + 4" + 4.5" + 5" + 5.5" + 6" + 6.5"

Formatted: FooterText, Font: Arial

Formatted: Normal, Tab stops: Not at 3.5"

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

~~E-mail: awilder@rncsd.com~~

~~Contractor:~~

~~LRI Leading Resources Incorporated~~

~~Attn: Jane Harrington~~

~~E-mail: jharrington@leadingresources.com~~

~~Notice given as above will be deemed given (a) when delivered in person, (b) three days after deposited in prepaid, first class U.S. mail, (c) on the date of delivery as shown on the overnight courier service receipt, or (d) upon the sender's receipt of an email from the other party confirming the delivery of the notice, etc. Any party may change its contact information by notifying the other party of the change in the manner provided above.~~

~~**Signatures and Authority.** Each party warrants that the person signing this Agreement is authorized to act on behalf of the party for whom that person signs.~~

~~Other Party may change its notice information by notifying the other Party in the manner provided in this Section.~~

15.5 Assignment and Delegation.

~~Consultant shall not assign, transfer, delegate, or subcontract any of its rights or duties under this Agreement, whether in whole or in part, by operation of law or otherwise, without District's prior written consent. District's consent to an assignment shall not release Consultant from its obligations under this Agreement. Any attempted assignment or delegation without such consent is void and shall entitle District to terminate this Agreement.~~

15.6 Nondiscrimination and Equal Employment Opportunity.

~~In the performance of this Agreement, Consultant shall not discriminate against any employee, subconsultant, or applicant for employment because of race, color, religion, creed, national origin, ancestry, sex, gender, gender identity or expression, marital status, age, physical or mental disability, medical condition, genetic information, sexual orientation, military or veteran status, or any other classification protected by applicable law. Consultant shall take affirmative action to ensure that all employment practices are conducted without such discrimination.~~

15.7 Waiver.

~~No waiver of any breach, failure of condition, or right or remedy shall be effective unless in writing and signed by the waiving Party. No waiver shall be deemed a waiver of any other or subsequent breach or right, nor shall it constitute a continuing waiver unless the writing expressly so states. No payment by District shall constitute an approval or acceptance of any Work Product or a waiver of any breach or default.~~

15.8 Severability.

~~If any provision of this Agreement is held by a court of competent jurisdiction to be illegal, invalid, or unenforceable, the remaining provisions shall remain in full force and effect.~~

{00315779.1}

Rev. 05/15/24 19

Error! Unknown document property name.

Formatted: Header, Tab stops: Not at 0" + 0.5" + 1" + 1.5" + 2" + 2.5" + 3" + 3.5" + 4" + 4.5" + 5" + 5.5" + 6" + 6.5"

Formatted: FooterTxt, Font: Arial

Formatted: Normal, Tab stops: Not at 3.5"

15.9 No Third-Party Beneficiaries.

This Agreement is made solely for the benefit of the Parties and their permitted successors and assigns. No other person or entity has or shall acquire any right by virtue of this Agreement.

15.10 Corrections.

Consultant shall, without additional compensation, promptly correct any errors, omissions, or deficiencies in the Work Product or Services that do not meet the standard of performance required by this Agreement, if reported to Consultant within one (1) year after completion, provided such corrections are not attributable to inaccurate District-furnished information upon which Consultant reasonably relied. If Consultant fails to make such corrections in a reasonably timely manner, District may make such corrections and deduct the reasonable cost thereof from any retention or amounts otherwise owed to Consultant.

15.11 Non-Appropriation of Funds.

Payments by District to Consultant for Services performed within the current fiscal year are within the current fiscal budget and within an available, unexhausted fund. In the event District does not appropriate sufficient funds for payment of Consultant's Services beyond the current fiscal year, this Agreement shall cover payment only through the conclusion of the last fiscal year for which District has appropriated sufficient funds and shall automatically terminate at the conclusion of such fiscal year, without further liability to District except for payment for Services performed and accepted through the termination date.

15.12 Time of the Essence.

Time is of the essence with respect to all provisions of this Agreement that specify a time for performance, including all schedules and deadlines in Exhibit B.

15.13 Business Days.

"Business days" means days on which the Rancho Murieta Community Services District office is open for business.

15.14 Word Usage.

Unless the context clearly requires otherwise: (a) "shall," "will," and "agrees" are mandatory, and "may" is permissive; (b) "or" is not exclusive; and (c) "includes" or "including" are not limiting.

15.15 Headings.

Section headings are included solely for convenience of reference and shall not affect the interpretation of any provision of this Agreement or the rights or obligations of the Parties.

15.16 Counterparts; Electronic Signatures.

12.9 This Agreement may be executed in ~~two or more~~ counterparts, each of which shall be deemed an original, ~~but~~ and all of which together shall constitute ~~one and the~~

Formatted: Header, Tab stops: Not at 0" + 0.5" + 1" + 1.5" + 2" + 2.5" + 3" + 3.5" + 4" + 4.5" + 5" + 5.5" + 6" + 6.5"

Formatted: Font: Arial, 12 pt

Formatted: Font: Arial, 12 pt

Formatted: Normal, Left, Indent: Left: 0.25", Space Before: 4 pt, After: 4 pt, No bullets or numbering

Formatted: Font: Arial, 12 pt

Formatted: Font: Arial, 12 pt

Formatted: FooterTxt, Font: Arial

Formatted: Normal, Tab stops: Not at 3.5"

{00315779.1}

Rev. 05/15/24 20

Error! Unknown document property name.

same instrument. Counterparts may be delivered by facsimile, ~~electronic mail email~~ (including PDF), or any electronic signature ~~method~~ complying with California's Uniform Electronic Transactions Act (~~Cal. Civ. Code, §§ 1633.1, et seq.~~) or any other ~~applicable law~~ or other transmission method. The parties agree that any electronic ~~Electronic signatures appearing on the Agreement are the same as shall be deemed equivalent to~~ handwritten signatures for the purposes of validity, enforceability, and admissibility.

~~Rancho Murieta Community~~ **15.17 Corporate Authority.**

Each person executing this Agreement on behalf of a Party warrants that he or she is duly authorized to execute this Agreement on behalf of that Party and that, by such execution, that Party is formally bound to the provisions of this Agreement.

- Formatted: Header, Tab stops: Not at 0" + 0.5" + 1" + 1.5" + 2" + 2.5" + 3" + 3.5" + 4" + 4.5" + 5" + 5.5" + 6" + 6.5"
- Formatted: Font: Arial, 12 pt
- Formatted: Font: Arial, 12 pt
- Formatted: Font: Arial, 12 pt
- Formatted: Font: Arial, 12 pt
- Formatted: Font: Arial, 12 pt
- Formatted: Font: Arial, 12 pt
- Formatted: Font: Arial, 12 pt
- Formatted: Font: Arial, 12 pt
- Formatted: Font: Arial, 12 pt
- Formatted: Font: Arial, 12 pt

- Formatted: FooterTxt, Font: Arial
- Formatted: Normal, Tab stops: Not at 3.5"

{00315779.1}

Rev. 05/15/24 **21**

Error! Unknown document property name.

SIGNATURE PAGE

Formatted: Header, Tab stops: Not at 0" + 0.5" + 1" + 1.5" + 2" + 2.5" + 3" + 3.5" + 4" + 4.5" + 5" + 5.5" + 6" + 6.5"

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT **[CONSULTANT LEGAL NAME]**
a California community services district *a [State and Entity Type]*

By: _____
Name: _____
Title: _____
Date: _____

ATTEST: _____
Secretary to the Board of Directors *Proof of authority to bind the contracting entity is required.*

APPROVED AS TO FORM: _____
Patrick L. Enright, General Counsel

Formatted: FooterTxt, Font: Arial

Formatted: Normal, Tab stops: Not at 3.5"

EXHIBIT A – SCOPE OF SERVICES

Project: [Title of Project / Engagement]

The following outlines the Scope of Services to be performed by Consultant under this Agreement.

1. Background and Purpose

[Describe the background, purpose, and general objectives of the engagement.]

2. Services to Be Performed

[List each task or service component, including any subtasks, by phase or work category.]

- Task 1: _____
- Task 2: _____
- Task 3: _____

3. Key Personnel

[List key personnel by name and role, or reference resumes attached to this exhibit.]

4. Deliverables

[List all deliverables, format requirements, and submittal deadlines.]

5. District Responsibilities

Dated: _____

By: _____
Melinda (Mimi) Morris
General Manager

LRI Leading Resources, Inc.

Dated: _____

By: _____
Eric F. Douglas

President [List information, access, data, and other assistance to be provided by District.]

6. Assumptions and Exclusions

[List any assumptions material to the scope and any work expressly excluded.]

{00315779-1}

Rev. 05/15/24 23

Error! Unknown document property name.

Formatted: Header, Tab stops: Not at 0" + 0.5" + 1" + 1.5" + 2" + 2.5" + 3" + 3.5" + 4" + 4.5" + 5" + 5.5" + 6" + 6.5"

Formatted: Font: Arial, 12 pt, Not Bold, No underline, Font color: Black

Formatted: Font: Arial, 12 pt, No underline, Font color: Black

Formatted: Font: Arial, 12 pt, Not Bold, No underline

Formatted: Space Before: 8 pt, After: 3 pt

Formatted: FooterTxt, Font: Arial

Formatted: Normal, Tab stops: Not at 3.5"

EXHIBIT B – PROJECT SCHEDULE

Project: [Title of Project / Engagement]

Consultant shall perform the Services according to the following schedule:

<u>Milestone / Task</u>	<u>Description</u>	<u>Completion Date</u>
<u>Notice to Proceed</u>	<u>Effective Date of Agreement</u>	
<u>Task 1 Complete</u>	<u>[Description]</u>	
<u>Task 2 Complete</u>	<u>[Description]</u>	
<u>Final Deliverables</u>	<u>All deliverables per Exhibit A</u>	
<u>Project Completion</u>	<u>All Services complete</u>	

Any extension to the schedule must be in writing and signed by the District Representative, or, if it constitutes an amendment to this Agreement, by both Parties.

Formatted: Header, Tab stops: Not at 0" + 0.5" + 1" + 1.5" + 2" + 2.5" + 3" + 3.5" + 4" + 4.5" + 5" + 5.5" + 6" + 6.5"

Formatted: FooterTxt, Font: Arial

Formatted: Normal, Tab stops: Not at 3.5"

{00315779-1}

Rev. 05/15/24 **24**

Error! Unknown document property name.

EXHIBIT C – APPROVED FEE SCHEDULE AND COMPENSATION

Project: [Title of Project / Engagement]

1. Compensation Structure

[Select and complete the applicable compensation structure: Time-and-Materials (not-to-exceed), Fixed Fee, or other arrangement.]

2. Labor Rates

<u>Personnel Classification</u>	<u>Hourly Rate</u>	<u>Notes</u>
[Principal / Partner]	\$ ____ /hr	
[Project Manager]	\$ ____ /hr	
[Senior Professional]	\$ ____ /hr	
[Staff Professional]	\$ ____ /hr	
[Technician / Analyst]	\$ ____ /hr	
[Administrative]	\$ ____ /hr	

3. Maximum Compensation (Not-to-Exceed Amount)

Total compensation under this Agreement, including all labor, expenses, and reimbursables, shall not exceed \$ _____ without a prior written amendment.

4. Reimbursable Expenses

[List authorized reimbursable expense categories, any per-unit rates, and any cap amounts. Include a statement that expenses shall be invoiced at actual cost without markup unless otherwise stated above.]

5. Invoicing Instructions

[Provide billing contact name, address, email, invoice format requirements, and any purchase order number to reference.]

Rate schedules are typically valid for the term of the Agreement. If multi-year, specify the rate escalation schedule or provide updated rate schedules by fiscal year.

Formatted: Header, Tab stops: Not at 0" + 0.5" + 1" + 1.5" + 2" + 2.5" + 3" + 3.5" + 4" + 4.5" + 5" + 5.5" + 6" + 6.5"

Formatted: Indent: Left: 0.5", First line: 0", Space Before: 3 pt, After: 3 pt, Border: Left: (Single solid line, Gray-15%, 1.5 pt Line width)

Formatted: Font: Arial, 12 pt, Not Bold

Formatted: FooterTxt, Font: Arial

Formatted: Normal, Tab stops: Not at 3.5"

{00315779-1}

Rev. 05/15/24 **25**

Error! Unknown document property name.

Page 1: [1] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
PWK_No Spacing		
Page 1: [2] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
Footnote Text		
Page 1: [3] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
WP9_Header		
Page 1: [4] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
WP9_Footer		
Page 1: [5] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
8Document		
Page 1: [6] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
7Document		
Page 1: [7] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
6Document		
Page 1: [8] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
5Document		
Page 1: [9] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
4Document		
Page 1: [10] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
3Document		
Page 1: [11] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
2Document		
Page 1: [12] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
1Document		
Page 1: [13] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
8Technical		
Page 1: [14] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
7Technical		
Page 1: [15] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
6Technical		
Page 1: [16] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
5Technical		
Page 1: [17] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
4Technical		
Page 1: [18] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
3Technical		
Page 1: [19] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
2Technical		

Page 1: [20] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
1Technical		
Page 1: [21] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
8Right Par		
Page 1: [22] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
7Right Par		
Page 1: [23] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
6Right Par		
Page 1: [24] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
5Right Par		
Page 1: [25] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
4Right Par		
Page 1: [26] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
3Right Par		
Page 1: [27] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
2Right Par		
Page 1: [28] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
1Right Par		
Page 1: [29] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
WP9_Heading 2		
Page 1: [30] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
_levn9		
Page 1: [31] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
_levn8		
Page 1: [32] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
_levn7		
Page 1: [33] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
_levn6		
Page 1: [34] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
_levn5		
Page 1: [35] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
_levn4		
Page 1: [36] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
_levn3		
Page 1: [37] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
_levn2		
Page 1: [38] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
_levn1		

Page 1: [39] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
_levsl9		
Page 1: [40] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
_levsl8		
Page 1: [41] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
_levsl7		
Page 1: [42] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
_levsl6		
Page 1: [43] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
_levsl5		
Page 1: [44] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
_levsl4		
Page 1: [45] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
_levsl3		
Page 1: [46] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
_levsl2		
Page 1: [47] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
_levsl1		
Page 1: [48] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
_level9		
Page 1: [49] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
_level8		
Page 1: [50] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
_level7		
Page 1: [51] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
_level6		
Page 1: [52] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
_level5		
Page 1: [53] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
_level4		
Page 1: [54] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
_level3		
Page 1: [55] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
_level2		
Page 1: [56] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
_level1		
Page 1: [57] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM

List Paragraph: No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

Page 1: [58] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
Revision: Font: Arial		
Page 1: [59] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
Hyperlink		
Page 1: [60] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
Balloon Text: Font: (Default) Tahoma, 8 pt, Justified		
Page 1: [61] Style Definition	Amelia Wilder	5/21/2026 2:20:00 PM
Normal: Font: Arial, Justified		
Page 1: [62] Formatted	Amelia Wilder	5/21/2026 2:20:00 PM
Top: 0.63", Bottom: 1", Section start: New page, Header distance from edge: 0.31", Different first page header		
Page 1: [63] Formatted	Amelia Wilder	5/21/2026 2:20:00 PM
Font: Arial, 12 pt, Not Bold		
Page 1: [64] Formatted	Amelia Wilder	5/21/2026 2:20:00 PM
Space After: 8 pt		
Page 1: [65] Formatted	Amelia Wilder	5/21/2026 2:20:00 PM
Font: Arial, 12 pt, Bold		
Page 1: [66] Formatted	Amelia Wilder	5/21/2026 2:20:00 PM
Indent: Left: 0.25", Space Before: 8 pt, After: 3 pt, No bullets or numbering, Don't keep with next		
Page 1: [67] Formatted	Amelia Wilder	5/21/2026 2:20:00 PM
Font: Arial, 12 pt		
Page 1: [68] Formatted	Amelia Wilder	5/21/2026 2:20:00 PM
Font: Arial, 12 pt		
Page 1: [69] Formatted	Amelia Wilder	5/21/2026 2:20:00 PM
Header, Tab stops: Not at 0" + 0.5" + 1" + 1.5" + 2" + 2.5" + 3" + 3.5" + 4" + 4.5" + 5" + 5.5" + 6" + 6.5"		
Page 1: [70] Formatted	Amelia Wilder	5/21/2026 2:20:00 PM
Normal, Tab stops: Not at 3.5"		
Page 1: [71] Formatted	Amelia Wilder	5/21/2026 2:20:00 PM
FooterTxt, Font: Arial		
Page 11: [72] Formatted	Amelia Wilder	5/21/2026 2:20:00 PM
Font: Arial, 12 pt		
Page 11: [73] Formatted	Amelia Wilder	5/21/2026 2:20:00 PM
Font: Arial, 12 pt		
Page 11: [74] Formatted	Amelia Wilder	5/21/2026 2:20:00 PM
Font: Arial, 12 pt		
Page 11: [75] Formatted	Amelia Wilder	5/21/2026 2:20:00 PM
Font: Arial, 12 pt		

Page 11: [76] Formatted	Amelia Wilder	5/21/2026 2:20:00 PM
Font: Arial, 12 pt, Not Bold		
Page 11: [77] Formatted	Amelia Wilder	5/21/2026 2:20:00 PM
Font: Arial, 12 pt		
Page 11: [78] Formatted	Amelia Wilder	5/21/2026 2:20:00 PM
Font: Arial, 12 pt		
Page 11: [79] Formatted	Amelia Wilder	5/21/2026 2:20:00 PM
Font: Arial, 12 pt		
Page 11: [80] Formatted	Amelia Wilder	5/21/2026 2:20:00 PM
Font: Arial, 12 pt		
Page 11: [81] Formatted	Amelia Wilder	5/21/2026 2:20:00 PM
Font: Arial, 12 pt		
Page 11: [82] Formatted	Amelia Wilder	5/21/2026 2:20:00 PM
Font: Arial, 12 pt		
Page 11: [83] Formatted	Amelia Wilder	5/21/2026 2:20:00 PM
Font: Arial, 12 pt		
Page 11: [84] Formatted	Amelia Wilder	5/21/2026 2:20:00 PM
Font: Arial, 12 pt		
Page 11: [85] Formatted	Amelia Wilder	5/21/2026 2:20:00 PM
Font: Arial, 12 pt		
Page 11: [86] Formatted	Amelia Wilder	5/21/2026 2:20:00 PM
Font: Arial, 12 pt		
Page 11: [87] Formatted	Amelia Wilder	5/21/2026 2:20:00 PM
Font: Arial, 12 pt		
Page 11: [88] Formatted	Amelia Wilder	5/21/2026 2:20:00 PM
Font: Arial, 12 pt		
Page 11: [89] Formatted	Amelia Wilder	5/21/2026 2:20:00 PM
Font: Arial, 12 pt		
Page 11: [90] Formatted	Amelia Wilder	5/21/2026 2:20:00 PM
Font: Arial, 12 pt		
Page 11: [91] Formatted	Amelia Wilder	5/21/2026 2:20:00 PM
Font: Arial, 12 pt		
Page 11: [92] Formatted	Amelia Wilder	5/21/2026 2:20:00 PM
Font: Arial, 12 pt		
Page 11: [93] Formatted	Amelia Wilder	5/21/2026 2:20:00 PM
Font: Arial, 12 pt		
Page 11: [94] Formatted	Amelia Wilder	5/21/2026 2:20:00 PM
Font: Arial, 12 pt		

Page 11: [95] Formatted	Amelia Wilder	5/21/2026 2:20:00 PM
Font: Arial, 12 pt		
Page 11: [96] Formatted	Amelia Wilder	5/21/2026 2:20:00 PM
Font: Arial, 12 pt		
Page 11: [97] Formatted	Amelia Wilder	5/21/2026 2:20:00 PM
Font: Arial, 12 pt		
Page 11: [98] Formatted	Amelia Wilder	5/21/2026 2:20:00 PM
Font: Arial, 12 pt		
Page 11: [99] Formatted	Amelia Wilder	5/21/2026 2:20:00 PM
Font: Arial, 12 pt		
Page 11: [100] Formatted	Amelia Wilder	5/21/2026 2:20:00 PM
Font: Arial, 12 pt		
Page 11: [101] Formatted	Amelia Wilder	5/21/2026 2:20:00 PM
Font: Arial, 12 pt		
Page 11: [102] Formatted	Amelia Wilder	5/21/2026 2:20:00 PM
Font: Arial, 12 pt		
Page 11: [103] Formatted	Amelia Wilder	5/21/2026 2:20:00 PM
Font: Arial, 12 pt		
Page 11: [104] Formatted	Amelia Wilder	5/21/2026 2:20:00 PM
Indent: Left: 0.25", Space Before: 4 pt, After: 4 pt		
Page 11: [105] Formatted	Amelia Wilder	5/21/2026 2:20:00 PM
Font: Arial, 12 pt		
Page 11: [106] Formatted	Amelia Wilder	5/21/2026 2:20:00 PM
Font: Arial, 12 pt		
Page 11: [107] Formatted	Amelia Wilder	5/21/2026 2:20:00 PM
Font: Arial, 12 pt		
Page 11: [108] Formatted	Amelia Wilder	5/21/2026 2:20:00 PM
Font: Arial, 12 pt		
Page 11: [109] Formatted	Amelia Wilder	5/21/2026 2:20:00 PM
Font: Arial, 12 pt		
Page 11: [110] Formatted	Amelia Wilder	5/21/2026 2:20:00 PM
Font: Arial, 12 pt		
Page 11: [111] Formatted	Amelia Wilder	5/21/2026 2:20:00 PM
Font: Arial, 12 pt		
Page 11: [112] Formatted	Amelia Wilder	5/21/2026 2:20:00 PM
Font: Arial, 12 pt		
Page 11: [113] Formatted	Amelia Wilder	5/21/2026 2:20:00 PM
Font: Arial, 12 pt		

Page 11: [114] Formatted **Amelia Wilder** **5/21/2026 2:20:00 PM**

Font: Arial, 12 pt

Page 11: [115] Formatted **Amelia Wilder** **5/21/2026 2:20:00 PM**

Font: Arial, 12 pt

Page 11: [116] Formatted **Amelia Wilder** **5/21/2026 2:20:00 PM**

Font: Arial, 12 pt

RANCHO MURIETA COMMUNITY SERVICES DISTRICT PROFESSIONAL SERVICES AGREEMENT

(Engineering • Financial • Legal • Consulting)

This Professional Services Agreement (“**Agreement**”) is entered into as of _____, 2026 (“**Effective Date**”), by and between the **Rancho Murieta Community Services District**, a California community services district (“**District**”), with its principal place of business at 15160 Jackson Road, Rancho Murieta, California 95683, and [**Consultant Legal Name**], a [state and entity type], with its principal place of business at [address] (“**Consultant**”). District and Consultant may be referred to individually as a “Party” and collectively as the “Parties.”

RECITALS

- A. District requires professional services for [describe general subject matter] (“**Project**”), all as more fully described in this Agreement.
- B. Consultant is duly licensed and/or otherwise fully authorized by applicable law, and has the necessary experience and qualifications, to provide such services. District enters this Agreement in substantial reliance on Consultant's experience, qualifications, and representations.
- C. District desires to retain Consultant as an independent contractor, and Consultant desires to serve District, to perform the Services in accordance with the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are acknowledged, the Parties agree as follows:

AGREEMENT

1. CONSULTANT'S SERVICES

1.1 Scope of Services.

Consultant shall perform the professional services described in the Scope of Services attached as Exhibit A (the “Services”) for the Project. District may request, in writing, changes in the Scope of Services. Any changes mutually agreed upon by the Parties, and any increase or decrease in Compensation, shall be incorporated by written amendment to this Agreement signed by both Parties.

1.2 Standard of Performance.

Consultant shall perform the Services with the degree of care, skill, and diligence that a reasonably prudent professional in the same discipline would exercise under similar circumstances, in compliance with all applicable laws, regulations, codes, and professional standards. All Services shall meet the standard of care and quality ordinarily expected of competent professionals in Consultant's field.

1.3 Party Representatives.

The District Representative shall be the General Manager, or such other person designated in writing by the General Manager. The Consultant Representative shall

be [Name, Title]. The Consultant Representative shall directly manage Consultant's Services under this Agreement. Consultant shall not change the Consultant Representative without District's prior written consent, not to be unreasonably withheld.

1.4 Key Personnel.

The following individuals are designated as key personnel essential to the successful performance of the Services: [describe by name or reference to Exhibit A resumes]. Consultant shall not remove or replace key personnel without District's prior written consent. If key personnel become unavailable for a continuous period exceeding 30 workdays, Consultant shall promptly notify District and propose a replacement of at least substantially equal ability and qualifications for District's approval.

Drafting note: This section may be replaced with "Intentionally omitted" if the District is not requiring designation of key personnel.

1.5 Personnel Qualifications.

Consultant has secured, or will secure at its own expense, all personnel required to perform the Services. All Services shall be performed by, or under the direct supervision of Consultant. All personnel engaged in the Services shall be qualified and licensed (where required by law) to perform such Services.

1.6 Subconsultants.

Consultant shall not engage any subconsultant to perform any portion of the Services without District's prior written approval. Approved subconsultants shall be required to obtain the insurance coverages specified in Section 9 of this Agreement and to provide proof of same to District. Consultant shall be fully responsible for all work performed by approved subconsultants.

1.7 Compliance with Laws.

Consultant shall comply with all applicable federal, state, and local laws, ordinances, statutes, codes, and regulations, including Cal/OSHA requirements. Consultant shall obtain and maintain during the Agreement term all licenses, permits, and certificates required by law for the provision of the Services, including a current business license.

1.8 Deliverables.

Consultant shall provide all deliverables and work product identified in Exhibit A in the format(s) and by the deadlines specified therein.

2. TERM

2.1 Term.

The term of this Agreement shall commence on the Effective Date and shall expire on [date], unless earlier terminated as provided in Section 12 of this Agreement. Time is of the essence. Consultant shall complete the Services within the term of this Agreement and shall meet any other schedules and deadlines established in Exhibit B.

2.2 Extension.

The Parties may, by mutual written amendment signed by both Parties, extend the term if necessary to complete the Services.

3. COMPENSATION

3.1 Compensation.

As full compensation for Services satisfactorily rendered, District shall compensate Consultant as set forth in the Approved Fee Schedule attached as Exhibit C, on a [time-and-materials / not-to-exceed / fixed-fee] basis. In no event shall the total amount paid for Services under this Agreement exceed \$[Amount] (the "Maximum Compensation") without a prior written amendment. This amount covers and is inclusive of all labor, materials, and any and all other costs and expenses incurred by Consultant in performing the Services, unless reimbursable expenses are separately and expressly authorized in Exhibit C.

3.2 Reimbursable Expenses.

Reimbursable expenses, if any, must be expressly authorized in Exhibit C, substantiated with receipts, and invoiced at actual cost without markup, unless a markup is expressly stated in Exhibit C. District shall not reimburse for travel, meals, or lodging unless expressly authorized in writing in advance.

3.3 No Minimum Guarantee.

District makes no guarantee of any minimum quantity or dollar amount of Services to be authorized or performed under this Agreement.

3.4 Unauthorized Services.

District will not pay for any services or expenses not specified in the Scope of Services and not authorized in writing by the District Representative (within the District Representative's delegated authority) or the Board of Directors prior to performance. Any additional services or expenses so authorized shall be compensated at the rates in Exhibit C, or at rates mutually agreed in writing.

4. INVOICING AND PAYMENT

4.1 Invoices.

Consultant shall submit itemized monthly invoices to: ap@rmcsd.com. Each invoice shall reference the Agreement number, billing period, description of Services performed, tasks completed, hours by personnel classification with applicable rates, reimbursable expenses with receipts, and cumulative amounts billed and remaining.

4.2 Payment.

District shall pay all undisputed invoice amounts within 30 calendar days after receipt, up to the Maximum Compensation. District shall notify Consultant in writing within 10 business days of receipt of any disputed invoice amounts, identifying the basis for the dispute. Consultant shall continue performance pending resolution of any dispute. District does not pay interest on late or disputed amounts.

4.3 Tax Withholding.

District shall not withhold federal or state payroll taxes or similar deductions from payments to Consultant. Notwithstanding the foregoing, if Consultant is a California nonresident, District will withhold the amount required by the Franchise Tax Board pursuant to Revenue and Taxation Code section 18662 and applicable regulations.

4.4 Final Payment.

Acceptance by Consultant of final payment under this Agreement shall constitute a full release of District from all claims arising out of or related to the Services, except for claims asserted in writing prior to acceptance of final payment and for obligations that expressly survive termination or expiration of this Agreement.

5. INDEPENDENT CONTRACTOR

5.1 Status.

Consultant is, and at all times shall remain, an independent contractor and not an employee, agent, partner, or joint venturer of District. Consultant shall have control over the means and methods of performing the Services, subject to the requirements of this Agreement. Consultant shall have no power to incur any debt, obligation, or liability on behalf of District.

5.2 Taxes and Benefits.

Consultant is solely responsible for all federal and state taxes, withholdings, workers' compensation, unemployment insurance, disability insurance, and benefits for its employees and subconsultants. Consultant shall indemnify and hold District harmless from any taxes, assessments, penalties, and interest asserted against District by reason of the independent contractor relationship created by this Agreement, or from any failure of Consultant to comply with applicable workers' compensation laws.

5.3 No Representation of Agency.

Consultant and its officers, employees, and agents shall not, at any time or in any manner, represent that they are employees or agents of District.

6. CONFIDENTIALITY

6.1 Definition.

"Confidential Information" means all non-public information, data, and materials in any format generated, used, or obtained by District or created by Consultant in connection with the Services under this Agreement that is designated as confidential or that reasonably should be understood to be confidential given the nature and circumstances of disclosure.

6.2 Obligations.

Consultant shall keep all Confidential Information in strict confidence. Consultant shall not use Confidential Information for any purpose other than performance of the Services, and shall not disclose Confidential Information to any person or entity not connected with the performance of the Services, without prior written authorization by District. Consultant and its officers, employees, agents, and subconsultants shall

protect Confidential Information in accordance with applicable law, District policies, and industry best practices.

6.3 California Public Records Act; Compelled Disclosure.

Consultant acknowledges that District is subject to the California Public Records Act (Gov. Code § 7920.000 et seq.). If any person or entity requests or demands, by subpoena, discovery request, CPRA request, or otherwise, Confidential Information or its contents, the party receiving such request shall immediately notify the other Party so the Parties may consider appropriate steps to protect disclosure. Response to a subpoena or court order shall not constitute voluntary disclosure, provided that Consultant gives District prompt notice of such demand.

6.4 Survival.

Consultant's obligations under this Section shall survive the expiration or termination of this Agreement.

6.5 Return or Destruction.

Unless otherwise directed in writing by District, upon completion or termination of this Agreement, Consultant shall destroy or return all Confidential Materials (written, printed, and electronic) and shall provide a written certification to District confirming destruction or return.

7. CONFLICTS OF INTEREST

7.1 No Conflicts.

Consultant and its officers, employees, associates, and subconsultants shall comply with all conflict of interest statutes applicable to Consultant's Services under this Agreement, including the Political Reform Act (Gov. Code § 81000 et seq.) and Government Code section 1090. Consultant represents that it has no interest, and shall not acquire any interest, direct or indirect, that would conflict with the performance of the Services. No person having any such interest shall perform any portion of the Services.

7.2 Concurrent Work.

During the term of this Agreement, Consultant may perform similar services for other clients; however, Consultant and its officers, employees, associates, and subconsultants shall not, without the District Representative's prior written approval, perform work for another person or entity that would require Consultant or any such person to abstain from a decision under this Agreement pursuant to a conflict of interest statute.

7.3 Political Reform Act.

The Parties acknowledge that Consultant is not a "designated employee" within the meaning of the Political Reform Act and District's Conflict of Interest Code because Consultant will perform the Services independent of the control and direction of District or any District official (other than normal contract monitoring), and Consultant possesses no authority with respect to any District decision beyond the provision of information, advice, recommendation, or counsel. Notwithstanding the foregoing,

Consultant shall complete and file any disclosure forms reasonably required by District upon request.

7.4 Flow-Down.

Consultant shall incorporate a clause substantially similar to this Section 7 into any subconsultant agreement executed in connection with the performance of this Agreement.

8. INDEMNIFICATION, HOLD HARMLESS, AND DUTY TO DEFEND

8.1 General Indemnity.

To the fullest extent permitted by law, Consultant shall, at its sole cost and expense, defend, indemnify, and hold harmless District and its Board of Directors, elected and appointed officials, officers, attorneys, employees, agents, designated volunteers, successors, assigns, and those District agents serving as independent contractors in the role of District officials (collectively, "Indemnitees") from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, judgments, penalties, liens, and losses of any nature whatsoever, including fees of accountants, attorneys, or other professionals and all costs associated therewith, and the payment of all consequential damages (collectively, "Liabilities"), in law or equity, whether actual, alleged, or threatened, which arise out of, are claimed to arise out of, pertain to, or relate to the acts or omissions of Consultant, its officers, agents, employees, subconsultants, materialmen, consultants, or their respective officers, agents, or employees in the performance of this Agreement, including the Indemnitees' active or passive negligence, except for Liabilities arising from the sole negligence or willful misconduct of the Indemnitees as determined by court decision or agreement of the Parties. Consultant shall defend Indemnitees with counsel of Indemnitees' choice and shall pay all costs and expenses, including attorneys' fees and expert costs incurred in connection with such defense.

8.2 Design Professionals.

If Consultant is a "design professional" as defined in Civil Code section 2782.8, the duty to defend and indemnify shall be interpreted consistent with that section. In no event shall Consultant's total costs incurred pursuant to its duty to defend Indemnitees exceed Consultant's proportionate percentage of fault as determined by a final judgment of a court or final decision of an arbitrator.

Drafting note: Section 8.2 applies when Consultant is a licensed engineer, architect, land surveyor, or other design professional. It may be replaced with "Intentionally omitted" for non-design-professional engagements.

8.3 Workers' Compensation; Taxes.

Consultant's indemnification obligations under this Section shall not be limited by the provisions of any workers' compensation act. Consultant expressly waives its statutory immunity under such statutes as to District, its officers, agents, employees, and volunteers. Consultant shall also pay all required taxes on amounts paid under this Agreement.

8.4 Subconsultant Indemnification.

Consultant shall obtain executed indemnity agreements with provisions substantially identical to this Section 8 from each subconsultant or other person or entity involved in the performance of this Agreement. If Consultant fails to obtain such indemnity obligations from subconsultants, Consultant shall be fully responsible and shall indemnify, hold harmless, and defend Indemnitees from all resulting Liabilities.

8.5 Survival.

Consultant’s indemnification and defense obligations under this Section shall survive the expiration or termination of this Agreement.

9. INSURANCE

9.1 Minimum Coverage and Limits.

Consultant shall not commence Services, and shall not permit any subconsultant to commence work on any subcontract, until all required insurance has been obtained and evidence acceptable to District has been provided. Consultant shall procure and maintain for the duration of this Agreement the following types and minimum limits of insurance with insurers authorized to write insurance in the State of California having a current A.M. Best rating of A:VII or better:

Coverage Type		Minimum Limits	Scope / Notes
Commercial Liability	General	\$2,000,000 per occurrence \$4,000,000 aggregate	ISO CG 00 01 (occurrence form); includes products/completed ops, property damage, bodily injury, personal and advertising injury; no contractual liability exclusion
Automobile Liability		\$1,000,000 per accident	ISO CA 00 01; any auto (owned, hired, non-owned); if no vehicles used, non-owned auto endorsement to CGL required
Workers' Compensation		Statutory	If Consultant has no employees, written declaration required in lieu of policy
Employer's Liability		\$1,000,000 per accident	
Professional Liability / E&O		\$1,000,000 per claim \$2,000,000 aggregate	Required for licensed engineers, surveyors, geologists, architects, attorneys, accountants, and other licensed design/professional service providers; claims-made form; retroactive date no later than Effective Date; tail coverage of 2 years post-completion required

9.2 Additional Insured.

The Commercial General Liability and Automobile Liability policies shall be endorsed to name District, its Board of Directors, elected and appointed officials, officers, employees, agents, and volunteers as additional insureds for liability arising out of the Services. CGL endorsements on ISO Form CG 20 10 11 85 and CG 20 37 (or

insurer's equivalent) are required. This provision shall also apply to any excess or umbrella liability policies.

9.3 Primary and Non-Contributing.

All required insurance shall apply on a primary, non-contributing basis in relation to any other insurance or self-insurance maintained by District. Any insurance or self-insurance of District shall be excess to and shall not contribute with Consultant's insurance.

9.4 Waiver of Subrogation.

All required insurance policies shall include a waiver of subrogation in favor of District. Consultant shall obtain any endorsement necessary to effect this waiver.

9.5 Notice of Cancellation.

Each insurance policy shall be endorsed to provide 30 days' prior written notice of cancellation to District (10 days for non-payment of premium). If any policy is cancelled, reduced in coverage, or allowed to lapse, Consultant shall notify District within two business days and shall promptly obtain replacement coverage meeting the requirements of this Section.

9.6 Deductibles and Self-Insured Retentions.

Any deductibles or self-insured retentions must be declared to and approved by District prior to commencement of Services. At District's option, Consultant shall either reduce or eliminate the deductible or self-insured retention with respect to District, or procure a bond guaranteeing payment of losses and expenses.

9.7 Evidence of Insurance.

Prior to commencing Services, and at each policy renewal during the term, Consultant shall furnish District with certificates of insurance and all required endorsements evidencing the coverages required under this Section. The endorsements are subject to District's approval. Consultant shall maintain current endorsements on file with District and shall furnish proof of renewal at least two weeks prior to policy expiration.

9.8 Subconsultant Insurance.

Consultant shall require each subconsultant performing Services under this Agreement to maintain insurance coverage meeting all requirements of this Section 9.

9.9 Indemnity Not Limited.

Procurement of insurance by Consultant shall not be construed as a limitation of Consultant's liability or as full performance of Consultant's duty to indemnify District under Section 8 of this Agreement. District shall be entitled to the benefit of any broader coverage or higher limits maintained by Consultant.

10. RECORDS, DOCUMENTS, AND OWNERSHIP OF WORK PRODUCT

10.1 Maintenance and Audit.

Consultant shall maintain complete and accurate records, accounts, invoices, time cards, cost control sheets, and other records and documents relating to the Services and invoice preparation for a minimum of four (4) years after receipt of final payment,

or for any longer period required by law. District and its authorized auditors may inspect, audit, copy, and transcribe such records and documents upon reasonable notice during normal business hours. In accordance with Government Code section 8546.7, this Agreement and performance and payments under it are subject to examination and audit by the California State Auditor for three years following final payment.

10.2 Ownership of Work Product.

All reports, studies, plans, designs, drawings, specifications, maps, photographs, computer models, CAD files, data files, computer software, and all other documents or things prepared, developed, or created by Consultant under this Agreement and provided to District ("Work Product") shall be the property of District. District shall have the right to use, modify, reuse, reproduce, publish, display, broadcast, and distribute the Work Product and to prepare derivative works based on it without further compensation to Consultant or any other party. Consultant may retain copies of Work Product for its records. The Work Product shall not be the subject of a copyright application by Consultant. Consultant grants District a perpetual, royalty-free, nonexclusive, and irrevocable license to use any preexisting materials embedded in the Work Product to the extent necessary for District's use of the Work Product.

10.3 Electronic Format.

Upon request by District at any time, including at expiration or termination of this Agreement, Consultant shall provide Work Product in a readable, transferable, and usable electronic format generally acknowledged as an industry-standard format for information exchange (e.g., Word, Excel, AutoCAD, PDF).

10.4 Reuse by District.

If District reuses or modifies Work Product for a use or purpose other than that intended by the Scope of Services, District shall hold Consultant harmless from all claims, damages, losses, and expenses arising from such reuse or modification.

10.5 Confidential Data and Subpoenas.

All data, reports, documents, and other information developed or received by Consultant in connection with the Services are deemed confidential and shall not be disclosed or released without prior written authorization by District, except as required by law. Consultant shall promptly notify District upon receipt of any subpoena, court order, deposition notice, request for documents, or other legal process regarding the Services or any Project or property within the District. Consultant shall cooperate with District in responding to any such process and shall provide District an opportunity to review any proposed response.

11. PUBLIC WORKS AND PREVAILING WAGE (IF APPLICABLE)

Drafting note: This section applies only if the Services include work subject to California prevailing wage law (Labor Code § 1720 et seq.), including pre- or post-construction-related work, inspection, land surveying, or maintenance work as defined in Labor Code § 1771 and 8 Cal. Code Regs. § 16000. If the Services are purely professional services with no prevailing-wage-covered component, replace this section with "Intentionally omitted."

11.1 Prevailing Wages.

If and to the extent the Services involve work subject to California prevailing wage requirements (Labor Code §§ 1720–1861), Consultant shall comply with all applicable prevailing wage laws, including payment of prevailing wage rates, employment of apprentices, maintenance and submission of certified payroll records, and all other requirements. Prevailing wage rates are available at <https://www.dir.ca.gov/oprl/DPreWageDetermination.htm>.

11.2 DIR Registration.

If the Services are subject to prevailing wage requirements and the total compensation exceeds the applicable threshold (currently \$25,000 for pre/post-construction work and \$15,000 for maintenance work), Consultant must be registered with the California Department of Industrial Relations pursuant to Labor Code section 1725.5.

Consultant's DIR Public Works Contractor Registration Number:

11.3 Grant Funding Conditions.

If any portion of the Services is funded by a federal or state grant or loan agreement imposing funding conditions on District and its contractors or subconsultants, District will notify Consultant of such Funding Conditions and Consultant shall comply with all applicable Funding Conditions, including provisions concerning recordkeeping, audits, nondiscrimination, and drug-free workplace certification.

Drafting note: Section 11.3 may be replaced with "Intentionally omitted" if the Project is not subject to a grant or loan agreement.

12. TERMINATION AND DEFAULT

12.1 Termination for Convenience by District.

District may terminate this Agreement, in whole or in part, for convenience at any time, for any reason or no reason, upon 10 calendar days' prior written notice to Consultant. Upon receipt of such notice, Consultant shall cease Services as specified and shall immediately deliver to District all Work Product and original documents produced to the date of termination. District shall pay Consultant for all Services satisfactorily performed and accepted through the effective date of termination, based on the applicable fee provisions, less any amounts previously paid. In no event shall Consultant be entitled to receive more than the Maximum Compensation, and Consultant shall have no other claim against District, including for compensation for anticipated profits, termination charges, cancellation or demobilization fees, or lost profits.

12.2 Termination for Cause.

Either Party may terminate this Agreement for material breach not cured within 10 calendar days after written notice to the breaching Party describing the breach in reasonable detail. If District terminates for Consultant's breach, District shall be entitled to offset the costs of cure or completion against any amounts otherwise owing to Consultant.

12.3 Termination by Consultant.

Consultant may terminate this Agreement at any time, for any reason or no reason, upon 30 calendar days' prior written notice to District. In the event of such termination, Consultant shall be compensated only for Services satisfactorily performed and accepted through the effective date of termination.

12.4 Suspension.

District may suspend all or part of the Services upon written notice. Consultant shall resume performance upon written notice from District. The Parties shall negotiate in good faith any appropriate adjustment to the schedule and, if warranted, compensation arising from a suspension exceeding 30 calendar days.

12.5 Default.

Consultant's failure to comply with any provision of this Agreement shall constitute a default. District shall serve Consultant with written notice of the default. Consultant shall have 10 calendar days after service of notice in which to cure the default. If Consultant fails to cure within such period, District may terminate this Agreement without further notice and without prejudice to any other remedy available at law, in equity, or under this Agreement.

13. FORCE MAJEURE

Neither Party shall be liable for any failure to perform its obligations under this Agreement if such failure is caused by acts of God, embargoes, inability to obtain labor or materials or reasonable substitutes therefor, governmental restrictions, judicial orders, enemy or hostile governmental action, civil commotion, fire, or other causes beyond the affected Party's reasonable control and not due to any act or omission of that Party. Consultant's lack of financial ability shall not constitute a force majeure event. The affected Party shall provide prompt written notice of any force majeure event and shall use commercially reasonable efforts to mitigate the effects thereof.

14. MUTUAL COOPERATION

14.1 District's Cooperation.

District shall provide Consultant with access to all pertinent data, documents, facilities, and District personnel reasonably necessary for Consultant's proper performance of the Services. Consultant may rely on District-furnished information except to the extent Consultant knows or reasonably should know such information to be inaccurate or incomplete.

14.2 Consultant's Cooperation.

In the event any claim or action is brought against District relating to Consultant's performance of Services, Consultant shall render all reasonable assistance that District requires in connection with the defense of such claim or action.

14.3 Board Presentations.

Upon District's request, Consultant shall attend Board of Directors or committee meetings and make presentations regarding the Services. One (1) such presentation is included in the base fee at no additional cost to District. Any additional presentations requested by District beyond the first shall be compensated at the applicable hourly rates set forth in Exhibit C, and shall be counted toward the

Maximum Compensation. Pre-approved, reasonable travel expenses for all Board and committee presentations shall be reimbursable as set forth in Exhibit C.

15. GENERAL PROVISIONS

15.1 Entire Agreement; Amendment.

This Agreement, including all exhibits, constitutes the entire agreement between the Parties concerning the subject matter and supersedes all prior or contemporaneous oral or written agreements, proposals, representations, and communications. No Party has been induced to enter this Agreement by any representation or warranty not expressly set forth herein. This Agreement may not be amended, and no provision or breach may be waived, except by a subsequent written instrument signed by both Parties. In the event of a conflict, this Agreement controls over the exhibits, unless an exhibit expressly states otherwise and is approved by the Board of Directors.

15.2 Governing Law and Venue.

This Agreement shall be governed by and construed in accordance with the laws of the State of California, without regard to conflict of law rules, and without the rule of construction that ambiguities are to be resolved against the drafting party. Any dispute arising under or relating to this Agreement shall be resolved in the Sacramento County Superior Court or, if federal jurisdiction applies, in the United States District Court for the Eastern District of California.

15.3 Attorneys' Fees.

In any litigation or other proceeding by which a Party seeks to enforce its rights under this Agreement or seeks a declaration of rights or obligations, the prevailing Party shall be entitled to recover all reasonable attorneys' fees, expert fees, and costs actually incurred in connection with such proceeding, in addition to all other relief to which that Party may be entitled.

15.4 Notices.

All notices, demands, invoices, or other communications required or permitted under this Agreement shall be in writing and shall be deemed given: (a) upon personal delivery; (b) three business days after deposit in the U.S. Mail, by first-class mail, postage prepaid; (c) on the date of delivery as shown on the receipt of a nationally recognized overnight courier service; or (d) upon the sender's receipt of email confirmation from the other Party. Notices shall be addressed as follows:

--	--

TO DISTRICT:

Rancho Murieta Community Services
District
Attn: General Manager
15160 Jackson Road
Rancho Murieta, CA 95683
Email: _____

either Party may change its notice information by notifying the other Party in the manner provided in this Section.

15.5 Assignment and Delegation.

Consultant shall not assign, transfer, delegate, or subcontract any of its rights or duties under this Agreement, whether in whole or in part, by operation of law or otherwise, without District's prior written consent. District's consent to an assignment shall not release Consultant from its obligations under this Agreement. Any attempted assignment or delegation without such consent is void and shall entitle District to terminate this Agreement.

15.6 Nondiscrimination and Equal Employment Opportunity.

In the performance of this Agreement, Consultant shall not discriminate against any employee, subconsultant, or applicant for employment because of race, color, religion, creed, national origin, ancestry, sex, gender, gender identity or expression, marital status, age, physical or mental disability, medical condition, genetic information, sexual orientation, military or veteran status, or any other classification protected by applicable law. Consultant shall take affirmative action to ensure that all employment practices are conducted without such discrimination.

15.7 Waiver.

No waiver of any breach, failure of condition, or right or remedy shall be effective unless in writing and signed by the waiving Party. No waiver shall be deemed a waiver of any other or subsequent breach or right, nor shall it constitute a continuing waiver unless the writing expressly so states. No payment by District shall constitute an approval or acceptance of any Work Product or a waiver of any breach or default.

15.8 Severability.

If any provision of this Agreement is held by a court of competent jurisdiction to be illegal, invalid, or unenforceable, the remaining provisions shall remain in full force and effect.

15.9 No Third-Party Beneficiaries.

This Agreement is made solely for the benefit of the Parties and their permitted successors and assigns. No other person or entity has or shall acquire any right by virtue of this Agreement.

15.10 Corrections.

Consultant shall, without additional compensation, promptly correct any errors, omissions, or deficiencies in the Work Product or Services that do not meet the standard of performance required by this Agreement, if reported to Consultant within one (1) year after completion, provided such corrections are not attributable to inaccurate District-furnished information upon which Consultant reasonably relied. If Consultant fails to make such corrections in a reasonably timely manner, District may make such corrections and deduct the reasonable cost thereof from any retention or amounts otherwise owed to Consultant.

15.11 Non-Appropriation of Funds.

Payments by District to Consultant for Services performed within the current fiscal year are within the current fiscal budget and within an available, unexhausted fund. In the event District does not appropriate sufficient funds for payment of Consultant's Services beyond the current fiscal year, this Agreement shall cover payment only through the conclusion of the last fiscal year for which District has appropriated sufficient funds and shall automatically terminate at the conclusion of such fiscal year, without further liability to District except for payment for Services performed and accepted through the termination date.

15.12 Time of the Essence.

Time is of the essence with respect to all provisions of this Agreement that specify a time for performance, including all schedules and deadlines in Exhibit B.

15.13 Business Days.

"Business days" means days on which the Rancho Murieta Community Services District office is open for business.

15.14 Word Usage.

Unless the context clearly requires otherwise: (a) "shall," "will," and "agrees" are mandatory, and "may" is permissive; (b) "or" is not exclusive; and (c) "includes" or "including" are not limiting.

15.15 Headings.

Section headings are included solely for convenience of reference and shall not affect the interpretation of any provision of this Agreement or the rights or obligations of the Parties.

15.16 Counterparts; Electronic Signatures.

This Agreement may be executed in counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument. Counterparts may be delivered by facsimile, email (including PDF), or any electronic signature method complying with California's Uniform Electronic Transactions Act (Civ. Code § 1633.1 et seq.). Electronic signatures shall be deemed equivalent to handwritten signatures for purposes of validity, enforceability, and admissibility.

15.17 Corporate Authority.

Each person executing this Agreement on behalf of a Party warrants that he or she is duly authorized to execute this Agreement on behalf of that Party and that, by such execution, that Party is formally bound to the provisions of this Agreement.

SIGNATURE PAGE

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

a California community services district

By:

Name:

Title: President, Board of Directors

Date:

ATTEST:

Secretary to the Board of Directors

APPROVED AS TO FORM:

Patrick L. Enright, General Counsel

[CONSULTANT LEGAL NAME]

a [State and Entity Type]

By:

Name:

Title:

Date:

Proof of authority to bind the contracting entity is required.

EXHIBIT A – SCOPE OF SERVICES

Project: [Title of Project / Engagement]

The following outlines the Scope of Services to be performed by Consultant under this Agreement.

1. Background and Purpose

[Describe the background, purpose, and general objectives of the engagement.]

2. Services to Be Performed

[List each task or service component, including any subtasks, by phase or work category.]

- Task 1: _____
- Task 2: _____
- Task 3: _____

3. Key Personnel

[List key personnel by name and role, or reference resumes attached to this exhibit.]

4. Deliverables

[List all deliverables, format requirements, and submittal deadlines.]

5. District Responsibilities

[List information, access, data, and other assistance to be provided by District.]

6. Assumptions and Exclusions

[List any assumptions material to the scope and any work expressly excluded.]

EXHIBIT B – PROJECT SCHEDULE

Project: [Title of Project / Engagement]

Consultant shall perform the Services according to the following schedule:

Milestone / Task	Description	Completion Date
Notice to Proceed	Effective Date of Agreement	
Task 1 Complete	[Description]	
Task 2 Complete	[Description]	
Final Deliverables	All deliverables per Exhibit A	
Project Completion	All Services complete	

Any extension to the schedule must be in writing and signed by the District Representative, or, if it constitutes an amendment to this Agreement, by both Parties.

EXHIBIT C – APPROVED FEE SCHEDULE AND COMPENSATION

Project: [Title of Project / Engagement]

1. Compensation Structure

[Select and complete the applicable compensation structure: Time-and-Materials (not-to-exceed), Fixed Fee, or other arrangement.]

2. Labor Rates

Personnel Classification	Hourly Rate	Notes
[Principal / Partner]	\$_____/hr	
[Project Manager]	\$_____/hr	
[Senior Professional]	\$_____/hr	
[Staff Professional]	\$_____/hr	
[Technician / Analyst]	\$_____/hr	
[Administrative]	\$_____/hr	

3. Maximum Compensation (Not-to-Exceed Amount)

Total compensation under this Agreement, including all labor, expenses, and reimbursables, shall not exceed \$_____ without a prior written amendment.

4. Reimbursable Expenses

[List authorized reimbursable expense categories, any per-unit rates, and any cap amounts. Include a statement that expenses shall be invoiced at actual cost without markup unless otherwise stated above.]

5. Invoicing Instructions

[Provide billing contact name, address, email, invoice format requirements, and any purchase order number to reference.]

Rate schedules are typically valid for the term of the Agreement. If multi-year, specify the rate escalation schedule or provide updated rate schedules by fiscal year.

Rancho Murieta Community Services District

June 2026

Board/Committee Meeting Schedule

June 2, 2026

~~Personnel~~ ~~Cancelled~~ ~~9:00 a.m.~~

June 10, 2026

Special Improvements 8:00 a.m.

June 4, 2026

~~Security~~ ~~Cancelled~~ ~~9:00 a.m.~~

~~Communications~~ ~~Cancelled~~ ~~10:00 a.m.~~

June 11, 2026

~~Finance~~ ~~Cancelled~~ ~~10:00 a.m.~~

June 17, 2026

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



All meetings will be held in person at the District Office: 15160 Jackson Rd.

May 12, 2026

Rancho Murieta Community Services District
Board of Directors and Staff
15160 Jackson Road
Rancho Murieta, CA 95683

Re: Follow-Up to April 2026 Correspondence — Meeting Access and Communication Improvements

Reference: Communication & Technology Committee Meeting, May 7, 2026

Dear Board of Directors and Staff,

Thank you for placing my correspondence on the agenda for the May 7 Communication & Technology Committee meeting, and for the time the committee and staff spent discussing the issues I raised. I appreciate the District's willingness to engage with these concerns.

I have reviewed the meeting audio recording and prepared a complete transcript, which is enclosed with this letter. I want to share a summary of what I heard, along with a few respectful clarifications, because I believe some of the points in my original letter may have been addressed in a way that leaves the Board and the public with an incomplete picture of the District's actual legal obligations.

Summary of the Committee's Discussion

Items the District Is Acting On

- The District is testing a Meeting Owl device to provide video recordings of meetings, with plans to post those recordings to the website once testing is complete.
- The District is aware of the federal website accessibility rule requiring state and local government web content to meet WCAG 2.1 Level AA standards. **The DOJ has extended the compliance deadline for special district governments to April 26, 2028.** (ADA.gov Fact Sheet)
- The Interim General Manager stated she will include a summary of the District's response in her General Manager's report at the next Board meeting.
- The committee chair suggested the District's attorney review the Brown Act changes, including SB 707, with the full Board.
- The District is actively recruiting for both a permanent General Manager and a Water Operations Manager.
- FY 22–23 and FY 23–24 financial records are being submitted to auditors on May 18, with the audit process expected to take several additional months.

Items the District Declined

The committee declined to act on the remaining requests, including restoring Zoom or remote meeting access, providing written transcripts with speaker identification, offering real-time captioning, creating a consolidated meeting webpage, adopting a technology disruption policy, and publishing a public update within 30 days.

The stated reason was that SB 707's enhanced mandates apply only to "eligible legislative bodies," and that RMCS D does not meet the size threshold.

Respectful Clarifications

My original letter acknowledged that SB 707's enhanced mandates for larger "eligible legislative bodies" likely do not apply to RMCS D. I was not arguing otherwise.

However, the committee's discussion treated the SB 707 size threshold as though it resolved all of the concerns I raised. It does not.

Several legal obligations apply to local public agencies regardless of whether they meet SB 707's "eligible legislative body" threshold. This follow-up focuses only on those requirements that appear applicable to RMCS D.

ADA Title II Applies to Public Entities, Including Special Districts

ADA Title II applies to state and local government entities. The statute defines "public entity" to include any state or local government, as well as any "department, agency, special purpose district, or other instrumentality" of state or local government. (42 U.S.C. §12131)

Because RMCS D is a local public agency and special district, ADA Title II applies regardless of the District's employee count.

I understand that RMCS D has fewer than 50 employees. For that reason, I am not asserting that the District is subject to the specific ADA Title II rule requiring public entities with 50 or more employees to designate an ADA coordinator and adopt a formal grievance procedure.

But the core ADA Title II requirements still apply.

Under DOJ's Title II effective communication regulation, a public entity must take appropriate steps to ensure that communications with members of the public with disabilities are "as effective as communications with others." A public entity must also provide appropriate auxiliary aids and services where necessary to give people with disabilities an equal opportunity to participate in and benefit from a public service, program, or activity. (28 CFR §35.160)

That is the issue I am trying to raise.

Public meetings, agendas, packets, recordings, public comments, and meeting materials are part of the District's public-facing government functions. If residents with hearing loss, vision impairment, mobility limitations, cognitive limitations, or other disabilities cannot meaningfully follow or participate in those meetings because the only available record is poor-quality audio with no captions, video, or transcript, that creates a serious access concern.

The practical question is whether a resident should have to formally invoke the ADA and identify a disability in order to receive meeting access that a reasonable public agency could provide as a matter of course.

Many residents with hearing loss, vision impairment, or mobility limitations may never make a formal request — not because they do not need access, but because they do not know they are entitled to ask, or because they feel uncomfortable asking.

In a community with a large senior population, meaningful meeting access should be treated as a normal part of public communication, not as an exception residents must individually negotiate.

Brown Act Requirements That Appear Applicable Regardless of SB 707's Enhanced Threshold

The committee's discussion focused on the enhanced SB 707 requirements for larger "eligible legislative bodies." I understand that those enhanced requirements may not apply to RMCSD.

However, SB 707 and the Brown Act include several provisions that appear broadly applicable to local agencies and legislative bodies. (SB 707, Chapter 327, Statutes of 2025)

- The Brown Act requires that meetings of the legislative body of a local agency be open and public, and that all persons be permitted to attend.
- Government Code section 54952.7 now **requires** a local agency to provide a copy of the Brown Act to any person elected or appointed to serve as a member of a legislative body.
- When a local legislative body chooses to use Brown Act teleconferencing, agendas must be posted at all teleconference locations, each location must be identified in the notice and agenda, and each location must be accessible to the public.
- Nothing in the Brown Act prohibits a member of a legislative body with a disability from participating remotely as a reasonable accommodation.
- The public's right to record open meetings remains protected. SB 707 removed outdated references to specific recording technologies. (Gov. Code §54953.5)
- **California law allows local legislative bodies to impose higher public-access standards on themselves than the minimum standards required by the Brown Act.** SB 707's amended Government Code section 54953.7 expressly preserves this ability.

The question is not only, "What is the minimum legal requirement?" The better question is, "What is a reasonable, practical, accessible meeting standard for this community?"

The DOJ Web Accessibility Rule Has a Hard Deadline for Special Districts

The Department of Justice's Title II web accessibility rule requires state and local government web content and mobile apps to comply with WCAG 2.1 Level AA. **The compliance date for special district governments is April 26, 2028.** (ADA.gov Fact Sheet)

The Federal Register explains that the rule adopts WCAG 2.1 Level AA as the technical standard for state and local government web content and mobile apps. (Federal Register, April 20, 2026)

That deadline is later than the date discussed at the committee meeting, but it is still a firm federal compliance obligation. **The additional time should be used for planning, not delay.**

During the meeting, the committee discussed whether to invest in an add-on to make older scanned PDFs accessible or to remove non-compliant documents from the website. I respectfully encourage the District to avoid reducing transparency by removing important public records unless there is a clear legal or records-management basis for doing so.

A better path would be to begin planning now for accessible agendas, packets, minutes, recordings, and historical documents, with priority given to the records residents most need to understand District decisions.

The Zoom Question Is About Access, Not Mandate

The committee stated that restoring Zoom is not legally required because RMCS D does not meet the eligible legislative body threshold. That may be correct as a narrow SB 707 compliance point.

But my request was not based solely on SB 707.

It was based on the fact that the District successfully provided Zoom access for nearly three years during and after COVID, that the community has asked for it to be restored, and that in a senior community with significant accessibility needs, remote access is a practical and reasonable step the District is in a position to take voluntarily.

During the meeting, staff noted that Zoom participation would require an additional staff person to manage the technology. That is a legitimate operational consideration. But it is a resource question, not a legal conclusion, and it should be weighed against the benefit of enabling participation by residents who cannot attend in person.

The Meeting Owl: What It Can Do and What It Cannot

The committee discussed the District's investment in a Meeting Owl 3 — a 360-degree video conferencing camera, microphone, and speaker device manufactured by Owl Labs. This is a meaningful step forward. However, I want to make sure the Board and community understand both what the Owl can provide and what it does not do on its own.

What the Meeting Owl 3 Does Well

- Captures 360-degree video in 1080p HD with AI-powered speaker tracking.
- Includes eight omnidirectional microphones with an audio pickup range of up to 18 feet.
- Connects via USB-C with plug-and-play simplicity — no special software required.
- Compatible with Zoom, Microsoft Teams, Google Meet, Webex, and virtually all major video conferencing platforms.
- For RMCS D, the Owl can significantly improve the quality of meeting recordings compared to a single stationary microphone or basic audio recorder.

What the Meeting Owl Does Not Do by Itself

Remote public access. The Owl captures and sends video and audio to a computer, but someone must still open a Zoom, Teams, or Google Meet session for remote participants. The Owl does not broadcast or livestream by itself.

Captioning or transcription. The Owl does not generate captions or transcripts. However, if used as the source for a Zoom meeting, Zoom's built-in auto-captioning and post-meeting transcript features become available.

Automatic posting or archiving. Someone still needs to save, compress, and upload recordings. Staff noted that a dedicated computer with adequate storage has now been assigned for this purpose.

The Practical Opportunity

The District already owns the Meeting Owl 3. It is already being tested. And it is compatible with Zoom, which the District used successfully for nearly three years.

The infrastructure for restoring remote meeting access is largely in place. The missing piece is not technology — it is the decision to open a remote-access session when the Owl is running.

If the District were to run a Zoom meeting using the Owl as its camera and microphone, residents would gain access to:

- Live remote viewing and participation
- Real-time auto-captioning, if enabled
- A post-meeting video recording with dramatically better audio and visual quality
- A possible post-meeting transcript, depending on Zoom settings
- A clearer record of who is speaking

The staff concern about needing an additional person to manage Zoom is understandable. But Zoom's webinar and meeting settings allow the host to mute all participants by default, disable participant video, and limit interaction to a chat-based Q&A or raised-hand queue. These settings are standard and can significantly reduce the management burden.

The Owl is an excellent investment — but its full value for community access will only be realized if it is connected to a platform that allows residents to watch and participate remotely.

What I Am Asking For

I am asking that the District not treat the SB 707 size threshold as a blanket reason to set aside meeting-access concerns.

Specifically, I respectfully request that the District:

1. **Confirm that it understands ADA Title II's effective communication requirements apply to RMCS D** as a public entity, even though RMCS D has fewer than 50 employees.
2. **Confirm whether the District has a clear process for receiving and responding to disability-related meeting accommodation requests**, even if a formal ADA coordinator/grievance procedure is not required due to the District's size.
3. **Confirm compliance with Brown Act provisions that appear broadly applicable**, including open public meetings, the right of the public to record meetings, Brown Act distribution to elected and appointed legislative body members, and applicable teleconference-access requirements when teleconferencing is used.
4. **Post a public update** addressing the issues raised in my original letter, either in the Pipeline or on the District website, covering each of the meeting-access requests and explaining the District's position and timeline for each.
5. **Include remote meeting access in the District's planning**, even if implementation is phased. The Meeting Owl 3 already in the District's possession is compatible with Zoom. A pilot program — using the Owl with Zoom for one committee meeting per month, with participants muted by default — would demonstrate feasibility with limited additional staff burden and could inform a broader rollout.

6. **Begin planning now for WCAG 2.1 Level AA compliance** by the April 26, 2028 special-district deadline, and choose an approach that preserves public access to historical documents wherever possible.

Enclosed Materials

Enclosed with this letter is a complete transcript of the May 7, 2026 Communication & Technology Committee meeting, prepared from the District's audio recording using an AI-based transcription tool (rev.com).

I am providing this transcript as a public service and as a practical example of the kind of meeting documentation that improves public access and transparency.

It is my hope that it is useful to the Board, staff, and community members who were unable to attend.

This follow-up is offered in the same spirit as my original letter: good faith, respect for the work the District is doing, and a genuine belief that Rancho Murieta residents deserve accessible, transparent public meetings.

Thank you for your continued attention to these matters.

Sincerely,

N. Bloom

Rancho Murieta Resident

Enclosure: Transcript — Communication & Technology Committee Meeting, May 7, 2026

Statutory and Regulatory References

ADA Title II — Definition of "Public Entity" — 42 U.S.C. §12131

ADA Title II — Effective Communication — 28 CFR §35.160

DOJ Web Accessibility Rule — Fact Sheet — ADA.gov

DOJ Web Accessibility Rule — Compliance Date Extension (April 2026 IFR) — Federal Register

SB 707 — Open Meetings: Meeting and Teleconference Requirements (Ch. 327, Stats. 2025) — California Legislature

Right to Record Public Meetings — Gov. Code §54953.5

MEMORANDUM

Date: May 21, 2026
To: Board of Directors
From: Amelia Wilder, Interim General Manager
Re: General Manager's Report

BOARD ELECTION: A HISTORIC TURNING POINT

This November, registered voters will elect four new Board Members. Coupled with the upcoming hire of a new General Manager and Director of Operations, this election marks a major turning point for our District. We encourage any resident interested in local government to step forward—no prior political experience is required, just a desire to shape our community's future, and being a registered voter in Rancho Murieta.

- Commitment: At least one monthly Board meeting, plus optional committee work.
- Filing Period: July 13, 2026, through August 7, 2026.
- How to Run: Pick up candidacy paperwork at the Sacramento County Voter Registration and Elections Office (7000 65th Street, Suite A, Sacramento).

EXECUTIVE RECRUITMENT

Our recruitment partner, Peckham McKenney, reports strong interest in the General Manager position. Candidate interviews are on track to begin this June.

DEVELOPMENT & INFRASTRUCTURE

Administrative focus remains heavily on unwinding Facility Service Agreements (FSAs), with resolutions anticipated shortly.

HR PROGRESS

Comprehensive updates to the Personnel Manual are nearly finished. The final draft, incorporating updated employee policies, will be presented for Board approval in July.

LEGISLATIVE COMPLIANCE (SB 707)

The District is actively implementing new Brown Act transparency requirements, as detailed earlier tonight by Legal Counsel Mr. Enright.

EMERGENCY SEWER MAIN REPAIR & FINANCIAL REALITY

On the morning of Sunday, May 17, our utility crews successfully contained and repaired a critical break on the sewer mainline running from Main Lift South to the Wastewater Treatment Plant. Thanks to their tireless efforts, the Cosumnes River was completely protected from contamination.

While a detailed operational breakdown will be provided by Mr. Bohannon, this emergency underscores a critical financial reality: the high cost of this repair highlights an urgent need to replenish our financial reserves. Proactively replacing aging infrastructure is vital to preventing costly, reactive emergency fixes in the future.

MEMORANDUM

Date: May 7, 2026

To: Board of Directors

From: Branden Arino, Security Supervisor

Subject: Security Department Update – April 2026

Operations Update

The Security Department continues to prioritize staffing stability, operational readiness, and proactive community engagement. Key updates are as follows:

- All full-time Security Department positions are currently filled.
 - **Current staffing levels:**
 - 7 Full-Time Gate Officers
 - 6 Part-Time Gate Officers
 - 4 Full-Time Patrol Officers
 - 17 Total Employees (including 6 probationary employees)
 - Vehicle Unit 53 has been outfitted with Security decals to improve visibility within the community.
 - Key services for Murieta Village have officially been discontinued.
 - Security Patrol staff have been trained in the proper use of the onsite fuel pump to improve operational efficiency.
 - The need for updated gate entry technology has been identified as a priority. Modernizing access control systems would support the community's continued growth and provide operational efficiencies. Specifically, automation during low-traffic hours (10:00 PM – 6:00 AM) has the potential to reduce manpower demands and operating costs.
 - At this time, fiscal constraints limit the Department's ability to pursue new technology upgrades and capital improvements in the upcoming budget cycle; however, modernization of gate access systems and related infrastructure remains a priority and will be revisited as future budget conditions allow. The Department will continue to evaluate cost-effective solutions and operational efficiencies that align with current funding levels, while long-term planning efforts remain focused on enhancing service delivery, improving safety outcomes, and supporting the sustainability of Measure J funding. Increased community engagement is recommended to raise awareness of the need for additional Security Department funding, emphasizing the benefits of improved safety measures and more efficient gate entry processes during high-traffic periods such as holidays, while maintaining accountability and integrity for non-resident access.
-

Rancho Murieta Association (RMA) Coordination

The Security Department continues to collaborate closely with Rancho Murieta Association (RMA) leadership to strengthen rule enforcement, compliance coordination, and overall community safety. Key efforts include:

- Ongoing enforcement of non-architectural RMA rules in coordination with RMA Compliance (see Violation Summary Report).
- Weekly speed enforcement operations conducted in accordance with RMA guidelines.
- Continued attendance and active participation in RMA Compliance Committee meetings.

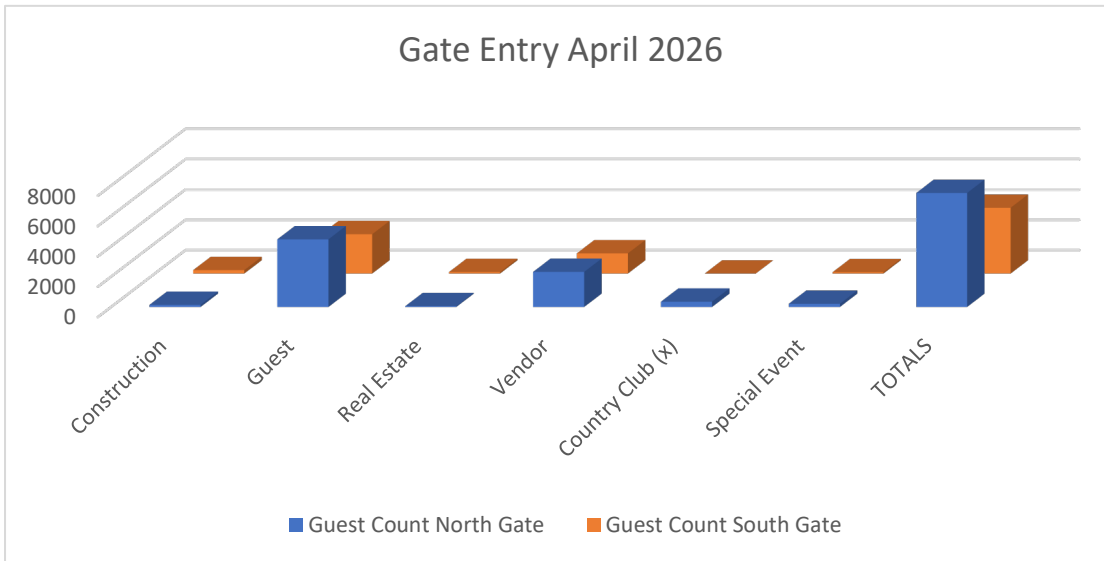
Gate Entries by Type

4/1/2026 - 4/28/2026

Pass Type	Guest Count North Gate	Guest Count South Gate	Count by Pass Type
Construction	138	226	364
Guest	4,460	2,594	7,054
Real Estate	49	97	146
Vendor	2,312	1,333	3,645
Country Club (x)	349	0	349
Special Event	211	88	299
TOTALS	7,519	4,338	10,335

Prior Month Totals:

6,653	3,682	10,335
--------------	--------------	---------------



Rancho Murieta Association
Violation Item Summary Report -- 2026
Violations Written by RMCS Security

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Violation Item Summary Report	CSD	CSD	CSD	CSD	CSD	CSD	CSD	CSD	CSD	CSD	CSD	CSD	CSD
Motor Vehicle Violations:													
Carring Passengers			1										1
Motorcycle													0
No drivers license													0
Speeding			1										1
Speeding - twice speed limit													0
Stop signs	1		2	1									4
Bus stop signs													0
Use of streets													0
Parking:													
Driveway parking													0
Guest parking													0
Overnight street parking	1	2	6	12									21
Unauthorized Vehicle (24 hr pass)													0
No Parking Areas	1	1	1	2									5
Accumulation/dumping of debris													0
Boat Usage													0
Barbeques, open fires, bonfires													0
Carrying passengers/overloaded cart													0
Chickens													0
Commercial vehicle lettering													0
Construction overnight parking													0
Discharge of firearm													0
Dwelling exterior alterations													0
Failure to identify													0
Golf Cart Decals													0
Guest w/o resident in comm areas													0
Home business activities													0
Interference CSD Officer													0
Noxious activities													0
Open garage doors													0
Park hours / curfew	2	1	1	4									8
Pets - off leash / teathered / noise													0
Property maintenance													0
Sign rules													0
Sports equip/trampoline/basketball													0
Storage of building materials													0
Stored vehicles		1											1
Trash containers													0
Unlawful Activities													0
Use of common areas & facilities													0
Use of Fireworks													0
Vandalism													0
Vehicle repair or maintenance													0
Working days & hours													0
Total Violations Written by CSD	5	5	12	19	0	0	0	0	0	0	0	0	41
RMCS Violations not Processed	2	4	2	3									11



Rancho Murieta CSD Security

15160 Jackson Rd
Rancho Murieta, CA 95662

Cases - Breakdown by Type

ALARM	12
ANIMAL COMPLAINT	8
ASSAULT	1
CITATION	16
DISTURBANCE	3
ESCORT	4
EXTRA PATROL	130
FIRE	1
FOLLOW UP	3
GUN SHOTS	2
LOST/FOUND PROPERTY	2
MISCELLANEOUS	12
MISSING PERSON	1
OPEN DOOR	2
PARKING	2
REFUSED ENTRY	47
RESIDENT COMPLAINT	19
RMA RULE VIOLATION	9
SAFETY ADVISAL	1
SPEEDING COMPLAINT	2
SUSPICIOUS ACTIVITY	2
SUSPICIOUS PERSON	4
SUSPICIOUS VEHICLE	1
TRAFFIC ENFORCEMENT	7
TRESPASSING	11

VANDALISM	1
VEHICLE ACCIDENT	4
WATER LEAK	5
WEATHER RELATED	6
WELFARE CHECK	5
Total	323



Information Technology Manager's Report to the Board of Directors

May 27, 2026

PROJECT UPDATES

VAB-1 Network Installation – Completed

Worked with AT&T and AIC to install dedicated hardware that utilizes the existing copper telephone infrastructure wiring to provide connectivity to SCADA sensors at the water plants.

Cybersecurity Training – In Progress

Cybersecurity training is continuing for all staff. New lessons roll out at the beginning of each month. Staff are expected to complete the training on their own schedule over the course of the month. Random phishing tests will be administered.

Wi-Fi Access Point Update – In Progress

District Wi-Fi access points are aging out of service and being updated to the latest Wi-Fi 7 technology. Boardroom and server room units have been updated. Work will continue on this over the next several months.

New Computers and Windows 11 Nearing Completion

The last of the computer replacements and upgrades to Windows 11 are occurring now and are expected to be completed within the next several weeks as time allows.

Network Failover for Greenfield ISP using StarLink – In progress

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. The same system could also be installed at the water plant to keep it online during outages.

Surveillance Systems Upgrades

The first phase of this project is complete. Hardware in the gate shacks has been updated, and all systems are now running Windows 11. The second phase of the project is currently on hold, awaiting approval and allocation of funds after the audits are complete.

Replacement of Inter-Building Network Communication Hardware

Hardware to replace the aging NanoBeam and AirFiber systems that provide network connectivity between the Administration and WWTP buildings is being procured now and will be installed in the coming two months.

Updating, Inventorying and Disposal of Equipment

Equipment inventories are being updated, and support agreements are being refreshed. Equipment that has aged out of service is being sent to e-waste.

Task	Priority	Finish Date
IN PROGRESS:		
New Desktop and Laptop Rollouts. Windows 11 update	High	Q2 2026
Cybersecurity Training for Staff	High	Beginning Apr. 1
Network Failover for Greenfield ISP	High	June 2026
Purchase new surveillance hardware and update systems	High	In progress, TBD
Replacement of NanoBeam and AirFiber systems	High	June 2026
Hardware and software support for all RMCS D staff	High	Ongoing
PCI Compliancy Audit for credit card processing	High	Q2, 2026
Ensure compliance with GSRMA computer standards	High	Ongoing
Disaster Recovery Plan creation	High	Q2, 2026
Business Continuity Plan creation	High	Q2, 2026
Cybersecurity Incident Response Plan creation	High	TBD
Documentation of the RMCS D computing environment. Network, application and database mapping	High	TBD
Update the IT asset inventory database	High	TBD
Update of the web site to meet new ADA and DOJ requirements	Medium	TBD
Evaluate moving the RMCS D computing environment to the Microsoft Azure cloud. Implement if desired	Medium	TBD
Update the on-premises virtualization server	Medium	TBD
COMPLETED:		
VAB-1 Network Installation for SCADA	High	Completed
Access Point for boardroom upgraded	High	Completed
Power improvements to server closet	High	Completed
GSRMA Cybersecurity Audit Questionnaire	High	Completed

CodeRED to HQE SiRcom Conversion	High	Completed
Update all mobile phones to iPhones	High	Completed
Draft RMCSO 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
SCADA Networking Integration	High	Completed
Credit Card Kiosk Installation	High	Completed 12/10/2025

MEMORANDUM

Date: May 14, 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

- The AUDITS are scheduled to commence on May 18, 2026!!!!
- In the coming weeks, staff will work closely with the auditors on fieldwork testing and financial statement preparation. As part of the audit process, Budget-to-Actual analyses will be incorporated into the financial statements.
- The audits are expected to be completed within three months, depending on auditor’s availability and scheduling. (Aug 2026)
- Preparation for the FY 24/25 audit will begin shortly after the commencement of the current audit.
- To ensure full focus on the audit process, all other accounting projects have been temporarily placed on hold, including the preparation of the March and April 2026 financial statements. These financial statements are anticipated to be available in June 2026.

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	100%
Bank Reconciliations	Audit FY23&24	RH	100%
Balance Sheet Reconciliation	Audit FY23&24	RH	100%
Review Balance Sheet Reconciliation	Audit FY23&24	RH	100%
Audit Workpaper Preparation	Audit FY23&24	RH	100%
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%

Balance Sheets Reconciliations					
Tasks	FY2	FY2	FY23 - Review	FY24 - Review	
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"/>	
Bank Reconciliations: 1009	<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 checked="" type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Admin Allocation/Due to From	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
AP aging	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Accrued Expenses	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Fixed Assets	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Repairs and Mainteance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Capital Improvement Project Expense	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Deeded Transactions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Restricted Cash	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Water Hydrant Deposit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Property Loss Reimbursement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	
Accrued Payroll	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
GASB 101	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Compensation Absences	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Net Asset Rolled Forward	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Income/Expenses Analysis - FY 24	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Budget vs. Actual Analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
clear review notes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
clear review notes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Calwaste and related surcharge in Fd 499	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Legal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Bond Audit(redo workpaper)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Due From CFD Bond(redo 5 years of exp)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

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 CIP Final Review	Cecilia
5/27/2026	All protests to Prop 218 Rate Increases Due	Amelia
5/27/2026	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

STATUS

RANCHO MURIETA COMMUNITY SERVICES DISTRICT
SCHEDULE OF FINDINGS
FOR THE YEAR ENDED JUNE 30, 2022

MATERIAL WEAKNESSES IN INTERNAL CONTROL

SIGNIFICANT DEFICIENCIES IN INTERNAL CONTROL

It is anticipated that these findings will continue to be reflected in audit results for the next two fiscal years.

Current Year Findings

Finding 2022-001: Timely record keeping

Condition: The accounting records were not maintained up-to-date during the fiscal year. Payroll expenses for employees were not recorded in the general ledger until after year-end in one large journal entry, and the bank reconciliations were not performed until after the end of the fiscal year.

Criteria: Accounting transactions must be recorded timely and accurately to maintain sufficient internal control over accounting records and to provide real-time financial information to manage the District.

Cause: The District has had staff turnovers over the last few years in the accounting department leaving its ability to record transactions timely limited.

Effect: Potential for misstated accounting records and the inability of the District to manage its cash balances.

Recommendation: We recommend the District ensure at least cash transactions are recorded on a timely basis, even though the District is behind in closing its books on the accrual basis.

District's response: As we are progressing with the accounting records for the next two fiscal years' audits due to the staff turnover over the last 6 years. We are putting in cash transactions starting FY 24/25.

Prior Year Findings

Finding 2021-001 and 2020-001: Year-End Closing Procedures

Condition: The audit was delayed because of delays in producing closing entries, trial balances, schedules, reconciliations, account analyses, and other financial reports needed by management and the auditors, due to the District having difficulty finding qualified staff.

To ensure the year-end closing process proceeds more quickly and smoothly, we recommend developing a checklist that indicates who will perform each procedure and when completion of each procedure is due and is accomplished. The District needs to ensure that all balance sheet accounts are reviewed and reconciled to supporting schedules and are reviewed and approved prior to the beginning of the audit.

Recommendation: We recommend that the District streamline accounting processes to create timely, accurate financial reporting. Reconciliations of account balances should be performed throughout the year. A closing procedures checklist would ensure account balances are reviewed and corrected prior to the start of the audit. The review function should include monitoring compliance with District policy and generally accepted accounting principles. Procedures should be in place to prepare the required reconciliations at year-end and post entries needed to close the books prior to the start of the audit.

Current Status: This issue still exists.

District's response: Subsequent to the last audit, the Finance Director resigned and the District has now retained qualified staff to ensure that all the balance sheets are reviewed and reconciled and approved prior to the beginning of the audit. A streamlined accounting process which includes routine reconciliation according to the District policy and generally accepted accounting principles will be installed.

Finding 2021-002 and 2020-002: Developer-constructed infrastructure

Condition: Developer-constructed infrastructure that is deeded to the District does not appear to have been recorded as capital assets in the District's general ledger. One transaction was identified dating back to 2007, but there may be others.

Criteria: A complete and accurate capital asset listing, including developer-constructed assets, needs to be maintained.

Cause: It appears certain policies and procedures related to developer-donated infrastructure have not been put into place.

Effect: This situation creates a misstatement of the capital assets.

Recommendation: We recommend the District evaluate the extent of developer-donated infrastructure received and estimate and record the amount of developer-donated assets and related depreciation in its general ledger and capital asset listing.

Current Status: This issue still exists.

District's response: The District has begun the evaluation of developer infrastructure received and has recorded the amount of developer-donated assets and related depreciation in the general accounting ledger

as well as the fixed assets subledger. The District anticipates identifying all developer-donated infrastructure and having the appropriate adjustments made to the accounting records for the subsequent years.

We have properly recorded developer- construction in FY23 and FY24. However, we must identify all developer-donated infrastructure made for the prior years.

Finding 2019-011: Non-active Customer Accounts (Finding noted by prior auditor)

Condition: During our testing of accounts receivables we noted the District had numerous non-active customer accounts with credit balances. The total of the non-active customer credit balances was \$18,774. We also noted this condition in the prior audit. These accounts use the code OFFC in the platinum billing system.

Recommendation: The District should determine their legal responsibility for returning the funds to customers for these credit balance accounts prior to the board approving them to be written off. The District should also run the credit balance report as of June 30, the financial statement reporting date.

Current Status: These credit balances still exist at June 30, 2022.

District Response: The District has changed utility billing system and hired a new team to manage the receivables. Credit balance report for inactive customers seem to show negative balance with an aged of less than 30 days. All refunds need another level of approval in the system.

Reserves and Reserve Policy

We reviewed the District's reserve policy and compared reserves established in the policy to reserve amounts recorded in the District's general ledger and noted inconsistencies. We recommend that the District review their reserve policy and update it as needed. The District should then ensure the balances established in the general ledger are consistent with the policy.

District Response: *No comment.*

As part of the review of the reserve policy, the District needs to determine the implications and plan for addressing certain reserves in the general ledger that have a negative balance. These reserves with a negative balance include the following: Water Capital Improvement Fee Reserve and Security Capital Improvement Fee Reserve.

District Response: *No comment.*

Procedure Manuals

The District's procedures manuals have not been updated since 2010, with many documents referring to specific employees by first name only rather than position title, contain usernames and passwords. The District needs to update the procedures manual with up-to-date procedures, reference positions rather than names, and exclude usernames and passwords. Having an updated procedure manual is needed to ensure proper internal control and continuity with turnover of positions. The District has been updating a few of the procedure manuals as of recently. We will keep an eye on the progress to ensure sufficient amount of manuals have been updated.

District Response: *Procedure manual changes were made during the fiscal year but were not completed due to the high turnover rate of management team and the number of unfinished audits.*

Billing System Integration

The District's billing system does not currently interface with the general ledger, resulting in the District preparing extensive spreadsheets each month to record the customer billings and payments in the general ledger. We recommend the District consider a new system that includes the billing system as a module within the general ledger system. The District implemented a new system as of April 17, 2023, but it is not integrated with the accounting system.

To verify the accuracy of the manual entries made in the accounting system to record the customer billing and payment activity, the District needs to compare, at least quarterly, the accounts receivable balance in the billing system to the general ledger.

District Response: *No comment.*

Accounts Receivable Aging Report

The District was unable to produce an accounts receivable aging report from the billing system. We recommend that the District work with the software provider to produce an aging report and that report be reviewed on a regular basis by management.

Customer Accounts

The District needs to ensure that customer accounts that are on a payment plan are properly reflected in a separate receivable account in the general ledger and that the balances are reconciled on a quarterly basis. The District needs to ensure that unpaid balances outstanding are submitted to the County for collection on the property tax rolls.

District Response: *No comment.*

Risk Assessment Process

We recommend that the District develop a risk assessment process to identify those risks within the District that could result in fraud or material misstatement of the financial statements, and then to implement internal controls to mitigate those identified risks. This risk assessment process should involve discussing potential risk areas with the Board and staff and then ensure controls or process are in place to mitigate those risks. This risk assessment process should be performed on a periodic basis and can be incorporated into existing Board and staff meetings by adding an item to the agenda to discuss these risks.

District Response: *The District has started this process.*

Inventory

The District maintains an inventory of meters and associated parts, as well as water and sewer pipe and fittings; however, these items are expensed as the items are purchased rather than being tracked through an inventory account and system. The District should evaluate whether the level of inventory maintained on-hand warrants tracking this inventory in the accounting system and through a maintenance management system.

District Response: *No change.*

It is anticipated that these findings are fully resolved.

Finding 2019-004: Review of Journal Entries (Finding noted by prior auditor)

Condition: During our review of the general ledger, we noted after November 2018 that there were many instances of journal entries being posted and reversed and then reposted. Per review of the journal entries we noted that no accounting personnel were reviewing and approving the journal entries that were being prepared and posted by accounting staff and the outside consultants. The lack of review and authorization increases the risk of material misstatements in the financial statements.

Recommendation: In order to reduce the risk of material misstatements we recommend implementing internal controls where journal entries are reviewed and approved, prior to posting the entry by an accounting staff member with adequate skill, knowledge, and experience.

Current Status: Several instances of this were noted in the current year audit as well, including the accrued payroll journal entry that had to be reversed during the audit as this journal entry was recorded twice. The review of journal entries should be documented by the reviewer's initials and date of review and this documentation should be retained based on the District's retention policy.

District Response: The District will actively review accounting entries and balance sheet reconciliations to ensure accuracy of the accounting records.

Finding 2019-007: Fund Accounting System (Finding noted by prior auditor)

Condition: During our review of the general ledger we noted the District was not maintaining a self-balancing set of accounts by fund during the 2018/19 fiscal year. The District recorded a journal entry at year-end to balance the funds. Proper accounting controls would require the individual funds to be self-balancing. The cause of this condition is that the Great Plains accounting program is not specifically designed to be a fund accounting program. The prior administration established procedures to make the system function like a fund accounting program, however the method is very complex and with the turnover that occurred during the 2018/19 fiscal year, the accounting entries required to keep the funds in balance were not being maintained. This is a condition that could lead to a qualified opinion in the auditor's report if it is not corrected.

Recommendation: We recommend the District consider purchasing accounting software that is designed for fund accounting.

Current Status: This issue still exists. The District should consider setting up their accounting system on a fund basis to ensure the funds remain in balance when recording journal entries.

District Response: The District recognizes the limitation in the current financial system and is working to set up the correct accounts to ensure proper fund accounting. In the next audit years, the District will use the concept of interfund transfer to properly document the flow of resources between different funds. As part of the year end and month end process, each fund will be balance prior to the audit.

I am actively reviewing all accounting entries and Great Plain Interfund Module was introduced.

General Fund Allocations

The District maintains a General Fund in their accounting system, although for financial reporting purposes, this fund is not reported separately, but all balance sheet and income statement accounts are allocated to the

other funds. This is a cumbersome process for financial reporting purposes, so we recommend the District evaluate the need for having a separate General Fund and determine whether transactions can be allocated initially to each fund, instead of recording them first in the General Fund and then allocating balance to other funds at year end. This re-allocation is performed outside of the accounting system, so the balances in the general ledger do not match the balances in the audited financial statements. We recommend the District obtain an accounting system that provides for fund accounting.

District Response: *For the next three fiscal years, the District will switch to an Interfund Management Concept. Any time a transaction involves accounts with more than one unique fund, due to/from (DT/F), entries that keep each fund or entity in balance. Each fund has a DT/F balance with the general fund and no balance with any other fund. Within the general fund, you can set up separate DT/F accounts so you always know what each fund's balance is with respect to the general fund. This will be a manual process for the next three fiscal years and then it will be an automatic entry anytime a check is cut.*

SIGNIFICANT DEFICIENCIES IN INTERNAL CONTROL

Finding 2019-009: Bank Reconciliations (Finding noted by prior auditor)

Condition: During our review of bank reconciliations, we noted instances where the reconciliations were not performed in a timely manner after month-end and also instances where the reconciliations were not initialed by a reviewer other than the person preparing the bank reconciliation.

Recommendation: We recommend preparing the bank reconciliations in a timely manner after month-end and that a staff member, who is not part of the cash collection, cash receipting or has check signing authority, review, date and initial the bank reconciliations.

Current Status: This issue still exists to some extent. In the fiscal year 2021/22 audit, the District provided bank reconciliations for June 30, 2022 that were generated from the accounting system; however, the reconciliation omitted outstanding checks. We recommend the District determine if the system-generated reconciliations can be relied upon in the future.

District Response: The District will be using the bank reconciliation module in the next audit years. This process will be part of the month end close and reviewed properly prior to the audit.

Capital Assets

The following items were noted in the audit of capital assets:

- We recommend performing an inventory of capital assets and removing items from the capital asset list that are no longer in service.
- The District was unable to provide the accumulated depreciation amounts by asset type as required by government accounting principles for disclosure in the footnotes. We recommend separate general ledger accounts to be established for each asset type.
- The District was unable to generate a list of capital assets by fund to compare the asset listing to the general ledger by fund. The District was also unable to generate a listing of capital assets by asset type to reconcile to the individual general ledger accounts.
- The District was unable to provide the accumulated depreciation amounts by asset type as required by government accounting principles for disclosure in the footnotes.

We recommend that the District review its capital asset system to determine whether it can account for its capital assets correctly.

District Response: *The District started using the fixed asset module within the accounting system to automate the calculation on depreciation and it provides reports by Fund and Asset Type. The capital asset listing was also provided to Operation to remove items no longer in service. It is difficult to perform an inventory of capital as most of them are infrastructure underground. The District intends to perform an inventory of both under and above ground inventory in the appropriate future.*

Developer Deposits

The District recorded expenses related to developer projects directly against the developer deposit liability account when paid instead of recording the expense in an expense general ledger account and then recognizing this same amount as revenue, reducing the deposit liability balance. The District needs to ensure that its accounting process is revised such that revenues and expenses related to developer transactions are recorded correctly.

District Response: *No change.*

Chief Plant Operator - Staff Report

Date: May 27, 2026

To: Board of Directors

From: Travis Bohannon, Chief Plant Operator

Subject: May 2026 Operations Report

WATER:

Water Treatment Facility

April 2026 Drinking Water Production Data (in gallons)

	Plant 1	Plant 2
<u>Totals</u>	33,835,000	0

Water Consumption

As of April 30, 2026, the total potable water production for 2026 is 120.832 million gallons or 370.95 acre-ft.

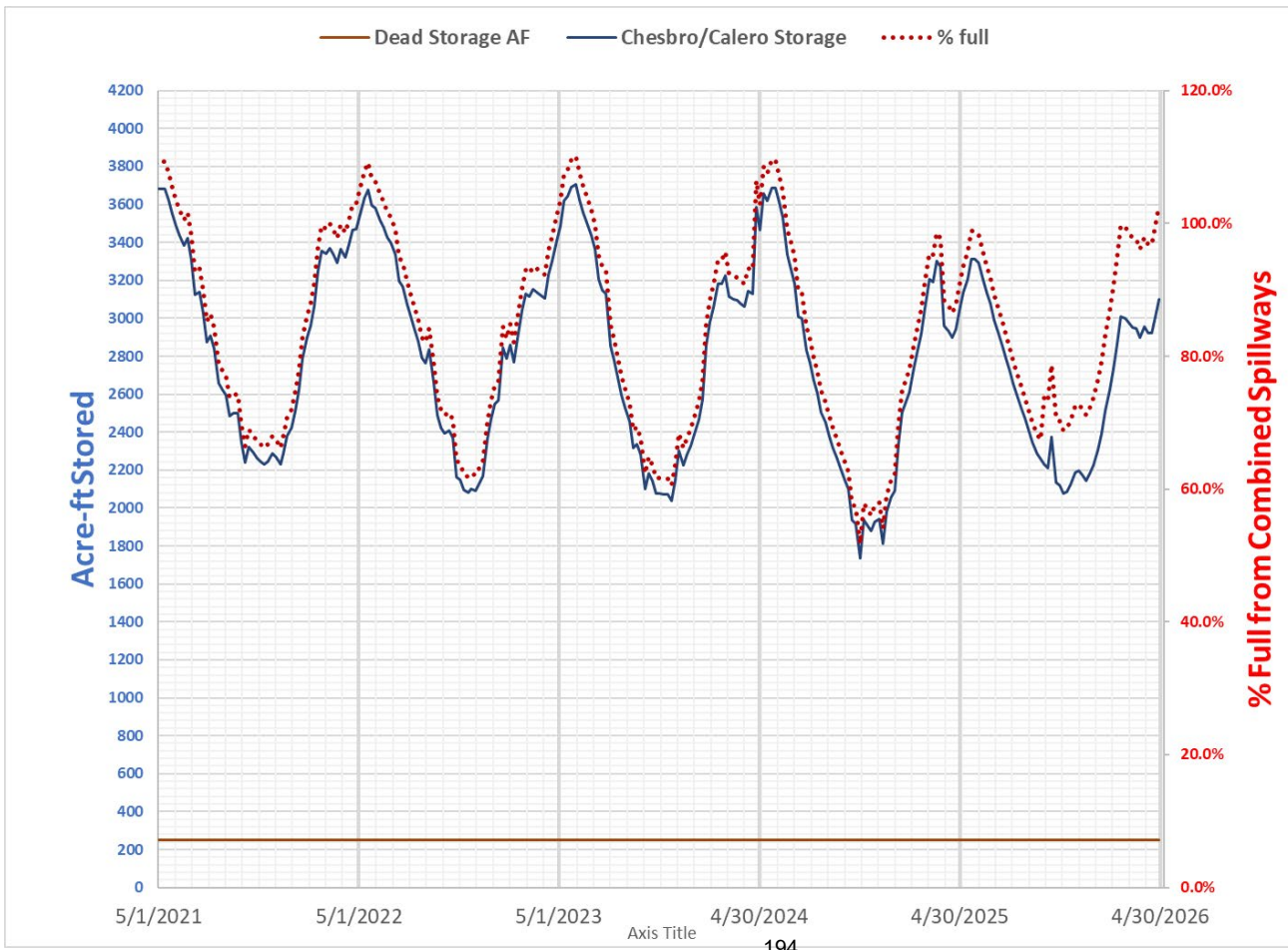
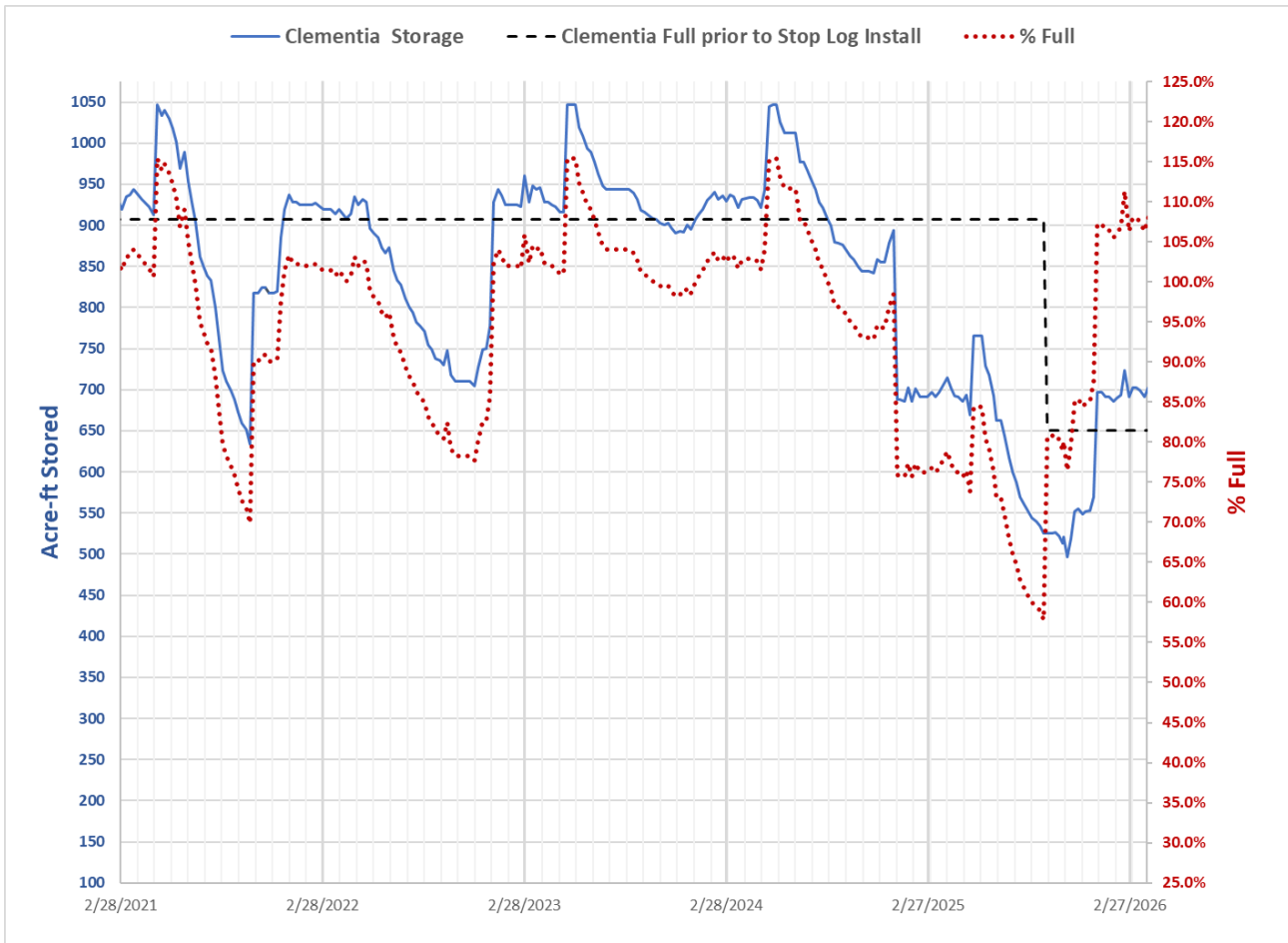
Water plant 2 is offline for annual maintenance. We are currently producing about 1.73 MGD to meet daily demand.

Raw Water Storage & Delivery

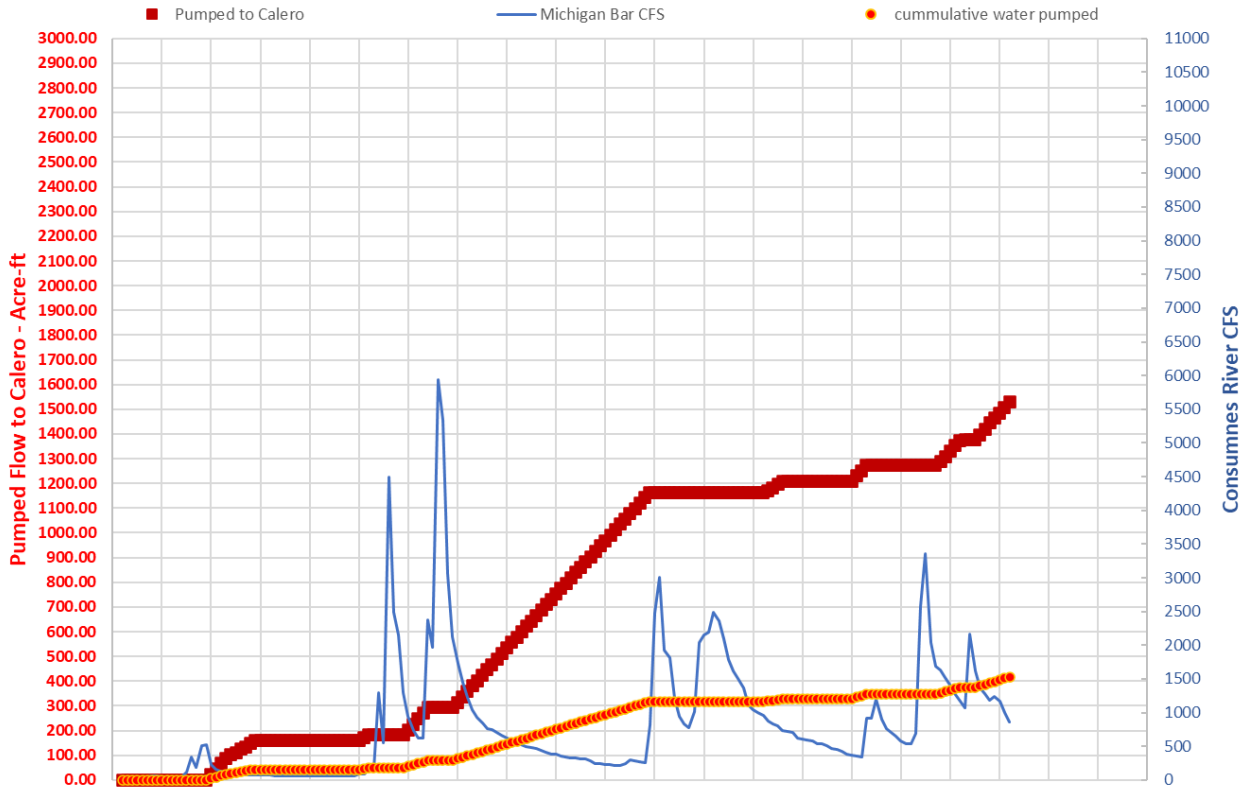
Granlees Pump Station: Total water pumped from Granlees this pumping season as of April 30th, is 497.8 MG or 1528.2 AF.

Table 1. Current water and wastewater storage as of April 30, 2026

	acre-ft	acre-ft full	MGal	MG at Full	%full
Clementia Storage	750.5	690.9	244.5	211.7	115%
Chesbro Storage	1009.9	948.8	329.1	309.1	106%
Calero Storage	2089.7	2069.0	680.8	674.1	101%
Total Raw Water Available for Potable Treatment	3099.6	3017.8	1009.9	983.2	103%
Total of all Raw Water Reservoirs	3850.1	3667.7	1254.4	1194.9	105%
Wastewater Storage Reservoir available for production	643.2	781.4	209.6	254.6	82.3%



Cosumnes Flow vs. Pumped Flow to Calero FY 25-26



FY 25-26 Capital Improvement Plan Annual Tracker

Project Description	Budgeted Amount of Project	Total Current Cost of Project	Project Status
Water Projects			
SCADA Server Replacement	\$252,000.00	\$252,000.00	100.00%
Totals	\$252,000.00	\$252,000.00	100.00%
Waste Water Projects			
WWRP Hypochlorite Conversion	\$2,402,558.00	\$2,382,558.00	99.17%
Totals	\$2,402,558.00	\$2,382,558.00	99.17%

Total of Water Stored and Produced for past 5 years. (Raw, Potable and Recycled):

	Tertiary Recycled water Produced													
2021	0	0	0	0	0	13,876,000	33,439,000	41,494,000	22,652,000	8,123,000	0	0	119,584,000	367.01
2022	0	0	0	0	0	27,817,000	39,967,000	42,203,000	35,307,000	15,554,000	0	0	160,848,000	493.66
2023	0	0	0	0	20,980,000	40,187,777	48,634,000	36,600,000	16,564,000	8,883,000	0	0	171,848,777	527.42
2024	0	0	0	0	19,478,000	40,877,000	39,823,000	23,626,000	16,732,000	18,672,000	0	0	159,208,000	488.62
2025	0	0	0	0	0	0	1,998,000	49,787,000	39,161,000	17,008,000	0	0	107,954,000	331.32
2026	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00

	TREATED RECLAIMED WASTEWATER DELIVERED FOR GOLF COURSE IRRIGATION													
2020	21,248	0	0	0	0	16,229,000	26,731,000	40,346,000	31,873,000	17,909,000	1,543,000	0	134,652,248	413.3
2021	0	0	0	0	0	11,037,000	29,778,000	38,946,000	19,997,000	7,433,000	0	0	107,191,000	329.0
2022	0	0	0	0	0	27,615,000	35,313,000	36,822,000	33,381,000	13,485,000	0	0	146,616,000	450.0
2023	0	0	0	0	18,445,000	35,931,400	45,108,000	31,650,200	14,985,000	8,097,000	0	0	154,216,600	473.3
2024	0	0	0	0	15,547,000	36,099,000	35,953,000	21,027,000	13,506,000	16,714,000	0	0	138,846,000	426.1
2025	0	0	0	0	0	0	699,000	41,528,000	29,084,000	12,751,203	0	0	84,062,203	258.0
2026	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0

	TOTAL WATER PRODUCTION FROM WATER TREATMENT PLANTS													
2020	21,290,000	28,998,000	31,278,000	34,718,000	50,035,000	63,951,000	71,751,000	73,777,000	64,388,000	57,054,000	37,874,000	29,581,000	564,695,000	1733.11
2021	24,113,000	21,140,000	29,681,000	47,569,000	52,058,661	68,862,000	76,001,000	73,775,000	66,028,800	48,659,000	25,794,000	22,709,000	556,390,461	1707.62
2022	23,484,000	27,852,000	36,092,000	34,846,900	51,966,000	64,037,000	68,065,000	69,994,000	62,103,000	56,121,000	31,126,000	22,835,000	548,521,900	1683.47
2023	Plot Area 19,694,000	21,338,000	19,980,000	32,357,000	50,574,000	55,493,000	71,671,000	69,913,000	61,280,000	51,315,000	34,612,000	26,560,000	514,787,000	1579.93
2024	22,903,000	20,516,000	25,975,000	30,033,000	52,115,000	66,464,000	77,949,000	72,988,000	62,661,000	58,011,000	33,354,000	26,808,000	549,777,000	1687.32
2025	26,764,000	21,642,000	25,751,000	34,973,000	57,811,000	64,565,000	66,444,900	65,533,200	56,968,000	37,872,000	28,096,000	26,353,000	512,773,100	1573.75
2026	23,686,000	21,645,000	38,666,000	0	0	0	0	0	0	0	0	0	83,997,000	257.80

	TOTAL WATER PUMPED FROM GRANLEES DAM TO STORAGE													
	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Season
2020	126,305,000	173,057,000	109,741,000	106,082,000	177,244,000	2,212,000	0	0	0	0	0	0	694,641,000	783,001,000
2021	50,502,000	200,963,600	219,885,000	212,716,000	110,807,000	15,173,000	0	0	0	0	23,350,000	70,743,000	904,139,600	794,873,600
2022	207,683,000	181,460,000	39,160,000	86,102,000	140,251,000	3,192,000	0	0	0	0	14,691,000	157,124,000	829,663,000	748,749,000
2023	0	128,044,000	0	161,025,000	148,284,000	0	0	0	0	0	73,332,000	113,863,000	624,548,000	609,168,000
2024	178,870,000	84,735,000	12,838,000	126,529,000	52,711,127	0	0	0	0	0	30	89	455,683,246	642,878,127
2025	210,586,000	141,952,000	41,998,000	76,935,000	219,359,000	0	0	0	0	0	51,708,000	29,134,000	771,672,000	690,830,119
2026	185,857,000	112,104,000	28,397,000	90,603,000	41,844,000	0	0	0	0	0	0	0	458,805,000	539,647,000

	Potable Water Consumption - from Administration (Reads are usually on 25th of each month)													
2020	16,495,644	22,451,220	25,871,824	25,839,712	40,758,572	62,503,710	64,990,848	69,058,532	62,245,987	48,852,247	40,252,573	23,241,258	502,562,127	1542.4
2021	18,308,976	18,083,902	19,314,265	35,862,366	52,058,661	65,418,502	60,111,382	74,660,109	83,056,357	6,225,877	20,970,382	20,769,177	474,839,956	1457.3
2022	18659069	25376925	29733613	31671098	48625371	60432805	65532063	86655710	60376765	61722993	32075556	24174343	545,036,311	1672.8
2023	18,666,086	17,372,502	13,102,910	15,778,544	46,776,180	46,776,180	64,930,140	61,633,666	56,723,121	60,787,177	24,417,936	25,230,040	452,194,482	1387.8
2024	17,915,348	14,212,748	15,892,890	24,370,640	37,733,204	61,787,792	70,860,284	71,063,740	61,994,240	63,515,133	33,155,100	24,834,348	497,335,467	1526.4
2025	24,929,344	17,238,408	15,439,468	31,912,672	47,193,638	72,838,549	58,617,551	64,498,731	53,649,611	31,839,368	25,833,676	20,172,064	464,163,080	1424.6

WASTEWATER:

Wastewater Facility

The wastewater facility is now online and producing reclaim water for the golf course. We are currently producing about 1.0 MGD. The average daily inflow to the plant for the month of April 2026 was .542 MGD.

UTILITY REPORT:

Utilities activities may 2026							
	Reported Issues	Water Leak or Sewer Overflow	Repair or Installed New	Maintenance	District Responsibility	Homeowner Responsibility	Notes
Water Distribution	17				13	4	
Water Meter Issues	66			Replaced meters and end points	Installed 3 new meter and end point		
Sewer Collections				Jetted 6,513ft of Sewer line			
Drainage System				Cleaned Chesbro drain			Removed built-up debris in zone-5 -A 3 day
Miscellaneous, USA North Work orders Front Office				12 USA marked out			
Distribution Flushing & Valve Exercising				Flushed 25 hydrant			

Current Projects:

Equestrian Culvert Repair: The project has been awarded to M3 Construction and is projected to start July 1st and is projected to take a month to complete.

Hole 14 Culvert Repair: This project was awarded to Veerkamp and the project started on May 18th and is projected to take about 2 weeks to be completed.

Clementia Spillway Culvert Repair: This project is being done in-house by the utility staff. This project is projected to start in the middle of June.

Emergency MLN Main Line Leak: On May 17th the district was notified of a sewer leak on Hwy 16, just north of the yellow bridge. The repair was completed by TNT and staff. No sewage spilled into the river. All spillage was contained at the work site.

Chemical Costs: Chemical costs have increased dramatically over the past 5 years. Below is a cost breakdown of each of the chemicals that the district used in water and wastewater treatment:

Chemical Name:	2020 Cost	2026 Cost	% difference
Caustic Soda	\$1.67/gal	\$3.53/gal	111%
Liquid Chlorine	\$750/ton	\$2649/ton	253%
Sodium Hypochlorite	\$2.85/gal	\$7.70/gal	270%
Citric Acid	\$6.05/gal	\$16.96/gal	280%
Sodium Bisulfite	\$5.24/gal	\$6.81/gal	30%
Alum	\$0.74/gal	\$1.09/gal	47%
Polymer	\$1.27/gal	\$1.96/gal	54%
Zinc Orthophosphate	\$14.99/gal	\$17.27/gal	15%

Development Updates on Number of Connections The number of water connections is 2938.

Riverview-140 total lots

Residences East and West- 198 total lots.

PERSONNEL COMMITTEE – MAY 5, 2026

1. Discussion Item – New Job Descriptions

- a. Accounting Technician and Senior Accountant, title and job descriptions. Presented by Cecilia Min Director of Finance.
 - Clearly presented, changes will take place when audits are completed and temporary help is no longer needed.
 - These are necessary positions to maintain and continue a properly functioning Financial Dept.
 - These positions are Budgeted – present to the Board as Action Items May 27, 2026
- b. Maintenance Worker Position and Equipment Mechanic Position
 - Equipment Mechanic Position previously requested at budget discussions. A necessary position to improve the functioning of the Water Operations Dept.
 - A budgeted position- present to the Board as an Action Item At May 27,2026 Board meeting.
 - Maintenance Worker entry level – discussed but determined not viable at this time.

2. Update GM Position-excellent progress being made, numerous qualified candidates have applied. Closing date for applications is May 31,2026.

MEMORANDUM

Date: May 1, 2026
To: Board of Directors
From: Cecilia Min, Director of Finance
Subject: Personnel Committee/Board of Directors

Recommendation

Staff recommend the following changes:

1. Change the job description and title of Accounting Technician FTE #3 to **Staff Accountant**
2. Change the job description and title of Accountant to **Senior Accountant**
3. Addition of another FTE – Senior Accountant

Background

Change the job description and title of Accounting Technician FTE #3 to Staff Accountant *(see enclosed Job Description)*

The organization previously maintained a full-time position dedicated solely to accounts payable. As a smaller organization, adding broader accounting tasks and increased responsibility to this FTE will better align staffing resources with operational needs.

Change the job description and title of Accountant to Senior Accountant & Addition of another FTE – Senior Accountant *(see enclosed Job Description)*

Numerous accounting tasks have not been completed consistently over the past ten years. The addition of a Senior Accountant position will help ensure that all required month-end close activities are completed on a regular, monthly basis. A detailed list of the outstanding and incomplete tasks is provided on the following pages.

The addition of the “Senior” designation to the position title is expected to attract/retain more highly qualified candidates and improve the overall quality of the applicant pool.

This position is anticipated to begin in Fall 2026 or Spring 2027, preferably after the completion of all audits. The current budget reflects funding for a full 12-month period; however, it is expected that the start date will be adjusted to November 2026.

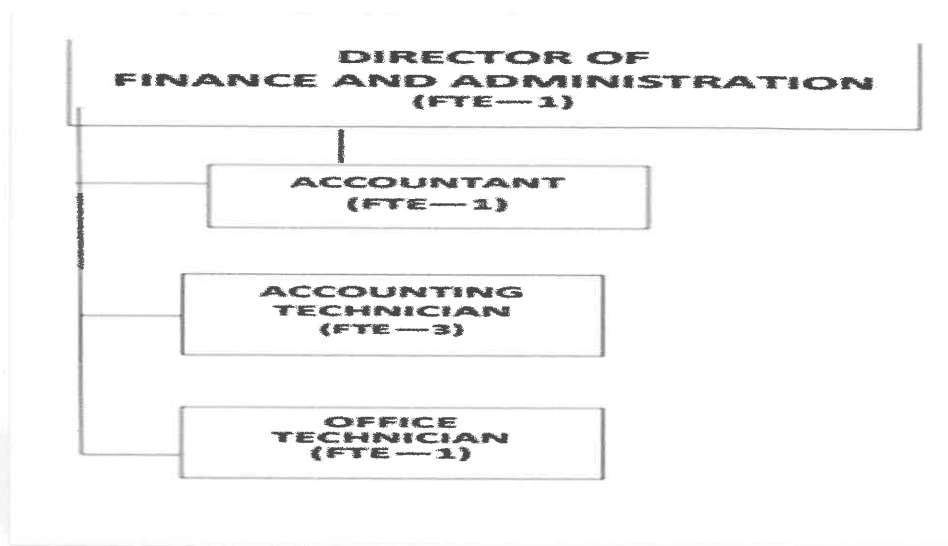
Both job descriptions were reviewed by HrToGo.

Conclusion

Staff recommend that the Personnel Committee/Board approve the proposed changes to position titles and the addition of a Senior Accountant position.

Accounting Department Structure – FY 26/27 Vs. FY 25/26

Previously discussed in March Finance and Board meetings



Accountant FTE 1

This position currently

- spends 35% of his time processing monthly billing and other billing related tasks (escrow refunds, billing adjustments, billing questions from residents regarding billing issues, capture meter readings with operation). These tasks end at the end of the month when billing is completed.
- Fixed assets accounting
- Fire hydrant billings and refunds
- System overhaul changes e.g. Adding Fund Module GP, Financial Statement, Fixed allocation

Accounting Technician FTE 3

FTE 1 – Donna and Hazel who are PT currently process payroll, benefits, workers comp injury, benefits payments and accounting reconciliations with payroll and benefits. Donna is no longer with us and leaving the accounting reconciliation tasks not done

FTE 2 – Utility Billing - responsible for daily inquiries with the customers, enter new meters and changes to the billing system, and perform collection tasks throughout the month

FTE 3 – Accounts payable functions and back up for the front desk.

Office Technician – FTE 1 – daily cash receipt posting, mail collection and sorting and daily inquiries with customers and others

Previously discussed in March Finance and Board meetings

FY 26/27

1. Addition of Accountant FTE #2 (Senior Accountant)

Many tasks listed below were not completed consistently in the past 10 years. This position will start in the Fall of 2026 or Spring of 2027 preferably after the completion of all audits. Current budget was budgeted for the full 12 months

- Bank reconciliations (4 bank accounts) – needs to be done weekly
- Fire hydrant billing review and related refunds processing
- Monthly Balance Sheet reconciliations
- Developers' Billings and Related Accounting
- Bond Accounting
- CIA ditch billing
- Monthly utility billing analysis and review
- Fixed Asset Reconciliation
- Payroll and Benefits Reconciliation that was previously done by Donna
- Reserve Funds Monthly Reconciliation
- Income Statement Analysis
- OPEB reporting
- System conversion to another software eg. Tyler, Asteria and Caselle
- External reporting to Government, Bond, and other agencies
- Due to/from Reconciliation – monthly
- Audit workpaper preparation

2. Changing the AP position to staff accountant

In addition to the normal AP activities, these tasks will be added

- Credit card month end reconciliation
- Miscellaneous deposit
- Daily cash receipt reconciliation to the bank – daily/weekly
- 1099 process
- Month End Accrual
- Fire Hydrant Meter Billing

Previously discussed in March Finance and Board meetings

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

EQUIPMENT MECHANIC

DEPARTMENT: WATER/WASTEWATER

FLSA OVERTIME STATUS: NON-EXEMPT

BARGAINING UNIT: OPERATING ENGINEERS LOCAL 3

APPROVED BY BOARD OF DIRECTORS - TBD

SUMMARY: To perform inspections, conduct normal, preventive and emergency maintenance, troubleshoot and repair (electrical and mechanical) water and wastewater equipment, drainage and wastewater lift station equipment. Conduct minor maintenance and preventive maintenance on small equipment, gasoline and diesel powered automotive, truck, tractor and a variety of other power-driven equipment; and to perform other related work as required.

SUPERVISION: Receives direct supervision from the Treatment Plant Supervisor.

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

- Performs normal, preventive and emergency maintenance and repairs to all water, wastewater and drainage plant equipment, buildings and other District owned facilities including, but not limited to: troubleshooting, repairing and returning equipment to proper function and operation; ability to enter confined spaces using appropriate safety equipment and adhering to related safe work practices;
- Diagnose instrumentation and electrical problems and repair as necessary;
- Conduct minor maintenance on all District vehicles and equipment as necessary;
- Prepares requisitions for equipment repair, parts, supplies and materials; maintains inventory of parts and supplies;
- Performs a wide variety of metal cutting, welding and fabricating work; participates in basic repair, modifications and rebuilding projects involving treatment plant facilities; services and repairs hydraulic pumps and equipment; coordinates activities with appropriate contractors, prepare cost estimates and estimates of materials and equipment needs;
- Maintains work, time and material records on all District equipment and vehicles; Prepare and maintain a variety of records and files to satisfy timely submission of

reports in compliance with Federal, State, county and local agencies;

- Observes Federal, State, county and local safe use, storage and practices, policies, rules, regulations and reporting requirements pertaining to all petroleum based products and designated hazardous materials;
- Attend assigned safety training courses and demonstrate competency, familiarity with safe work practices, policies, regulations and procedures. Ability to train less experienced employees and to be able to foster good working relations with others.

DISTINGUISHING CHARACTERISTICS:

Positions in this class are characterized by vehicle and equipment maintenance tasks requiring full journey level experience. Employees are expected to work independently in conducting major and minor repairs on most engines and equipment. The employee is also required to diagnose a wide variety of mechanical and electrical problems that would be found in vehicles, water and wastewater plants, lift stations and reservoirs.

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.

Tools, equipment and procedures used in the diagnostic and repair of water and wastewater equipment. Methods used in welding, and safe work practices.

The ability to inspect automotive and other power-driven equipment to locate and diagnose malfunctions. Perform minor and major mechanical repairs on District equipment. Use a variety of tools with skill and safety. Maintain shop and repair records. Understand and carry out oral and written directions. Establish and maintain cooperative working relationships. Read and write at the level required for successful job performance.

EDUCATION AND/OR EXPERIENCE:

Any combination of training and experience that would likely provide the required knowledge and ability is qualifying. A typical way to obtain this knowledge and ability would be:

Minimum Education: High School diploma and/or equivalent.

Two years of experience performing journey level duties in the repair and maintenance of water, wastewater and drainage facilities and equipment;

Completion of courses in automotive repair, diesel mechanics, and welding is desirable. A strong working knowledge of pump/ motor theory, trouble shooting repair and maintenance is required.

CERTIFICATES, LICENSES, REGISTRATIONS:

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.

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 use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to stand, walk, reach with hands and arms, and talk or hear. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color 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.

While performing the duties of this job, the employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee is occasionally exposed to fumes or airborne particles, risk of electrical shock.

The noise level in the work environment is usually moderate.

COMMENTS:

Employees appointed to positions in this class are required to be neatly groomed as needed to wear respiratory protection or other safety equipment.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

ACCOUNTING TECHNICIAN – STAFF ACCOUNTANT/AP SPECIALIST

DEPARTMENT: FINANCE

FLSA OVERTIME STATUS: NON-EXEMPT

BARGAINING UNIT: OPERATING ENGINEERS LOCAL 3

APPROVED BY BOARD OF DIRECTORS - TBD

SUMMARY: To ensure that vendor invoices, employee expenses, and payment runs are processed with precision and efficiency, while also contributing to the integrity of our general ledger through reconciliations, journal entries, and month-end close activities.

SUPERVISION: Receives direct supervision from the Director of Finance

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.

Accounts Payable

Invoice Management

- Review, verify, and process vendor invoices for accuracy and proper authorization.
- Perform three-way match and resolve discrepancies promptly.
- Enter invoice data with the proper coding/fund into the accounting system for payment processing.

Payment Processing

- Prepare and process electronic payments (ACH, wire transfers) and checks.
- Monitor payment schedules to ensure timely disbursements and avoid late fees.
- Address payment inquiries from vendors and internal stakeholders.
- Year End 1099 processing

Reconciliation and Reporting

- Reconcile vendor statements and resolve outstanding balances or discrepancies.
- Assist in month-end and year-end closing by reconciling accounts payable records.
- Prepare month end accrual report
- Generate and maintain accounts payable aging reports and payment activity summaries.

Vendor and Internal Communication

- Serve as the primary contact for vendor inquiries regarding payments and account status.
- Collaborate with purchasing and receiving departments to resolve invoice disputes.
- Build and maintain positive relationships with vendors and internal teams.

Compliance and Documentation

- Maintain organized and accurate records of invoices, payments, void checks and correspondence.
- Ensure compliance with company policies, financial regulations, and tax requirements (e.g., 1099 reporting).
- Support internal and external audits by providing requested documentation and information.

Process Improvement

- Identify opportunities to improve accounts payable processes and recommend best practices.
- Utilize AP automation tools to enhance efficiency and accuracy.
- Assist with software conversion and development

Monthly Reconciliation

- Perform weekly reconciliation of utility cash receipts to the bank and identify discrepancies.
- Work with utility billing team to resolve discrepancies
- Process and enter credit card transactions into the accounting system
- Prepare monthly water hydrant meter billing
- Assist with monthly bank reconciliation
- Other accounting reconciliations as assigned
- Support Month End Close with the accounting team

Utility

- Act as a backup to walk in customers and answer incoming phone calls with questions regarding accounts and activity, take message for the utility billing team
- Provides general support to the accounting team and support in the absence of the Utility Billing Team.

DISTINGUISHING CHARACTERISTICS:

This is the full working level in the Accounting Technician class series. Incumbents in this class work under minimal supervision in any of the work areas specified in the definition above. They are expected to perform all types of accounting support and professional accounting work related to the development and maintenance of District fiscal and accounting systems. Incumbents will be assigned specific duties according to the District's needs and the individual's ability.

QUALIFICATION REQUIREMENTS:

- Strong understanding of accounting principles and practices, particularly in accounts payable management
- Familiarity with AP automation tools and electronic payment platforms
- Advanced Microsoft Excel skills, including data analysis and pivot tables
-

- Knowledge of accounts payable workflows, tax compliance (e.g., 1099), and vendor management

Ability to perform a variety of arithmetical calculations with speed and accuracy. Interpret and apply laws, regulations and policies. Maintain cooperative working relationships with those contacted in the course of the work. Carry out directions independent of close supervision. Operate computer and related accounting and office support software.

EDUCATION AND/OR EXPERIENCE:

Any combination of training and experience providing the required knowledge and ability is qualifying. A typical way to obtain this knowledge and ability would be:

Minimum Education: High School diploma and/or equivalent.

Seven years of technical experience in Accounts Payable and general financial recordkeeping activities, *OR*

Possession of a four-year college degree with a major emphasis in accounting, business management, or a closely related field preferred with five years of technical experience in Accounts Payable

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.

PHYSICAL DEMANDS:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials and objects up to 25 pounds with the use of proper equipment.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made on a case-by-case basis to enable individuals with disabilities to perform the essential functions.

Employees work in an office environment with controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The noise level in the work environment is usually quiet.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

SENIOR ACCOUNTANT

DEPARTMENT: FINANCE

FLSA OVERTIME STATUS: NON-EXEMPT

BARGAINING UNIT: OPERATING ENGINEERS LOCAL 3

APPROVED BY BOARD OF DIRECTORS – TBD

SUMMARY:

Under general supervision, performs a wide variety of professional accounting, budgeting and fiscal duties, such as establishing and maintaining accounting records, participating in budget preparation and control, reviewing and analyzing accounting and financial transaction records, and preparing financial statements and reports.

SUPERVISION: Receives general supervision from the Director of Finance.

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.

- Performs general ledger accounting, monthly balance sheet reconciliations; prepares/review monthly bank reconciliations of all banking investment and trust accounts, and Prepare/Review developers' billing and fire hydrant meters billings prepares general journal entries and reports based on reconciliations; tracks transactions and transfers; coordinates with other staff in preparation for the monthly closing of the general ledger
- Compiles, reconciles, analyzes and prepares a variety of financial statements, general and subsidiary ledgers, supporting schedules, and other financial and statistical reports; prepares work papers, financial statements, and various reports for federal and state agencies as well as for internal accounting.
- Performs various cash management, investment, and reporting duties; prepares monthly cash and investment report; gathers and; prepares bank and investment wire and transfer forms; reconcile bank and investment accounts; coordinates with banks on issues related to the District's accounts, bank transactions, and investment activities.
- Records bi-weekly payroll expenditures or related invoices to the general ledger.
- Reviews account payable batches for entry and review; verify accuracy; reconciles details to accounts payable aging.
- Reporting for the financial activities related to fixed assets; records fixed assets acquisitions, transfers and dispositions; maintain and monitor construction in progress capital assets, calculate depreciation for all fixed assets using the fixed asset system and conducts periodic impairment reviews for intangible

assets as well as periodic physical inventory counts of fixed assets, monitors a system of controls; prepare audit schedules.

- Assists Director of Finance with preparation and development of District's budget
- Update utility billing rates, reconcile utility billing receivables and perform analytical review of the monthly billing
- Prepares the Annual Audit Financial Report, State Controller reports, and related year-end financial statements, schedules, notes and reports; ensure selected general ledger accounts and annual reports accurately reflect District's financial position at fiscal year-end; assist staff and District auditors with the audit.
- Performs complex accounting and analytical work in GL management, fund accounting, asset management and preparation of financial statements
- Monitors and reports on the status of governmental grants; reviews and audits grant contracts, amendments, and other documents to ensure grant compliance; tracks revenue/expenses; prepare related grant reporting
- Performs special projects and studies; collects and compiles statistical and financial data for special reports, as directed.
- Participates in department audit and account close-out functions; gather supporting documentation for auditor's review; responds to inquiries for cash receipts and monthly bank reconciliations.
- Assists with any accounting software conversion
- Performs related duties as required.

QUALIFICATION REQUIREMENTS:

Knowledge of:

- Principles and practices of public agency financial management including general and governmental accounting, fund accounting, general ledger accounting, payroll, budgeting, auditing, and reporting functions as well as Generally Accepted Accounting Principles (GAAP)
- Principles and practices of automated financial systems
- Basic accounting principles and practices used in financial record keeping, bookkeeping, and governmental and fund accounting
- Principles and procedures of record keeping.

- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Examine and verify financial documents, reports, and transactions.
- Prepare a variety of budgets, financial statements, reports, and analyses.
- Analyze, post, balance, and reconcile financial data, ledgers, and accounts.
- Analyze and draw conclusions from financial data.
- Interpret financial data and recognize accounts that need detailed investigation.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
- Prepare clear and concise reports.
- Analyze complex issues, evaluate alternatives, and reach sound conclusions.
- Manage multiple projects simultaneously and be sensitive to changing priorities and deadlines.
- Plan and organize work to meet changing priorities and deadlines.
- Work collaboratively and cooperatively with other departments, District officials, and outside agencies.
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Interpret, explain and apply laws, rules, regulations, and ordinances related to payroll.
- Respond tactfully, clearly, concisely and appropriately to inquiries from the public, District staff, or other agencies on sensitive issues in area of responsibility.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective professional working relationships with those contacted in the course of work.

EDUCATION AND/OR EXPERIENCE:

The following combination of education and experience providing the required knowledge and abilities is qualifying:

A Bachelor's degree from an accredited college or university with major course work in accounting and 5 years of professional accounting or auditing experience; two years in government accounting preferably

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.

OTHER SKILLS AND ABILITIES:

Knowledge of administration, policies and procedures relating to government administration and finance; data management including word processing, spreadsheet and data-base principles.

PHYSICAL DEMANDS:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made on a case-by-case basis to enable individuals with disabilities to perform the essential functions.

Employees work in an office environment with controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The noise level in the work environment is usually quiet.

COMMUNICATIONS AND TECHNOLOGY COMMITTEE – May 7, 2026

1. Review and update of Website and Social Media
2. Discussion of Pipeline Articles and Good news items for the Pipeline
3. Living In Harmony /Community Letter pulled from the Agenda temporarily, Revisit in August.
4. Audio Communications Improvements:
 - The Committee reviewed and discussed Ms. Nellie Blooms correspondence. We thank her for her detailed and comprehensive overview of our Access to Public Meetings practices.
 - Our Interim GM and our staff have been and continue to work with our legal counsel and two of our vendors (Streamline-Internet provider and ITS equipment) to ensure that our Committee and Board meetings are in compliance with DOJ/ADA and Brown Act.
 - ADA compliance requirements have been extended for Districts under a population of 50,000 from April 26, 2027 to April 26 2028.
 - We are testing the OWL system for video and audio recording and we continue to investigate our options.
 - We have been given instruction on our use of Board room microphones to insure clear audible transmissions. Again, we continue to investigate our options.
 - We are doing what is feasible, viable and in compliance. Of course we want to do more. As presented this project would be considered the equivalent of a CIP project requiring planning, funding, time and staff, all of which are currently stretched to the limit.
 - The District is short staffed and in the process of hiring two key positions-General Manager and Director of Water Operations.
 - The recruiting process is in place and progressing quickly.
 - We are submitting two Audits to our Auditors in June, and will submit the last two in Dec.
 - 2026-2027 Budget preparations will be completed and voted on in June.
 - In addition we are managing:

- Groundwater /well search for emergency and drought water supply
- the feasibility of Lake Clementia as a potable water resource
- the constant failing of our infrastructure
- the need to build our reserves
- the resolution of data discrepancies in the IWMP.
- addressing our woefully underfunded Security Dept.
- addressing constant developer conflicts
- the list goes on.

PRIORITIZING IS IMPERATIVE

- **Lengthy Board Meetings** – Yes, Board meetings are too long! Right now with the above list looming over our heads long meetings are inevitable for the time being. NOBODY likes them. Least of all our Staff who have already put in a full day's work. As tasks and projects are completed and Staff vacancies are filled it will get better.

Long and short term PLANNING is the KEY

SECURITY COMMITTEE MEETING-MAY 6, 2026

SUMMARY:

1. Over the past year the committee has been addressing a list of issues, none the least of which has been the survival of Security in Rancho Murieta.
2. In April of 2025, the District hired Branden Arino as our Security Supervisor. With Branden's skills and abilities Security issues are being addressed and worked on.
 - Gate staffing problems have been resolved and a mature and trained staff has returned order to gate procedures.
 - The Security training manual is being updated from the 2011 version.
 - New job descriptions for patrol officers have been written. Equipment is still outstanding. Discussions with the OE3 are ongoing.
 - Branden has presented a detailed description of how Observe and Report is used effectively and the importance of training especially De-escalation training.
 - Staffing has been steady for the past few months with 7FT and 4PT Gate Officers and 4 Patrol Officers. This is bare bones coverage with no allowances for vacations, illness or emergencies.
 - Security Impact Fees – one time payments made by developers to supplement Security costs. These fees have not been carefully tracked. What payments have been made and by whom and what these monies have been used for are currently being assessed thru the Auditing and Budget process. **Policy # P2016-02** clearly explains how these funds are to be used: "The Security Impact funds shall be used to support and improve the provision of Security Services to the Rancho Murieta community through the provision of technology, facilities and physical assets with the fundamental goal of protecting the people and property of the District." These funds are to be used for **non-operational** security enhancements.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Category:	Financial	Policy # P2016-02
Title:	Implementation and Use of Security Impact Fees	

PURPOSE

The Rancho Murieta Community Services District ('District') Security Impact Fee policy is a financial policy that establishes the guidelines and parameters regarding the expenditure of the Security Impact Fees collected by the District as authorized in the following Financing and Services Agreements:

- 1) dated May 27, 2014 with Cosumnes River Land, LLC, Murieta Industrial Park, LLC, Murieta Lakeside Properties, LLC, and Murieta Highlands, LLC (the 'Rancho North FSA') and
- 2) dated March 28, 2014 with CSGF Rancho Murieta, LLC (Residences East), BBC Murieta Land, LLC (Residences West), Murieta Retreats, LLC (Retreats), Elk Grove Bilby Partners, LP (Lakeview), and PCCP CSGF RB Portfolio, LLC (Riverview) ('the 670 FSA').

POLICY

1.0 Security Impact Fee

The Security Impact Fee is collected at the time of water permit issue for all new development subject to the Rancho North FSA and the 670 FSA at the following rates:

Property outside of gates	\$750 per lot (residential) \$750 per commercial/retail EDU
Property behind gates (North and South)	\$1,200 per lot (residential)

2.0 Authorization to Expend Security Impact Fees

The District's Board of Directors shall approve all expenditures of the Security Impact Fee funds.

3.0 In Lieu Offset for Developer Installed Public Security Improvements

The District's Board of Directors may consider security improvements of a public nature that are consistent with this policy and that are paid for and installed by the developer or property owner, and dedicated to the District, as in lieu offset to the payment of the Security Impact Fee. Approval of any in lieu offset is solely at the discretion of the District's Board of Directors. Any such approval is required prior to the issue of the water permit(s) for the affected property.

4.0 USE OF THE SECURITY IMPACT FEE

The Security Impact Fee funds shall be used to support and improve the provision of Security services to the Rancho Murieta community through the provision of technology, facilities, and physical assets with the fundamental goal of protecting the people and property within the District. The District will work closely with landowners and residential and commercial owners associations on the planning, design and implementation of projects approved for funding with the Security Impact Fee funds. However, final decision and approval of projects is solely at the discretion of the District's Board of Directors.

The Security Impact Fee funds shall be predominately used for non-operating expenses with the goals of protecting life safety, deploying technology in such a manner as to act as a force multiplier improving Security response, protecting property, and benefitting landowners, homeowners and property owners and businesses from which the funds are derived in addition to the entire Rancho Murieta community.

Such uses of the Security Impact Fee funds shall be for, but not limited to, items of the following nature:

- Security Surveillance Camera System Consultant studies and fees to evaluate Security Department organization and surveillance camera system design
- Purchase of one patrol vehicle (to include equipping and striping)
- Other non-operational security enhancements as identified in the future

Approved by Rancho Murieta Community Services District's Board of Directors	September 21, 2016
--	---------------------------

2017 Security Assessment and Survey

Action Plan

DRAFT

BACKGROUND

In 2005, a Security Security Strategic Plan was written. The intent was to use it as a foundation to improve services to the community. The plan recognized then, that the District would see changes and challenges in community growth and the ability to provide services in an efficient and cost-effective manner. Back then, the identified issues, and anticipated future issues are some of the same we are facing today; speeding/stop sign enforcements, limited funding for Security, working with RMA in rule enforcement etc. Residential Focus Groups were held to illicit help and ideas from the community. Since 2005, the community has grown, and the demographics have also changed, however some of the issues have not.

As you look through the strategic plan which was updated in 2010, some of the areas of concern such as staffing, maintaining a quality workforce, use of technology, patrol and gate duties, security authority and department funding, were also areas identified in the 2017 Burns and McDonnell Assessment. A survey of residents was conducted by Burns and McDonnell and some similar issues were identified as they were back in 2005. In looking at the Strategic Plan, most of the same issues apply today.

The original intent of the Burns and McDonnell Security Assessment was to study the Security Department operations and evaluate and make recommendations on how to best use the developer impact fees towards technology to enhance the operations of the Security Department, with the understanding that the current budget system has limited funding and technology could provide better coverage within the District. Burns and McDonnell went into other areas and did not really address the use of impact fees. They addressed the need for increased staffing now to improve services and additional staffing due to the growth of the community. What it does not do is go into the authority, scope, and how services are to be provided. This was not part of the scope because this was all done in 2008 when a series of open Board meetings, public hearings and input from the community was used, along with a Security Study and Survey that was commissioned by the Board. A District wide camera plan was done in 2010 and updated in 2012 by then Chief Remsen. The Burns and McDonnell assessment also has 3 camera plans they came up with, which mirrors Chief Remsen's plans.

The 2017 Burns and McDonnell Assessment includes a questionnaire that was distributed as a public survey. They also held public meetings on how the Security Department currently operates and if the community feels that security is adequate or not. If not, the residents were additionally asked about funding and paying an increase in security fees to increase the Security Department. This will be discussed later.

In April 2018, at the Security Committee meeting and the following Board meeting, we released our summary report of the Burns and McDonnell Assessment. The Assessment in its' entirety,

along with their summary of findings was released publicly except for some operational information that was redacted for safety and security reasons. We included our statement if we *agree* or *disagree* with their findings. These were the only staff comments added to the Assessment. We also released the public survey and its findings.

ROLE OF SECURITY STAFF

As defined in District Code, Chapter 21, Section 3.01 and pursuant to Section 61100(j) of the Government Code and authorization of the Local Agency Formation Commission, the District provides Security Services necessary to protect lives and property within the boundaries of the District. Security provides the following general services:

- Provide 24-hour, 7 day a week mobile patrols throughout the entire District.
- Serve as visible deterrent to crimes and unauthorized activities as defined by the Rancho Murieta Home Owners Association CC&R rules.
- Provide radio dispatched response to certain calls for service within the District.
- Enforce certain non-architectural rules under the RMA CC&Rs.
- Security Gate Officers are those individuals hired by the District to perform duties related to the 24-hour, 7 day a week control and monitoring of access to gated portions of the District.

Security Gate Officers and Security Patrol Officers are responsible for protecting lives and property by seeking to prevent an incident or offense from occurring in the District. In situations where prevention of an incident or offense is not possible, the function of Security Gate Officers or Security Patrol Officers is to observe and report the incident to a law enforcement agency, such as the Sacramento County Sheriff's Department.

Patrol Officer Duties

Patrol Officers provide mobile, uniformed, armed patrol, 24 hours a day, 7 days a week, throughout the entire District. Patrols provide a visible presence and deterrent to crime, malicious mischief and CC&R rule violations. Some of the main duties of the Patrol Officers are:

- Patrol
- Respond to calls for service such as:
 - Suspicious Circumstances, suspicious persons, suspicious vehicles
 - Disputes
 - Disturbing the peace
 - Juvenile problems
 - Alarms: burglary, fire, car
 - Vehicle accidents
 - Fire Assist: medical calls, fires, propane leaks
 - Vandalisms
 - Thefts
 - Burglaries

- Trespassing
- Water leaks
- Civil issues
- Traffic hazards
- Dead animals
- RMA rule violations such as:
 - Barking dogs
 - Loose dogs
 - Speeding
 - Stop sign violations
 - Unlicensed drivers
 - Golf cart violations
 - Parking complaints
 - Parking citations
 - Misc. Animal issues
 - Park rules and violations
 - Curfew
 - Loud music/noise
 - Open garage door checks
 - Working on cars
- Routine area security checks
- Routine building security checks
- Routine park lock ups/unlocks
- Routine building lock ups/unlocks
- Misc. public assists
- Gate operations
- Prepare incident and crime reports
- Prepare daily shift logs
- Prepare daily patrol logs
- Train new personnel as required

Gate Officer Duties

Gate Officers provide 24-hour, 7 day a week coverage, maintaining surveillance and controlling main accesses to the gated entrances of the community. Gate officers follow policy on allowing persons into the community. They also process authorized visitor and vendor access request. Gate Officers maintain the residential database and process paperwork related to resident files. Gate Officers also perform the following duties:

- Answer calls for security service or inquiries
- Operate radio communications equipment
- Act as dispatcher for the Patrol Officers
- Process and check in visitors and vendors at the window
- Issue appropriate visitor and vendor passes to authorized persons

- Refuse to allow entry for unauthorized persons
- Act as a liaison for outside emergency services such as Sac Metro Fire Dept, SSD, CHP and Animal Control
- Handle walk in customer service requests
- Process barcode applications and issue barcode stickers
- Process paperwork for residential accounts and update ABDI database
- Process dispatch records
- Process dispatch and patrol reports and logs
- Perform data entry of dispatch and patrol logs
- Maintain “animal complaint” records
- Issue temporary parking passes
- Issue temporary boat passes
- Maintain lost and found
- Issue building keys
- Monitor surveillance camera systems

FUNDING

Security is funded through a Security Tax which is restricted to a 2% per year increase without going to a vote to the residents and businesses in the District. The Burns and McDonnell assessment discusses funding, limited budget, increasing costs for the Security Department, wages and job market competition, and possible impact on the budget with the mandated minimum wage increases and the Gate Officers current salary ranges. The survey that was distributed to the residents resulted in a majority response of not willing to pay an increase in taxes. They also felt Security was doing a sufficient job with what they had.

The District requires new developments and developers to pay one-time Security Impact fees. These fees are limited on how the money can be spent. It can only be spent on technology and equipment, not personnel. These Impact fees could be used to purchase camera equipment, but not fund the personnel to operate and monitor them or the maintenance of the equipment. The Security budget will not be able to support the personnel for full time monitoring or the maintenance of the equipment. The Burns and McDonnell assessment provided the District with 3 camera options; however, we determined the plans they provided were not feasible, mainly due to staffing and overall costs.

FOCUS: WHAT IS THE ACTUAL PROBLEM WE ARE TRYING TO SOLVE?

With the limited funding, Security will be faced with having to do more with less. Using technology can assist reducing workload to free up officer time, allow for more efficient work and cover geographic areas throughout the District that we cannot always be at all the time. Camera systems are one idea that we are exploring that will accomplish this.

Solutions: How can we cover the community now, and future growth with less?

Law Enforcement and Security uses Force Multipliers of many types to supplement personnel and provide coverage where the officers cannot see or physically be at. Technology as a force multiplier can work faster, more efficient and 24 hours a day when and where a human cannot. Cameras and drones are some of the current and emerging technologies in the field of Security and Law Enforcement that are gaining popularity in use with reasonable costs.

Camera Plans

We have already upgraded the camera system at the South Gate. We have added cameras inside the Gate houses and the CSD Admin building interior and exterior.

The camera plan we are currently exploring is the use of a self-contained portable camera system. The camera system is in a trailer and can be moved by towing it with our patrol vehicles and deploying it anywhere in the district where problems are occurring or protentional problems might occur. We can also deploy them as needed as a deterrent. The system is self-contained for power and security. It is wireless technology. The cameras will be day/night cameras with sound. The system records for video playback and can also be remotely viewed for live video. The system is motion activated which be linked to the South gate. When the cameras are activated, they will notify the South gate where upon the dispatcher can immediately view the live video. The patrol officers will also be able to access video, including live video by the lap top computer in the patrol cars and on their smart phones when they are away from their patrol cars.

This plan, we believe, is the best solution to achieve a force multiplier system at a cost we can afford to purchase, maintain and operate. It is just not feasible to attempt to mandate developers install camera systems and have them compatible to integrate into our system. Developers would have their own logistical and financial issues with this plan, not to mention the District's costs. We do not anticipate the proposed growth and the impact on Security Services will not be manageable. It will be slow paced growth.

We are also exploring placing cameras on street poles on key roadways and intersections that will be able to be accessed in the same manner. The cameras would be placed inside the residential areas and the commercial/business areas in the District.

COMMUNITY OUTREACH

What does the community want? Do they feel safe and think Security is adequate? Is the community willing to pay more in security taxes? Are the developers willing to pay more in impact fees and taxes? All of these are questions that were addressed in the Security Assessment and Survey. The majority of the respondents felt Security does an adequate job for what we can do and with the staffing we currently have. However, they are not willing to pay more for security services, more staffing or more authority. They felt we have enough. Understanding that, and faced with the challenges of a limited budget, Security is faced with how do we continue to provide the services and coverage of existing and new developed areas with what we currently have. Cameras are one solution, the other is community involvement. We need the community to

understand our constraints and engage them in being more security conscious. The community will need to help be our eyes and ears and report to us issues or concerns they are seeing so we can respond and address it; much like a neighborhood watch program. The same holds true for newly developed commercial areas. Security will develop a working relationship with the business community and encourage them to install camera systems and afford us or law enforcement access to the systems for review of video if need be.

Below is a list of what staff have identified as Community-based and external stakeholders:

Rancho Murieta Community Stakeholders

- Rancho Murieta Community Services District (CSD)***
- Rancho Murieta Association (RMA) *
 - Engage residents with specific ideas to improve security
- Murieta Village *
- The Villas *
- The Retreats *
- The Townhomes *
- Commercial/Businesses **
- Airport **
- Hotel-Murieta Inn **
- Office Complex **
- OE 3 **
- Equestrian Center *
- Rancho Murieta Country Club (RMCC) **

*Meetings can be held together as a group A

**Meetings can be held together as a group B

External Stakeholders

- Sacramento County Sheriff (SSD)
- Sacramento Metro Fire Dept (Station 59)
- Calif. Highway Patrol (CHP)
- Calif. Dep. Of Transportation (Cal-Trans)
- Sacramento County Supervisor

Engagement of External Stakeholders dependent on desired solutions

ACTION PLAN

Below is an Action Plan for Community Outreach and RMCCSD Security Follow-up:

1. Meet with the various stakeholders in the community to establish working relationships and encourage their involvement.
2. Provide public education on the role of security and authority of security.

3. Define the role and responsibilities of RMA and CSD Security and how each entity works together on community issues. Explain that it is easier for RMA to change rules and address permanent and temporary solutions to address community concerns. They have the flexibility to fund these solutions as a private entity. (speed bumps, signs, rule changes, penalties and fines)
4. Comprehensive review of the Burns and McDonnell Assessment with the public.
5. Define the security tax and impact fees and the limitations of each. Explain the limitations of the Security budget and potential impacts on services security provides now and in the future.
6. Explain the challenges faced by the limited budget as it impacts services with future growth in the residential and commercial areas.
7. Explore possible funding solutions such as tax increase, use of impact fees to be a force multiplier. (cameras, drones, technology)
8. Explore a unified District wide policy on rules and enforcement.
9. Meet with the stakeholders and entities in group A to establish working relationships.
10. Listen to the concerns of group A regarding future development both residential and commercial and the impacts on Security services.
11. Discuss with group A the possibility of unified rules and enforcement. Currently there are separate HOAs in the community with different rules, but Security only has the authority and agreement to enforce RMA rules.
12. Meet with the stakeholders and entities in group B, to possibly establish a business group to form a board to adopt rules and enforcement options for CSD Security, similar to RMA. The owners of the entities in group B could establish authorized agent agreements with CSD security to allow more enforcement options and authority on their property as the commercial areas develop.
13. Meet with the entities in group B to listen to concerns as the commercial area develops more. Discuss problems that are common with commercial areas such as, theft, trespassing, vandalism and the role of Security and SSD in these concerns.
14. Encourage the entities in group B to install surveillance camera systems to assist Security.
15. Continue our relationship with RMA to address community issues and find common strategies to deal with issues that impact the community. Work with RMA to adjust their ideas and enforcement options of safety rules to reflect the desires of the community as it has changed. (Demographics have changed and desires by community to hold violators accountable through action and fines by RMA)
16. Hold discussions with RMA about increasing their compliance staff as the community continues to grow and Security's staffing is not.
17. Identify preferred options
18. Cost-out options
19. Implement Cost-effective options depending on available resources
20. Identify metrics to assess the success of implemented option(s)
21. Conduct follow-up review of the effectiveness of implemented options

Outreach Presentation: Proposed Discussion Topics:

1. Review Community's security history
2. What is the Role and Function of the Security Department currently
3. High-level overview of the Burns and McDonnell assessment
4. High-level review of the resident security survey
5. Review of CSD Fees
 - a. Developer Impact Fees
 - b. Security tax
6. Challenges facing the Security Department
 - a. Funding at the current levels being able to keep the existing level of service in the future
 - b. Increased demands on service
 - c. Increased costs due to labor costs (Minimum wage and contract increases)
 - d. How to Accomplish Growth Impacts
 - i. Commercial Areas (with outside population utilizing)
 - ii. Residential Areas
 1. Increased traffic at the gates, Escuela gate
 2. Patrol increased areas to patrol
 - e. Stakeholders Expectations
 - i. RMA Speeding and stop sign enforcement
 - ii. Golf-cart enforcement policies
 - iii. Parking enforcement (currently 5 hours a month)
 - iv. Building and Park Lock ups/unlocks (Post Office, Village club house, RMA parks/bathrooms)
 - v. Compliance meetings
 - vi. What are the Compliance Officers role/expectations
 - vii. RMA follow through on Notice of Violations (citations)
 - viii. Murieta Village Key service (lock up/unlocks)
 - ix. Post Office Key service (lock up/unlocks)
 - x. RMCC security Building checks, Enforcement of trespassing
 - xi. CSD Security staffing and recruitment
 - xii. Resident expectations (Rat removal, ride to the airport examples)
 - f. The authority for CSD Security to properly perform its role (RMA area)
7. Technology implementation upgrade, trouble shooting, expert development, funding and resources
 - a. ABDI
 - b. Access data base
 - c. Radios
 - d. Cameras, recorders, network
 - i. Cameras are a new program, funding is not in existing operation fees.
 - e. Code Red program
 - f. Gateaccess.net

8. Identify Solutions

- a. Focus on the problem we are trying to solve
- b. Fee adjustment
- c. Adjust vehicle rules/regulations
 - i. Regular vehicles
 - ii. Golf-carts
 - 1. Licensing?
- d. Force multiplier options (realistic options)
 - i. Cameras
 - 1. Fixed
 - 2. Portable Trailers to target problem spots on a temporary basis
 - ii. Drones
- e. Web-based incident reporting/mapping system
- f. Unified district wide policy enforcement
- g. Review role/ownership of Security
 - i. RMA contract externally for expanded specialized services?
 - 1. Extra patrol
 - 2. Lakes/open space patrol
 - ii. RMA full ownership of enforcement behind gates via compliance staff?
 - iii. Commercial area – Private contract for additional security services beyond regular patrol?
- h. Phasing
- i. Existing tools for Residents to contribute to Community Security
 - i. Neighborhood Watch
 - 1. National Night Out
 - ii. Next Door app
 - iii. Register home surveillance cameras with SSD S.E.E. Program (Sheriff's Electronic Eye)
 - iv. Other Social Media
- j. Resident Ideas/Feedback

- The Committee has attempted to identify current and future issues facing the District, and has attempted to propose various plans to address these issues thru the Security Impact Funds:
 - Full Gate Mechanism Replacement (not just the arm). 1 done on the south, 8 more left.
 - Body worn Cameras -**Done**
 - Radios for patrol – 6
 - Updated and upgraded Gate technology. Improved speed and ease of entering thru the visitor gate, license plate readers, better tracking and reporting, etc. Go Access.
 - Reinstating Camera program – see camera work group report

Current Status:

- The department at this point is showing a deficit of approximately \$200,000. We are still waiting for Audits and budget to be completed to determine actual available funds. It appears we may be dealing with layoffs and difficulties providing security gate and patrol services 24/7/365 as stated in Measure J. A sophisticated Gate technology such as Go Access may be able to provide us with automated gate access at certain times of the day or night but we must first finish Audits and Budget to determine actual available funding.

RMA

Property Tax

2017 Security Assessment and Survey Action Plan Draft

Burns and McDonnell Assessment

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Category:	Financial	Policy # P2016-02
Title:	Implementation and Use of Security Impact Fees	

PURPOSE

The Rancho Murieta Community Services District ('District') Security Impact Fee policy is a financial policy that establishes the guidelines and parameters regarding the expenditure of the Security Impact Fees collected by the District as authorized in the following Financing and Services Agreements:

- 1) dated May 27, 2014 with Cosumnes River Land, LLC, Murieta Industrial Park, LLC, Murieta Lakeside Properties, LLC, and Murieta Highlands, LLC (the 'Rancho North FSA') and
- 2) dated March 28, 2014 with CSGF Rancho Murieta, LLC (Residences East), BBC Murieta Land, LLC (Residences West), Murieta Retreats, LLC (Retreats), Elk Grove Bilby Partners, LP (Lakeview), and PCCP CSGF RB Portfolio, LLC (Riverview) ('the 670 FSA').

POLICY

1.0 Security Impact Fee

The Security Impact Fee is collected at the time of water permit issue for all new development subject to the Rancho North FSA and the 670 FSA at the following rates:

Property outside of gates	\$750 per lot (residential) \$750 per commercial/retail EDU
Property behind gates (North and South)	\$1,200 per lot (residential)

2.0 Authorization to Expend Security Impact Fees

The District's Board of Directors shall approve all expenditures of the Security Impact Fee funds.

3.0 In Lieu Offset for Developer Installed Public Security Improvements

The District's Board of Directors may consider security improvements of a public nature that are consistent with this policy and that are paid for and installed by the developer or property owner, and dedicated to the District, as in lieu offset to the payment of the Security Impact Fee. Approval of any in lieu offset is solely at the discretion of the District's Board of Directors. Any such approval is required prior to the issue of the water permit(s) for the affected property.

4.0 USE OF THE SECURITY IMPACT FEE

The Security Impact Fee funds shall be used to support and improve the provision of Security services to the Rancho Murieta community through the provision of technology, facilities, and physical assets with the fundamental goal of protecting the people and property within the District. The District will work closely with landowners and residential and commercial owners associations on the planning, design and implementation of projects approved for funding with the Security Impact Fee funds. However, final decision and approval of projects is solely at the discretion of the District's Board of Directors.

The Security Impact Fee funds shall be predominately used for non-operating expenses with the goals of protecting life safety, deploying technology in such a manner as to act as a force multiplier improving Security response, protecting property, and benefitting landowners, homeowners and property owners and businesses from which the funds are derived in addition to the entire Rancho Murieta community.

Such uses of the Security Impact Fee funds shall be for, but not limited to, items of the following nature:

- Security Surveillance Camera System Consultant studies and fees to evaluate Security Department organization and surveillance camera system design
- Purchase of one patrol vehicle (to include equipping and striping)
- Other non-operational security enhancements as identified in the future

Approved by Rancho Murieta Community Services District's Board of Directors	September 21, 2016
--	---------------------------

2017 Security Assessment and Survey

Action Plan

DRAFT

BACKGROUND

In 2005, a Security Security Strategic Plan was written. The intent was to use it as a foundation to improve services to the community. The plan recognized then, that the District would see changes and challenges in community growth and the ability to provide services in an efficient and cost-effective manner. Back then, the identified issues, and anticipated future issues are some of the same we are facing today; speeding/stop sign enforcements, limited funding for Security, working with RMA in rule enforcement etc. Residential Focus Groups were held to illicit help and ideas from the community. Since 2005, the community has grown, and the demographics have also changed, however some of the issues have not.

As you look through the strategic plan which was updated in 2010, some of the areas of concern such as staffing, maintaining a quality workforce, use of technology, patrol and gate duties, security authority and department funding, were also areas identified in the 2017 Burns and McDonnell Assessment. A survey of residents was conducted by Burns and McDonnell and some similar issues were identified as they were back in 2005. In looking at the Strategic Plan, most of the same issues apply today.

The original intent of the Burns and McDonnell Security Assessment was to study the Security Department operations and evaluate and make recommendations on how to best use the developer impact fees towards technology to enhance the operations of the Security Department, with the understanding that the current budget system has limited funding and technology could provide better coverage within the District. Burns and McDonnell went into other areas and did not really address the use of impact fees. They addressed the need for increased staffing now to improve services and additional staffing due to the growth of the community. What it does not do is go into the authority, scope, and how services are to be provided. This was not part of the scope because this was all done in 2008 when a series of open Board meetings, public hearings and input from the community was used, along with a Security Study and Survey that was commissioned by the Board. A District wide camera plan was done in 2010 and updated in 2012 by then Chief Remsen. The Burns and McDonnell assessment also has 3 camera plans they came up with, which mirrors Chief Remsen's plans.

The 2017 Burns and McDonnell Assessment includes a questionnaire that was distributed as a public survey. They also held public meetings on how the Security Department currently operates and if the community feels that security is adequate or not. If not, the residents were additionally asked about funding and paying an increase in security fees to increase the Security Department. This will be discussed later.

In April 2018, at the Security Committee meeting and the following Board meeting, we released our summary report of the Burns and McDonnell Assessment. The Assessment in its' entirety,

along with their summary of findings was released publicly except for some operational information that was redacted for safety and security reasons. We included our statement if we *agree* or *disagree* with their findings. These were the only staff comments added to the Assessment. We also released the public survey and its findings.

ROLE OF SECURITY STAFF

As defined in District Code, Chapter 21, Section 3.01 and pursuant to Section 61100(j) of the Government Code and authorization of the Local Agency Formation Commission, the District provides Security Services necessary to protect lives and property within the boundaries of the District. Security provides the following general services:

- Provide 24-hour, 7 day a week mobile patrols throughout the entire District.
- Serve as visible deterrent to crimes and unauthorized activities as defined by the Rancho Murieta Home Owners Association CC&R rules.
- Provide radio dispatched response to certain calls for service within the District.
- Enforce certain non-architectural rules under the RMA CC&Rs.
- Security Gate Officers are those individuals hired by the District to perform duties related to the 24-hour, 7 day a week control and monitoring of access to gated portions of the District.

Security Gate Officers and Security Patrol Officers are responsible for protecting lives and property by seeking to prevent an incident or offense from occurring in the District. In situations where prevention of an incident or offense is not possible, the function of Security Gate Officers or Security Patrol Officers is to observe and report the incident to a law enforcement agency, such as the Sacramento County Sheriff's Department.

Patrol Officer Duties

Patrol Officers provide mobile, uniformed, armed patrol, 24 hours a day, 7 days a week, throughout the entire District. Patrols provide a visible presence and deterrent to crime, malicious mischief and CC&R rule violations. Some of the main duties of the Patrol Officers are:

- Patrol
- Respond to calls for service such as:
 - Suspicious Circumstances, suspicious persons, suspicious vehicles
 - Disputes
 - Disturbing the peace
 - Juvenile problems
 - Alarms: burglary, fire, car
 - Vehicle accidents
 - Fire Assist: medical calls, fires, propane leaks
 - Vandalisms
 - Thefts
 - Burglaries

- Trespassing
- Water leaks
- Civil issues
- Traffic hazards
- Dead animals
- RMA rule violations such as:
 - Barking dogs
 - Loose dogs
 - Speeding
 - Stop sign violations
 - Unlicensed drivers
 - Golf cart violations
 - Parking complaints
 - Parking citations
 - Misc. Animal issues
 - Park rules and violations
 - Curfew
 - Loud music/noise
 - Open garage door checks
 - Working on cars
- Routine area security checks
- Routine building security checks
- Routine park lock ups/unlocks
- Routine building lock ups/unlocks
- Misc. public assists
- Gate operations
- Prepare incident and crime reports
- Prepare daily shift logs
- Prepare daily patrol logs
- Train new personnel as required

Gate Officer Duties

Gate Officers provide 24-hour, 7 day a week coverage, maintaining surveillance and controlling main accesses to the gated entrances of the community. Gate officers follow policy on allowing persons into the community. They also process authorized visitor and vendor access request. Gate Officers maintain the residential database and process paperwork related to resident files. Gate Officers also perform the following duties:

- Answer calls for security service or inquiries
- Operate radio communications equipment
- Act as dispatcher for the Patrol Officers
- Process and check in visitors and vendors at the window
- Issue appropriate visitor and vendor passes to authorized persons

- Refuse to allow entry for unauthorized persons
- Act as a liaison for outside emergency services such as Sac Metro Fire Dept, SSD, CHP and Animal Control
- Handle walk in customer service requests
- Process barcode applications and issue barcode stickers
- Process paperwork for residential accounts and update ABDI database
- Process dispatch records
- Process dispatch and patrol reports and logs
- Perform data entry of dispatch and patrol logs
- Maintain “animal complaint” records
- Issue temporary parking passes
- Issue temporary boat passes
- Maintain lost and found
- Issue building keys
- Monitor surveillance camera systems

FUNDING

Security is funded through a Security Tax which is restricted to a 2% per year increase without going to a vote to the residents and businesses in the District. The Burns and McDonnell assessment discusses funding, limited budget, increasing costs for the Security Department, wages and job market competition, and possible impact on the budget with the mandated minimum wage increases and the Gate Officers current salary ranges. The survey that was distributed to the residents resulted in a majority response of not willing to pay an increase in taxes. They also felt Security was doing a sufficient job with what they had.

The District requires new developments and developers to pay one-time Security Impact fees. These fees are limited on how the money can be spent. It can only be spent on technology and equipment, not personnel. These Impact fees could be used to purchase camera equipment, but not fund the personnel to operate and monitor them or the maintenance of the equipment. The Security budget will not be able to support the personnel for full time monitoring or the maintenance of the equipment. The Burns and McDonnell assessment provided the District with 3 camera options; however, we determined the plans they provided were not feasible, mainly due to staffing and overall costs.

FOCUS: WHAT IS THE ACTUAL PROBLEM WE ARE TRYING TO SOLVE?

With the limited funding, Security will be faced with having to do more with less. Using technology can assist reducing workload to free up officer time, allow for more efficient work and cover geographic areas throughout the District that we cannot always be at all the time. Camera systems are one idea that we are exploring that will accomplish this.

Solutions: How can we cover the community now, and future growth with less?

Law Enforcement and Security uses Force Multipliers of many types to supplement personnel and provide coverage where the officers cannot see or physically be at. Technology as a force multiplier can work faster, more efficient and 24 hours a day when and where a human cannot. Cameras and drones are some of the current and emerging technologies in the field of Security and Law Enforcement that are gaining popularity in use with reasonable costs.

Camera Plans

We have already upgraded the camera system at the South Gate. We have added cameras inside the Gate houses and the CSD Admin building interior and exterior.

The camera plan we are currently exploring is the use of a self-contained portable camera system. The camera system is in a trailer and can be moved by towing it with our patrol vehicles and deploying it anywhere in the district where problems are occurring or protentional problems might occur. We can also deploy them as needed as a deterrent. The system is self-contained for power and security. It is wireless technology. The cameras will be day/night cameras with sound. The system records for video playback and can also be remotely viewed for live video. The system is motion activated which be linked to the South gate. When the cameras are activated, they will notify the South gate where upon the dispatcher can immediately view the live video. The patrol officers will also be able to access video, including live video by the lap top computer in the patrol cars and on their smart phones when they are away from their patrol cars.

This plan, we believe, is the best solution to achieve a force multiplier system at a cost we can afford to purchase, maintain and operate. It is just not feasible to attempt to mandate developers install camera systems and have them compatible to integrate into our system. Developers would have their own logistical and financial issues with this plan, not to mention the District's costs. We do not anticipate the proposed growth and the impact on Security Services will not be manageable. It will be slow paced growth.

We are also exploring placing cameras on street poles on key roadways and intersections that will be able to be accessed in the same manner. The cameras would be placed inside the residential areas and the commercial/business areas in the District.

COMMUNITY OUTREACH

What does the community want? Do they feel safe and think Security is adequate? Is the community willing to pay more in security taxes? Are the developers willing to pay more in impact fees and taxes? All of these are questions that were addressed in the Security Assessment and Survey. The majority of the respondents felt Security does an adequate job for what we can do and with the staffing we currently have. However, they are not willing to pay more for security services, more staffing or more authority. They felt we have enough. Understanding that, and faced with the challenges of a limited budget, Security is faced with how do we continue to provide the services and coverage of existing and new developed areas with what we currently have. Cameras are one solution, the other is community involvement. We need the community to

understand our constraints and engage them in being more security conscious. The community will need to help be our eyes and ears and report to us issues or concerns they are seeing so we can respond and address it; much like a neighborhood watch program. The same holds true for newly developed commercial areas. Security will develop a working relationship with the business community and encourage them to install camera systems and afford us or law enforcement access to the systems for review of video if need be.

Below is a list of what staff have identified as Community-based and external stakeholders:

Rancho Murieta Community Stakeholders

- Rancho Murieta Community Services District (CSD)***
- Rancho Murieta Association (RMA) *
 - Engage residents with specific ideas to improve security
- Murieta Village *
- The Villas *
- The Retreats *
- The Townhomes *
- Commercial/Businesses **
- Airport **
- Hotel-Murieta Inn **
- Office Complex **
- OE 3 **
- Equestrian Center *
- Rancho Murieta Country Club (RMCC) **

*Meetings can be held together as a group A

**Meetings can be held together as a group B

External Stakeholders

- Sacramento County Sheriff (SSD)
- Sacramento Metro Fire Dept (Station 59)
- Calif. Highway Patrol (CHP)
- Calif. Dep. Of Transportation (Cal-Trans)
- Sacramento County Supervisor

Engagement of External Stakeholders dependent on desired solutions

ACTION PLAN

Below is an Action Plan for Community Outreach and RMCCSD Security Follow-up:

1. Meet with the various stakeholders in the community to establish working relationships and encourage their involvement.
2. Provide public education on the role of security and authority of security.

3. Define the role and responsibilities of RMA and CSD Security and how each entity works together on community issues. Explain that it is easier for RMA to change rules and address permanent and temporary solutions to address community concerns. They have the flexibility to fund these solutions as a private entity. (speed bumps, signs, rule changes, penalties and fines)
4. Comprehensive review of the Burns and McDonnell Assessment with the public.
5. Define the security tax and impact fees and the limitations of each. Explain the limitations of the Security budget and potential impacts on services security provides now and in the future.
6. Explain the challenges faced by the limited budget as it impacts services with future growth in the residential and commercial areas.
7. Explore possible funding solutions such as tax increase, use of impact fees to be a force multiplier. (cameras, drones, technology)
8. Explore a unified District wide policy on rules and enforcement.
9. Meet with the stakeholders and entities in group A to establish working relationships.
10. Listen to the concerns of group A regarding future development both residential and commercial and the impacts on Security services.
11. Discuss with group A the possibility of unified rules and enforcement. Currently there are separate HOAs in the community with different rules, but Security only has the authority and agreement to enforce RMA rules.
12. Meet with the stakeholders and entities in group B, to possibly establish a business group to form a board to adopt rules and enforcement options for CSD Security, similar to RMA. The owners of the entities in group B could establish authorized agent agreements with CSD security to allow more enforcement options and authority on their property as the commercial areas develop.
13. Meet with the entities in group B to listen to concerns as the commercial area develops more. Discuss problems that are common with commercial areas such as, theft, trespassing, vandalism and the role of Security and SSD in these concerns.
14. Encourage the entities in group B to install surveillance camera systems to assist Security.
15. Continue our relationship with RMA to address community issues and find common strategies to deal with issues that impact the community. Work with RMA to adjust their ideas and enforcement options of safety rules to reflect the desires of the community as it has changed. (Demographics have changed and desires by community to hold violators accountable through action and fines by RMA)
16. Hold discussions with RMA about increasing their compliance staff as the community continues to grow and Security's staffing is not.
17. Identify preferred options
18. Cost-out options
19. Implement Cost-effective options depending on available resources
20. Identify metrics to assess the success of implemented option(s)
21. Conduct follow-up review of the effectiveness of implemented options

Outreach Presentation: Proposed Discussion Topics:

1. Review Community's security history
2. What is the Role and Function of the Security Department currently
3. High-level overview of the Burns and McDonnell assessment
4. High-level review of the resident security survey
5. Review of CSD Fees
 - a. Developer Impact Fees
 - b. Security tax
6. Challenges facing the Security Department
 - a. Funding at the current levels being able to keep the existing level of service in the future
 - b. Increased demands on service
 - c. Increased costs due to labor costs (Minimum wage and contract increases)
 - d. How to Accomplish Growth Impacts
 - i. Commercial Areas (with outside population utilizing)
 - ii. Residential Areas
 1. Increased traffic at the gates, Escuela gate
 2. Patrol increased areas to patrol
 - e. Stakeholders Expectations
 - i. RMA Speeding and stop sign enforcement
 - ii. Golf-cart enforcement policies
 - iii. Parking enforcement (currently 5 hours a month)
 - iv. Building and Park Lock ups/unlocks (Post Office, Village club house, RMA parks/bathrooms)
 - v. Compliance meetings
 - vi. What are the Compliance Officers role/expectations
 - vii. RMA follow through on Notice of Violations (citations)
 - viii. Murieta Village Key service (lock up/unlocks)
 - ix. Post Office Key service (lock up/unlocks)
 - x. RMCC security Building checks, Enforcement of trespassing
 - xi. CSD Security staffing and recruitment
 - xii. Resident expectations (Rat removal, ride to the airport examples)
 - f. The authority for CSD Security to properly perform its role (RMA area)
7. Technology implementation upgrade, trouble shooting, expert development, funding and resources
 - a. ABDI
 - b. Access data base
 - c. Radios
 - d. Cameras, recorders, network
 - i. Cameras are a new program, funding is not in existing operation fees.
 - e. Code Red program
 - f. Gateaccess.net

8. Identify Solutions

- a. Focus on the problem we are trying to solve
- b. Fee adjustment
- c. Adjust vehicle rules/regulations
 - i. Regular vehicles
 - ii. Golf-carts
 - 1. Licensing?
- d. Force multiplier options (realistic options)
 - i. Cameras
 - 1. Fixed
 - 2. Portable Trailers to target problem spots on a temporary basis
 - ii. Drones
- e. Web-based incident reporting/mapping system
- f. Unified district wide policy enforcement
- g. Review role/ownership of Security
 - i. RMA contract externally for expanded specialized services?
 - 1. Extra patrol
 - 2. Lakes/open space patrol
 - ii. RMA full ownership of enforcement behind gates via compliance staff?
 - iii. Commercial area – Private contract for additional security services beyond regular patrol?
- h. Phasing
- i. Existing tools for Residents to contribute to Community Security
 - i. Neighborhood Watch
 - 1. National Night Out
 - ii. Next Door app
 - iii. Register home surveillance cameras with SSD S.E.E. Program (Sheriff's Electronic Eye)
 - iv. Other Social Media
- j. Resident Ideas/Feedback

SECURITY AND COMPLIANCE CAMERA WORKGROUP

REPORT – MAY 6, 2026

The Workgroup was created to examine the possibility of reinstating the Camera program. The group consisted of Linda Butler and Branden Arino from RMCS D, Chris Smith and Rod Hart from RMA and Mike Martel, an informed member of the community and prior RMCS D Board Member.

The Workgroup reviewed the past history of the Camera program which was started in 2020-2021 when Tom Hennig was the General Manager of RMCS D and Kevin Hubred was the GM at RMA . While some information is available there is a need to review and answer the following questions:

- How many cameras are there and who owns them/paid for them?
- When and where were they installed?
- Who monitors the videos and how often? How long are they kept?
- Is there an actual outlined plan?

With the help of Branden Arino and Chris Smith we have been able to find the following information, including :

- A project page From RMCS D dated 2020-2021. Signed by Tom Hennig.
- The proposed budget was \$332,350-which seems incredibly high.
- Initially 32 cameras were envisioned however, from **RMA records there are 59 cameras placed in both North and South. From RMCS D records there are 87 cameras placed throughout the District primarily North and South. Not all cameras are working.**
- Sergeant Arino was able to locate some invoices from Watch Dog. There are placement maps.
- A District Surveillance Policy was located by Amelia Wilder IGM. Policy number #P2021-5. This Policy needs correcting as the District no longer has the position of Security Sergeant. I have red lined it in the packet copy.

Tracking the Camera Program presents challenges. To move forward we will have to untangle what has actually been done. The Work Group agrees that Cameras are an effective way of deterring crime and aiding Security. Given the current status of the Security Budget cameras may also be a cost effective way to approach some of our Security issues.

However, this project has become more complex. We will need a re-examination of existing cameras, are they functioning and placement. There has been considerable new technology such as cameras that not only aid in Security but are heat sensitive and can aid in fire detection etc. **Steps to Take, Questions to answer:**

- Enlist the help of professionals to assist us in moving forward.
- Can we integrate new technology with existing systems and cameras?
- Will RMCS D and RMA be able to work effectively with each other?
- Determine Costs and availability of funds.

Security Impact Fees

The source of available funding for the project will come from Security Impact Fees. We have been waiting for RMCS D audits and the annual budget to determine available funds. **Actual funds available will be more definitive with Budget final approval in June. There are three Security projects that need funding. Cameras are fourth on the List.**

Recommendations: The Camera Project is complex. Available funding is yet to be determined and details of the existing program need to be examined and clarified. It is my recommendation that a joint RMCS D and RMA ad hoc committee be formed to access and complete this project. Members of this committee could include: RMA and RMCS D GMs, RMCS D Security Supervisor, RMA Compliance Officers, Finance dept. representatives and Surveillance Camera Professionals.

I believe The Work Group has completed it's task.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Category:	Financial	Policy # P2016-02
Title:	Implementation and Use of Security Impact Fees	

PURPOSE

The Rancho Murieta Community Services District ('District') Security Impact Fee policy is a financial policy that establishes the guidelines and parameters regarding the expenditure of the Security Impact Fees collected by the District as authorized in the following Financing and Services Agreements:

- 1) dated May 27, 2014 with Cosumnes River Land, LLC, Murieta Industrial Park, LLC, Murieta Lakeside Properties, LLC, and Murieta Highlands, LLC (the 'Rancho North FSA') and
- 2) dated March 28, 2014 with CSGF Rancho Murieta, LLC (Residences East), BBC Murieta Land, LLC (Residences West), Murieta Retreats, LLC (Retreats), Elk Grove Bilby Partners, LP (Lakeview), and PCCP CSGF RB Portfolio, LLC (Riverview) ('the 670 FSA').

POLICY

1.0 Security Impact Fee

The Security Impact Fee is collected at the time of water permit issue for all new development subject to the Rancho North FSA and the 670 FSA at the following rates:

Property outside of gates	\$750 per lot (residential) \$750 per commercial/retail EDU
Property behind gates (North and South)	\$1,200 per lot (residential)

2.0 Authorization to Expend Security Impact Fees

The District's Board of Directors shall approve all expenditures of the Security Impact Fee funds.

3.0 In Lieu Offset for Developer Installed Public Security Improvements

The District's Board of Directors may consider security improvements of a public nature that are consistent with this policy and that are paid for and installed by the developer or property owner, and dedicated to the District, as in lieu offset to the payment of the Security Impact Fee. Approval of any in lieu offset is solely at the discretion of the District's Board of Directors. Any such approval is required prior to the issue of the water permit(s) for the affected property.

4.0 USE OF THE SECURITY IMPACT FEE

The Security Impact Fee funds shall be used to support and improve the provision of Security services to the Rancho Murieta community through the provision of technology, facilities, and physical assets with the fundamental goal of protecting the people and property within the District. The District will work closely with landowners and residential and commercial owners associations on the planning, design and implementation of projects approved for funding with the Security Impact Fee funds. However, final decision and approval of projects is solely at the discretion of the District's Board of Directors.

The Security Impact Fee funds shall be predominately used for non-operating expenses with the goals of protecting life safety, deploying technology in such a manner as to act as a force multiplier improving Security response, protecting property, and benefitting landowners, homeowners and property owners and businesses from which the funds are derived in addition to the entire Rancho Murieta community.

Such uses of the Security Impact Fee funds shall be for, but not limited to, items of the following nature:

- Security Surveillance Camera System Consultant studies and fees to evaluate Security Department organization and surveillance camera system design
- Purchase of one patrol vehicle (to include equipping and striping)
- Other non-operational security enhancements as identified in the future

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

September 21, 2016

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Category:	Security	Policy # P2021-05
Title:	District Surveillance Cameras	

PURPOSE

District surveillance cameras provide accountability and transparency to the public and will provide a recording of an incident that may document conduct or enforcement activity or supplement a report.

The principal purpose of this policy is to provide the Rancho Murieta Community Services District's (District) Security Department with the appropriate procedures, policies, and responsibilities for the use of the District surveillance camera systems as well as the management, storage, and retrieval of audio/video material recorded by District surveillance cameras. Recorded data serves a dual purpose to the District by protecting both District personnel and citizens.

POLICY STATEMENT

The use of District surveillance camera systems provides persuasive documentary evidence of suspicious activities, criminal activity and other events in the District. District surveillance cameras are located throughout the District and are placed in locations that will offer views of sensitive and vital areas of the District. District personnel assigned to use surveillance camera and video systems will adhere to the operational objectives, policies, responsibilities, and procedures outlined in this policy to maximize the effectiveness and utility for the District surveillance camera system and the integrity of evidence and related video documentation. District employees who violate this policy will be subject to disciplinary action, up to and including termination.

OBJECTIVES

The District's Security Department uses surveillance systems to accomplish the following primary objectives:

1. To enhance Gate and Patrol Officer safety and accountability.
2. To accurately capture activities and events throughout the District.
3. To enhance the Gate and Patrol Officer's ability to document and review activities, incidents and other events for both internal reporting requirements and investigations.
4. To capture visual and audio evidence/information for use in current and future investigations and proceedings.
5. To insure the safeguarding of District property.
6. To protect Officers from accusations of misconduct or abuse from the general public.
7. To deter misconduct.

DISTRICT RESPONSIBILITIES

1. The District may install and operate surveillance cameras as it deems appropriate in designated areas within the District. District personnel will use only District-owned surveillance camera systems, and not use personal recording devices when an event occurs.
2. The District will provide Gate Officers, Patrol Officers and Sergeants with training on the use of surveillance cameras and video systems.
3. The District will approve media viewing and duplication devices.

OFFICER RESPONSIBILITIES

1. When necessary to help ensure the accuracy and consistency of accounts for written reports, Gate and Patrol Officers may contact the ~~Patrol Sergeant~~ or the Security Supervisor and request to review the recording of an incident in which he or she was involved.
2. Personnel will not erase, alter, reuse, modify, edit, duplicate, share, distribute, or tamper with any surveillance camera system, recording or storage device without prior written authorization from the Security Supervisor.
3. Gate and Patrol Officers will notify the ~~Patrol Sergeant~~ or Security Supervisor when the surveillance camera system has captured an apparent felony, misdemeanor, or DUI, or any event requested as evidence by a peace officer.
4. Gate and Patrol Officers and the ~~Patrol Sergeant~~ ^{Supervisor} shall operate the surveillance cameras and video systems in accordance with the manufacturer's guidelines, departmental policy, and training.
5. Gate and Patrol Officers shall inspect the surveillance camera and video system at the beginning of each shift to ensure that the equipment is functioning according to the manufacturer's guidelines.
6. Gate and Patrol Officers shall immediately report any malfunction, damage, or theft of the surveillance camera system to the ~~Patrol Sergeant~~ or Security Supervisor so that a repair or replacement unit may be provided.
7. To reduce the risk of damage, original recordings shall not be viewed in any equipment other than the equipment authorized by the Security Supervisor.
8. Surveillance cameras and systems will remain in the area designated by the Security Supervisor.
9. Personnel will not make copies or use other recording devices to capture images on the display screen for personal use or distribution.

10. Streaming of surveillance camera footage to personal cellular phones or social media is not authorized. Personnel are explicitly prohibited from accessing recorded data for personal use or publication onto public and social media internet websites. Any violations of this prohibition will be grounds for sanctions, including disciplinary action.

Supervisor

SERGEANT RESPONSIBILITIES

1. When an incident arises that requires the immediate retrieval of the recording, the Security Supervisor or his/her designee shall review and retain a copy of the recording in the District office. The Security Supervisor shall transfer the recording to the Security Supervisor's computer video storage file on the District's Security Server.
 - a. Upon downloading, the Security Supervisor or designee shall flag the entry as evidence to ensure that it will not be inadvertently deleted after the one-year retention period (per Government Code, Section 53160) for non-evidence or investigation related recordings.
2. The Security Supervisor or ~~Sergeant~~ shall conduct periodic reviews to:
 - a. Ensure the equipment is being used in accordance with policy and procedures.
 - b. Make recommendations for revision to the policy, procedures, officer training, or equipment needed.
 - c. Inspect for equipment damage, loss or misuse and to report and investigate the cause.

REVIEW OF DATA/VIDEO

1. Data captured by the District surveillance cameras is an official District record and shall be treated in the same manner as reports and evidence. All access to the system will be logged and subject to a compliance audit at any time. Access to the system is permitted on the right to know and need to know basis. Only employees authorized under this policy may review video according to the provisions of this policy.
2. An employee may review District surveillance camera files as it relates to:
 - a. Their involvement in an incident for the purpose of completing a report.
 - b. Prior to courtroom, arbitration, or deposition testimony.
 - c. For potential training purposes.
 - d. A supervisor desiring clarification regarding a concern from a citizen.
 - e. A supervisor, who is investigating a particular incident or accusation of misconduct, may review videos based on a supervisory need.
3. In no event shall any recording be used or shown for the purpose of ridicule or embarrassing any employee or member of the community.

MEDIA DUPLICATION

1. All cameras, equipment, recorded media, recorded images, and audio/video recordings are the property of the District. Accessing, copying, distributing, using or releasing video or audio files outside of the District or for non-Security Department purposes is strictly prohibited without specific written authorization from the Security Supervisor or General Manager. The exception is the release of recorded video/audio to law enforcement agencies with authorization from the Security Supervisor.
2. Requests to review or copy video/audio recordings made under the Public Records Act shall be made through the Security Supervisor. Each request will be evaluated and responded to on a case-by-case basis and in accordance with the requirements of the Act. If a recording is to be released, only the incident or incidents specifically requested shall be duplicated. The District reserves the right to redact the video to protect privacy interests of innocent or third parties not directly involved with the specific incident. The District reserves the right to decline a request for the following records: investigatory or security files compiled by the District for law enforcement or licensing purposes; any record where, on the facts of the particular case, the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record; records concerning confidential crime victim, sexual assault or child abuse images or recordings; and, any other record exempt from disclosure under the Public Records Act.
3. To prevent damage to or the alteration of the original recorded media, it shall not be moved or copied to, viewed in, or otherwise inserted into any non-District approved computer or other devices.
4. When possible and practical, a copy of the original recorded media stored in evidence shall be used for viewing by investigators, staff, training personnel, etc., to preserve the original media in pristine condition.
5. At the conclusion of any court or similar proceeding, investigation, other hearing involving District surveillance data, all copies shall be submitted back to the Security Supervisor for retention (except for any evidence retained by a court or as otherwise authorized by law).
6. Gate and Patrol Officers may review video footage of an incident in which he or she was involved before making a statement or being interviewed or examined about the incident.

MEDIA STORAGE, RETENTION AND DESTRUCTION

1. Recorded data from the surveillance camera systems shall be retained in the Security Supervisor's office for a minimum of one year (as required by Government Code section 53160).
2. After one year, if the data is not needed for evidence, training, a pending disciplinary matter, pending criminal case, civil lawsuit, claim or other proceeding, other investigative or law enforcement purpose or pending citizen complaint, the General Manager is authorized to destroy and erase the data within the computer system in a manner consistent with current District Policy.

3. Recorded data from surveillance camera systems shall not be destroyed or erased without the General Manager's approval.

**Approved Rancho Murieta Community Services District
Board of Directors**

**Adopted
June 16, 2021**

STAFF REPORT

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

FROM: Patrick Enright, District Counsel

MEETING DATE: May 27, 2026

SUBJECT: Ratification of Emergency Sewer Main Line Break Repair at Yellow Bridge; Authorization of Interim General Manager to Complete Remaining Restoration Work; Expenditure of District Funds (Est. \$250,000); Continuation of Emergency Action — Public Contract Code § 22050(c)

I. RECOMMENDED ACTIONS

Staff recommends that the Board of Directors, by a four-fifths (4/5) vote:

1. Adopt Resolution No. 2026-15, ratifying the emergency sewer main line break repair undertaken at the Yellow Bridge location on May 17, 2026, and declaring the continued existence of the emergency;
2. Make the required findings under District Code Chapter 4, Section 4.01 and California Public Contract Code § 22050(a)(2) that the emergency will not permit delay for competitive bidding and that the work is necessary to prevent danger to life and property;
3. Authorize the Interim General Manager, upon direct approval of the Board President, to take all actions and execute all contracts, task orders, and agreements necessary to complete final restoration work at the Yellow Bridge sewer main break site, without competitive bidding, pursuant to District Code Chapter 4, Sections 4.00, 4.02, and 4.05, and Public Contract Code § 22050(a);
4. Authorize expenditure of District funds in an amount not to exceed \$250,000 from Sewer Replacement Fee Reserve for emergency repair and restoration costs, including staff time, equipment, materials, and contractor services; and
5. Determine by four-fifths (4/5) vote that there is a continuing need for the emergency action, consistent with Public Contract Code § 22050(c) and District Code Chapter 4, Section 4.04.

II. BACKGROUND AND DESCRIPTION OF EMERGENCY

On or about weekend of May 17, 2026, District operations staff discovered a break in the sewer main line located North of the Yellow Bridge within the District's wastewater collection system. The break posed an imminent threat to public health and safety and to the integrity of the

District's sewer infrastructure, requiring immediate emergency response to prevent sewage from entering the Cosumnes River or causing further damage to the collection system.

District operations staff, under the direction of Interim Director of Operations Travis Bohannon, mobilized immediately and worked continuously from approximately 7:00 a.m. to midnight on May 17, 2026, to contain and repair the break. The emergency response involved significant expenditures of District employee labor, heavy equipment, machinery, and materials. No sewage entered the Cosumnes River as a result of the break or the repair operations.

The repair is complete. The total estimated cost of the emergency response restoration work is approximately \$250,000, inclusive of staff time, equipment, materials, and any contractor services required for final restoration.

The nature of the emergency — an active sewer mainline break threatening public health and the environment — did not permit delay for competitive solicitation of bids. Immediate action was required under District Code Chapter 4, Section 4.01 and Public Contract Code § 22050 to protect public health, safety, and District infrastructure.

III. ENVIRONMENTAL PROTECTION — COSUMNES RIVER

District staff confirmed that the emergency response was fully effective in containing all sewage at the break site. No sewage discharge reached the Cosumnes River or any tributary. District staff coordinated with California Highway Patrol CHP and Cal-Trans due to staff having to shut Highway 16 down to one lane for safety reasons. District will complete spill report on the CIWQS website.

IV. AUTHORITY FOR EMERGENCY PROCUREMENT

District Code Chapter 4, Section 4.01 vests the Board with primary authority to declare the existence of an emergency. District Code Chapter 4, Section 4.02 authorizes the Interim General Manager, upon direct approval of the Board President, to replace or repair any District facility and to contract for necessary services without competitive bidding in cases of emergency as determined by the Board. District Code Chapter 4, Section 4.05 delegates to the Interim General Manager the authority to order emergency construction contract action pursuant to Public Contract Code § 22050(b)(1).

Public Contract Code § 22050(a)(1) authorizes a public agency, by a four-fifths vote, to repair or replace a public facility and procure necessary equipment, services, and supplies without competitive bidding upon the required findings. Public Contract Code § 22050(c) requires the Board to make a four-fifths continuation finding at each subsequent regular meeting until the emergency action is terminated.

V. FISCAL IMPACT

Funds are available in the Sewer Replacement Fee Reserve. Staff will evaluate whether the costs may be recoverable through property/casualty insurance or other sources and will report to the Board on reimbursement options at a subsequent meeting.

VI. CEQA

The emergency repair and restoration project is statutorily exempt from the California Environmental Quality Act (CEQA) pursuant to 14 California Code of Regulations § 15269(c) as a specific action necessary to prevent or mitigate an emergency. The Interim General Manager is authorized and directed to execute and file a Notice of Exemption with the Sacramento County Clerk-Recorder's Office within five (5) business days of commencement of remaining restoration work, in coordination with District Counsel.

VII. ATTACHMENTS

- A. Proposed Resolution No. 2026-15

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

RESOLUTION NO. 2026-15

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO MURIETA
COMMUNITY SERVICES DISTRICT RATIFYING EMERGENCY SEWER MAIN LINE
BREAK REPAIR AT THE YELLOW BRIDGE; DECLARING THE CONTINUED
EXISTENCE OF AN EMERGENCY; MAKING REQUIRED FINDINGS UNDER
DISTRICT CODE CHAPTER 4, SECTION 4.01 AND CALIFORNIA PUBLIC
CONTRACT CODE § 22050; AUTHORIZING THE INTERIM GENERAL MANAGER
TO COMPLETE REMAINING RESTORATION WORK WITHOUT COMPETITIVE
BIDDING; AUTHORIZING EXPENDITURE OF DISTRICT FUNDS; DIRECTING
ONGOING REPORTING; AND AUTHORIZING FILING OF A CEQA NOTICE OF
EXEMPTION**

WHEREAS, the District is a community services district organized and existing under the Community Services District Law (California Government Code § 61000 et seq.) and is responsible for the operation, maintenance, and repair of the District’s wastewater collection system, including sewer mains, laterals, lift stations, and related infrastructure, within its service area, pursuant to District Code Chapter 15;

WHEREAS, the sewer main line located North of the Yellow Bridge within the District’s wastewater collection system (the “Facility”) experienced a structural failure or break on or about May 17, 2026, constituting an emergency within the meaning of California Government Code §§ 8558 and 54956.5 and Public Contract Code § 1102, and posing an imminent threat to public health, safety, and the environment, including the risk of sewage discharge to the Cosumnes River and adjacent properties;

WHEREAS, upon discovery of the break, District operations staff, under the direction of Interim Director of Operations Travis Bohannon and Interim General Manager Amelia Wilder, mobilized immediately and worked continuously from approximately 7:00 a.m. to midnight on May 17, 2026 to contain and repair the break, deploying District employees, heavy equipment, machinery, and materials as necessary to address the emergency;

WHEREAS, the emergency response was fully effective in containing all sewage at the break site; no sewage entered the Cosumnes River or any tributary as a result of the break or the repair operations; and appropriate agency notifications were made as required by applicable law;

WHEREAS, the repair of the sewer main break is complete. The total estimated cost of the emergency response and remaining restoration work is approximately \$250,000, inclusive of District staff time, equipment, machinery, materials, and any contractor services required for final restoration;

WHEREAS, the nature of the emergency did not permit delay for competitive solicitation of bids or issuance of a Request for Proposals under District Code Chapter 4, Section 6; immediate action was required to protect public health, safety, and District infrastructure, and any delay for competitive procurement would have materially increased the risk of sewage discharge and additional damage to the wastewater collection system;

WHEREAS, District Code Chapter 4, Section 4.01 (as amended by Ordinance O2025-04, October 15, 2025) vests the Board with primary authority to declare the existence of an emergency, including emergencies described in California Government Code §§ 8558 and 54956.5 and Public Contract Code § 1102;

WHEREAS, District Code Chapter 4, Section 4.02 authorizes the Interim General Manager, upon direct approval of the Board President, to replace or repair any District building, structure, equipment, or facility, and to purchase or contract for necessary commodities and general or professional services, without complying with the competitive bidding requirements of District Code Chapter 4, Section 6, in cases of emergency as determined by the Board;

WHEREAS, District Code Chapter 4, Section 4.05 delegates to the Interim General Manager, upon direct approval of the Board President, the authority to order emergency construction contract action pursuant to California Public Contract Code § 22050(b)(1);

WHEREAS, California Public Contract Code § 22050(a)(1) authorizes a public agency, by a four-fifths vote of its governing body, to repair or replace a public facility, take any directly related and immediate action required by the emergency, and procure necessary equipment, services, and supplies without giving notice for bids, upon the findings required by subdivision (a)(2); and

WHEREAS, this project qualifies for a statutory exemption from the California Environmental Quality Act (CEQA) pursuant to 14 California Code of Regulations § 15269(c) as a specific action necessary to prevent or mitigate an emergency, and District Counsel has confirmed the applicability of this exemption.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Rancho Murieta Community Services District as follows:

SECTION 1. Ratification of Emergency Action; Declaration of Continued

Emergency; Required Findings. The Board hereby ratifies the emergency sewer main line break repair undertaken by District staff North of the Yellow Bridge on May 17, 2026. The Board further finds, pursuant to District Code Chapter 4, Section 4.01 and California Public Contract Code § 22050(a)(2), that:

- (a) The emergency did not and does not permit a delay resulting from competitive solicitation for bids or issuance of a Request for Proposals under District Code Chapter 4, Section 6; and
- (b) The emergency repair and remaining restoration work are necessary to respond to the emergency, to maintain the continued operation of the District's wastewater collection system, and to avoid danger to life, property, and the environment, consistent with District Code Chapter 4, Section 4.02.

These findings are supported by the Staff Report dated May 27, 2026, and staff presentation at the meeting.

SECTION 2. Authorization to Complete Remaining Restoration Work; Delegation to Interim General Manager. The Board hereby authorizes the Interim General Manager, Amelia Wilder, upon direct approval of the Board President, to take all actions and execute all contracts, task orders, purchase orders, and agreements necessary to complete final restoration work at the Yellow Bridge sewer main break site, including any necessary construction, labor, materials, equipment rental, and professional or engineering services, without competitive bidding, pursuant to District Code Chapter 4, Sections 4.00, 4.02, and 4.05, and California Public Contract Code § 22050(a). The Interim General Manager is further authorized to take any other directly related and immediately required actions necessary to fully remediate the emergency condition, subject to the reporting requirements of Section 4 of this Resolution.

SECTION 3. Authorization of Expenditure. The Board hereby authorizes the expenditure of District funds in an amount not to exceed \$250,000 from the Sewer Replacement Fee Reserve for all costs associated with the emergency sewer main break repair, including District staff time, equipment, machinery, materials, and contractor services. The Interim General Manager is directed to maintain complete cost accounting records for all emergency expenditures and to evaluate and pursue available reimbursement sources, including [property/casualty insurance proceeds and/or FEMA Public Assistance Program funds, and to report to the Board on reimbursement options at a subsequent meeting.

SECTION 4. Ongoing Reporting and Continuation. The Interim General Manager is hereby directed to: (a) provide written notice to all Board members within twenty-four (24) hours of any emergency contract action taken pursuant to this Resolution; and (b) present a status report at each regularly scheduled Board meeting thereafter until the emergency action is terminated. Pursuant to District Code Chapter 4, Section 4.04 and California Public Contract Code § 22050(c), the Board shall determine by a four-fifths (4/5) vote at each such subsequent regular meeting whether there is a need to continue the emergency action. If the Board does not continue the emergency action, the Interim General Manager shall terminate it at the earliest feasible date, and any remaining work shall be completed through the competitive bidding process required by District Code Chapter 4, Section 6.

SECTION 5. CEQA Notice of Exemption. The Board hereby finds that this emergency project is statutorily exempt from CEQA pursuant to 14 California Code of Regulations § 15269(c) (Emergency Projects) as a specific action necessary to prevent or mitigate an emergency. The Interim General Manager is authorized and directed to execute and file a Notice of Exemption with the Sacramento County Clerk-Recorder's Office within five (5) business days of commencement of any remaining restoration work, in coordination with District Counsel.

PASSED AND ADOPTED on May 27, 2026, by the following roll call vote:

AYES: Directors: _____
NOES: Directors: _____
ABSENT: Directors: _____
ABSTAIN: Directors: _____

John Merchant, President of the Board
Rancho Murieta Community Services District
(Seal)

ATTEST:

Dyanne Fleet, Interim District Secretary
Rancho Murieta Community Services District

Rancho Murieta Community Service District
Statement of Revenue and Expenses - Summary
Proposed Budget FY 26/27

	Water	WasteWater	Drainage	Solid Waste	Security	Total
Operation						
Revenue	5,310,600	3,344,550	252,138	1,800,372	1,645,380	12,353,040
Expenses						
Operation	(3,734,559)	(1,994,237)	(149,415)	(1,641,183)	(1,220,909)	(8,740,303)
General and Administration	(1,769,191)	(1,155,390)	(144,424)	(144,424)	(397,165)	(3,610,594)
Total Expenses	(5,503,750)	(3,149,628)	(293,839)	(1,785,607)	(1,618,074)	(12,350,897)
Operating Income/(Expenses)	(193,150)	194,922	(41,701)	14,765	27,306	2,143
NonOperation						
Property Taxes Reserve	559,818	447,854	10,179			1,017,851
Reserve	1,000,140	858,612	11,352		92,748	1,962,852
Professional Fees: Water Attorney	(99,992)					(99,992)
	1,459,966	1,306,466	21,531		92,748	2,880,711
Net Income (Loss)	1,266,816	1,501,388	(20,170)	14,765	120,054	2,882,854

Rancho Murieta Community Service District
Statement of Revenue and Expenses - Summary
Proposed Budget FY 26/27

	Total	First Draft Budget	Difference
Operation			
Revenue	12,353,040	12,353,028	12
Expenses			
Operation	(8,740,303)	(8,626,936)	(113,367)
General and Administration	(3,610,594)	(4,241,222)	630,628
Total Expenses	<u>(12,350,897)</u>	<u>(12,868,158)</u>	<u>517,261</u>
Operating Income/(Expenses)	2,143	(515,130)	517,273
NonOperation			
Property Taxes Reserve	1,017,851	1,017,851	0
Reserve	1,962,852	1,962,840	12
Professional Fees: Water Attorney	(99,992)	0	(99,992)
	<u>2,880,711</u>	<u>2,980,691</u>	<u>(99,980)</u>
Net Income (Loss)	<u><u>2,882,854</u></u>	<u><u>2,465,561</u></u>	<u><u>417,293</u></u>

**Rancho Murieta Community Service District
Statement of Revenue and Expenses - Summary
Proposed Budget FY 26/27**

Differences

Security Salaries& Benefits	181,488
Legal	131,250
Utility Repairs & Maintenance	50,000
Dam Insurance	60,000
GP Cloud Conversion	20,000
HR recruitment fees	34,535
Admin Personnel	40,000
	<hr/>
	<u>517,273</u>

**Rancho Murieta Community Service District
Statement of Revenue and Expenses By Fund
Proposed Budget FY 26/27**

	Water	Waste Water	Drainage	Solid Waste	Security	Grand Total
Operation Revenue						
Residential Fees	4,698,402	3,179,298	205,380	1,779,312	1,376,208	11,238,600
Commercial Fees	512,958	99,300	41,034		243,996	897,288
Interest Income	39,960	26,100	3,264	3,264	8,976	81,564
Late Fees	59,280	39,852	2,460	17,796	16,200	135,588
Operation Revenue Total	5,310,600	3,344,550	252,138	1,800,372	1,645,380	12,353,040
Operating Expenses						
Salaries	1,048,404	523,036	25,470		801,384	2,398,294
Salaries - Overtime	72,036	32,052	84		20,724	124,896
Payroll Taxes	16,380	15,864	400		19,560	52,204
Employee Benefits - Health, vision, dental, life insurance	246,666	224,978	7,392		253,418	732,454
Workers compensation insurance	79,548	39,420	1,812		58,368	179,148
Regulatory expenses - Inspections	98,738	28,398				127,136
Regulatory expenses - Lab Testing	23,556	39,580				63,136
Chemicals	494,463	79,057	18,000			591,520
Repairs and Maintenance - Building/Ground	260,425	261,276	29,704		12,000	563,405
Repairs and Maintenance - Equipment	298,249	135,168	936			434,353
Repairs and Maintenance - Vehicle	26,004	26,004			3,000	55,008
Rental/Lease expenses	80,000	107,004				187,004
Contractual Services	105,911			1,641,183		1,747,094
Tools and Supplies	234,918	15,590	54,996			305,504
Small Equipment	40,000					40,000
License & Permits	58,526	66,291	8,007		2,776	135,600
Uniform and Clothings	14,556				3,759	18,315
Office Supplies	2,268	2,268	1,664		6,272	12,472
Software License/IT Support					16,200	16,200

**Rancho Murieta Community Service District
Statement of Revenue and Expenses By Fund
Proposed Budget FY 26/27**

	Water	Waste Water	Drainage	Solid Waste	Security	Grand Total
Membership and Subscription	2,250	22,000				24,250
Utilities	325,385	207,413			11,136	543,934
Telecommunications	93,060	93,060			7,356	193,476
Training and Seminars	86,668	51,232	600		3,000	141,500
HR and recruitment costs	8,575	8,575	350			17,500
Travel and Mileage	15,972	15,972			1,956	33,900
Employee events	2,000					2,000
Operating Expenses Total	3,734,559	1,994,237	149,415	1,641,183	1,220,909	8,740,303
General&Administrative						
Admin Allocation	1,769,191	1,155,390	144,424	144,424	397,165	3,610,594
G&A Allocation Total	1,769,191	1,155,390	144,424	144,424	397,165	3,610,594
NonOperation						
Professional/Consulting Services: Water Studies	99,992					99,992
NonOperation Total	99,992					99,992
Property Taxes						
Property Taxes	559,818	447,854	10,179			1,017,851
Property Taxes Total	559,818	447,854	10,179			1,017,851
Reserve						
Water Cap Replacement Reserve	716,436	707,112				1,423,548
Investment Earnings Restricted	283,704	151,500	11,352		92,748	539,304
Reserve Total	1,000,140	858,612	11,352		92,748	1,962,852
Grand Total	1,266,816	1,501,388	20,170	14,765	120,054	2,882,854

**Rancho Murieta Community Service District
Statement of Revenue and Expenses - Monthly
Proposed Budget FY 26/27**

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Grand Total
Operation Revenue													
Residential Fees	861,270	1,123,860	861,270	749,240	749,240	1,011,830	861,270	861,270	1,123,860	1,011,830	1,011,830	1,011,830	11,238,600
Commercial Fees	65,253	85,662	65,253	63,886	63,886	84,295	65,253	65,253	85,662	84,295	84,295	84,295	897,288
Interest Income	6,797	6,797	6,797	6,797	6,797	6,797	6,797	6,797	6,797	6,797	6,797	6,797	81,564
Late Fees	11,299	11,299	11,299	11,299	11,299	11,299	11,299	11,299	11,299	11,299	11,299	11,299	135,588
Operation Revenue Total	944,619	1,227,618	944,619	831,222	831,222	1,114,221	944,619	944,619	1,227,618	1,114,221	1,114,221	1,114,221	12,353,040
Operating Expenses													
Salaries	197,064	197,064	197,064	197,064	197,064	197,064	202,651	202,651	202,651	202,651	202,651	202,651	2,398,294
Salaries - Overtime	10,408	10,408	10,408	10,408	10,408	10,408	10,408	10,408	10,408	10,408	10,408	10,408	124,896
Payroll Taxes	4,354	4,350	4,350	4,350	4,350	4,350	4,350	4,350	4,350	4,350	4,350	4,350	52,204
Employee Benefits - Health, vision, dental	58,887	58,887	58,887	58,887	58,887	58,887	63,188	63,295	63,196	63,188	63,188	63,077	732,454
Workers compensation insurance	14,929	14,929	14,929	14,929	14,929	14,929	14,929	14,929	14,929	14,929	14,929	14,929	179,148
Regulatory expenses - Inspections		19,912		9,398	9,398	9,398			79,031				127,136
Regulatory expenses - Lab Testing	5,161	5,161	5,161	5,161	5,761	5,161	5,161	5,161	5,161	5,761	5,161	5,165	63,136
Chemicals	43,347	43,347	47,847	56,999	54,857	50,357	50,357	50,357	50,357	52,498	47,847	43,347	591,520
Repairs and Maintenance - Building/Grounds	46,516	63,009	82,594	40,716	49,966	33,216	33,216	37,466	44,258	38,008	61,216	33,224	563,405
Repairs and Maintenance - Equipment	23,710	25,899	57,749	57,553	31,899	26,749	23,149	51,499	31,249	33,649	42,999	28,249	434,353
Repairs and Maintenance - Vehicle	3,584	15,584	3,584	3,584	3,584	3,584	3,584	3,584	3,584	3,584	3,584	3,584	55,008
Rental/Lease expenses	6,417	30,167	1,417	10,167	30,167	10,167	10,167	35,167	10,167	15,167	6,417	21,417	187,004
Contractual Services	146,683	142,792	154,716	141,748	146,969	159,948	137,433	136,056	149,088	141,401	136,424	153,836	1,747,094
Tools and Supplies	22,333	31,583	27,333	22,333	31,583	27,833	23,583	25,333	23,583	25,333	22,333	22,341	305,504
Small Equipment		10,000			10,000			10,000				10,000	40,000
License & Permits	69,921	12,399			4,200	46,304					2,776		135,600
Uniform and Clothings	2,466	2,466	1,253			1,213	1,213	1,213	2,426	2,426	1,213	2,426	18,315
Office Supplies	1,373	873	1,373	873	873	1,373	873	873	1,373	873	873	869	12,472
Software License/IT Support	1,800		1,800	1,800	1,800		1,800	1,800	1,800		1,800	1,800	16,200
Membership and Subscription	4,000	13,750	100	500	100	100	100	100	100	5,200	100	100	24,250
Utilities	46,542	46,078	45,798	45,188	43,870	43,174	44,400	44,372	45,132	45,776	46,880	46,724	543,934
Telecommunications	16,123	16,123	16,123	16,123	16,123	16,123	16,123	16,123	16,123	16,123	16,123	16,123	193,476
Training and Seminars	10,250	10,250	10,250	10,250	10,250	28,750	10,250	10,250	10,250	10,250	10,250	10,250	141,500
HR and recruitment costs			8,925										17,500

**Rancho Murieta Community Service District
Statement of Revenue and Expenses - Monthly
Proposed Budget FY 26/27**

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Grand Total
Travel and Mileage	325	325	15,325	325	325	325	325	15,325	325	325	325	325	33,900
Employee events	334				333	333	333			333		334	2,000
Operating Expenses Total	736,528	775,357	766,987	708,356	737,696	749,746	657,594	740,313	769,542	692,234	701,848	695,530	8,740,303
General&Administrative													
Salaries	92,881	92,881	92,881	92,881	92,881	92,881	102,677	102,677	102,677	102,677	102,677	102,677	1,173,348
Salaries - Board	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	14,400
Salaries - Overtime	1,090	1,090	1,090	1,090	1,090	1,090	1,090	1,090	1,090	1,090	1,090	1,090	13,080
Payroll Taxes	1,785	1,785	1,785	1,785	1,785	1,785	1,785	1,785	1,785	1,785	1,785	1,785	21,420
Employee Benefits - Health, vision, dent:	34,325	34,325	34,325	34,325	34,325	34,325	37,456	37,456	37,456	37,456	37,456	37,456	430,680
Other Post Employment Benefits	42,544	42,544	42,544	42,544	42,544	42,544	42,544	42,544	42,544	42,544	42,544	42,544	510,528
Worker's Comp Insurance	7,105	7,105	7,105	7,105	7,105	7,105	7,105	7,105	7,105	7,105	7,105	7,105	85,260
Audit and Accounting Fees		6,000	6,000	6,000	6,000	6,000							30,000
Bank Charges and processing fees	636	636	2,236	636	636	2,236	636	636	2,236	636	636	2,236	14,026
Board and Committee Meetings	1,000	1,000	1,000	5,000	9,379	12,879	4,000	4,000	4,000	1,000	1,000	1,000	45,257
Community Communications	10,813	2,496	2,163	6,546	5,413	2,163	2,163	2,163	5,746	4,263	2,163	2,163	48,255
Consulting Fees/Contractual Staffing	2,500	8,900	18,900	8,900							2,200		41,400
HR and recruitment Fees	4,000	6,500	6,500	6,500	6,500	4,000	4,000	4,000	4,000	4,000	4,000	4,000	58,000
Insurance	44,232	44,232	44,232	44,232	44,232	44,232	44,232	44,232	44,232	44,232	44,232	44,228	530,780
Legal	10,934	10,934	10,934	10,934	10,934	10,934	10,934	10,934	10,934	10,934	10,934	10,934	131,208
Repairs and Maintenance	5,543	6,217	5,726	5,726	5,101	5,284	5,101	4,976	4,793	4,976	4,793	4,793	63,034
Office Supplies	3,425	3,425	3,425	3,425	3,425	3,425	3,425	3,425	3,425	3,425	3,425	3,425	41,100
Postage	1,396	1,396	1,396	1,396	1,396	1,396	1,396	1,396	1,396	1,396	1,396	1,396	16,752
Software License/IT Support	10,660	10,660	21,160	10,660	10,660	21,160	10,660	10,660	21,160	10,660	10,660	21,160	169,920
Membership and Subscription	833	833	837	833	833	833	833	833	833	833	833	833	10,000
Utilities	13,114	12,535	12,553	11,625	8,844	6,430	6,829	6,784	9,481	12,288	14,024	13,435	127,942
Telecommunications	1,554	1,554	1,554	1,554	1,554	1,554	1,554	1,554	1,554	1,554	1,554	1,554	18,648
Training and Seminars				2,000		940	940	940	1,880				6,700
Travel and Mileage	488	488	488	488	488	488	488	488	488	488	488	488	5,856
Employee events	250	250	250	250	250	250	250	250	250	250	250	250	3,000
General&Administrative Total	292,307	298,985	320,283	307,634	296,574	305,133	291,297	291,127	310,264	294,791	296,444	305,751	3,610,594
NonOperation													

**Rancho Murieta Community Service District
Statement of Revenue and Expenses - Monthly
Proposed Budget FY 26/27**

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Grand Total
Professional/Consulting Services: Water	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,329	99,992
NonOperation Total	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,329	99,992
Property Taxes													
Property Taxes								559,818			447,854	10,179	1,017,851
Property Taxes Total								559,818			447,854	10,179	1,017,851
Reserve													
Water Cap Replacement Reserve	118,629	118,629	118,629	118,629	118,629	118,629	118,629	118,629	118,629	118,629	118,629	118,629	1,423,548
Investment Earnings Restricted	44,942	44,942	44,942	44,942	44,942	44,942	44,942	44,942	44,942	44,942	44,942	44,942	539,304
Reserve Total	163,571	163,571	163,571	163,571	163,571	163,571	163,571	163,571	163,571	163,571	163,571	163,571	1,962,852
Grand Total	71,022	308,514	12,587	29,531	47,810	214,580	150,966	628,235	303,050	282,434	719,021	278,361	2,882,854

Rancho Murieta Community Services District Position Listing

	2022-23 Approved	2023-24 Approved	2024-25 Approved	2025-26 Actual	2026-27 Budget
Administration Dept.					
GENERAL MANAGER	1.0	1.0	1.0	1.0	1.0
DISTRICT SECRETARY	1.0	1.0	1.0	1.0	1.0
DIRECTOR OF FINANCE		1.0	1.0	1.0	1.0
ACCOUNTANT	1.0	1.0	1.0	1.0	2.0
ACCOUNTING TECHNICIAN	3.0	3.0	2.0	3.0	2.5
IT MANAGER			1.0	1.0	1.0
OFFICE TECHNICIAN	1.0	1.0	1.0	1.0	1.0
SUBTOTAL	7.0	8.0	8.0	9.0	9.5
Water/WasteWater/Drainage Dept,					
DIRECTOR OF OPERATIONS		1.0	1.0	1.0	1.0
CHIEF PLANT OPERATOR	1.0	1.0	1.0	1.0	1.0
PLANT OPERATOR I, II, III	4.0	4.0	4.0	5.0	5.0
OPERATOR IN TRAINING	1.0	1.0	1.0	-	-
UTILITIES SUPERVISOR	1.0	1.0	1.0	1.0	1.0
UTILITY WORKER I, II, III	5.0	5.0	5.0	7.0	7.0
EQUIPMENT MECHANIC	1.0	1.0	1.0	1.0	2.0
SUBTOTAL	13.0	14.0	14.0	16.0	17.0
Security Dept.					
SECURITY SUPERVISOR	1.0	1.0	1.0	1.0	1.0
GATE OFFICER	8.0	8.0	8.0	7.0	7.0
PATROL OFFICER	5.0	2.0	3.0	4.0	2.0
PART-TIME GATE OFFICER	1.0			3.0	3.0
TEMP GATE OFFICER	1.0				
SUBTOTAL	16.0	11.0	12.0	15.0	13.0
TOTAL	36.0	33.0	34.0	40.0	39.5

CAPTIAL IMPROVEMENT PROJECTS

FY 26/27

Capital improvement projects (CIP) FY27

The following tables present the proposed CIP projects for FY 27 along with the associated estimated reserve funding. The Committee is requested to review these items, determine whether the proposed projects are essential to the District, and provide a recommendation on the FY 27 CIP to the Board.

Sources	Connection Fees - Developers	Reserve Charge - Utility	Connection Fees - Developers	
	Capital Improvement	Capital Replacement	Security Impact Fee	Grand Total
Urban Water Mgmt Plan	500,000			500,000
Rebuild Granlees 125hp pumps		40,000		40,000
Replace remaining 2 trains of membranes & HMI		824,920		824,920
Replace 2003 Ford F150 Truck #216		60,000		60,000
Replace 2003 Ford F150 Truck #814		50,000		50,000
Smart Meter Endpoint & Meter Replacement		200,000		200,000
Combination Sewer / Vactor Truck Lease 8 yrs	141,000			141,000
Work Truck for New Mechanic	75,000			75,000
SCADA WTP Servers saved to the Cloud		40,000		40,000
Rate Study: Developers, Utility and Reserve 5 yrs	30,000			30,000
20 Year Capital Improvement Planning Project	100,000			100,000
Office equipments/Board speakers/Others		25,000		25,000
A/C units - Admin buildings		25,000		25,000
Cameras for new construction WWTP and admin		23,000		23,000
Update hardware for connectivity to WWTP		5,000		5,000
Computer Need to facilitate Windows 11		5,000		5,000
Go Access conversion			10,000	10,000
Go Access hardware			20,000	20,000
Radio Motorola - 5 yrs lease			5,000	5,000
Grand Total	846,000	1,297,920	35,000	2,178,920
Budgeted Reserve funding - FY 27		1,423,548		1,423,548
Estimated Reserve Balance end of FY26 *	399,451	2,213,571	50,901	2,663,923
Remaining funding at end of FY27	(446,549)	2,339,199	15,901	485,003
* Notes				
Estimated Interest Income FY23 to FY26 @ 3.5%	55,923	309,900	7,126	372,949

Previously presented in the Finance Committee and Board Meeting during March 2026

Summary of Restricted Funds - Preliminary Unaudited Numbers									
Fund	Policy	Restricted Fund	AUDITED	AUDITED	UNAUDITED			Source	
			FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25		FY25/26(Projected)
Sewer	2	Capital Improvement Reserve	91,044	262,411	494,569	694,165	737,445	757,634	Connection Fees - Developer
Drainage	2	Capital Improvement Reserve	329,208	329,921	340,410	351,044	351,044	351,044	Connection Fees - Developer
Water	2	Capital Improvement Reserve	-	26,733	46,529	106,255	149,534	164,033	Connection Fees - Developer
Security	2	Capital Improvement Reserve (negative)	(30,031)	(90,663)	(88,168)	(85,368)	(85,368)	(84,815)	
Water	1	Capital Replacement Reserve	2,102,698	2,351,051	2,807,807	3,267,940	3,787,251	4,332,832	Reserve Charge - Utility
Sewer	1	Capital Replacement Reserve	3,314,065	3,575,482	4,033,609	4,525,085	5,044,396	5,589,977	Reserve Charge - Utility
Security	1	Capital Replacement Reserve	-	-	-	-	-	-	Reserve Charge - Utility
Security		Security Impact Fee Reserve	45,622	67,469	82,757	106,754	134,906	138,506	Connection fees
Water	3	Water Augmentation Reserve	2,027,398	2,161,914	2,275,567	2,563,240	2,679,715	2,729,481	Connection Fees - Developer
			7,880,004	8,684,319	9,993,080	11,529,116	12,798,923	13,978,692	
All Funds		CIP spending - Estimated FY 23			(2,201,253)	(2,201,253)	(2,201,253)	(2,201,253)	
All Funds		CIP spending - Estimated FY 24				(2,540,075)	(2,540,075)	(2,540,075)	
All Funds		CIP spending - Estimated FY 25					(2,756,670)	(2,756,670)	
All Funds		CIP spending - Estimated FY 26						(1,262,500)	
		Total CIP Spending for all FY23-26						(8,760,498)	
		Remaining						5,218,194	
Summary									
		Capital Improvement Reserve	390,221	528,402	793,341	1,066,096	1,152,655	1,187,896	
		Capital Replacement Reserve	5,416,763	5,926,533	6,841,416	7,793,026	8,831,647	9,922,809	
		Security Impact Fee Reserve	45,622	67,469	82,757	106,754	134,906	138,506	
		Water Augmentation Reserve	2,027,398	2,161,914	2,275,567	2,563,240	2,679,715	2,729,481	
			7,880,004	8,684,319	9,993,080	11,529,116	12,798,923	13,978,692	
CIP Spending Allocated based on %									
		9% Capital Improvement Reserve						(788,445)	
		88% Capital Replacement Reserve						(7,709,238)	
		1% Security Impact Fee Reserve						(87,605)	
		2% Water Augmentation Reserve						(175,210)	
		100%						(8,760,498)	
Remaining Reserve Balance									
		Capital Improvement Reserve						399,451	
		Capital Replacement Reserve						2,213,571	
		Security Impact Fee Reserve						50,901	
		Water Augmentation Reserve						2,554,271	
								5,218,194	

Urban Water Measure Plan (UWMP) – Should we include this spending in FY 27

urban water measure plan

An **Urban Water Measure Plan** is a comprehensive document that outlines how an urban water supplier manages its water resources and plans for future water demand. It includes assessments of water supply reliability, demand forecasts, water use efficiency programs, and contingency planning for shortages. These plans are essential for ensuring that urban areas maintain reliable water supplies for their residents and businesses. [⇒ California State Portal](#) **+2**

Urban Water Measure Plans are required every five years and are crucial for long-term water supply planning. They help guide decisions related to system reliability, conservation, and drought preparedness. The plans are also used to assess water supply vulnerabilities, climate change risks, and drought water supply reliability.

[⇒ San Diego County Water Authority](#)

Integrated Urban Water Management Plans (IUWMPs) are an example of a mechanism implemented under an Integrated Urban Water Management (IUWM) approach, which encompasses all aspects of water management: environmental, economic, social, technical, and political. [⇒ Calaveras County Water District](#)

Background

- ❖ The District currently has fewer than 3,000 connections.
- ❖ If additional homes are constructed between now and the next fiscal year, the District may exceed 3,000 total connections.
- ❖ Clarification is needed on how many homes or lots are expected to be developed between now and the next fiscal year.
- ❖ Once the District reaches 3,000 connections, there is a one-year compliance period to implement the Urban Water Management Plan (UWMP).
- ❖ The process will also require Solicitation of bids and Committee/Board approval, which is expected to take several months to complete.

Decision

Both the Improvement Committee and the Finance Committee agreed that this item will remain in the CIP budget.



CAPITAL FUND:

PROJECT TITLE: Rebuild Granlees 125hp pumps



CIP #

PROJECT BUDGET: \$40,000.00

PROJECT DESCRIPTION: Rebuild the 2 125 hp pumps at Granlees Pump Station

JUSTIFICATION:

1. These are the pumps that the district relies on to pump water from Consumnes River
2. These pumps have not been rebuilt in over 10 years.

ENVIRONMENTAL OR REGULATORY ISSUES:

RISK ASSESSMENT:

If these pumps fail, we will not be able to pump water from the river.

REPLACEMENT:



CAPITAL FUND:

PROJECT TITLE: Replace remaining 2 trains of membranes & HMI



CIP #

PROJECT BUDGET: \$824,920.00

PROJECT DESCRIPTION: Replace remaining membranes & HMI that are 11+ years old

JUSTIFICATION:

The membrane modules have a life cycle of about 10 years. The district has only replaced about 1/3 of the total membranes. We are starting to see multiple catastrophic failures in the other 2/3 remaining membranes. The HMI is also at the end of its life cycle and needs to be replaced.

ENVIRONMENTAL OR REGULATORY ISSUES:

RISK ASSESSMENT:

REPLACEMENT:



CAPITAL FUND:

PROJECT TITLE: Replace 2003 Ford F150 Truck



CIP # 26-200-03

PROJECT BUDGET: \$60,000.00

PROJECT DESCRIPTION: Replace 2003 Ford F150 Truck #216

JUSTIFICATION:

This is one of the oldest trucks in our fleet. It is a 2003 and has 70,000 miles on it. It is constantly breaking down and costing more money to fix than what the truck is worth. This is a potential safety hazard for whomever is driving this truck.

ENVIRONMENTAL OR REGULATORY ISSUES:

RISK ASSESSMENT:

REPLACEMENT:



CAPITAL FUND:

PROJECT TITLE: Replace 2003 Ford F150 Truck



CIP # 26-200-02

PROJECT BUDGET: \$50,000.00

PROJECT DESCRIPTION: Replace 2003 Ford F150 Truck #814

JUSTIFICATION:

This is one of the oldest trucks in our fleet. It is a 2003 and has 118551.3 miles on it. It is constantly breaking down and costing more money to fix than what the truck is worth. This is a potential safety hazard for whomever is driving this truck.

ENVIRONMENTAL OR REGULATORY ISSUES:

RISK ASSESSMENT:

REPLACEMENT:



CAPITAL FUND:

PROJECT TITLE: Smart Meter Endpoint & Meter Replacement



CIP #

PROJECT BUDGET: \$200,000.00

PROJECT DESCRIPTION: To replace 1,000 Endpoints and 130 water meters

JUSTIFICATION:

- Improve billing accuracy
- Reduce estimated billing
- Increase revenue capture
- Improve leak detection capability
- Enhance customer service
- Reduce manual meter reading labor

ENVIRONMENTAL OR REGULATORY ISSUES:

RISK ASSESSMENT:

REPLACEMENT:



CAPITAL FUND:

PROJECT TITLE: Combination Sewer / Vector Truck



CIP #

PROJECT BUDGET: \$141,000 / yr lease for 8 yr

PROJECT DESCRIPTION:

JUSTIFICATION:

The Services District currently relies on aging equipment and/or contracted services to perform essential water maintenance, wastewater maintenance and emergency response. Acquisition of a Vacall AJV1015 will:

- Reduce sanitary sewer overflows (SSOs)
- Lower long-term contracting costs
- Increase emergency response efficiency
- Provide direct support to water distribution main repairs



ENVIRONMENTAL OR REGULATORY ISSUES:

RISK ASSESSMENT:

Increased Risk of sewer overflows. Higher emergency repair costs.

REPLACEMENT:



CAPITAL FUND:

PROJECT TITLE: Work Truck for New Mechanic



CI

P #

PROJECT BUDGET: \$ 75,000.00

PROJECT DESCRIPTION: Purchase work truck for new mechanic position

JUSTIFICATION: The District will need to purchase a new work truck for the new mechanic position if approved.

ENVIRONMENTAL OR REGULATORY ISSUES:

RISK ASSESSMENT:

REPLACEMENT:



CAPITAL FUND:

PROJECT TITLE: WTP Servers saved to the Cloud

CIP #

PROJECT BUDGET: \$40,000.00

PROJECT DESCRIPTION: To back up water plant SCADA servers to the cloud

JUSTIFICATION:

- Increased security for SCADA System.
- Back-up stored offsite just incase of server crash.

ENVIRONMENTAL OR REGULATORY ISSUES:

RISK ASSESSMENT:

REPLACEMENT:



FUND: Water, Wastewater, Drainage

PROJECT TITLE: 20-year Capital Improvement Planning & 5 - Year Rate Study



CIP#:

PROJECT BUDGET: \$130,000

PROJECT DESCRIPTION: 20-year Capital Improvement Planning Project (CIPP) and 5-year Rate Study

JUSTIFICATION:

To ensure RMCS D maintains sufficient financial resources to support ongoing operations as well as planned projects and system improvements. These studies are essential for forecasting future equipment and infrastructure costs and ensuring that utilities are financially prepared for new installations necessary to protect public health and safety.

Regular rate studies play a critical role in maintaining the long-term financial stability of utility systems and supporting the timely execution of essential capital projects. They provide valuable insight into whether a community can sustain the financial demands associated with operational expenses and proposed improvements. In addition, rate studies help evaluate the feasibility of planned initiatives and are a key component of responsible fiscal governance.

Rising inflation has significantly increased both construction and operating costs for utility systems, making it increasingly important for utilities to conduct rate studies on a regular basis. These studies ensure that rates remain aligned with current economic conditions and reflect the true cost of maintaining and operating the utility system.

This project will update the most recent CIPP completed by Lumos & Associates in FY 23/24 for the water and wastewater system. The underlying data is now approximately four years old and no longer reflects current system conditions. This update will also expand the scope to include drainage infrastructure if possible.

The updated CIPP will serve as a foundational input for the five-year rate study, which was previously deferred due to the lack of finalized financial audit data. The rate study will provide updated projections for existing customer monthly rates, developer fees and charges, capital reserve funding rates, and administrative and operational fees.



In addition, this project will include the drafting of public notices and will involve close coordination with the RMCS D to ensure effective communication with customers regarding the need for fee adjustments, including any proposed changes to rate structures, if applicable. The overall goal is to ensure that the process is conducted as transparently and clearly as possible, providing customers with a strong understanding of the basis for any proposed changes.

The time frame for this project is as follow:

1. CIPP July 26 to Oct 26
2. Rate Studies Nov 26 to Jan 27 finalize before the start of the next budget cycle



CAPITAL FUND:

PROJECT TITLE: GoAccess to replace ABDI



CIP #

PROJECT BUDGET: \$71,184 This amount will be adjusted after the security committee.

PROJECT DESCRIPTION: Replace ABDI Gate Entry System

JUSTIFICATION:

For several years, the ABDI gate entry system has been utilized for security gate operations and patrol functions; however, the system has become outdated and has presented ongoing challenges with reliability and customer support. Evaluation of the GoAccess gate entry platform has identified a modern, technology-driven solution that would significantly enhance operational efficiency and access control. GoAccess incorporates advanced AI-based License Plate Recognition (LPR), allowing authorized vehicles to enter the community without reliance on barcodes, thereby improving traffic flow and reducing delays during peak hours and holidays. Additionally, the system offers the capability to implement visitor lane kiosks with virtual guard functionality, which can streamline guest entry processes while reducing staffing demands and associated labor costs. Overall, upgrading to a modern access control system will improve service levels, increase system reliability, and align the District with current security technology standards while supporting long-term operational efficiency.

ENVIRONMENTAL OR REGULATORY ISSUES:

RISK ASSESSMENT:

REPLACEMENT:

Pricing

Gate Software

SERVICE	PRICE
Full GoAccess Platform subscription	\$1,249/month
Guest Lane License Plate and A.I. Recognition Enhancement (Optional) - Including 14 camera channels	\$249/month + \$99/month per additional channel x13 = \$1,536/month
Remote Kiosk Access with Security Dialing Capability and QR Code Scanning	\$249/month
Data Export/Import Service - Onboarding Support and Marketing Service (All resident support, both for the transition and ongoing, is handled by GoAccess to ensure a high adoption rate)	\$9,998 (one time)

Gate Hardware

ITEM	PRICE
7x Pre-Provisioned PDK Access Control Panels (3 year MFG warranty)	\$17,346 (one time)
7x NVIDIA A.I. LPR Recognition Server	\$34,181 (one time)
10" TouchScreen Outdoor Kiosk	\$7,483 (one-time)
2N Indoor viewing unit + mounting	\$2,176 (one-time)

Total GoAccess Investment

ITEM	PRICE
Total Monthly Membership	\$3,034/month
Total Hardware + Implementation	\$71,184 (one-time)

GRANT OPPORTUNITIES
(FEDERAL/STATE)
FOR
CAPTIAL IMPROVEMENT PROJECTS
FY 26/27

Grant Opportunities for Utility Companies to Support Urban Management Plans

Utility companies — especially water, wastewater, and stormwater providers — can access multiple federal, state, and local funding sources to help finance urban management and infrastructure projects. These programs often require alignment with long-term planning documents such as **Urban Water Management Plans (UWMPs)** or **Capital Facilities Plans (CFPs)**.

1. Federal Water Infrastructure Funding

The **U.S. Environmental Protection Agency (EPA)** and related agencies offer several programs that can be leveraged for urban management:

- **Clean Water State Revolving Fund (CWSRF)** – Funds wastewater treatment, nonpoint source pollution control, and watershed/estuary management [U.S. Environmental Protection Agency](#) .
- **Drinking Water State Revolving Fund (DWSRF)** – Supports drinking water system improvements, including small community projects [U.S. Environmental Protection Agency](#) .
- **Water Infrastructure Finance and Innovation Act (WIFIA)** – Provides low-cost, long-term loans for water infrastructure, often combined with state revolving fund funds [U.S. Environmental Protection Agency](#) .
- **USDA Rural Development Water and Environmental Program (WEP)** – For rural communities, funds water and wastewater infrastructure development [U.S. Environmental Protection Agency](#) .
- **HUD Community Development Block Grants (CDBG)** – Can fund drinking water and wastewater projects, especially in eligible urban areas [U.S. Environmental Protection Agency](#) .

2. State-Level Urban Water Management Plans

In California, **Urban Water Management Plans (UWMPs)** are required for urban water suppliers serving over 3,000 connections or 3,000 acre-feet annually. These plans must include:

- 20-year water source reliability assessments
- Demand management measures
- Water shortage contingency plans
- Recycled water use strategies [Department Of Water Resources](#)

Submitting a UWMP can make your utility eligible for **California Department of Water Resources (DWR)** funding and technical assistance, which can be used to support urban management initiatives.

3. Local Capital Facilities Planning

Under Washington State's **Growth Management Act**, jurisdictions must have a **Capital Facilities Plan (CFP)** that identifies water, sewer, stormwater, and other public facilities. A well-prepared CFP can:

- Prioritize projects
- Coordinate with other plans
- Improve grant and loan application success [MRSC](#)

4. HUD and Other Federal Grant Programs

The **U.S. Department of Housing and Urban Development (HUD)** posts competitive and unsolicited grant opportunities on [grants.gov](#) and [HUD.gov](#). Examples include:

- **Lead Hazard Reduction Capacity Building Grants**
- **Capital Fund High Risk/Receivership/Substandard/Troubled Program**
- **Comprehensive Housing Counseling, Training, and Homeownership** [HUD.gov](#)

These can be relevant if your urban management plan includes housing, safety, or community development components.

5. Strategic Steps to Access Funding

1. **Align with planning requirements** – Ensure your utility's urban management plan meets state (e.g., UWMP) and local (e.g., CFP) requirements.
2. **Document project needs** – Clearly define scope, costs, and benefits in your plan.
3. **Coordinate with partners** – Work with local governments, regional agencies, and state water boards to strengthen applications.
4. **Leverage multiple funding streams** – Combine federal/state grants, low-cost loans, and local bonds to maximize impact.
5. **Monitor and report** – Maintain records and submit required updates to funders.

Tip: Many programs require matching funds or in-kind contributions, so include a clear funding strategy in your plan to improve competitiveness.

By integrating your utility's urban management plan with these funding frameworks, you can secure resources to support sustainable, resilient, and equitable urban water and infrastructure systems.

California Grants for Utility Companies: Urban Water Management Plans

California offers **state grant funding and financial assistance** to urban water suppliers who prepare and adopt **Urban Water Management Plans (UWMPs)**, which are required under the **Urban Water Management Planning Act** (California Water Code §§10610–10657) LADWP.

Who Qualifies

Any **urban water supplier** that:

- Provides municipal or industrial water to **more than 3,000 customers**, or
- Supplies **more than 3,000 acre-feet of water annually**
...must prepare and adopt a UWMP every five years Department Of Water Resources +1.

Purpose of the Plan

A UWMP is a **long-term resource planning document** that:

- Assesses water source reliability over a 20–25 year horizon
- Describes demand management measures
- Outlines a water shortage contingency plan
- Reviews recycled water use and planned use
- Addresses climate change impacts and energy intensity Department Of Water Resources +2

Grant and Funding Connection

While the UWMP itself is a legal requirement, **California Department of Water Resources (DWR)** and other state agencies use these plans to:

- Evaluate eligibility for **state grant programs** and financial assistance
- Support water supply sustainability and conservation initiatives
- Guide funding for infrastructure, conservation, and alternative supply projects [LADWP](#)

2025–2026 Cycle

- **Adoption deadline:** July 1, 2026
- **Submission deadline to DWR:** Within 30 days of adoption via the **WUEdata Portal** (restricted to water suppliers, authorized reps, and DWR) [Department Of Water Resources](#)
- **Public engagement:** Many utilities are hosting public meetings and comment periods for draft 2025 UWMPs (e.g., LADWP, SFPUC, Cal Water districts) [LADWP +2](#)

How to Access or Apply

1. **Review DWR's UWMP Guidebook** for requirements and best practices [Department Of Water Resources](#) .
2. **Attend public meetings** for your utility's draft plan to understand community input and funding opportunities.
3. **Coordinate with your utility's planning or finance department** to ensure your UWMP meets all Water Code requirements and aligns with grant eligibility criteria.
4. **Submit through WUEdata Portal** once adopted to trigger state review and potential grant consideration.

Tip: Even if your utility is not currently seeking a grant, preparing a compliant UWMP ensures you remain eligible for future state funding and can position your utility as a leader in water conservation and supply reliability.

For official resources, visit the **California Department of Water Resources UWMP page** and your utility's public engagement site.

Grants for an Integrated Water Master Plan

If you are seeking funding for an **Integrated Water Master Plan** (or Integrated Wastewater and Stormwater Plan), there are federal, state, and local grant programs that can support the development and implementation of such plans.

Federal Opportunities

- **U.S. EPA Integrated Planning Framework:** The EPA's 2012 Integrated Municipal Stormwater and Wastewater Planning Approach Framework allows municipalities to meet multiple Clean Water Act requirements through a single, integrated plan. This framework is now codified under the **Water Infrastructure Improvement Act (WIIA)**, Section 402(s) [U.S. Environmental Protection Agency](#) .
- **Purpose:** Prioritize capital investments, improve water quality, and protect human health by integrating wastewater and stormwater management.
- **Support:** EPA provides technical assistance, implementation documents, and a toolkit for permitting authorities to review and incorporate integrated plans into NPDES permits [U.S. Environmental Protection Agency](#) .
- **Examples:** EPA has profiles of municipalities with completed integrated plans, such as Fall River, MA; Columbia, MO; and Hamilton County, OH [U.S. Environmental Protection Agency](#) .

State-Level Examples

- **Washington State Department of Ecology:**
 - **Water Quality Combined Funding Program (WQC):** Funds stormwater and water quality projects, including those tied to municipal stormwater permits. In FY25, about \$8M was allocated for stormwater projects, with a high success rate for funded applications washington.apwa.org .
 - **Stormwater Financial Assistance Program (SFAP):** Grants and loans for stormwater infrastructure and management apps.ecology.wa.gov .
 - **Municipal Stormwater Grants of Regional or Statewide Significance:** Supports projects that address water quality and stormwater management at a broader scale apps.ecology.wa.gov .

Local and Municipal Grants

- Many cities and counties have their own **Stormwater Management Program (SWMP)** plans and funding streams. For example, the City of Redmond, WA, uses its SWMP Plan to guide annual NPDES permit compliance and secure funding for stormwater quality improvements [Redmond, WA | Official Website](http://www.redmondwa.gov) .
- Local governments may also offer **public-private partnership programs** or **community-based grants** for integrated water management projects apps.ecology.wa.gov .

How to Apply

1. **Assess eligibility:** Ensure your municipality meets EPA's integrated planning criteria and has a clear NPDES permit or compliance requirement.
2. **Prepare a plan:** Develop a comprehensive integrated water master plan that identifies water quality challenges, infrastructure needs, and implementation priorities.
3. **Align with funding programs:** Match your plan to federal (EPA WIIA), state (e.g., WA WQC, SFAP), or local grant requirements.
4. **Submit applications:** Follow the application guidelines for each program, including required documentation, match requirements, and timelines.

California Grants for Integrated Regional Water Management (IRWM) Plans

California offers several grant programs through the **Department of Water Resources (DWR)** and other agencies to support **Integrated Regional Water Management (IRWM)** plans, which aim to improve water supply reliability, water quality, and climate resilience.

Key Funding Sources

1. Department of Water Resources (DWR) Grant & Loan Programs

DWR administers multiple grant programs under **Proposition 4** (Safe Drinking Water, Wildfire Prevention, Drought Preparedness, and Clean Air Bond Act of 2024) and **Proposition 1** (Water Quality, Supply, and Infrastructure Improvement Act of 2014) to fund IRWM-related projects [Department Of Water](#)

[Resources +1](#) .

- **Eligibility:** Local public agencies, Tribes, and nonprofit organizations.
- **Project types:** Watershed-based climate resilience, environmental restoration, groundwater sustainability, water conservation, drought preparedness, flood risk reduction, and more.
- **Application:** Check DWR's *Open Solicitations* page for current funding opportunities; past programs include Integrated Regional Water Management Water Supply or Management grants

[Department Of Water Resources](#) .

2. Proposition 1 IRWM Implementation Grants

These grants fund projects included in an **adopted IRWM Plan** under California Water Code §79740 et seq.

- **Purpose:** Support implementation of IRWM Plan components via a Work Plan.
- **Cost share:** Grantees must provide local cost share (non-state funds).
- **Conditions:** Projects must meet CEQA and permitting requirements unless exempt (e.g., for disadvantaged communities or tribal projects) www.mpwmd.net.

3. California Water Boards – DWSRF Fundable Lists

The **Drinking Water State Revolving Fund (DWSRF)** maintains a *Fundable List* of projects that may be eligible for grant or PF funding under its Base Program and General Supplemental funding content.govdelivery.com. These lists are updated annually and include IRWM-related projects.

4. Proposition 4 Climate Bond – IRWM Funding

Senate Bill 867 (2024) directs **\$100 million** to DWR by FY 2027–2028 for IRWM efforts calruralwater.org.

- **FY 2025–2026:** \$500,000
- **FY 2026–2027:** \$3 million
- **Subsequent years:** \$96 million annually
- **Focus:** Watershed-based climate resilience projects under updated IRWM guidelines; early years will support planning, technical assistance, and water conservation for disadvantaged communities.

How to Apply

- **Check DWR's Grants & Loans and Open Solicitations** for active IRWM-related grants [Department Of Water Resources](#).
- **Review Fundable Lists** from your local California Water Board for DWSRF eligibility content.govdelivery.com.
- **Prepare an IRWM Plan** or update an existing one to align with DWR's program criteria.
- **Include a Work Plan** detailing project scope, schedule, and cost share.
- **Coordinate with local agencies** to ensure CEQA and permitting compliance.

ORDINANCE NO. O2026-02

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT, AMENDING CHAPTER 14 OF THE DISTRICT CODE, RELATING TO WATER SERVICE CHARGES; AMENDING CHAPTER 15 OF THE DISTRICT CODE RELATING TO SEWER SERVICE CHARGES; AMENDING CHAPTER 16A OF THE DISTRICT CODE RELATING TO DRAINAGE SPECIAL TAX; AMENDING CHAPTER 21 OF THE DISTRICT CODE RELATING TO SECURITY SPECIAL TAX; AND AMENDING CHAPTER 31 OF THE DISTRICT CODE RELATING TO SOLID WASTE COLLECTION AND DISPOSAL SERVICE CHARGES AND LEAF COLLECTION

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

SECTION 1. Purpose and Authority. The purposes of this ordinance are to (a) increase the District water, sewer and solid waste collection and disposal service charges in order to reflect and provide for operation, maintenance and other cost increases due to inflation, increased regulatory costs, increased costs of supplies, services, labor and benefits, and other factors, and (b) increase the District drainage special tax and security special tax to implement the voter-authorized annual adjustments. This ordinance is adopted pursuant to California Constitution articles XIII C, section 2, and XIII D, section 6, Government Code sections 61115, 61121 and 61123, District Ordinances Nos. 98-1 and 98-2, and other applicable laws.

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

- (a) As calculated and demonstrated in the FY 2026-27 District budget, the increased service charges implemented by this ordinance have been fixed in amounts sufficient to pay the operating expenses of the District's water, sewer and solid waste operations, provide for and fund repairs and replacement of utility system works and equipment, provide for increased costs of regulatory compliance and fund financial reserves, and other costs.
- (b) The increased service charges are reasonably related to, and do not exceed, the District's cost of providing each of the services.
- (c) The revenues derived from the service charges do not exceed the funds required to provide the services and will not be used for any purpose other than the listed services.
- (d) The amount of the service charges imposed on each customer's parcel does not exceed the proportional cost of the particular service attributable to that parcel.
- (e) The District water, sewer and solid waste services are services that are actually used by and immediately available to the owner of each customer parcel.
- (f) No portion of these service charge increases are imposed for general governmental services.
- (g) As calculated and demonstrated in the FY 2026-27 District budget, the increased drainage and security special taxes implemented by this ordinance have been fixed in amounts as calculated and determined consistent with the annual tax adjustments as set forth in District Code chapters 16A and 21 and as authorized by the voters at the time of the approval of the special taxes.
- (h) The establishment, modification, structuring, restructuring and approval of the service charges and taxes as set forth in this ordinance are necessary and appropriate to continue to meet the District's costs for operation and maintenance, supplies and equipment,

financial reserves, and capital replacement needs, and to maintain a satisfactory level of services within the District service area.

- (i) The District Board of Directors has conducted a duly noticed public hearing on the proposed service charge increases in accordance with California Constitution article XIII D, section 6, and the Board did not receive a majority protest against any of the proposed service charge increases.

SECTION 3. Service Charge and Tax Adjustments; District Code Amendments

- l) The Water Code, Chapter 14, Section 7.00 Rates and Charges is amended as follows:
Section 7.05 Rates for Metered Service.

- (a) General metered service shall be as follows:

MONTHLY CHARGES

Base Charge	\$ 85.46
Reserve Charge	<u>\$ 21.00</u>
Total Basic Service Charge	\$106.46/mo

Usage charge per 100 cubic feet:

Basic volumetric rate per 100 cubic feet	\$ 3.93 per 100 cubic feet
--	----------------------------

- (b) Metered service to residential lots at Murieta Village and Murieta Gardens II shall be as follows:

MONTHLY CHARGES

Base Charge	\$ 85.46
Reserve Charge	<u>\$ 21.00</u>
Total Basic Service Charge	\$106.46/mo

Usage charge per 100 cubic feet:

Basic volumetric rate per 100 cubic feet	\$ 3.93 per 100 cubic feet
--	----------------------------

- (c) Non-Residential metered service shall be as follows:

MONTHLY CHARGES

Basic Service Charge for non-residential shall be calculated on an EDU basis

Monthly Charges

Basic Service Charge for non-residential metered service shall be calculated on number of meters and an EDU basis for each customer multiplied by the Basic Service Charge reflected in Section 7.05(a) above.

Usage charge per 100 cubic feet:

Basic volumetric rate per 100 cubic feet	\$ 3.93 per 100 cubic feet
--	----------------------------

II) The Sewer Code, Chapter 15, Section 7.00 Rates and Charges is amended as follows:

Section 7.03 Rates and Charges for Service. The monthly service charge for each premise receiving sewer service from the District shall be:

Residential or other premises, each unit		
Base rate		\$ 97.35 per month
Reserve contribution		<u>\$ 21.00 per month</u>
Total monthly service charge		\$118.35 per month

Murieta Village and Murieta Gardens II, per unit		
Base rate		\$ 97.35 per month
Reserve contribution		<u>\$ 21.00 per month</u>
Total monthly service charge		\$ 118.35 per month

Non-Residential

Monthly service charge for non-residential sewer service shall be calculated on an EDU basis for each customer multiplied by the residential service charge rate.

III) The Drainage Code, Chapter 16, Section 7.00 Rates and Charges is amended as follows:

Section 7.01 Rates and Charges: Drainage charges for operation and maintenance of the District's system shall be as set forth in Chapter 16A, Section 3.00.

The Drainage Code, Chapter 16A, Section 3.00 Drainage Tax, is amended as follows:

Section 3.00 Rates and Charges for Operation and Maintenance of the District's system shall be: Commencing July 1, 2026, property within the District shall be assessed a monthly drainage tax as follows. The maximum monthly tax rates shown reflect annual adjustments, per Section 5.00.

LAND USE		Monthly Special Tax Rates Fiscal Year 2026-27	Monthly Special Tax Rates Maximum Ceiling Rate Year 2026-27
DEVELOPED PROPERTY			
Residential			
Metered Developed	Per Lot	\$ 5.99	5.99
Unmetered Developed	Per Lot	\$ 5.99	5.99
The Villas	Per Lot	\$ 4.01	4.01
Murieta Village	Per Lot	\$ 4.01	4.01
Murieta Gardens	Per Lot	\$ 4.01	4.01
Non-Residential			
Retail	Per Acre	\$ 29.97	29.97
Industrial/Warehouse	Per Acre	\$ 31.88	31.88
Light Industrial	Per Acre	\$ 24.37	24.37
Office	Per Acre	\$ 28.11	28.11
Landscaped Areas (golf course & parks)	Per Acre	\$ 5.62	5.62
Murieta Equestrian Center	Per Acre	²⁹³ \$ 2.17	2.17

RMCC (club house & parking)	Per Acre	\$ 0.00	0.00
Airport	Per Acre	\$ 2.52	2.52
Geyer Property	Per Acre	\$ 18.74	18.74
Hotel/Ext Stay		\$ 29.99	29.99

UNDEVELOPED PROPERTY

Uses Drainage System

-Residential and Non-Residential	Per Acre	\$ 3.55	3.55
----------------------------------	----------	---------	------

IV) The Security Code, Chapter 21, Section 5.00 Security Tax, is amended as follows:

Commencing July 1, 2026, property within the District shall be assessed a monthly security tax as follows. The maximum tax rates shown reflect annual adjustments, per Section 5.00:

<u>LAND USE</u>	<u>Monthly Special Tax Rates Fiscal Year 2026-27</u>	<u>Monthly Special Tax Rates Maximum Ceiling Rate Year 2026-27</u>
-----------------	--	--

DEVELOPED PROPERTY

Residential per lot

Inside Gates

Metered

\$ 34.15

34.15

Unmetered

\$ 26.81

26.81

Outside Gate

\$ 8.24

8.24

Non-Residential per building square foot

Highway Retail

\$ 0.3079

0.3079

Other Retail/Commercial

\$ 0.0330

0.0330

Industrial/Warehouse/Lt Industrial

\$ 0.0724

0.0724

Office

\$ 0.0173

0.0173

Institutional

\$ 0.0173

0.0173

Public Utility

\$ 0.0552

0.0552

Equine Complex

\$ 0.0051

0.0051

RMCC

\$ 0.0867

0.0867

Airport

\$ 0.0222

0.0222

Hotel/Ext. Stay

\$ 0.0330

0.0330

UNDEVELOPED PROPERTY – Per Acre

Inside Gates

\$ 28.8888

28.8888

Outside Gates

\$ 4.3049

4.3049

V) The Solid Waste Collection and Disposal Code, Chapter 31, Section 4.0 Collection Rates, is amended as follows:

Section 4.03 Collections Rates. The monthly service charge shall be:

(1) Garbage Collection Services

35-gallon cart

\$ 38.92

65-gallon cart

294

\$ 45.89

95-gallon cart	\$ 71.38
(2) Additional Garbage Carts	
35-gallon cart	\$ 10.77
65-gallon cart	\$ 14.36
95-gallon cart	\$ 33.31
(3) Additional Recycling Cart (in excess of 1 recycled cart)	
35-gallon cart	N/A
65-gallon cart	\$ 8.88
95-gallon cart	\$ 8.88
(4) Additional Green Waste Cart (in excess of 2 green waste carts)	
35-gallon cart	N/A
65-gallon cart	\$ 8.88
95-gallon cart	\$ 8.88
(5) Sacramento County Surcharge	\$ 3.14
(6) District Admin/Franchise Fee	\$ 3.14

SECTION 4. Severability. If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Ordinance or the application thereof to any person or place, is for any reason held to be invalid or unconstitutional by the final decision of any court of competent jurisdiction, the remainder of this Ordinance shall be and remain in full force and effect.

SECTION 5. Effective Date. This ordinance shall go into effect and be in full force and effect at 12:01 a.m. on the thirty-first (31st) day after its passage.

SECTION 6. Severability. If any section or provision of this ordinance or the application of it to any person, transaction or circumstance is held invalid or unenforceable, such invalidity or unenforceability shall not affect the other provisions of this ordinance that can be given effect without the invalid or unenforceable provision, and to this end the provisions of this ordinance are declared to be severable.

SECTION 7. Publication. The District Secretary shall cause this Ordinance to be at least once in a newspaper of general circulation published and circulated in the District within fifteen (15) days after its passage in accordance with Section 36933 of the Government Code.

INTRODUCED by the Board of Directors on the 27th day of May 2026.

PASSED AND ADOPTED by the Board of Directors of the Rancho Murieta Community Services District, Sacramento County, California, at a meeting held on the 17th day of June 2026, by the following roll call vote:

AYES:

NOES:
ABSENT:
ABSTAIN:

John Merchant, President of the Board
Rancho Murieta Community Services District

[seal]

ATTEST:

Dyanne Fleet, Interim District Secretary