Rancho Murieta CSD
Regular Meeting

November 18, 2026
RMCSD Board Room
4:00 PM – Closed Session
5:00 PM – Regular Session

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

General Manager
Marti Brown

District Clerk
Amelia Wilder

15160 Jackson Road
Rancho Murieta, CA
95683
(916) 354-3700

Agenda

If you have documents you would like to submit to the Directors, please deliver or mail them to the Clerk of the Board at 15160 Jackson Road, Rancho Murieta, CA 95683, or email awilder@rmcsd.com.

1. **CALL TO ORDER – 4:00 PM**
2. **ROLL CALL**
3. **CHANGES TO THE AGENDA**
4. **CLOSED SESSION**

    a. **CONFERENCE WITH LABOR NEGOTIATORS**
    Pursuant to Government Code § 54957.6
    Agency Designated Representative: Marti Brown, General Manager
    Employee Organization: International Union of Operating Engineers, Local No. 3, AFL-CIO (General Unit)

    b. **CONFERENCE WITH LEGAL COUNSEL — EXISTING LITIGATION**
    (Paragraph (1) of subdivision (d) of Government Code Section 54956.9)
    Name of case: Rancho Murieta Properties, LLC; Cosumnes River Land, LLC; Murieta Industrial Park, LLC; Murieta Lakeside Properties, LLC; and Murieta Highlands, LLC v. Rancho Murieta Community Services District, Sacramento County Superior Court Case No. 26CV018522

5. **RECONVENE IN OPEN SESSION – 5:00 PM**

6. **PUBLIC COMMENT & CONSENT CALENDAR FORUM**

All items on the Consent Calendar are considered routine and may be approved with a single vote unless removed for separate discussion by a Member of the Board of Directors or the General Manager. Individuals wishing to speak on Consent items or matters *not* on the agenda are asked to complete a Speaker Card and submit it to the Clerk of the Board. All remarks shall be directed to the Board of Directors and are limited to three minutes. By law, the Board cannot discuss or take action on items not listed on the posted agenda. 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.

a. **Minutes Approval**

Recommended Action: Approve Board and Committee Meeting Minutes:

1. October 21, 2026, District Board Meeting.
2. October 27, 2026, Special Board Meeting.
3. November 9, 2026, Special Personnel Committee Meeting.
4. November 12, 2026, Special Communications & Technology Committee Meeting.

Contact: Amelia Wilder, Clerk of the Board, awilder@rmcsd.com

b. **Check Register**

Recommended Action: Approve the October 2026 Check Register.
Contact: Cecilia Min, Director of Finance and Administration, cmin@rmcsd.com

c. **Department Reports**

Recommended Action: Receive and File the following Department Reports:

1. General Manager
2. Finance
3. Operations
4. Security

Contact: Amelia Wilder, Clerk of the Board, awilder@rmcsd.com

d. **Emergency Water Service Line Repair**

Recommended Action: Authorize the expenditure of $58,417.53 for the emergency water service line repair on De La Cruz Drive.
Contact: Travis Bohannon, Interim Director of Operations, tbohannon@rmcsd.com

e. **Correspondence**

1: Valerie Kessler

7. **DISCUSSION & ACTION CALENDAR**

All matters on the Discussion & Action calendar will be discussed and acted on individually. Individuals wishing to speak on these items are asked to complete a Speaker Card and submit it to the Clerk of the Board. 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. By law, the Directors cannot discuss or take action on items not listed on the posted agenda.

a. **Gate Arm Operator Replacement – South Gate**
Recommended Action: Approve replacement of the damaged NICE M5BAR barrier operator in the far-resident lane of the South Gate with a Magnetic Barrier Toll Pro system, based on A&D Automatic Gate Quote No. 052666, for $16,890 using budgeted Capital Improvement Funds.
Contact: Branden Arino, Security Supervisor, barino@rmcsd.com

b. **Job Description: Assistant to the General Manager/Clerk of the Board**
Recommended Action: Approve the new Assistant to the General Manager/Clerk of the Board job classification (Attachment 1) and authorize the General Manager to promote Amelia Wilder to Assistant to the General Manager/Clerk of the Board effective December 1, 2026, with an annual salary of $125,000.
Contact: Marti Brown, General Manager, mbrown@rmcsd.com

c. **Proposed Labor Negotiations Term Sheet**
Recommended Action: Approve the proposed labor negotiations term sheet with the International Union of Operating Engineers, Local No. 3, AFL-CIO ("Union") to extend the Memorandum of Understanding from December 31, 2026, to June 30, 2027, and provide a one-time $2500 stipend to all full-time employees in the bargaining unit and a one-time pro-rated amount to part-time employees.
Contact: Marti Brown, General Manager, mbrown@rmcsd.com

d. **2027 Compensation Study**
Recommended Action: Authorize the General Manager to execute an agreement with Bryce Consulting to complete a salary and compensation study for all budgeted positions in the District, except for the General Manager position, in an amount not to exceed $17,000.
Contact: Marti Brown, General Manager, mbrown@rmcsd.com

8. **COMMENTS & REPORTS**
a. Director Comments & Reports

9. **CEREMONIAL**
a. Proclamation: Linda Butler
b. Proclamation: William Gere
c. Proclamation: Randy Jenco
d. Proclamation: Timothy Maybee

10. **ADJOURNMENT**

This agenda was posted on November 13, 2026.

_____

Amelia Wilder, District Clerk

In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item and is distributed less than 24 hours prior to a special meeting, will be made available for public inspection in the District offices during normal business hours. If, however, the document is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting. In compliance with federal and state laws concerning disabilities, if you are an individual with a disability and you need a disability-related modification or accommodation to participate in this meeting or need assistance to participate in this meeting, please contact the District Office at 916-354-3700 or awilder@rmcsd.com. Requests must be made as soon as possible.

Note: This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. Posting location is the District Office. The date and time of this posting is November 13, 2026.

The District of Rancho Murieta is an Equal Opportunity Provider



CLOSED SESSION



PUBLIC COMMENT AND CONSENT CALENDAR FORUM

Rancho Murieta CSD
Regular Meeting
Action Minutes

October 21, 2026
RMCSD Board Room
5:00 PM

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

General Manager
Marti Brown

District Clerk
Amelia Wilder

15160 Jackson Road
Rancho Murieta, CA 95683
(916) 354-3700

1. **CALL TO ORDER – 5:00 PM**

2. **PUBLIC COMMENT ON CLOSED SESSION ITEMS**

3. **APPOINTMENT OF MARTI BROWN, GENERAL MANAGER, AS THE DISTRICT'S DESIGNATED LABOR NEGOTIATOR**
   Action: Approved Marti Brown, General Manager, as the District's Designated Labor Negotiator.

   Public Comments
   None.

   Motion to accept Marti Brown, General Manager, as the District's Designated Labor Negotiator.

   Moved/Seconded: Vice President Butler/President Merchant
   Yes: President Merchant, Vice President Butler, Director Gere, Director Jenco, Director Maybee
   No: None.
   Absent: None.

4. **CLOSED SESSION**

5. **OPEN SESSION/REPORT BACK FROM CLOSED SESSION**
   There was nothing to report back from Closed Session.

6. **PUBLIC COMMENTS**
   Public Comment #1: Bob Keil
   Public Comment #2: Tom Shewchuk

7. **CONSENT CALENDAR**
   District General Counsel pulled Item #7G for discussion.

DRAFT

A. **Minutes Approval**

Action: Approved Regular Board Meeting and Committee Meeting Minutes:

1. September 21, 2026, 2026, Board Meeting Minutes
2. October 1, 2026, Security Committee Meeting Minutes
3. October 1, 2026, Communications & Technology Committee Meeting Minutes
4. October 7, 2026, Improvements Committee Meeting Minutes
5. October 8, 2026, Finance Committee Meeting Minutes

B. **Bills Paid Listing Approval**

Action: Approved general checking, payroll, and direct deposit check registers.

C. **Approval of Districts Appointments**

a. Marti Brown as District Treasurer
b. Marti Brown as Regional Water Authority Board Member Representative
c. Marti Brown as Sloughhouse Resource Conservation District Board Member Representative
d. Marti Brown as Real Property Negotiator

Action: Approved District Appointments for Marti Brown, General Manager.

D. **Approval of Repairs of Pump at Wastewater Tank**

Action: Repairs to the wastewater tank were completed, and a quote of $5,800 was approved to apply an epoxy coating to the pump.

E. **Approval of Repair at De La Cruz**

Action: Approved continued repairs at De La Cruz.

F. **Approve Funds for Replacement of 12" Check Valve for Rio Oso Tank**

Action: Approved continued repairs to 12" check valve at Rio Oso Tank.

H. **Approve Closure of El Dorado Savings Bank Account**

Action: Approved closure of El Dorado Savings Bank Account.

Motion to approve the consent calendar items #7A, 7B, 7C, 7D, 7E, 7F, and 7H.

Moved/Seconded: Director Gere/Vice President Butler
Yes: President Merchant, Vice President Butler, Director Gere, Director Jenco, Director Maybee
No: None
Absent: None

DRAFT

G. **Terminate Emergency Declared in June 2026 – Murieta Equestrian Center Culvert Repair (Work Completed)**
Action: Approved termination of repair to the Murieta Equestrian Center Culvert.
Motion to approve the consent calendar item #7G with Resolution R2026-19. To terminate the emergency declared in June 2026 with Resolution 2026-19 ratifying and confirming the emergency declaration for the Marieta Equestrian Center Culvert repair project, ratifying all actions taken there under and terminating the emergency.

Moved/Seconded: Director Jenco/President Merchant
Yes: President Merchant, Vice President Butler, Director Gere, Director Jenco, Director Maybee
No: None
Absent: None

8. **REVIEW MEETING DATES/TIMES NOVEMBER 2026**
Action: Approved Meeting Dates/Times for November 2026.

9. **CORRESPONDENCE (RECEIVED AND FILED)**
   A. Email from Jeff Pearson September 17, 2026
   B. Email from Jeff Pearson September 17, 2026
   C. Email from Jeff Pearson September 17, 2026
   D. Email from C. Adkins September 6, 2026
   E. Email from Ms. Bloom October 19, 2026

Public Comment #1: Jeff Pearson
Public Comment #2: Tom Shewchuk
Public Comment #3: Mike Martel

10. **STAFF REPORTS (RECEIVED AND FILED)**
   A. Interim General Manager Report
   B. Finance Report
   C. Security Report
   D. Operations Report
   E. IT Report

Public Comment #1: Bob Keil
Public Comment #2: Jeff Pearson

DRAFT

11. **PUBLIC HEARING – APPROVE PROPOSED ADJUSTMENT OF WATER AND SEWER CONNECTION FEES AND NEW FIRE FLOW AVAILABILITY LETTER FEE**

Action: Approved Resolution R2026-17 Proposed Adjustment of Water and Sewer Connection Fees and New Fire Flow Availability Letter Fee.

Public Comment #1: Jim Farrell

Motion to adopt Resolution R2026-17 to Increase water and sewer connection fees and new fire flow availability letter fees as established in Exhibit A.

Moved/Seconded: Director Jenco/President Merchant
Yes: President Merchant, Vice President Butler, Director Gere, Director Jenco, Director Maybee
No: None
Absent: None

12. **NOMINATION OF SPECIAL DISTRICT REPRESENTATIVE FOR THE GSRMA BOARD OF DIRECTORS**

Action: Approved Marti Brown, General Manager, to be to be the District's candidate if th GSRMA bylaws allow.

Motion The Board nominated Marti Brown, General Manager, to be the District's candidate if the GSRMA bylaws allow.

Moved/Seconded: President Merchant/Vice President Butler
Yes: President Merchant, Vice President Butler, Director Gere, Director Jenco, Director Maybee
No: None
Absent: None

13. **CONSIDER AUTHORIZING DISTRICT WATER COUNSEL TO ADVISE ON REVISION OF CLEMENTIA RESERVOIR PERMITS, INCLUDING A POSSIBLE NOT-TO-EXCEED AMOUNT**

Action: The Board directed Marti Brown, General Manager, to meet with the District's water attorney to prepare options for the December presentation regarding Clementia Reservoir permits, including maintaining recreational use while allowing secondary uses for potable water and irrigation.

Public Comment #1 Tom Shewchuk
Public Comment #2 Mike Martel
Public Comment #3 Steve Booth
Public Comment #4 Jim Farrell

14. **DIRECTOR COMMENTS/SUGGESTIONS**
    Director Maybee thanked the staff and welcomed Marti Brown, General Manager, to the team**.**

15. **ADJOURNMENT – 9:05 PM**

_____

Dyanne Fleet, Interim District Secretary

Rancho Murieta CSD
Special Meeting
Action Minutes

October 27, 2026
RMCSD Board
Room 8:00 AM

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

General Manager
Marti Brown

District Clerk
Amelia Wilder

15160 Jackson Road
Rancho Murieta, CA 95683
(916) 354-3700

1. **CALL TO ORDER – 8:00 AM**

2. **PUBLIC COMMENT**
   None

3. **Acquisition of Replacement Backhoe Loader; Competitive Bidding Determination; Selection of Purchase or Lease-Purchase Financing; Adoption of Resolution No. R2026-18.**

   Public Comments
   None

   Motion to adopt Resolution No. R2026-18, approving Lease-Purchase Financing with Caterpillar Financial Services Corporation.

   Moved/Seconded: President Merchant/Vice President Butler
   Yes: President Merchant, Vice President Butler, Director Maybee
   No: None
   Absent: Director Gere, Director Jenco

8. **Director Comments/Suggestions**
   None

9. **ADJOURNMENT – 8:06 AM**

Dyanne Fleet, Interim District Secretary

DRAFT

Rancho Murieta CSD
Special Personnel Committee Meeting Minutes

November 9, 2026
RMCSD Board Room
9:00 AM

Committee Members
John Merchant
Linda Butler

General Manager
Marti Brown

District Clerk
Amelia Wilder

15160 Jackson Road
Rancho Murieta, CA 95683
(916) 354-3700

DRAFT

1. **Call to Order – 9:00 AM**

2. **Public Comment**
   None.

3. **Assistant to the General Manager/Clerk of the Board**
   Recommended Action: Move to the Board for Approval.
   Contact: Marti Brown, General Manager, mbrown@rmcsd.com

   Public Comments
   Public Comment #1: Catherine Silvera

4. **Comments & Reports**
   None.

5. **Adjournment – 9:22 AM**

Dyanne Fleet, Interim District Secretary

Committee Members
Linda Butler

Rancho Murieta CSD Special Communications & Technology Committee Meeting Minutes

November 12, 2026
RMCSD Board Room
10:00 AM

General Manager
Marti Brown

District Clerk
Amelia Wilder

15160 Jackson Road
Rancho Murieta, CA 95683
(916) 354-3700

DRAFT

1. **Call to Order – 10:00 AM**

2. **Public Comment**
   None.

3. **Discussion Items:**
   a. Update on Website and Social Media
   b. Pipeline Newsletter
   c. Review Community Letter
   d. Future Community Communications

   Recommended Action: Forward the Community Letter to the Board for approval and inclusion in the December Pipeline Newsletter.
   Contact: Marti Brown, General Manager, mbrown@rmcsd.com

   Public Comments
   Public Comment #1:

4. **Comments & Reports**
   None.

5. **Adjournment – 10:46 a.m.**

Dyanne Fleet, Interim District Secretary

System: 11/12/2026 2:44:33 PM RANCHO MURIETA CSD - NEW Page: 1
User Date: 11/12/2026 VENDOR CHECK REGISTER REPORT User ID: AP
Payables Management

Ranges:	From:	To:		From:	To:
Check Number	First	Last	Check Date	10/1/2026	10/31/2026
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
003529	APPBYDES	Applications By Design, LLC	10/1/2026	BANNER	PMCHK00002026	$1,295.00
003530	ARNFORAWA	Arnolds For Awards	10/1/2026	BANNER	PMCHK00002026	$44.11
003531	CALWATENV	CWEA	10/1/2026	BANNER	PMCHK00002026	$382.00
003532	CINTAS	Cintas	10/1/2026	BANNER	PMCHK00002026	$160.58
003533	CORCOM	Corrpro Companies, Inc.	10/1/2026	BANNER	PMCHK00002026	$930.00
003534	GRECOM	Greenfield Communications	10/1/2026	BANNER	PMCHK00002026	$228.00
003535	HOLOFCAL	Holt of California	10/1/2026	BANNER	PMCHK00002026	$2,157.55
003536	LESSCHTIR	Les Schwab Tires	10/1/2026	BANNER	PMCHK00002026	$702.66
003537	OPEENGLOC	Operating Engineers Local Unio	10/1/2026	BANNER	PMCHK00002026	$2,326.10
003538	RAMENVSER	Ramos Oil Company	10/1/2026	BANNER	PMCHK00002026	$1,504.01
003539	RIVCITREN	River City Rentals	10/1/2026	BANNER	PMCHK00002026	$5,500.00
003540	SUPEQUREP	Uptime Fleet Services Inc dba	10/1/2026	BANNER	PMCHK00002026	$3,561.77
003541	TELINS	Telstar Instruments	10/1/2026	BANNER	PMCHK00002026	$1,844.50
003542	UNISOLUSA	Univar Solutions USA Inc	10/1/2026	BANNER	PMCHK00002026	$1,362.73
003543	UNIUSA	Univar USA Inc.	10/1/2026	BANNER	PMCHK00002026	$16,796.68
EFT000000000318	A&DAUTGAT	A&D Automatic Gate	10/1/2026	BANNER	PMCHK00002027	$4,367.95
EFT000000000319	ALLORA	Allora Cleaning LLC	10/1/2026	BANNER	PMCHK00002027	$2,790.00
EFT000000000320	CALTRON	FlexTG LLC	10/1/2026	BANNER	PMCHK00002027	$152.70
EFT000000000321	CERLAWCAR	Cervantes Lawn Care	10/1/2026	BANNER	PMCHK00002027	$900.00
EFT000000000322	CLAPESCON	Clark Pest Control	10/1/2026	BANNER	PMCHK00002027	$847.00
EFT000000000323	CON	Occupational Health Centers of	10/1/2026	BANNER	PMCHK00002027	$276.00
EFT000000000324	GOBLESA	Goble Sampson Associates Inc	10/1/2026	BANNER	PMCHK00002027	$1,500.00
EFT000000000325	HRTOGO	HRtoGo, LLC	10/1/2026	BANNER	PMCHK00002027	$3,350.00
EFT000000000326	PROELE&	Prodigy Electric & Controls In	10/1/2026	BANNER	PMCHK00002027	$1,667.90
EFT000000000327	ROBHAL	Robert Half	10/1/2026	BANNER	PMCHK00002027	$79,291.49
EFT000000000328	ROTHSTF	Roth Staffing Companies, L.P.	10/1/2026	BANNER	PMCHK00002027	$2,272.42
EFT000000000329	USABLUBOO	HD Supply Inc DBA USABlueBook	10/1/2026	BANNER	PMCHK00002027	$1,104.44
EFT000000000330	VESTIS	Vestis	10/1/2026	BANNER	PMCHK00002027	$639.14
EFT000000000331	WALOFFSUP	Walker's Office Supplies, Inc	10/1/2026	BANNER	PMCHK00002027	$114.11
EFT000000000335	JENNMAT	Jennifer L. Mathews	10/6/2026	BANNER	PMCHK00002028	$1,129.45
EFT000000000336	SMUD	S. M. U. D.	10/16/2026	BANNER	PMPAY00000106	$29,909.87
003544	SACMETAIR	Sac Metro Air District	10/19/2026	BANNER	PMCHK00002029	$21,525.58
003545	APPBYDES	Applications By Design, LLC	10/20/2026	BANNER	PMCHK00002030	$1,295.00
003546	CALWATENV	CWEA	10/20/2026	BANNER	PMCHK00002030	$377.00
003547	CINTAS	Cintas	10/20/2026	BANNER	PMCHK00002030	$136.65
003548	CONEQUSER	Concrete Equipment Services, I	10/20/2026	BANNER	PMCHK00002030	$263.70
003549	DITWITEQU	Ditch Witch Equipment Company,	10/20/2026	BANNER	PMCHK00002030	$679.69
003550	FERENT	Ferguson Waterworks , Inc 1423	10/20/2026	BANNER	PMCHK00002030	$1,003.56
003551	FIDENATT	Fidelity National Title Compan	10/20/2026	BANNER	PMCHK00002030	$181.02
003552	GRECOM	Greenfield Communications	10/20/2026	BANNER	PMCHK00002030	$228.00
003553	HASCAPSAN	Hastie's Capitol Sand and Grav	10/20/2026	BANNER	PMCHK00002030	$925.29
003554	PAPMAC	Pape Machinery	10/20/2026	BANNER	PMCHK00002030	$10,379.91
003555	RAMENVSER	Ramos Oil Company	10/20/2026	BANNER	PMCHK00002030	$2,796.84
003556	RANMURASS	Rancho Murieta Association	10/20/2026	BANNER	PMCHK00002030	$1,530.14
003557	RIVCITREN	River City Rentals	10/20/2026	BANNER	PMCHK00002030	$1,250.00
003558	SOLLAKMAN	Solitude Lake Management LLC	10/20/2026	BANNER	PMCHK00002030	$2,559.07
003559	TESLA	TESLA INC	10/20/2026	BANNER	PMCHK00002030	$25,363.26
003560	UNISOLUSA	Univar Solutions USA Inc	10/20/2026	BANNER	PMCHK00002030	$16,985.85
003561	WATSUR	Watchdogs Surveillance	10/20/2026	BANNER	PMCHK00002030	$370.00
EFT000000000337	ABSDIR	ABS Direct	10/20/2026	BANNER	PMCHK00002031	$1,648.53
EFT000000000338	ACC&ASS	Digital Solutions Inc dbaAccou	10/20/2026	BANNER	PMCHK00002031	$2,827.50
EFT000000000339	CALLABSER	California Laboratory Services	10/20/2026	BANNER	PMCHK00002031	$6,537.00
EFT000000000340	CALWASREC	California Waste Recovery Syst	10/20/2026	BANNER	PMCHK00002031	$133,185.22
EFT000000000341	CALTRON	FlexTG LLC	10/20/2026	BANNER	PMCHK00002031	$11.81
EFT000000000342	CHECHEUS	Chemtrade Chemicals US LLC	10/20/2026	BANNER	PMCHK00002031	$10,753.00
EFT000000000343	CIVICPL	CivicPlus LLC	10/20/2026	BANNER	PMCHK00002031	$1,081.50

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
EFT000000000344	CONEARTEC	Condor Earth Technologies Inc	10/20/2026	BANNER	PMCHK00002031	$732.00
EFT000000000345	EASTPEN	East Penn Manufacturing Co	10/20/2026	BANNER	PMCHK00002031	$1,549.40
EFT000000000346	INTTECSOL	Intelligent Technical Solution	10/20/2026	BANNER	PMCHK00002031	$10,328.69
EFT000000000347	PACIFIC	Pacific Star Chemical LLC dba	10/20/2026	BANNER	PMCHK00002031	$4,733.44
EFT000000000348	ROBHAL	Robert Half	10/20/2026	BANNER	PMCHK00002031	$37,302.70
EFT000000000349	ROTHSTF	Roth Staffing Companies, L.P.	10/20/2026	BANNER	PMCHK00002031	$3,777.01
EFT000000000350	TEIAGG	A. Teichert & Son Inc	10/20/2026	BANNER	PMCHK00002031	$458.69
EFT000000000351	THACOM	Thatcher Company	10/20/2026	BANNER	PMCHK00002031	$2,649.00
EFT000000000352	UNIUSA	Univar USA Inc.	10/20/2026	BANNER	PMCHK00002031	$5,770.00
EFT000000000353	USABLUBOO	HD Supply Inc DBA USABlueBook	10/20/2026	BANNER	PMCHK00002031	$1,196.73
EFT000000000354	USALCOL	USALCO LLC	10/20/2026	BANNER	PMCHK00002031	$23,759.50
EFT000000000355	VESTIS	Vestis	10/20/2026	BANNER	PMCHK00002031	$624.52
EFT000000000356	WALOFFSUP	Walker's Office Supplies, Inc	10/20/2026	BANNER	PMCHK00002031	$569.06
EFT000000000357	ZENENVCOR	Zenon Environmental Corporatio	10/20/2026	BANNER	PMCHK00002032	$571,245.57
EFT000000000358	AT&T	AT&T	10/22/2026	BANNER	PMPAY00000107	$1,462.79
EFT000000000359	AT&T	AT&T	10/22/2026	BANNER	PMPAY00000108	$9,156.11

Total Checks:	72				Total Amount of Checks:	$1,088,318.49
						==========

Date: November 18, 2026

To: Honorable President and Board of Directors

From: Marti Brown, General Manager

Subject: November General Manager's Report

Recommendation:

Receive and file.

Background:

On October 19, 2026, the new General Manager officially began her tenure with the District and was warmly welcomed by staff. Given the District's complex history, it will take time to develop a comprehensive understanding of the past decisions, agreements, and circumstances that have shaped the organization and its current challenges. Since her arrival, the General Manager has also met with most of the current Board Members and looks forward to building on the District's progress, addressing its challenges, and working collaboratively with the incoming Board of Directors to advance the District's priorities and serve the community.

Discussion:

Several administrative and operational initiatives are currently underway throughout the District. Highlights of these efforts include:

Union Negotiations

One of the General Manager's initial priorities upon joining the District was addressing labor negotiations with represented employees. Historically, the District has negotiated successor Memoranda of Understanding (MOUs) every three years, with new agreements taking effect on January 1. Based on the General Manager's experience, aligning labor agreements with the District's fiscal year provides a more effective framework for incorporating negotiated salary and benefit adjustments into the annual budget process.

The Union has ratified a proposed six-month extension of the current MOU through June 30, 2027, which would allow negotiations for a successor agreement to begin in spring 2027. This approach would also provide the incoming Board of Directors and the General Manager additional time to prepare for negotiations, including the completion of a comprehensive compensation study. Additional information and the proposed term sheet are provided in the staff report included later in the Board agenda packet.

Personnel Matters

Significant staff time and resources have also been devoted to human resources and personnel matters, including recruitment efforts to fill a vacant position, the development of a new job classification, and addressing a variety of other personnel-related issues.

Public Inquiries & Community Communications
At the October 21, 2026, Board meeting, the Board discussed the manner in which Directors and District staff respond to questions and inquiries from the public. During the discussion, it was suggested that the Board had previously directed staff to respond to all public inquiries.

A review of prior General Manager reports indicates that on November 18, 2023, former General Manager Morris announced her intention to maintain a running list of questions received from the public and publish them on the District's website under the title *Community Communication Tracker*. The subsequent history of this initiative is summarized below:

- **December 2023:** A list of public questions was provided to staff, posted on the District's website, and included in the December General Manager's Report.
- **January–February 2024:** The General Manager's Reports indicated that no new questions had been received.
- **March–April 2024:** No General Manager's Reports were issued.
- **June 2024:** The General Manager reported on Public Records Act (PRA) requests, one general public inquiry, and questions collected during the Integrated Water Master Plan (IWMP) town hall meeting.
- **July 2024:** The General Manager informed the Board of a new Comments/Questions portal established on the District's website.
- **August 2024:** No reference to the Community Communication Tracker appeared in the General Manager's Report.
- **September–November 2024:** The General Manager's Reports included information regarding PRA requests but did not provide updates on the Community Communication Tracker.

Based on this review, the Community Communication Tracker appears to have evolved over time, with subsequent reporting focused primarily on PRA requests rather than maintaining a comprehensive list of general public inquiries.

Moving forward, members of the public seeking District records or documents are encouraged to submit formal requests under the California Public Records Act (PRA). This process allows staff to appropriately identify, evaluate, and respond to requests for existing public records in accordance with applicable law.

Litigation
Significant staff time and resources have also been devoted to addressing matters involving existing and/or potential litigation.

MEMORANDUM

Date: November 9, 2026

To: Finance Committee/Board of Directors

From: Cecilia Min, Director of Finance and Administration

Subject: Audit and Finance Report

Audit 24/25 - tentatively scheduled to begin in mid-January 2027

Reconstruction of accounting records and bank reconciliations is now 100% complete. Staff are currently working on balance sheet reconciliation and preparation of the audit workpapers, both of which have progressed from 10% to 70% completion. The audit workpapers are required documentation requested by the auditors.

Preparation of the financial statements has also begun.

TASK	Projects	ASSIGNED TO	PROGRESS
Reconstruction of accounting	**Audit 24/25**	RH	100%
Bank Reconciliations	**Audit 24/25**	RH	100%
CFD Bond Audit	**Audit 24/25**	RH	95%
Interim Audit Preparation	**Audit 24/25**	RH	0%
Balance Sheet Reconciliation	**Audit 24/25**	RH	70%
Audit Workpaper Preparation	**Audit 24/25**	RH	70%
Review Balance Sheet Reconciliation + Audit Preparation	**Audit 24/25**	RH	0%
Audit Field Work	**Audit 24/25**	RH	0%
Financial Statement preparation & Partner Review	**Audit 24/25**	RH	5%
Review First Draft of Financial Statement	**Audit 23/24**	RH	0%

Balance Sheet Reconciliation



Balance Sheets Reconciliations - FY25		
Tasks	FY25	FY25 - Reviewed
Bank Reconciliations: 1000	☑	☐
Bank Reconciliations: 1001	☑	☐
Bank Reconciliations: 1002	☑	☐
Bank Reconciliations: 1008 & 1009	☑	☐
Bank Reconciliations: 1009	☑	☐
Bank Reconciliations: 1003	☑	☑
Investment&Interest Income	☑	☑
Tyler AR	☑	☐
Tyler Revenue/customers overpayment	☑	☐
Tyler Installment Plan	☑	☑
Property Tax Receivable and Revenue	☑	☑
Prepaids	☐	☐
Interfund Loans	☑	☑
Tyler credit balances	☑	☑
Due to/From Reconciliation	☐	☐
Bond due to from	☐	☐
Admin Allocation/Due to From	☐	☐
AP aging	☑	☑
Accrued Expenses	☑	☐
Search for Unrecorded Liabilities	☑	☑
Fixed Assets	☑	☐
Repairs and Mainteance Review	☑	☑
Deeded Transactions	☑	☐
Restricted Cash	☐	☐
Pension	☑	☑
OPEB liability	☑	☑
Notes Receivable	☑	☑
Developer deposits	☐	☐
Capital Leases	☐	☐
Unearned revenue	☐	☐
Water Hydrant Deposit	☐	☐
Payroll Expenses	☐	☐
Misc income 3500	☐	☐
Accrued Payroll/missing deductions	☐	☐
GASB 101	☐	☐
Compensation Absences	☑	☐
Net Asset Rolled Forward	☐	☐
Revenue: Reserve	☑	☐
Insurance/Property Loss Reim/Rebates	☐	☐
Income/Expenses Analysis	☐	☐
Reclass to G&A BS	☐	☐
Budget vs. Actual Analysis	☑	☐
Review BS allocation reasonableness	☐	☐
clear review notes	☐	☐
clear review notes	☐	☐
Calw aste and related surcharge in Fd 499	☐	☐
Legal	☐	☐
Bond Audit	☑	☑
Due From CFD Bond	☐	☐
Revenue per customers analysis	☑	☐
Revenue Flux year after year	☑	☐
FS preparation	☐	☐

Audit 25/26

Audit preparation for FY26 began in mid-August 2026.

- Bank reconciliation has begun and is approximately 30% complete. No significant progress was made this month because staff were reassigned to prioritize the FY 24/25 audit.

FY 2027 Financials

July – Sept. 2026

Statement of Revenue and Expenses - Preliminary
July to September 2026
Commentary

These financial results are preliminary and subject to change pending the completion of bank reconciliations and balance sheet account reconciliations. Due to the ongoing completion of prior-year audits, these reconciliations will be finalized in the coming months.

This statement represents the three months of Fiscal Year 2026/27. Assuming revenue and expenses are distributed evenly throughout the fiscal year, year-to-date revenue and expenses would be expected to represent approximately **25%** (the target) of the annual budget at this point. However, the FY 26/27 budget was not developed with revenue and expenses evenly distributed across all months. Therefore, in addition to reviewing performance against the annual budget, we will also evaluate the current month's budget-to-actual variance.

Rancho Murieta Community Services District
Statement of Revenue and Expenses
Budget vs. Actual
For the Three Months Ending Wednesday, September 30, 2026

	Total	YTD Budget	Over(Under)	Annual Budget	% of Budget
Operation					
Operating Revenue					
Total Operating Revenue	3,156,229	3,116,856	39,373	12,353,040	25.55%
Expenses					
Operating Expenses					
Total Operating Expenses	1,628,322	2,287,449	(659,127)	8,740,303	18.63%
General and Administrative Expenses					
Total General and Administrative Expen	871,989	911,577	(39,587)	3,610,594	24.15%
Total Expenses	2,500,311	3,199,026	(698,714)	12,350,897	20.24%
Operation Income (Loss)	655,917	(82,170)	738,086	2,143	30616.15%
Less: Property Taxes Revenue	0	0	0	1,017,851	0.00%
Operation Result after Property Taxes R	655,917	(82,170)	738,086	1,019,994	64.31%
Other Non-Operation Activities					
Reserve Contribution					
Total Reserve Revenue	728,497	490,713	237,784	1,962,852	37.11%
Developer Activities					
Developer Income/Expenses	(23,543)	0	(23,543)	0	0.00%
Other					
Total Other Income	(1,164)	(24,999)	23,835	(99,992)	1.16%
Net Income (Loss)	1,359,708	383,544	976,163	2,882,854	47.17%

Overall As of September 2026, the District's preliminary financial results reflect net operating income of $656K. Including non-operation activities: reserve revenues from developers and residents, the District ended the period with a positive net financial position of $1.3 million.

Financials by Fund

The **Water Fund** reported operating income of $519K, primarily attributable to lower-than-budgeted expenditures for repairs and maintenance, licenses and permits, and salaries and benefits. The **Wastewater Fund**, **Drainage Fund**, and **Solid Waste Fund** reported operating income of $84K, $3K, and $4.5K, respectively. The **Security Fund** reported operating income of $45K, primarily reflecting lower-than-budgeted salary and benefit expenditures in both operations and administration.

Rancho Murieta Community Services District
Statement of Revenue and Expenses
Budget vs. Actual
For the Three Months Ending Wednesday, September 30, 2026

	Water	Wastewater	Drainage	Solid Waste	Security	Total
Operation						
Operating Revenue						
Total Operating Revenue	1,467,318	779,536	63,214	439,510	406,651	3,156,229
Expenses						
Operating Expenses						
Total Operating Expenses	528,587	404,128	28,951	399,409	267,248	1,628,322
General and Administrative Expenses						
Total General and Administrative Expense	419,262	291,546	31,026	35,590	94,558	871,989
Total Expenses	947,849	695,674	59,977	434,999	361,806	2,500,311
Operation Income (Loss)	519,469	83,862	3,237	4,511	44,845	655,917
Less: Property Taxes Revenue	0	0	0	0	0	0
Operation Result after Property Taxes Rev	519,469	83,862	3,237	4,511	44,845	655,917
Other Non-Operation Activities						
Reserve Contribution						
Total Reserve Revenue	434,427	255,040	6,996	3,998	28,036	728,497
Developer Activities						
Developer Income/Expenses	(26,773)	3,231	0	0	0	(23,543)
Other						
Total Other Income	(2,704)	840	166	130	404	(1,164)
Net Income (Loss)	924,419	342,973	10,399	8,639	73,285	1,359,708

Detailed Analysis

Operation

***Operating Revenue** – Was at 25.55% of budget, meeting the target for the period.*

Operating Expenses – total Operating expenses were at 18.63% and a favorable variance of $659K.

Salaries and Wages were at 18.5%, which is below target, resulting in a favorable variance of $155.56K. This variance is primarily due to several vacant positions across divisions.

- Utility department - Director of Operations and mechanic maintenance positions remain vacant, along with two additional open positions.
- Security Department – Staffing levels remained consistent with the FY27 budget, with two Patrol Officers budgeted and maintained on payroll.

Benefits were at 13.31% which is below target, resulting in a favorable variance of $85K. This variance is primarily due to the reclassification of OPEB (Other Post-Employment Benefits) expenses, which were originally budgeted within Benefits but are now being recorded under OPEB within General and Administrative Expenses. This reclassification allows for clearer reporting and tracking of benefit expenses paid to retirees.

Chemicals were at 36% of budget, exceeding the target and resulting in an unfavorable variance of $78.6K. The variance was primarily due to few large chemical purchases made in August and September, while the budget was spread evenly throughout the year.

License & Permits expenses were 30.16% below target; however, this resulted in a favorable variance of $41K. Most License & Permits invoices were budgeted for July but received later than anticipated, shifting the related expenses to future periods.

Software License/Support expenses were 61.94% of budget, resulting in an unfavorable variance of $6,435. The variance was primarily due to $5K of unbudgeted software costs - ESRI underground mapping software.

General and Administrative Expenses– total expenses were at 24.15% which is slightly below the target and a favorable variance of $40K.

Salaries and Wages – Personnel costs were 14.28%, resulting in a favorable variance of $114K, due to vacancies in the General Manager and Accounts Payable positions. Temporary staffing costs for Accounts Payable and District Secretary functions were recorded under Accounting and Consulting Expenses.

Benefits, Taxes & Pension were 14.85% of the annual budget, well below target, resulting in a favorable variance of $41K. The variance was primarily due to OPEB costs that were originally budgeted in this line item but were later recorded under OPEB Expenses, consistent with the auditors' recommendation to report all OPEB-related costs in that category. OPEB expenses will be adjusted further once the actuarial valuation is completed.

OPEB – were at 40.53 % above target, resulting in an unfavorable variance of $79K. This is primarily due to the reclassification mentioned above – Benefits, Taxes & Pension.

Software License/Support expenses had an unfavorable variance of $9K and were at 30.34% of the annual budget. The cybersecurity program (ITS) costs $6K, which was not budgeted but approved by the Board in August.

Legal Fees – had an unfavorable variance of 23K, which was 42.63% of the annual budget. This includes work on the following:

RWG Law Firm

1. Preparation of grand jury report
2. Personnel manual consultant
3. HR matters
4. Policy and Procedures
5. Review contracts
6. Board and committee meetings
7. PRA request
8. Current legal claims & 670 FSA research

BKS Law Firm - *A detailed review of all invoices is still required before I can provide a complete itemization of the expenditures especially in Urban Water Management Plan & development fees.*

1. 670 FSA research
2. Current legal claims: developers
3. Security Tax
4. Rio Oso tank
5. Grand Jury report
6. Urban Water Management Plan & rate study/development fees – research

Consulting Fees – was at 94.8%, exceeding the target and resulting in an unfavorable variance of $7K. This line consists of temporary hiring of the District Secretary function, which was budgeted in the Salaries and Wages.

HR Recruitment Fees - were at 33% of the annual budget, resulting in an unfavorable variance of $2K. The variance was primarily due to $9,000 in General Manager recruitment search fees incurred earlier than budgeted, as these costs were budgeted to be spread over the August through November periods.

Accounting and Audit Fees – was at 92.6% of the annual budget, exceeding the target and resulting in an unfavorable variance of $17K. This line item consists of temporary hiring of the Accounts Payable function, which was budgeted in the Salaries and Wages line. In addition, Great Plains consultant's help was used in both July through September.

Postage – was at 61.81% of the annual budget, resulting in an unfavorable variance of approximately $6K, primarily due to the $4K prepayment of October–November postage.

***Total Expenses* - were below target at 20.24%, generating a favorable variance of $699K. This variance reflects primarily driven but lower salaries/benefits, license permit and utilities, and repairs and maintenance costs than budgeted.**

Operating income was $656K, reflecting favorable operating results**.**

Non-Operating Revenue (Expenses)

Reserve Contribution

Water Capital Improvement, Water Augmentation Fees, Inspection Revenue and Security Impact Fees of $284K were received from River Canyon Properties LLC, Richmond American and LGI Homes. These were unbudgeted items.

Developer Activities

Consulting Expenses: FSA consists of 10.45K paid to BKS Law Firm, 14.4K paid to RWG Law Firm and 1.1K paid to Economic & Planning Systems. These were unbudgeted items.

Rancho Murieta Community Services District
Statement of Revenue and Expenses
Budget vs. Actual
For the Three Months Ending Wednesday, September 30, 2026

	Water	Wastewater	Drainage	Solid Waste	Security	Total	YTD Budget	Over(Under)	Annual Budget	% of Budget
Operation										
Operating Revenue										
Residential Fees	$1,289,075	$690,725	$53,466	$434,627	$342,811	$2,810,704	$2,846,400	($35,696)	$11,238,600	25.01%
Commercial Fees	152,655	74,117	7,759	0	57,205	291,735	216,168	75,567	897,288	32.51%
Late Fees & Penalties	11,294	7,030	454	4,006	1,693	24,477	33,897	(9,420)	135,588	18.05%
Other Sales	2,230	0	0	0	0	2,230	0	2,230	0	0.00%
Investment Earnings	0	0	0	0	0	0	0	0	0	0.00%
Interest Income	12,064	7,664	1,535	877	2,632	24,772	20,391	4,381	81,564	30.37%
Water- Admin Charges -	0	0	0	0	0	0	0	0	0	0.00%
Other Fees	0	0	0	0	2,310	2,310	0	2,310	0	0.00%
Total Operating Revenue	**1,467,318**	**779,536**	**63,214**	**439,510**	**406,651**	**3,156,229**	**3,116,856**	**39,373**	**12,353,040**	**25.55%**
Expenses										
Operating Expenses										
Salaries and Wages	186,230	88,931	15,705	0	175,991	466,856	622,417	(155,561)	2,523,190	18.50%
Benefits, Taxes & Pension	41,997	18,202	4,556	0	39,707	104,462	189,715	(85,253)	784,658	13.31%
Workers Compensation	13,404	6,152	1,921	0	18,356	39,833	44,790	(4,957)	179,148	22.23%
Capacity Purchase	0	0	0	0	0	0	0	0	0	0.00%
Chemical	95,866	117,272	0	0	0	213,138	134,542	78,596	591,520	36.03%
Regulatory - Inspections	3,341	2,411	0	0	0	5,752	19,912	(14,160)	127,136	4.52%
Regulatory - Lab Testing	3,421	5,490	0	0	0	8,911	15,483	(6,572)	63,136	14.11%
Tools & Supplies	27,688	2,660	1,335	0	0	31,683	81,249	(49,566)	305,504	10.37%
Repairs & Maintenance	45,263	86,225	2,333	0	18,618	152,439	322,229	(169,790)	1,052,766	14.48%
Uniform and Clothings	3,776	285	0	0	1,984	6,046	6,185	(139)	18,315	33.01%
Training and Seminars	416	382	0	0	479	1,277	30,750	(29,473)	141,500	0.90%
Small Equipment	4,393	0	1,600	0	0	5,993	10,000	(4,007)	40,000	14.98%
License & Permits	35,636	5,265	0	0	0	40,901	82,320	(41,419)	135,600	30.16%
Contractual Services	16,745	0	0	399,409	0	416,153	444,191	(28,038)	1,747,094	23.82%
Rental/Lease expenses	11,238	0	1,501	0	0	12,738	38,001	(25,263)	187,004	6.81%
Travel and Mileage	5,328	5,096	0	0	453	10,877	15,975	(5,098)	33,900	32.09%
Software License/Support	2,850	3,300	0	0	3,885	10,035	3,600	6,435	16,200	61.94%
HR & Recruitment	2,056	248	0	0	0	2,304	17,500	(15,196)	17,500	13.17%
Memberships & Subscriptions	0	4,069	0	0	0	4,069	17,850	(13,781)	24,250	16.78%
Miscellaneous	0	0	0	0	232	232	334	(102)	2,000	11.60%
Utilities	21,194	40,030	0	0	2,482	63,706	138,418	(74,712)	543,934	11.71%
Telecommunications	15,487	15,487	0	0	3,317	34,292	48,369	(14,078)	193,476	17.72%
Office Supplies	1,058	2,623	0	0	1,744	5,426	3,619	1,807	12,472	43.50%
Bad Debts	0	0	0	0	0	0	0	0	0	0.00%
Fines and Penalties	70	0	0	0	0	70	0	70	0	0.00%
Miscellaneous Expenses	0	0	0	0	0	0	0	0	0	0.00%
Depreciation - Water	0	0	0	0	0	0	0	0	0	0.00%
Gain/Loss on Asset Disposition	(8,870)	0	0	0	0	(8,870)	0	(8,870)	0	0.00%
Interest Expense	0	0	0	0	0	0	0	0	0	0.00%
Total Operating Expenses	**528,587**	**404,128**	**28,951**	**399,409**	**267,248**	**1,628,322**	**2,287,449**	**(659,127)**	**8,740,303**	**18.63%**

Rancho Murieta Community Services District
Statement of Revenue and Expenses
Budget vs. Actual
For the Three Months Ending Wednesday, September 30, 2026

	Water	Wastewater	Drainage	Solid Waste	Security	Total	YTD Budget	Over(Under)	Annual Budget	% of Budget
General and Administrative Expenses										
Salaries & Wages	83,741	55,390	6,709	6,861	18,816	171,517	285,513	(113,996)	1,200,828	14.28%
Benefits, Taxes & Pension	32,540	21,231	2,660	3,396	7,304	67,131	108,329	(41,198)	452,100	14.85%
OPEB	101,393	66,216	8,277	8,277	22,762	206,924	127,632	79,292	510,528	40.53%
Worker's Comp Insurance	6,243	3,509	612	490	1,387	12,242	21,315	(9,073)	85,260	14.36%
Insurance	72,604	40,810	7,118	5,694	16,134	142,361	132,696	9,665	530,780	26.82%
Community Communications	5,521	3,605	451	451	1,239	11,267	15,472	(4,205)	48,255	23.35%
Repairs and Maintenance	5,005	2,975	462	398	1,116	9,956	17,487	(7,531)	63,034	15.79%
Rental/Lease expenses	0	0	0	0	0	0	0	0	0	0.00%
Telecommunications	1,057	691	86	86	237	2,158	4,662	(2,504)	18,648	11.57%
Software License/Support	25,292	16,442	2,078	2,062	5,676	51,550	42,480	9,070	169,920	30.34%
Utilities	14,153	9,933	1,031	1,180	3,194	29,491	38,202	(8,711)	127,942	23.05%
Membership and Subscriptions	210	137	17	17	47	429	2,503	(2,074)	10,000	4.29%
Training and Seminars	71	140	(11)	9	18	228	0	228	6,700	3.40%
Legal Fees	27,409	17,900	2,238	2,238	6,153	55,937	32,802	23,135	131,208	42.63%
Consulting Fees	14,585	9,525	1,191	1,191	3,274	29,766	22,800	6,966	31,400	94.80%
HR and Recruitment Fees	9,671	5,849	874	773	2,159	19,326	17,000	2,326	58,000	33.32%
Accounting and Audit Fees	7,682	29,284	(3,750)	1,481	2,329	37,027	19,500	17,527	40,000	92.57%
Travel and Mileage	1,388	907	113	113	312	2,834	1,464	1,370	5,856	48.39%
Office supplies	1,553	1,030	124	127	349	3,184	10,275	(7,091)	41,100	7.75%
Postage	5,073	3,313	414	414	1,139	10,354	4,188	6,166	16,752	61.81%
Bank Analysis Fees	935	611	76	76	210	1,908	3,507	(1,598)	14,026	13.61%
Board and Committee Meetings	188	123	15	15	42	383	3,000	(2,617)	45,257	0.85%
Fines and Penalties	27	18	2	2	6	55	0	55	0	0.00%
Employee events	109	71	9	9	24	222	750	(528)	3,000	7.41%
Small Equipments	2,812	1,836	230	230	631	5,739	0	5,739	0	0.00%
Miscellaneous	0	0	0	0	0	0	0	0	0	0.00%
Rental/Lease expenses	0	0	0	0	0	0	0	0	0	0.00%
Depreciation	0	0	0	0	0	0	0	0	0	0.00%
Gain/Loss on Assets Disposal	0	0	0	0	0	0	0	0	0	0.00%
Total General and Administrative Expenses	**419,262**	**291,546**	**31,026**	**35,590**	**94,558**	**871,989**	**911,577**	**(39,587)**	**3,610,594**	**24.15%**
Total Expenses	**947,849**	**695,674**	**59,977**	**434,999**	**361,806**	**2,500,311**	**3,199,026**	**(698,714)**	**12,350,897**	**20.24%**
Operation Income (Loss)	**519,469**	**83,862**	**3,237**	**4,511**	**44,845**	**655,917**	**(82,170)**	**738,086**	**2,143**	**30616.15%**
Less: Property Taxes Revenue	0	0	0	0	0	0	0	0	1,017,851	0.00%
Operation Result after Property Taxes Revenue	**519,469**	**83,862**	**3,237**	**4,511**	**44,845**	**655,917**	**(82,170)**	**738,086**	**1,019,994**	**64.31%**

Other Non-Operation Activities

Reserve Contribution

Water Capital Impr Fees	43,067	59,970	0	0	1,643	104,679	0	104,679	0	0.00%
Water Augmentation Fees	147,821	0	0	0	0	147,821	0	147,821	0	0.00%
Water Cap Replacement Reserve	188,753	173,082	0	0	0	361,836	355,887	5,949	1,423,548	25.42%

Rancho Murieta Community Services District
Statement of Revenue and Expenses
Budget vs. Actual
For the Three Months Ending Wednesday, September 30, 2026

	Water	Wastewater	Drainage	Solid Waste	Security	Total	YTD Budget	Over(Under)	Annual Budget	% of Budget
Debt Service Fees	(26)	0	0	0	0	(26)	0	(26)	0	0.00%
Security Impact Fees	0	0	0	0	14,400	14,400	0	14,400	0	0.00%
Interest and Investment Earnings (Restr.)	54,812	21,988	6,996	3,998	11,993	99,787	134,826	(35,039)	539,304	18.50%
Total Reserve Revenue	**434,427**	**255,040**	**6,996**	**3,998**	**28,036**	**728,497**	**490,713**	**237,784**	**1,962,852**	**37.11%**
Developer Activities										
Developer Revenue	0	0	0	0	0	0	0	0	0	0.00%
Inspection Revenue	13,446	3,231	0	0	0	16,677	0	16,677	0	0.00%
Contribution - Donated Infrastructure	0	0	0	0	0	0	0	0	0	0.00%
Salary and Admin Expense	0	0	0	0	0	0	0	0	0	0.00%
Consulting Expenses: Developer	14,298	0	0	0	0	14,298	0	14,298	0	0.00%
Consulting Expenses: FSA	25,921	0	0	0	0	25,921	0	25,921	0	0.00%
Developer Income/Expenses	**(26,773)**	**3,231**	**0**	**0**	**0**	**(23,543)**	**0**	**(23,543)**	**0**	**0.00%**
Other										
Other Income	1,718	840	166	130	404	3,258	0	3,258	0	0.00%
Grant Revenue	0	0	0	0	0	0	0	0	0	0.00%
CIA Ditch Service Charges	0	0	0	0	0	0	0	0	0	0.00%
Consulting:Water Studies	4,422	0	0	0	0	4,422	24,999	(20,577)	99,992	4.42%
CIA Ditch Maintenance & Operations	0	0	0	0	0	0	0	0	0	0.00%
Salary and Admin Expenses	0	0	0	0	0	0	0	0	0	0.00%
Investment FMV adjustment	0	0	0	0	0	0	0	0	0	0.00%
Total Other Income Grant Income	**(2,704)**	**840**	**166**	**130**	**404**	**(1,164)**	**(24,999)**	**23,835**	**(99,992)**	**1.16%**
Net Income (Loss)	**924,419**	**342,973**	**10,399**	**8,639**	**73,285**	**1,359,708**	**383,544**	**976,163**	**2,882,854**	**47.17%**

RANCHO MURIETA CSD - NEW
Statement of Revenue and Expenses
Summary of All Units
For the One Month Ending Wednesday, September 30, 2026

	July	August	September	Total
Operation				
Operating Revenue				
Residential Fees	$768,622	$998,862	$1,043,221	$2,810,704
Commercial Fees	79,362	110,725	101,647	291,735
Late Fees & Penalties	6,991	10,019	7,467	24,477
Other Sales	743	743	743	2,230
Interest Income	11,073	7,637	6,062	24,772
Other Fees	460	1,070	780	2,310
Total Operating Revenue	**867,251**	**1,129,056**	**1,159,920**	**3,156,229**
Expenses				
Operating Expenses				
Salaries and Wages	141,865	158,617	166,374	466,856
Benefits, Taxes & Pension	30,616	37,790	36,055	104,462
Workers Compensation	13,278	13,278	13,278	39,833
Chemical	38,028	98,380	76,730	213,138
Regulatory - Inspections	2,214	1,876	1,662	5,752
Regulatory - Lab Testing	582	4,897	3,432	8,911
Tools & Supplies	10,538	14,044	7,102	31,683
Repairs & Maintenance	28,595	75,887	47,957	152,439
Uniform and Clothings	1,439	3,383	1,224	6,046
Training and Seminars	494	319	464	1,277
Small Equipment	0	5,993	0	5,993
License & Permits	19,375	0	21,526	40,901
Contractual Services	133,386	136,424	146,343	416,153
Rental/Lease expenses	1,501	4,198	7,040	12,738
Travel and Mileage	3,236	3,780	3,861	10,877
Software License/Support	7,445	1,295	1,295	10,035
HR & Recruitment	734	276	1,294	2,304
Memberships & Subscriptions	3,790	279	0	4,069
Miscellaneous	232	0	0	232
Utilities	27,596	21,318	14,792	63,706
Telecommunications	10,697	12,998	10,596	34,292
Office Supplies	1,896	1,546	1,983	5,426
Fines and Penalties	0	70	0	70
Gain/Loss on Asset Disposition	(8,870)	0	0	(8,870)
Total Operating Expenses	**468,667**	**596,648**	**563,008**	**1,628,322**
General and Administrative Expenses				
Salaries & Wages	49,815	59,465	62,237	171,517
Benefits, Taxes & Pension	25,992	23,050	18,089	67,131
OPEB	82,300	62,454	62,169	206,924
Worker's Comp Insurance	4,081	4,081	4,081	12,242
Insurance	47,454	47,454	47,454	142,361
Community Communications	6,448	3,263	1,555	11,267
Repairs and Maintenance	133	4,844	4,979	9,956
Telecommunications	1,240	690	228	2,158
Software License/Support	12,612	16,228	22,710	51,550
Utilities	13,419	4,137	11,934	29,491
Membership and Subscriptions	20	409	0	429
Training and Seminars	0	228	0	228
Legal Fees	15,637	18,644	21,656	55,937
Consulting Fees	10,931	9,825	9,010	29,766
HR and Recruitment Fees	12,350	3,626	3,350	19,326

RANCHO MURIETA CSD - NEW
Statement of Revenue and Expenses
Summary of All Units
For the One Month Ending Wednesday, September 30, 2026

	July	August	September	Total
Accounting and Audit Fees	14,502	8,563	13,962	37,027
Travel and Mileage	999	762	1,073	2,834
Office supplies	671	1,414	1,098	3,184
Postage	4,221	0	6,133	10,354
Bank Analysis Fees	677	632	600	1,908
Board and Committee Meetings	175	95	113	383
Fines and Penalties	19	14	23	55
Employee events	99	0	123	222
Small Equipments	0	5,351	388	5,739
Total General and Administrative Expenses	**303,795**	**275,229**	**292,965**	**871,989**
Total Expenses	**772,462**	**871,877**	**855,973**	**2,500,311**
Operation Income (Loss)	**94,789**	**257,179**	**303,947**	**655,917**
Operation Result after Property Taxes Revenue	**94,789**	**257,179**	**303,947**	**655,917**

Other Non-Operation Activities

Reserve Contribution

Water Capital Impr Fees	74,755	9,611	20,313	104,679
Water Augmentation Fees	105,563	13,572	28,685	147,821
Water Cap Replacement Reserve	98,615	131,727	131,494	361,836
Debt Service Fees	0	0	(26)	(26)
Security Impact Fees	9,600	0	4,800	14,400
Interest and Investment Earnings (Restr.)	33,050	33,571	33,166	99,787
Total Reserve Revenue	**321,583**	**188,481**	**218,432**	**728,497**

Developer Activities

Inspection Revenue	11,608	1,658	3,411	16,677
Consulting Expenses: Developer	4,371	0	9,928	14,298
Consulting Expenses: FSA	9,021	14,226	2,674	25,921
Developer Income/Expenses	**(1,784)**	**(12,568)**	**(9,191)**	**(23,543)**

Other

Other Income	735	788	1,735	3,258
Consulting:Water Studies	647	2,655	1,120	4,422
Total Other Income Grant Income	**88**	**(1,867)**	**615**	**(1,164)**
Net Income (Loss)	**414,676**	**431,225**	**513,803**	**1,359,708**

Cash & Investment Balances
Jan 2026 – Sept. 2026

Summary of the Cash and Investment – 2026

The District's total cash and investment balance at the end of October 2026 was approximately **$12.2 million**, down from **$13 million** at the end of October 2025.

Two significant expenditures occurred in September and October 2026: **$314K** for the Equestrian Access Culvert Repair Work (Lone Pine Dr.) and **$571K** for a membrane purchase for the Water Treatment Plan.

The **Banner account** serves as the District's operating account and is considered **unrestricted**. The **CAMP** and **CA Class** investment accounts are considered **restricted**. As of October 2026, unrestricted funds totaled approximately **$1.5 million**, while restricted funds were approximately **$10.6 million**.

Under the District's **Operating Fund and Reserve Fund Policy**, the target reserve level should have sufficient cash to fund approximately **six months of District operating expenditures**. Based on the Budget FY27, the six-month operating reserve requirement is estimated to be approximately **$6 million**.

To maintain the Banner account balance at the target reserve level of approximately $6 million, it may be appropriate to transfer approximately **$4.4 million** from the restricted investment accounts to the unrestricted Banner account since all checks were disbursed from the Banner account. This transfer would reduce restricted balances to approximately **$6.1 million**. The final transfer amount will not be known until the annual audits are completed and year-end balances are finalized.

Even after such a transfer, restricted balances of approximately **$6.1 million** would be low relative to the District's **net fixed assets of approximately $31 million (**amount based on FY 24 audit), particularly given the ongoing cost of maintaining and replacing capital infrastructure.

Additionally, **interest rates have declined compared to 2025**, which may impact future investment earnings.

Banner Money Market Balances Variance from Prior Year – April and May of 2026 to 2025

Banner bank balances averaged approximately **$2 million in 2026**. The higher balances in 2025 declined from **$4.6 million in April to $2.5 million in July**, primarily due to **$1.6 million in expenditures for the WTP Chlorine-to-NaOCl Replacement Project**. The project was partially funded by **SB 170 funds received in FY 2022**, which have now been fully expended. As a result, July 2025 balances aligned with the average monthly balances observed in 2026.

Rancho Murieta CSD
Cash and Investments

2026										
	1/31/2026	**2/28/2026**	**3/31/2026**	**4/30/2026**	**5/31/2026**	**6/30/2026**	**7/31/2026**	**8/31/2026**	**9/30/2026**	**10/31/2026**
	Balance	**Balance**	**Balance**	**Balance**	**Balance**	**Balance**	**Balance**	**Balance**	**Balance**	**Balance**
Banner	2,134,765	2,479,942	2,432,417	2,102,076	2,267,085	2,417,856	2,138,624	2,484,723	1,773,807	1,582,064
CAMP	758,417	760,644	763,096	765,096	767,911	770,289	772,763	775,254	777,719	780,356
CA Class	9,574,909	9,602,397	9,632,533	9,661,762	9,692,105	9,721,573	9,752,345	9,783,386	9,814,087	9,846,852
Total	12,468,091	12,842,983	12,828,046	12,528,934	12,727,102	12,909,717	12,663,733	13,043,363	12,365,613	12,209,272
									Transfer	**Adjusted Bal.**
Unrestricted	2,134,765	2,479,942	2,432,417	2,102,076	2,267,085	2,417,856	2,138,624	2,484,723	1,773,807	1,582,064	4,417,936	6,000,000
Restricted	10,333,326	10,363,041	10,395,629	10,426,858	10,460,016	10,491,862	10,525,108	10,558,640	10,591,806	10,627,208	(4,417,936)	6,107,173
	12,468,091	12,842,983	12,828,046	12,528,934	12,727,102	12,909,717	12,663,733	13,043,363	12,365,613	12,209,272		12,107,173
Average Yield										
Banner	3.82%	3.82%	3.82%	3.82%	3.82%	3.82%	3.82%	3.82%	3.78%	3.78%
CAMP	3.91%	3.51%	3.86%	3.14%	4.40%	3.70%	3.84%	3.87%	3.87%	3.99%
CA Class	3.84%	3.44%	3.75%	3.63%	3.76%	3.64%	3.79%	3.82%	3.82%	3.93%

2025										
	1/31/2025	**2/28/2025**	**3/31/2025**	**4/30/2025**	**5/31/2025**	**6/30/2025**	**7/31/2025**	**8/31/2025**	**9/30/2025**	**10/31/2025**
	Balance	**Balance**	**Balance**	**Balance**	**Balance**	**Balance**	**Balance**	**Balance**	**Balance**	**Balance**
Banner	5,314,166	5,221,702	5,221,702	5,026,342	4,665,077	3,631,354	2,476,659	2,919,042	2,896,423	2,839,777
CAMP	726,574	729,089	731,856	734,533	737,292	739,961	742,734	745,512	748,184	750,891
CA Class	9,179,431	9,210,513	9,244,894	9,278,278	9,312,577	9,345,839	9,380,320	9,414,781	9,447,840	9,481,453
Total	15,220,171	15,161,304	15,198,452	15,039,153	14,714,946	13,717,155	12,599,712	13,079,335	13,092,447	13,072,122
Unrestricted	5,314,166	5,221,702	5,221,702	5,026,342	4,665,077	3,631,354	2,476,659	2,919,042	2,896,423	2,839,777
Restricted	9,906,006	9,939,602	9,976,751	10,012,811	10,049,869	10,085,800	10,123,054	10,160,293	10,196,024	10,232,344
	15,220,171	15,161,304	15,198,452	15,039,153	14,714,946	13,717,155	12,599,712	13,079,335	13,092,447	13,072,122
Average Yield										
Banner	4.64%	4.60%	4.59%	4.59%	4.59%	4.59%	4.59%	4.59%	4.49%	4.33%
CAMP	4.55%	4.14%	4.54%	4.37%	4.49%	4.33%	4.48%	4.47%	4.36%	4.26%
CA Class	4.25%	4.05%	4.46%	4.32%	4.42%	4.27%	4.41%	4.39%	4.27%	4.19%

Date: November 18, 2026

To: Board of Directors

From: Travis Bohannon, Interim Director of Operations

Subject: November 2026 Operation Report

WATER:

Water Treatment Facility

October 2026 Drinking Water Production Data (in gallons)

	Plant 1	Plant 2
Totals	29,473,000	29,017,000

Water Consumption

As of October 31, 2026, the total potable water production for 2026 is 431.84 million gallons or 1325.75 acre-ft.

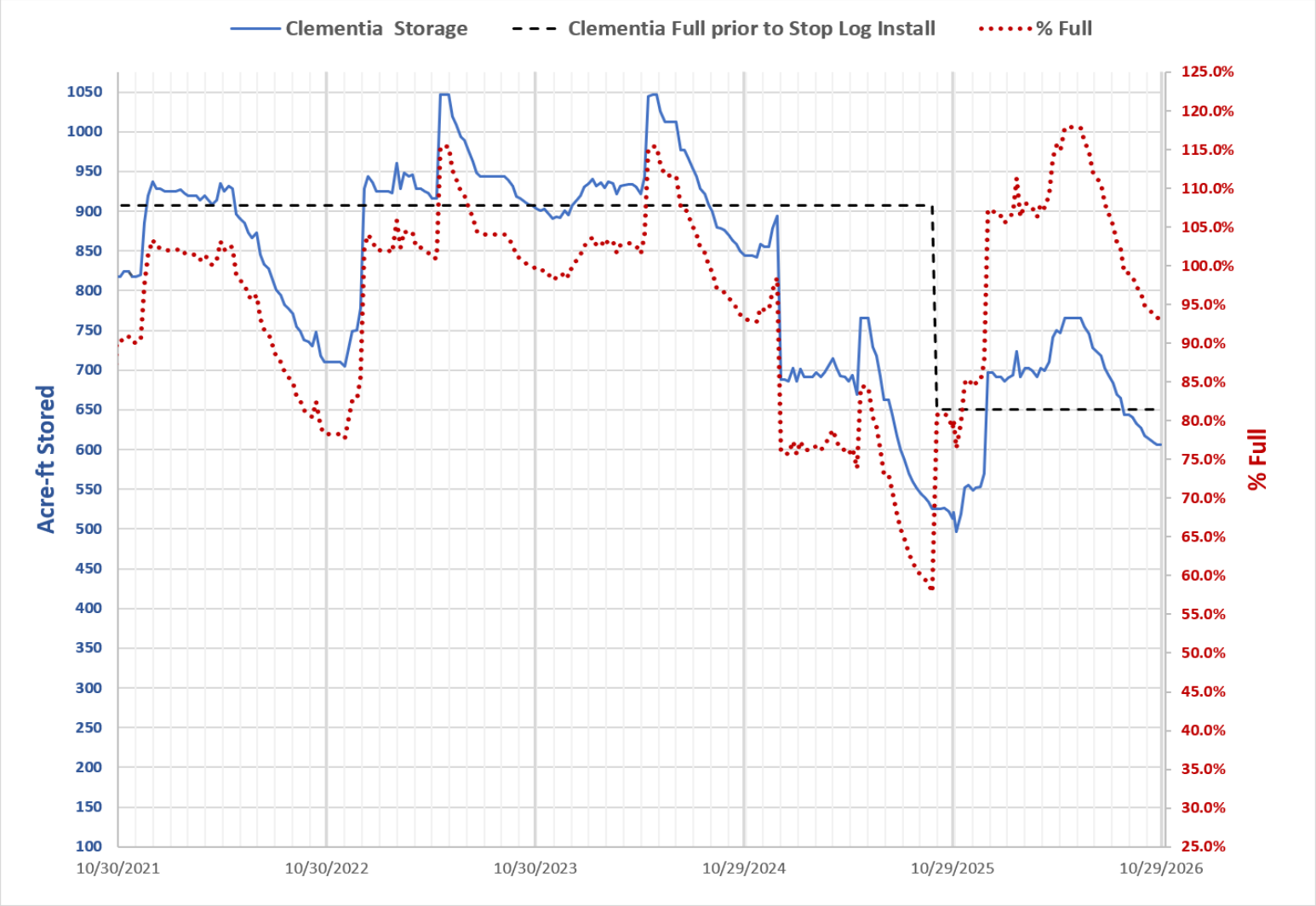
Plant 1 is currently in operation. We are currently producing about 1.45 MGD to meet daily demand. Plant 2 is down for routine annual maintenance.

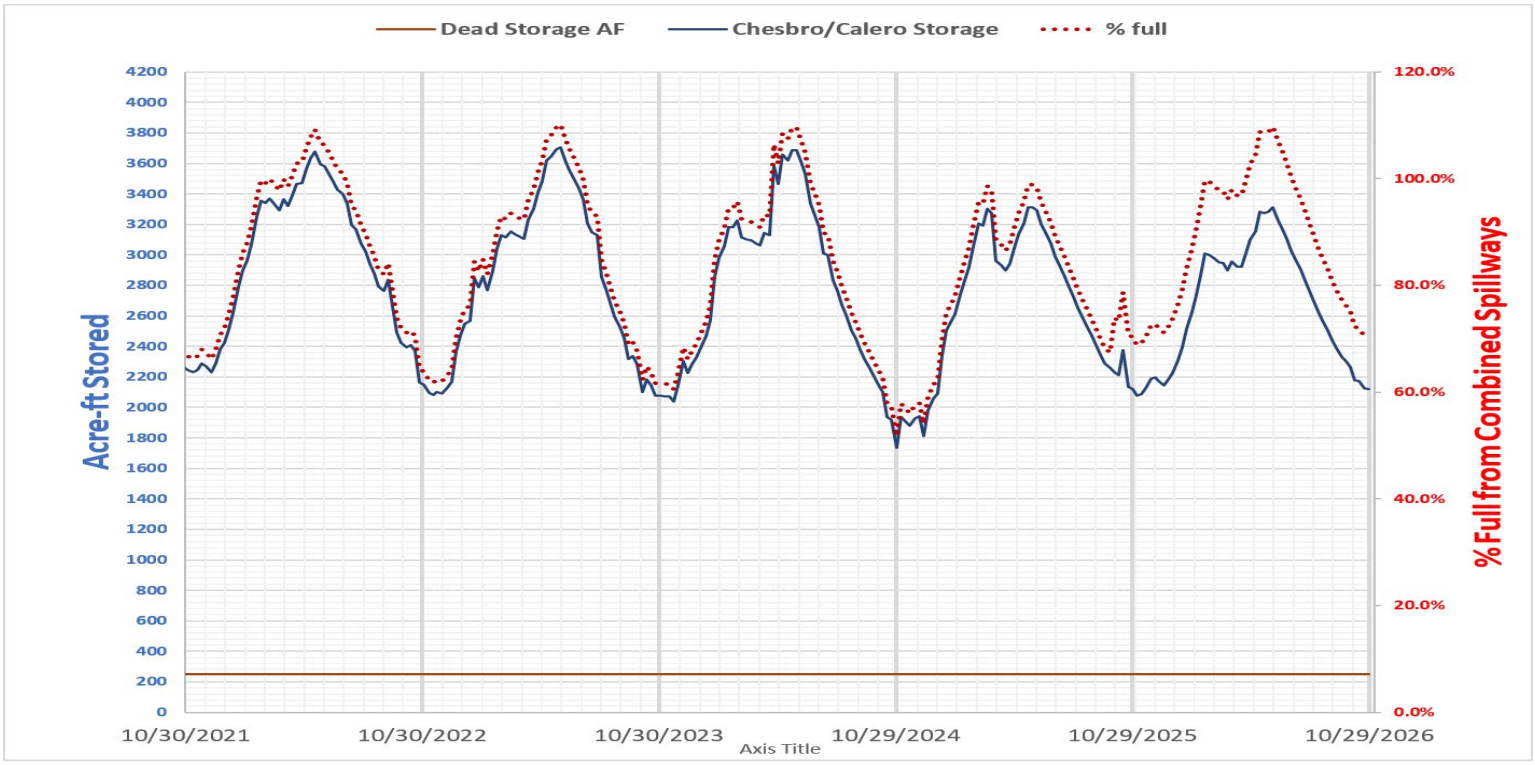
Raw Water Storage & Delivery

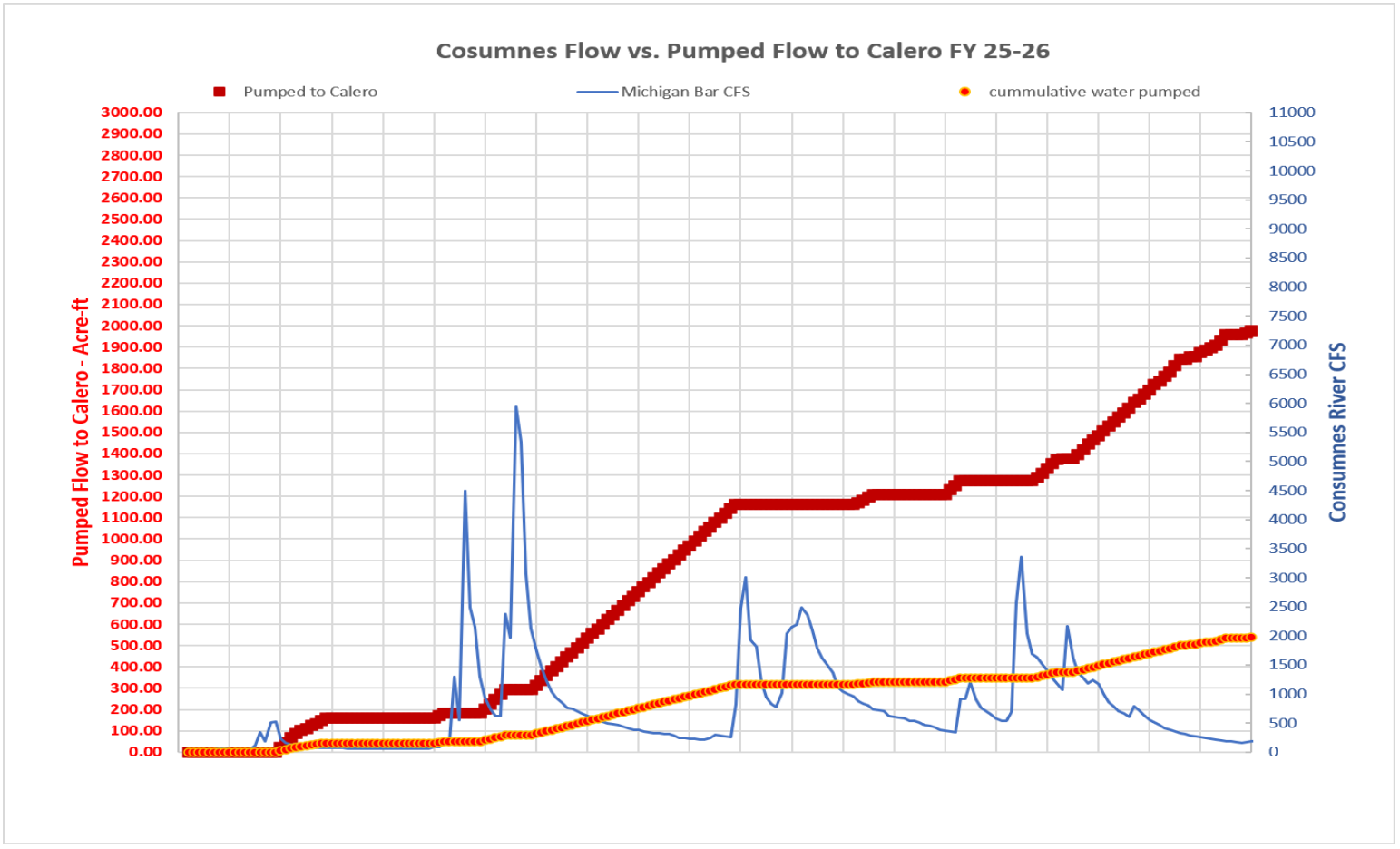
Granlees Pump Station: We started pumping on 11/4/26.

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

	acre-ft	acre-ft full	MGal	MGal Full	%full
Clementia Storage	599.19	649.9	195.2	211.7	92.2%
Chesbro Storage	902.1	948.8	293.9	309.1	95.1%
Calero Storage	1170.7	2069.0	381.4	674.1	56.5%
Total Raw Water Available for Potable Treatment	**2072.8**	**3017.8**	**675.3**	**983.2**	**68.7%**
Total of all Raw Water Reservoirs	**2672.0**	**3667.7**	**870.5**	**1194.9**	72.8%
Wastewater Storage Reservoir available for production	159.4	781.4	51.9	254.6	20.4%




Dead Storage AF
Chesbro/Calero Storage
% full
Acre-ft Stored
% Full from Combined Spillways
4200
4000
3800
3600
3400
3200
3000
2800
2600
2400
2200
2000
1800
1600
1400
1200
1000
800
600
400
200
0
120.0%
100.0%
80.0%
60.0%
40.0%
20.0%
0.0%
10/30/2021
10/30/2022
10/30/2023
10/29/2024
10/29/2025
10/29/2026
Axis Title


Cosumnes Flow vs. Pumped Flow to Calero FY 25-26
Pumped to Calero
Michigan Bar CFS
cummulative water pumped
Pumped Flow to Calero - Acre-ft
Consumnes River CFS
3000.00
2900.00
2800.00
2700.00
2600.00
2500.00
2400.00
2300.00
2200.00
2100.00
2000.00
1900.00
1800.00
1700.00
1600.00
1500.00
1400.00
1300.00
1200.00
1100.00
1000.00
900.00
800.00
700.00
600.00
500.00
400.00
300.00
200.00
100.00
0.00
11000
10500
10000
9500
9000
8500
8000
7500
7000
6500
6000
5500
5000
4500
4000
3500
3000
2500
2000
1500
1000
500
0

Capital Improvement Plan Tracker FY26/27

Project Description	Budgeted Amount of Project	Total Current Cost of Project	Project Status
Water Projects			
Rebuild Granlees 125hp pumps	$40,000.00	$0.00	0.00%
Replace 2003 Truck 814	$50,000.00	$42,912.37	85.82%
Replace Membranes for 2 trains	$824,920.00	$824,920.00	100.00%
WTP SCADA Servers to the cloud	$40,000.00	$0.00	0.00%
Smart Meter/Endpoint Replacements	$200,000.00	$198,485.34	99.24%
Mechanic Work Truck	$75,000.00	$72,326.61	96.44%
Totals	**$1,229,920.00**	**$1,138,644.32**	**92.58%**
Waste Water Projects			
Backhoe	$141,000.00	$0.00	0.00%
Replace 2003 Truck 216	$60,000.00	$51,739.30	86.23%
Totals	**$201,000.00**	**$51,739.30**	**25.74%**

WASTEWATER:

Wastewater Facility

The wastewater facility is now online and producing reclaim water for the golf course. The average daily inflow to the plant for the month of September 2026 was .335 MGD.

Utility Report:

Utility Report October 2026							
	Reported Issues	Water Leak or Sewer Overflow	Hydrant Flush	Blow Off Flushed	Repair or Replace	New Installs	Notes
Water Distribution	**71**	**8**	**57**	**12**	**Replace 7 service lines**		
Water Meters					**Replaced 39 meters, ins Replaced 281 endpoints**	**3**	
Sewer Collectio					**EDCO jetted multiple hc Jetted 5,340 ft**		
Drainage Syster					**Continued work on Cler Drain**		
Miscellaneous Work Orders					**Marked 11 USA locatior**		**381 service Orders compl**

Current Projects:
Clementia Spillway Culvert Repair: This project has been started, and staff will continue the repair as time permits.

Development Updates on Number of Connections. The number of water connections is **2882.**

Riverview-140 total lots - Currently estimated at 90 empty lots.

Residences East and West- 198 total lots.

Date: November 18, 2026

To: Board of Directors

From: Branden Arino, Security Supervisor

Subject: November 2026 Operation Report

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
  - 4 Part-Time Gate Officers
  - 2 Full-Time Patrol Officers
  - 13 Total Employees (including 2 probationary employees)
- Patrol Unit #52 received new tires and preventative maintenance
- Gate arm incidents are now documented through the dispatch system rather than being classified as vehicle accidents
- Quotes have been received for the South Gate resident lanes. The cost to replace existing operator with the Magnetic-brand operator is $16,890, while the cost to repair the current NICE-brand operator is $7,501
- The ABDI Community+ upgrade expected to roll out at the beginning of 2027

Rancho Murieta Association (RMA) Coordination

The Security Department continues to work closely with Rancho Murieta Association (RMA) leadership to strengthen rule enforcement, improve compliance efforts, and enhance overall community safety. Current collaborative efforts include:

- Ongoing enforcement of non-architectural RMA rules in coordination with RMA Compliance

Attachments:

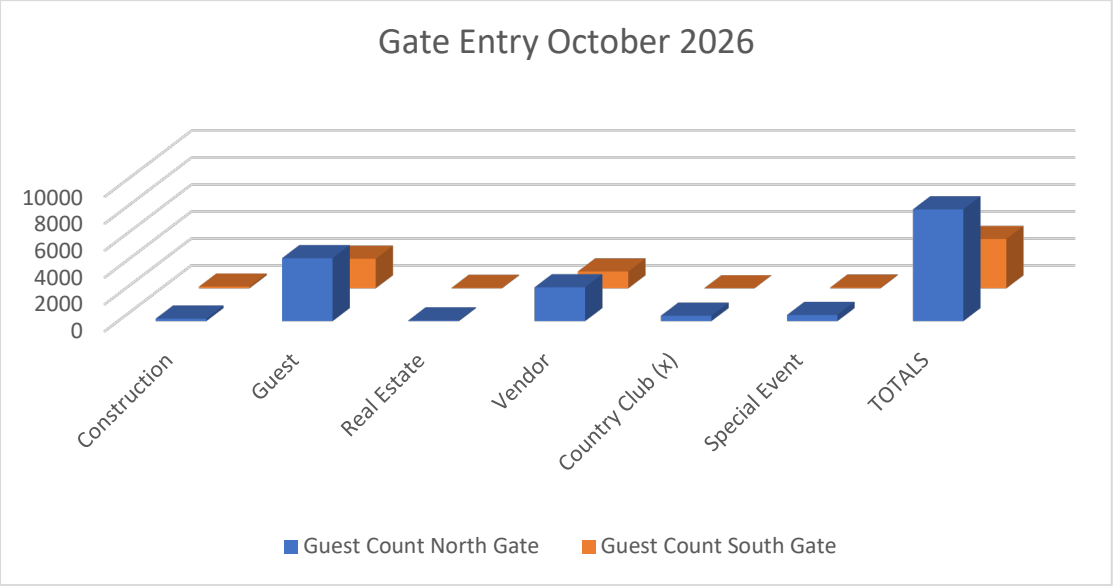
1: Gate Entries by Type
2. Gate Entries Denied
3. Violation Summary
4. Case Breakdown by Type
5. Incidents of Note

Gate Entries by Type

10/1/2026 - 10/29/2026

Pass Type	Guest Count North Gate	Guest Count South Gate	Count by Pass Type
Construction	192	126	318
Guest	4,681	2,199	6,880
Real Estate	56	37	93
Vendor	2,518	1,251	3,769
Country Club (x)	402	1	403
Special Event	463	54	517
TOTALS	**8,312**	**3,668**	**11,980**

Prior Month Totals:	7,637	3,577	11,214

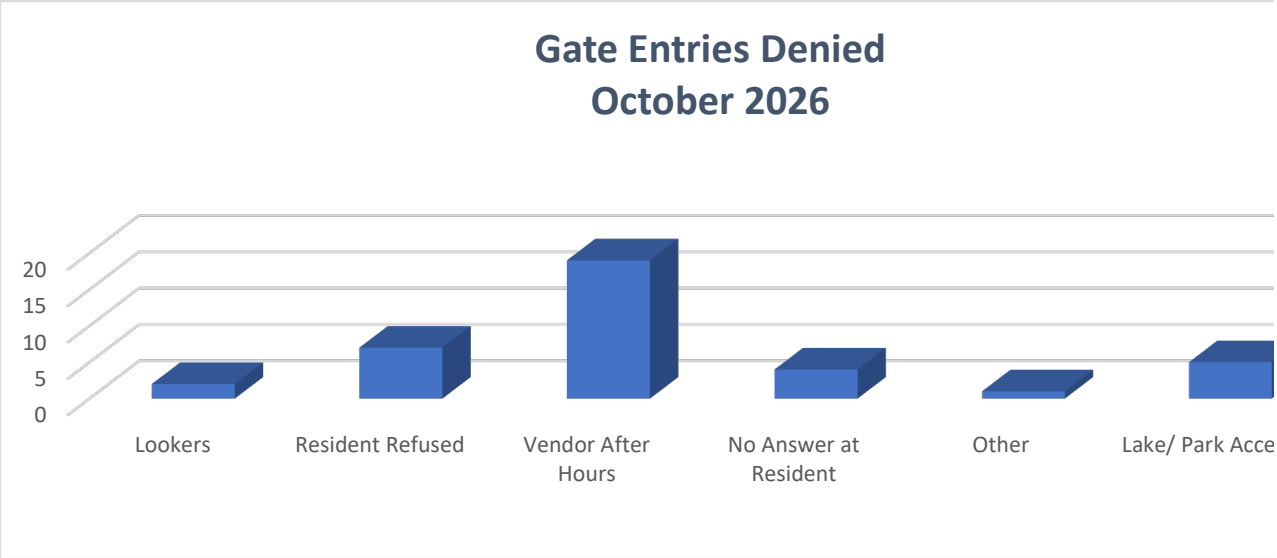


Attachment 2

Gate Entries Denied
October 1st - 29th

	Lookers	Resident Refused	Vendor After Hours	No Answer at Resident	Other	Lake/ Park Access
All Gates	2	7	19	4	1	5

Prior Month Totals: 1 4 21 5 0 0



Rancho Murieta Association
Violation Item Summary Report -- 2026
Violations Written by RMCSD 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							2
Motorcycle													0
No drivers license													0
Speeding			1		2				1				4
Speeding - twice speed limit													0
Stop signs	1		2	1	3	1		1					9
Bus stop signs													0
Use of streets						1							1
Parking:													
Driveway parking													0
Guest parking													0
Overnight street parking	1	2	6	12	5	2	1	2		1			32
Unauthorized Vehicle (24 hr pass)						1	1						2
No Parking Areas	1	1	1	2	5	4	3	1		1			19
Accumulation/dumping of debris						1			1				2
Boat Usage													0
Barbeques, open fires, bonfires						6							6
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						1							1
Golf Cart Decals													0
Guest w/o resident in comm areas						1	1	1	1				4
Home business activities													0
Interference CSD Officer													0
Noxious activities													0
Open garage doors													0
Park hours / curfew	2	1	1	4	5	6	2	2	3	1			27
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				2
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								1					1
Total Violations Written by CSD	**5**	**5**	**12**	**19**	**20**	**25**	**8**	**8**	**7**	**3**	**0**	**0**	**112**
RMCSD Violations not Processed	2	4	2	3	1	0	0	0	1	0			13

Rancho Murieta CSD Security

15160 Jackson Rd

Rancho Murieta, CA 95662

Cases - Breakdown by Type

ABANDONED DISABLED VEH	3
ALARM	3
ANIMAL COMPLAINT	6
ASSIST OTHER AGENCY	3
CITATION	4
DISTURBANCE	1
ESCORT	2
EXTRA PATROL	87
FIRE	2
Gate Arm Incident	3
JUVENILE DELIQUENCY	1
LOST/FOUND PROPERTY	4
MISCELLANEOUS	9
MISSING PERSON	1
PARKING	2
PETTY THEFT	1
REFUSED ENTRY	44
RESIDENT COMPLAINT	16
RMA RULE VIOLATION	2
SAFETY ADVISAL	1
SPEEDING COMPLAINT	1
SUSPICIOUS VEHICLE	1
TRAFFIC ENFORCEMENT	2
TRESPASSING	7
VEHICLE ACCIDENT	2

WATER LEAK	4
WELFARE CHECK	3
Total	215

Attachment 5

Date: November 18, 2026

To: Board of Directors

From: Branden Arino, Security Supervisor

Subject: October 2026 Incidents of Note

October 12, 2026 – 1:41 AM | Suspicious Activity

Location: Murieta Village / Rancho Murieta Airport

On October 13, 2026, Security Supervisor Arino received a report from Murieta Village management regarding suspicious activity captured on a resident's Ring camera. At approximately 1:30 AM on October 12, an unknown vehicle stopped near a residence. Camera audio reportedly captured two individuals discussing stealing the resident's golf cart. No theft occurred, and the individuals left the area.

Supervisor Arino reviewed surveillance footage from the intersection of Murieta Drive and Poncho Conde Circle. A white vehicle was observed entering Murieta Village, remaining for approximately 10 minutes, and then reversing out of the area before traveling south toward Rancho Murieta Airport. The same vehicle was recorded passing the intersection again at approximately 2:15 AM, allowing Supervisor Arino to obtain its license plate number.

During the same week, a tenant at Rancho Murieta Airport reported a hangar burglary involving cut locks and multiple stolen items. Although a connection between the incidents has not been established, photographs of the vehicle and its license plate information were provided to Murieta Village management and Rancho Murieta Airport representatives. Both parties indicated they would file reports with the Sacramento County Sheriff's Office.

October 26, 2026 – 7:28 PM | Suspicious Vehicle

Location: Reynosa Drive

Multiple complaints and social media posts have circulated regarding a Chevrolet Astro van reportedly occupied by a male subject in the community.

The Security Department confirmed that the individual has been granted entry through the South Gate because he is an authorized guest of a resident on Reynosa Drive. A resident continues to authorize his entry, including occasions when the resident accompanies him in the vehicle, and Security has permitted access.

The Security Department has coordinated with RMA Compliance Manager Smith regarding the ongoing situation. RMA is attempting to contact the vehicle's owner to advise that his authorization to enter as a resident's guest does not extend to unauthorized use of other RMA property. The individual may be subject to trespassing enforcement if found on RMA property outside the areas associated with his authorized visit.

Date: November 18, 2026

To: Board of Directors

From: Travis Bohannon, Interim Director of Operations
Marti Brown, General Manager

Subject: Emergency Water Service Line Repair

Recommendation:

Authorize the expenditure of $58,417.53 for the emergency water service line repair on De La Cruz Drive.

Rationale for Recommendation:

An emergency repair was necessary to address a water service line break beneath the roadway on De La Cruz Drive.

Background:

On September 24, 2026, TNT Industrial was authorized to complete an emergency service line repair on De La Cruz Drive. The break was determined to be approximately 14 feet deep. The District lacked the equipment needed to perform a repair at that depth, and utility staff were unavailable due to other District operational demands.

Discussion & Analysis

The depth of the service line break required equipment and resources beyond the District's available capabilities. Using TNT Industrial allowed the District to address the emergency while staff attended to other operational needs.

Fiscal Impact:

The total cost of the repair was $58,417.53. These funds will come from the Repair and Maintenance expenses per the adopted budget FY26-27.

Attachment:

- Attachment 1: TNT Industrial invoice and supporting documentation.

Attachment 1

DATE OF REPORT: 10/26/26

WORK PERFORMED BY: 9/25/2026-9/30/2026

DESCRIPTION OF WORK: TNT Industrial Contractors Inc

FIELD INSTRUCTION NUMBER
PC NUMBER
CONTRACT NO :
REPORT SUMMARY NUMBER
CONTRACTOR JOB NO 6830
CONTRACTOR REPORT NO 1

REPORT #	DESCRIPTION	TO DATE	AMOUNT	TOTAL AMOUNT TO DATE	$ 58,417.53
1	Saw cut and remove asphalt expose leak, make temp repair	9/25/2026	$ 18,788.50		
2	Existing water service pipe failed, dewater, excavate mud, make repair, safe off.	9/25/26-9/26/26	$ 9,302.40		
3	Excavate with vac truck, saw cut and excavate two new service lines	9/28/2026	$ 17,506.63		
4	Backfill excavation and new water services	9/29/2026	$ 10,027.37		
5	Cleaned road, loaded up excavator, loaded up rental shoring and trench plates	9/30/2026	$ 2,792.62		

TNT INDUSTRIAL CONTRACTORS, Inc.

Established 1991
3800 Happy Lane, Sacramento, CA 95827
Business: (916) 395-8400 | Fax: (916) 395-8429
tntindustrial.com
Facebook.com/TNT Industrial TNT
CA Contractors Lic. No 622974 | NV Contractors Lic. No. 0072754

DATE OF REPORT: 10/13/26 DATE WORK PERFORMED: 9/25/26 FIELD INSTRUCTION NUMBER

PC NUMBER

WORK PERFORMED BY: TNT Industrial Contractors Inc CONTRACT NO : 0

DESCRIPTION OF WORK: Saw cut and remove asphalt expose leak, make temp repair REPORT NUMBER 1

CONTRACTOR JOB NO 6830

CONTRACTOR REPORT NO

EQUIP. NO.	EQUIPMENT Type / Model	HOURS	HOURLY RATE	EXTENDED AMOUNTS
43	TNT Dump Truck	12	$ 62.50	$ 750.00
40	TNT Truck		$ 35.00	$ -
37	TNT Truck	12	$ 35.00	$ 420.00
PM	TNT PM Truck		$ 35.00	$ -
55	TNT Truck	8	$ 35.00	$ 280.00
FLTBED	TNT Flatbed Truck - Truck 44	12	$ 40.00	$ 480.00
DMPTRL	TNT Dump Trailer	12	$ 15.00	$ 180.00
WTRTRK	TNT Water Trailer	12	$ 15.00	$ 180.00
Saw	TNT walk behind saw	8	$ 12.00	$ 96.00
TNT Ex	TNT Excavator Takeuchi 2150	12	$ 62.50	$ 750.00
	Shoring/trench plates	1	$ 2,042.46	$ 2,042.46
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
			TOTAL FOR EQUIPMENT	$5,178.46

LABOR Name / Classification		HOURS		HOURLY RATE		EXTENDED AMOUNTS
	REG.					$ -
	D.T.			$ 201.40		$ -
Robert Torres / Lab	REG.	8		$ 82.88		$ 663.04
	O.T.	4		$ 106.64		$ 426.56
Jared Bonds	REG.					$ -
	D.T.			$ 201.40		$ -
Mario Chavez / Lab F	REG.	8		$ 86.82		$ 694.56
	O.T	4		$ 112.58		$ 450.32
Daniel Martinez / Carp	REG.	8		$ 120.61		$ 964.88
	O.T.	4		$ 161.66		$ 646.64
Jesse Krpan	REG.	8		$ 134.80		$ 1,078.40
	O.T.					$ -
Andrew Bussey / Lab	REG.	8.0		$ 82.88		$ 663.04
	O.T.	4		$ 106.64		$ 426.56
Josh Twist	REG.			$ 125.00		$ -
	O. T.					$ -
	REG.					$ -
	O. T.					$ -
					SUB-TOTAL	$6,014.00

MATERIAL AND/OR WORK DONE BY SPECIALISTS

DESCRIPTION	NO. UNIT	UNIT COST	TOTAL
Ace hardware	1	$ 76.42	$ 76.42
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
APPLICABLE TAXES	$ -		$ -

LABOR EXPENSES

ADDED LABOR SURCHARGE - 0%			$ -
SUBSISTENCE			
TRAVEL EXPENSE			
SUBCONTRACTORS - BASE PRICE - NorCal Vactor			$ 4,748.80
CONSUMABLES			
OTHER			
OTHER			
OTHER			
OTHER			
TOTAL COST OF LABOR		A	$6,014.00
TOTAL COST OF EQUIPMENT, MATERIALS AND WORK		B	$5,178.46
TOTAL COST OF SUBCONTRACTORS		C	$ 4,748.80
LABOR COST	+ 20%	(A)	$ 1,202.80
MENT, MATERIAL AND WORK COST	+ 18%	(B)	$ 932.12
SUBCONTRACTORS COST	+ 10%	(C)	$ 712.32
BOND	+		$ -
TOTAL THIS REPORT			$18,788.50

Labor Hours, Equipment & Material Quantities By: ***Josh Twist***

CONTRACTOR'S REPRESENTATIVE DATE

Verified with daily report:

DATE

Acceptance of Labor Hours, Equipment & Material Quantities By:

PROJECT INSPECTOR DATE

Accepted for Payment:

RESIDENT ENGINEER DATE

INDUSTRIAL CONTRACTORS INC
Contractor's License No. 622974
Phone (916) 395-8400 • FAX (916) [illegible]
3600 51st Avenue • Sacramento, CA 95823

DAILY TIME AND MATERIAL REPORT

Project Name: RMCSD

Customer Order #: 6380

Description of Work: TO LOCATE LEAK IN WATER SERVICE

LABOR, GRADE AND CLASS	EMPLOYEE NAME	# OF HOURS S.T.	# OF HOURS 1.5x	# OF HOURS 2x	RATE PER HOUR S.T.	RATE PER HOUR 1.5x	RATE PER HOUR 2x	TOTAL
FORMAN	MARIO CHAVEZ	8 ✓	4 ✓					12
L	ANDREW BUSSEY	8 ✓	4 ✓					12
A/L	ROGER TORRES	8 ✓	4 ✓					12
A/L Comp	DANIEL MARTINEZ	8 ✓	4 ✓					12
	JESSIE KAPAN	8 ✓						8

INDUSTRIAL CONTRACTORS INC

FOREMAN DAILY REPORT

DATE: 9/25	
Job #: 6880	
Weather: WARM	Temp: 90

JOB NAME: RMCSD

Crew and Subcontractors on site today:

COMPANY	Name First and Last	Craft	Hours
TNT	MARIO CHAVEZ	L/F	12
	ANDREW BUSSY	L	12
	ROBERT TORRES	L/A	12
	DANIEL MARTINEZ	L/A	12
	JESSIE KERAN	F/E	4
VAC TRUCK RENTAL	MIKE . D		8

1. Work Performed Today (Indicate location and description of work performed)

SAW CUT ROAD FOR 8'X8'8' SHORE BOX
VAC TRUCK PUMPED MUD AND WATER TO LOCATE MAIN
AT 8' DEEP FOUND SERVICE LEAK AND MADE REPAIR
SAW CUT ROAD CROSSING 40 FT TO METER BOXS
FOR 15134 AND 15142 DE LA CRUZ HOMES.

2. Equipment or Material Received Today

SHORE BOX, 5 STEEL ~~TRAFFIC~~ PLATES

3. Problems Encountered

4. Verbal Instruction Received (List any instructions given by government personel on construction deficiencies, retesting required etc., with action to be taken.):

5. Remarks (Cover any conflicts in plans, specifications, instructions or any delay to the job attributable to weather conditions.):

signature of foreman:

TRENCH SHORING COMPANY
206 N. CENTRAL AVENUE
COMPTON, CA 90220
www.trenchshoring.com

NEW REMIT ADDRESS
TRENCH SHORING COMPANY
P.O. BOX 2970
SEAL BEACH, CA 90740

RENTAL INVOICE

NO. RI20661096
CONTRACT NO. RC20271829
SEQUENCE NO. 1
10/1/2026

Tom Malloy Corporation, DBA
TRENCH SHORING COMPANY
"Commitment To Safety & Service" Since 1973

TNT INDUSTRIAL CONTRACTORS INC
3800 HAPPY LANE
SACRAMENTO, CA 95827

CUSTOMER NO.	22607
ON RENT DATE	09/25/26
PO NO.	RANCHO MARIETTA
JOB NO.	RANCHO MARIETTA
JOBSITE	RANCHO MARIETTA MARIO 15142 DE LA CRUZ DR RANCHO MURIETA, CA 95683
ORDERED BY	MARIO

QTY	NO.	EQUIPMENT	FROM DATE	THRU DATE	AMOUNT

NO ITEMS REMAINING ON RENT

TNT INDUSTRIAL CONTRACTORS, INC.
OCT 05 2026
RECEIVED

RENTAL	1,420.46
SALES	622.00
TAX	0.00
TOTAL	2,042.46

PAYMENT DUE DATE IS 30 DAYS FROM INVOICE DATE VIA CHECK OR EFT
1 ½ % PER MONTH LATE FEE WILL BE CHARGED ON BALANCES NOT RECEIVED BY DUE DATE
CREDIT CARDS ACCEPTED-A PROCESSING FEE WILL APPLY. CALL FOR DETAILS

TRENCH SHORING COMPANY
206 N. CENTRAL AVENUE
COMPTON, CA 90220
www.trenchshoring.com

NEW REMIT ADDRESS
TRENCH SHORING COMPANY
P.O. BOX 2970
SEAL BEACH, CA 90740

RENTAL INVOICE

NO. RI20661096
CONTRACT NO. RC20271829
SEQUENCE NO. 1
10/1/2026

Inc. Malley Corporation, DBA
TRENCH SHORING COMPANY
"Commitment To Safety & Service" Since 1973

TNT INDUSTRIAL CONTRACTORS INC
3800 HAPPY LANE
SACRAMENTO, CA 95827

CUSTOMER NO. 22607
ON RENT DATE 09/25/26
PO NO. RANCHO MARIETTA
JOB NO. RANCHO MARIETTA
JOBSITE RANCHO MARIETTA
MARIO
15142 DE LA CRUZ DR
RANCHO MURIETA, CA 95683
ORDERED BY MARIO

QTY	NO.	EQUIPMENT	FROM DATE	THRU DATE	AMOUNT
4	4200000008	MAPS 8' CORNER POST ***8X8X8 MAPS BOX ** *(MINIMUM RENTAL 1 WEEK)*	09/25/26	09/29/26	0.00
16	4210000208	MAPS 2' X 8' PANEL *(MINIMUM RENTAL 1 WEEK, DAY 12.95, WEEK 51.82, 4-WEEK 155.45)*	09/25/26	09/29/26	829.12
4	4232009000	MAPS 2' ADJUSTABLE LEG 2" X 2" X 36.75" (QTY 1) *(MINIMUM RENTAL 1 WEEK, DAY 3.88, WEEK 15.50, 4-WEEK 46.51)*	09/25/26	09/29/26	62.00
4	4232009003	MAPS LIFTING LUG *(MINIMUM RENTAL 1 WEEK)*	09/25/26	09/29/26	0.00
80	4232009004	MAPS PIN ONLY (QTY 1) *(MINIMUM RENTAL 1 WEEK)*	09/25/26	09/29/26	0.00
80	4232009007	MAPS KEEPER ONLY (QTY 1) *(MINIMUM RENTAL 1 WEEK)*	09/25/26	09/29/26	0.00
1	2219008414	4-LEG ADJUSTABLE CHAIN 5/16" X 14' *(MINIMUM RENTAL 1 WEEK, DAY 19.89, WEEK 79.56, 4-WEEK 238.68)*	09/25/26	09/29/26	79.56
2	2113028046	TREN-SHORE 28-46 X 5' *(MINIMUM RENTAL 1 WEEK, DAY 9.98, WEEK 39.90, 4-WEEK 119.70)*	09/25/26	09/29/26	79.80
1	2129009003	TSC TREN-SHORE RELEASE TOOL 50" *(MINIMUM RENTAL 1 WEEK, DAY 0.92, WEEK 3.67, 4-WEEK 11.02)*	09/25/26	09/29/26	3.67
1	2129009006	PLASTIC CAN HYDRAULIC SHORE PUMP *(MINIMUM RENTAL 1 WEEK, DAY 9.69, WEEK 38.76, 4-WEEK 116.28)*	09/25/26	09/29/26	38.76
2	7100000044	PLYWOOD 1-1/8" X 4X4 W/ ROPE HANDLE	09/25/26	10/22/26	35.30

PAYMENT DUE DATE IS 30 DAYS FROM INVOICE DATE VIA CHECK OR EFT
1 ½ % PER MONTH LATE FEE WILL BE CHARGED ON BALANCES NOT RECEIVED BY DUE DATE
CREDIT CARDS ACCEPTED-A PROCESSING FEE WILL APPLY. CALL FOR DETAILS

TRENCH SHORING COMPANY
206 N. CENTRAL AVENUE
COMPTON, CA 90220
www.trenchshoring.com

NEW REMIT ADDRESS
TRENCH SHORING COMPANY
P.O. BOX 2970
SEAL BEACH, CA 90740

RENTAL INVOICE

NO. RI20661096
CONTRACT NO. RC20271829
SEQUENCE NO. 1
10/1/2026

TNT INDUSTRIAL CONTRACTORS INC
3800 HAPPY LANE
SACRAMENTO, CA 95827

CUSTOMER NO. 22607
ON RENT DATE 09/25/26
PO NO. RANCHO MARIETTA
JOB NO. RANCHO MARIETTA
JOBSITE RANCHO MARIETTA
MARIO
15142 DE LA CRUZ DR
RANCHO MURIETA, CA 95683
ORDERED BY MARIO

QTY	NO.	EQUIPMENT	FROM DATE	THRU DATE	AMOUNT
		(MINIMUM RENTAL 4-WEEK, DAY 1.47, WEEK 5.88, 4-WEEK 17.65)			
4	1101010612	TRENCH TOP 6'X12'X1.5" PAINTED SKID RESISTANT 1.5" NUT GRN/ORG *(MINIMUM RENTAL 5 DAY, DAY 13.87, WEEK 97.11, 4-WEEK 388.42)*	09/25/26	09/29/26	277.40
1	9999000001	TABULATED DATA / NO CHARGE	-	-	0.00
1	1199009015	1-1/2"-3.5 COIL X 1-1/2" PROJECTION ACTEK SWIVEL LIFTING EYE AK38225 *(MINIMUM RENTAL 5 DAY, DAY 2.97, WEEK 20.79, 4-WEEK 83.16)*	09/25/26	09/29/26	14.85
3	900000001	DELIVERY - BOOM TRUCK DELIVERY RECEIPT RDEL20351932 *(RATE 154.00)*	-	-	462.00
1	900000009	DELIVERY - NO CHARGE DELIVERY RECEIPT RDEL20352586 *(RATE 0.00)*	-	-	0.00
1	902000001	PICKUP - BOOM TRUCK RETURN RECEIPT RCOL20506977 *(RATE 160.00)*	-	-	160.00
1	902000009	PICKUP - NO CHARGE RETURN RECEIPT RCOL20506978 *(RATE 0.00)*	-	-	0.00

EQUIPMENT REMAINING ON RENT AS OF - 10/22/2026

QTY	NO.	EQUIPMENT

PAYMENT DUE DATE IS 30 DAYS FROM INVOICE DATE VIA CHECK OR EFT
1 ½ % PER MONTH LATE FEE WILL BE CHARGED ON BALANCES NOT RECEIVED BY DUE DATE
CREDIT CARDS ACCEPTED-A PROCESSING FEE WILL APPLY. CALL FOR DETAILS

Finished Work Order Invoice

Invoice #: 12006

Invoice Date: 9/25/2026

Terms: 2% 10 Net 30

Nor-Cal Pipeline Services
983 Reserve Drive
Roseville, CA 95678

Work Order **12141**

Job:	Bill To:
6830 SERVICE LEAKS REPAIR 15142 DE LA CRUZ DR RANCHO MURIETA, CA 95683	TNT Industrial Contractors Inc 3800 Happy Lane Sacramento, CA 95827

JOB NUMBER: SA25735
CONTACT:
TECHNICIAN: Nicolas Ross

JOB SITE PHONE: 916 213-2357
JOB NUMBER: SA25735

CUSTOMER PO # : PO# 6830
WORK DATE: 09/25/26

LABOR & MATERIALS USED:

Labor

Date	Time		Technician	Phase	CT
09/25/26	13:00	18:30	SANTI001	1000 - Labor	L
09/25/26	06:00	18:30	ROSS0001	1000 - Labor	L

Material

Qty	UM	Item	Phase	CT	Price	Total
4.00	HR	HYDROOT - Hydrovac OT	1020 - Equipment	E	410.00	1,640.00
4.00	HR	HYDROOT - Hydrovac OT	1020 - Equipment	E	410.00	1,640.00
8.00	HR	HYDROST - Hydrovac ST	1020 - Equipment	E	325.00	2,600.00
1.50	HR	HYDROST - Hydrovac ST	1020 - Equipment	E	325.00	487.50

MATERIALS TOTAL: 6,367.50

Item	Phase	CT	Total
FS10 - 10% Fuel Surcharge	1040 - Other Costs	O	636.75
FS02 - 2% Fuel Surcharge	1040 - Other Costs	O	127.35

OTHER TOTAL: 764.10

TNT INDUSTRIAL CONTRACTORS, INC

SEP 30 2026

RECEIVED

CUSTOMER SUB TOTAL: 7,131.60

SALES TAX:

INVOICE TOTAL: 7,131.60

CREDIT MEMO

Invoice Number: 12006C
Invoice Date: 10/26/26
Invoice Terms: Net 30 Days

Nor-Cal Pipeline Services
983 Reserve Drive
Roseville, CA 95678
916 442-5400

Bill to:	Site: SA25735
TNT Industrial Contractors Inc 3800 Happy Lane Sacramento, CA 95827	6830 SERVICE LEAKS REPAIR 15142 DE LA CRUZ DR RANCHO MURIETA, CA 95683

Customer Code: TNTIN001	Customer P.O. #: Salesperson:

Remarks: Crediting 6.5 Hours Due to Equipment breakdown

Description	Quantity	Uom	Rate	Amount
Hydrovac ST - Credit	1.500	HR	325.000	-487.50
Hydrovac OT - Credit	4.000	HR	410.000	-1,640.00
Fuel Surcharge - Credit	1.000	EA	255.300	-255.30
		Total:		**-2,382.80**
		Current Due:		**-2,382.80**

TNT INDUSTRIAL CONTRACTORS, Inc.

Established 1991
3800 Happy Lane, Sacramento, CA 95827
Business: (916) 395-8400 | Fax: (916) 395-8429
tntindustrial.com
Facebook.com/TNT Industrial TNT
CA Contractors Lic. No 622974 | NV Contractors Lic. No. 0072754

DATE OF REPORT: 10/13/26

DATE WORK PERFORMED: 9/25/26-9/26/26

FIELD INSTRUCTION NUMBER

PC NUMBER

CONTRACT NO : 0

WORK PERFORMED BY: TNT Industrial Contractors Inc

DESCRIPTION OF WORK: Existing water service pipe failed, dewater, excavate mud, make repair, safe off.

REPORT NUMBER 1

CONTRACTOR JOB NO 6830

CONTRACTOR REPORT NO

EQUIP. NO.	EQUIPMENT Type / Model	HOURS	HOURLY RATE	EXTENDED AMOUNTS
43	TNT Dump Truck		$ 62.50	$ -
40	TNT Truck		$ 35.00	$ -
37	TNT Truck	15	$ 35.00	$ 525.00
PM	TNT PM Truck		$ 35.00	$ -
55	TNT Truck	13	$ 35.00	$ 455.00
FLTBED	TNT Flatbed Truck - Truck 44	8	$ 40.00	$ 320.00
DMPTRL	TNT Dump Trailer		$ 15.00	$ -
WTRTRK	TNT Water Trailer		$ 15.00	$ -
Saw	TNT walk behind saw		$ 12.00	$ -
TNT Ex	TNT Excavator Takeuchi 2150	8	$ 62.50	$ 500.00
	Temp fencing	1	$ 75.00	$ 75.00
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
			TOTAL FOR EQUIPMENT	$1,875.00

LABOR Name / Classification	HOURS	HOURLY RATE	EXTENDED AMOUNTS
	REG.		$ -
	D.T.	$ 201.40	$ -
Robert Torres / Lab	REG.	$ 82.88	$ -
	D.T. 4	$ 130.41	$ 521.64
Jared Bonds	REG.		$ -
	D.T.	$ 201.40	$ -
Mario Chavez / Lab F	REG. 3	$ 86.82	$ 260.46
	D.T. 12	$ 138.35	$ 1,660.20
Daniel Martinez / Carp	REG.	$ 120.61	$ -
	O.T.	$ 161.66	$ -
Jesse Krpan	O.T. 2	$ 185.36	$ 370.72
	D.T. 11	$ 235.93	$ 2,595.23
Andrew Bussey / Lab	REG.	$ 82.88	$ -
	O.T.	$ 106.64	$ -
Josh Twist	REG. 4	$ 125.00	$ 500.00
	O. T.		$ -
	REG.		$ -
	O. T.		$ -
		SUB-TOTAL	$5,908.25

MATERIAL AND/OR WORK DONE BY SPECIALISTS

DESCRIPTION	NO. UNIT	UNIT COST	TOTAL
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
APPLICABLE TAXES	$ -		$ -

LABOR EXPENSES

ADDED LABOR SURCHARGE - 0%			$ -
SUBSISTENCE			
TRAVEL EXPENSE			
SUBCONTRACTORS - BASE PRICE -			
CONSUMABLES			
OTHER			
OTHER			
OTHER			
OTHER			
TOTAL COST OF LABOR		A	$5,908.25
TOTAL COST OF EQUIPMENT, MATERIALS AND WORK		B	$1,875.00
TOTAL COST OF SUBCONTRACTORS		C	$ -
LABOR COST	+ 20%	(A)	$ 1,181.65
MENT, MATERIAL AND WORK COST	+ 18%	(B)	$ 337.50
SUBCONTRACTORS COST	+ 10%	(C)	$ -
BOND	+		$ -

TOTAL THIS REPORT $9,302.40

Labor Hours, Equipment & Material Quantities By: ***Josh Twist***

CONTRACTOR'S REPRESENTATIVE DATE

Verified with daily report:

DATE

Acceptance of Labor Hours, Equipment & Material Quantities By:

PROJECT INSPECTOR DATE

Accepted for Payment:

RESIDENT ENGINEER DATE

INDUSTRIAL CONTRACTORS INC

Contractor's License No. 622974

Phone (916) 395-8400 • FAX (916) 395-8429
3600 51st Avenue • Sacramento, CA 95823

Date: [illegible]

Work Order #: 6380

DAILY TIME AND MATERIAL REPORT

Project Name: RMCSD

Customer Order #: 6380

Description of Work: WATER SERVICE REPAIR/UPPLING THE
SERVICE DEPARTMENT GAVE TNT TO USE BLEW IN THE NIGHT
HAD DUMP WATER AND DIG MUD TO MAKE REPAIR AGAIN

LABOR, GRADE AND CLASS	EMPLOYEE NAME	# OF HOURS S.T.	# OF HOURS 1.5x	# OF HOURS 2x	RATE PER HOUR S.T.	RATE PER HOUR 1.5x	RATE PER HOUR 2x	TOTAL
L/F	MARK CHAVEZ	13		12				
F/F	JESSIE KAPAN	8	2	11				
L/A	ROBBERT TORRES	4		4				

TOTAL LABOR

EQUIPMENT	HOURS	DAILY RATE	AMOUNT
PICK UP 37	15		
PICK UP 44	8		
BIG EXAVTOR	8		
TRUK 55	13		

TOTAL EQUIPMENT

MATERIALS/SUBCONTRACTORS	P.O./INVOICE NO.	QUANTITY	UNIT PRICE	AMOUNT
#15 JOB SITE FENCES TO SECURE WORK ZONE.				
SHORE BOX 8'x8'x8				
5 TRAFFIC PLATES				

TOTAL MATERIALS/SUBCONTRACTORS

Submitted By: [signature]
Job Foreman

Date: 9/25 THRU / 9/26

Approved By:
Customer

Date:

INDUSTRIAL CONTRACTORS INC.

FOREMAN DAILY REPORT

DATE:	9/25 THRU 9/26
Job #:	6330
Weather:	Temp:

JOB NAME: RMCSD

Crew and Subcontractors on site today:

COMPANY	Name First and Last	Craft	Hours
TNT	MARIO CHAUEZ	L/F	(15)
	JESSE KRAPAN	E/F	8
	ROBERT TORRES	L/A	4

1. Work Performed Today (Indicate location and description of work performed)

WATER SERVICE REPAIR BIEW HAD PUMP WATER ALL NIGHT AND DIG MUD TO MAKE REPAIR ON SERVICE FOR 15142 DE LA CRUZ

2. Equipment or Material Received Today

3. Problems Encountered

4. Verbal Instruction Received (List any instructions given by government personel on construction deficiencies, retesting required etc., with action to be taken.):

5. Remarks (Cover any conflicts in plans, specifications, instructions or any delay to the job attributable to weather conditions.):

signature of foreman:

TNT INDUSTRIAL CONTRACTORS, Inc.

Established 1991
3800 Happy Lane, Sacramento, CA 95827
Business: (916) 395-8400 | Fax: (916) 395-8429
tntindustrial.com
Facebook.com/TNT Industrial TNT
CA Contractors Lic. No 622974 | NV Contractors Lic. No. 0072754

DATE OF REPORT: 10/13/26 DATE WORK PERFORMED: 9/28/26

WORK PERFORMED BY: TNT Industrial Contractors Inc

DESCRIPTION OF WORK: Excavate with vac truck, saw cut and excavate two new service lines

FIELD INSTRUCTION NUMBER
PC NUMBER
CONTRACT NO : 0
REPORT NUMBER 1
CONTRACTOR JOB NO 6830
CONTRACTOR REPORT NO

EQUIP. NO.	EQUIPMENT Type / Model	HOURS	HOURLY RATE	EXTENDED AMOUNTS
43	TNT Dump Truck	12	$ 62.50	$ 750.00
50	TNT Small Dump Truck	12	$ 40.00	$ 480.00
37	TNT Truck	12	$ 35.00	$ 420.00
PM	TNT PM Truck		$ 35.00	$ -
56	TNT Truck	12	$ 35.00	$ 420.00
FLTBED	TNT Flatbed Truck - Truck 44	12	$ 40.00	$ 480.00
DMPTRL	TNT Dump Trailer		$ 15.00	$ -
WTRTRK	TNT Water Trailer	12	$ 15.00	$ 180.00
Saw	TNT walk behind saw	4	$ 12.00	$ 48.00
TNT Ex	TNT Excavator Takeuchi 2150	12	$ 62.50	$ 750.00
	Temp fence	1	$ 75.00	$ 75.00
TNT Truck	TNT Safety Truck	2	$ 35.00	$ 70.00
	Plate compactor	1	$ 150.85	$ 150.85
				$ -
				$ -
				$ -
				$ -
				$ -
			TOTAL FOR EQUIPMENT	$3,823.85

LABOR Name / Classification		HOURS		HOURLY RATE	EXTENDED AMOUNTS
John Dixon / JM PF	REG.	8		$ 116.57	$ 932.56
	O.T.	4		$ 158.01	$ 632.04
Robert Torres / Lab	REG.	8		$ 82.88	$ 663.04
	O.T.	4		$ 106.64	$ 426.56
Jared Bonds	REG.				$ -
	D.T.			$ 201.40	$ -
Mario Chavez / Lab F	REG.	8		$ 86.82	$ 694.56
	O.T	4		$ 112.58	$ 450.32
Jesse Murchinson / Lab	REG.	8		$ 82.88	$ 663.04
	O.T.	4		$ 106.64	$ 426.56
Jesse Krpan	REG.			$ 134.80	$ -
	O.T.				$ -
Andrew Bussey / Lab	REG.	8.0		$ 82.88	$ 663.04
	O.T.	4		$ 106.64	$ 426.56
Josh Twist	REG.	2		$ 125.00	$ 250.00
	O. T.				$ -
Aubrey Santillan	REG.	2		$ 125.00	$ 250.00
	O. T.				$ -
			SUB-TOTAL		$6,478.28

MATERIAL AND/OR WORK DONE BY SPECIALISTS

DESCRIPTION	NO. UNIT	UNIT COST	TOTAL
Teichert - 3/4" class 2 ab	1	$ 467.42	$ 467.42
Ace hardware	1	$ 275.56	$ 275.56
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
APPLICABLE TAXES	$ -		$ 467.42

LABOR EXPENSES

ADDED LABOR SURCHARGE - 0%			$ -
SUBSISTENCE			
TRAVEL EXPENSE			
SUBCONTRACTORS - BASE PRICE - NorCal Vactor			$ 4,060.00
CONSUMABLES			
OTHER			
OTHER			
OTHER			
OTHER			
TOTAL COST OF LABOR		A	$6,478.28
TOTAL COST OF EQUIPMENT, MATERIALS AND WORK		B	$4,291.27
TOTAL COST OF SUBCONTRACTORS		C	$ 4,060.00
LABOR COST	+ 20%	(A)	$ 1,295.66
MENT, MATERIAL AND WORK COST	+ 18%	(B)	$ 772.43
SUBCONTRACTORS COST	+ 10%	(C)	$ 609.00
BOND	+		$ -
TOTAL THIS REPORT			$17,506.63

Labor Hours, Equipment & Material Quantities By: ***Josh Twist***

CONTRACTOR'S REPRESENTATIVE DATE

Verified with daily report:

DATE

Acceptance of Labor Hours, Equipment & Material Quantities By:

PROJECT INSPECTOR DATE

Accepted for Payment:

RESIDENT ENGINEER DATE

INDUSTRIAL CONTRACTORS INC

Contractor's License No. 622974

Phone (916) 395-8400 • FAX (916) 395-8429
3600 51st Avenue • Sacramento, CA 95823

Work Order #: _____

DAILY TIME AND MATERIAL REPORT

Project Name: RMCSD

Customer Order #: 6380

Description of Work: VAC TRUCK PUMPED OUT MUD FROM BEAK ON 9/27
2ND REPAIR DUG TWO NEW WATER SERVICES AND INSTALLED
TO MAIN TURNED NEW SERVICES ON AND SAND PAD PIPES

LABOR, GRADE AND CLASS	EMPLOYEE NAME	# OF HOURS S.T.	# OF HOURS 1.5x	# OF HOURS 2x	RATE PER HOUR S.T.	RATE PER HOUR 1.5x	RATE PER HOUR 2x	TOTAL
L/F	MARIO CHAVEZ	12 8	4					
L	ANDREW BUSS	12 8	4					
L/A	ROBERT TORRES	12 8	4					
L/A	JESSIE MURCHISON	12 8	4					
F	JOHN DIXON	12 8	4					
	Abrey	2						

TOTAL LABOR

EQUIPMENT	HOURS	DAILY RATE	AMOUNT
Pickup 37	12		
Pick up 44	12		
Pick up 43	12		
Dump Truck	12		
Pickup 56	12		
BIG EXCAVATOR	12		
TM Truck	2		
Temp Fence	4		
Walk behind Saw			

TOTAL EQUIPMENT

MATERIALS/SUBCONTRACTORS	P.O./INVOICE NO.	QUANTITY	UNIT PRICE	AMOUNT
Vactor Truck - Norcal				467.42
Teichert Agg - AB				55
				275
Ace Hardware				

TOTAL MATERIALS/SUBCONTRACTORS

Subr By: Andrew O'Ware
Job Foreman

9/28

Approved By: _____
Customer

Date: _____

INDUSTRIAL CONTRACTORS INC

FOREMAN DAILY REPORT

1/28

Job #: 6880

Weather: HOT | Temp: 90

JOB NAME: RMCSD

Crew and Subcontractors on site today:

COMPANY	Name First and Last	Craft	Hours
TNT	MARIO CHAVEZ	L/E	12
	ANDREW BUSSEY	L	12
	ROBERT TORRES	L/A	12
	JESSIE MURCHISON	L/A	12
	JOHN DIXON	P/F	8
VAC TRUCK RENTAL	MIKE D		8

1. Work Performed Today (Indicate location and description of work performed)

VAC TRUCK PUMPED OUT MUD FROM BREAK AND LOCATED OTHER SERVICE DUG CROSSING FOR TWO NEW WATER SERVICES AND INSTALLED LEAK TEST GOOD AND SAND PADED WATER LINES

2. Equipment or Material Received Today

3. Problems Encountered

4. Verbal Instruction Received (List any instructions given by government personel on construction deficiencies, retesting required etc., with action to be taken.):

5. Remarks (Cover any conflicts in plans, specifications, instructions or any delay to the job attributable to weather conditions.):

signature of foreman:

NorCal PIPELINE SERVICES

Finished Work Order Invoice

Invoice #: 12044

Invoice Date: 9/28/2026

Terms: 2% 10 Net 30

Nor-Cal Pipeline Services
983 Reserve Drive
Roseville, CA 95678

Work Order **12187**

Job:	Bill To:
6830 SERVICE LEAKS REPAIR 15142 DE LA CRUZ DR RANCHO MURIETA, CA 95683	TNT Industrial Contractors Inc 3800 Happy Lane Sacramento, CA 95827

JOB NUMBER: SA25735
CONTACT:
TECHNICIAN: Nicolas Ross

JOB SITE PHONE: 916 213-2357
JOB NUMBER: SA25735

CUSTOMER PO # : PO# 6830
WORK DATE: 09/28/26

LABOR & MATERIALS USED:

Labor

Date	Time		Technician	Phase	CT
09/28/26	06:00	17:00	ROSS0001	1000 - Labor	L

Material

Qty	UM	Item	Phase	CT	Price	Total
2.50	HR	HYDROOT - Hydrovac OT	1020 - Equipment	E	410.00	1,025.00
8.00	HR	HYDROST - Hydrovac ST	1020 - Equipment	E	325.00	2,600.00

MATERIALS TOTAL: 3,625.00

Item	Phase	CT	Total
FS10 - 10% Fuel Surcharge	1040 - Other Costs	O	362.50
FS02 - 2% Fuel Surcharge	1040 - Other Costs	O	72.50

OTHER TOTAL: 435.00

TNT INDUSTRIAL CONTRACTORS, INC.

OCT 02 2026

RECEIVED

CUSTOMER SUB TOTAL: 4,060.00

SALES TAX:

INVOICE TOTAL: 4,060.00

Invoice

TEICHERT AGGREGATES

Teichert & Son
P.O. Box 13557
Sacramento, CA 95853-3557

Invoice #:	**10836890**
Invoice Date:	**09/28/2026**
Customer No:	**205115**

Customer Project Information	
Job Name:	**Rancho Murietta**
Job # / PO #:	**6830**
Sales Order:	**158198**

Sold To:

TNT Industrial Contractors Inc
3800 Happy Lane
Sacramento, CA 95827

Ship To:

Contact Information:
CUSTOMER SERVICE: (888) 305-2900
CREDIT DEPARTMENT: (916) 484-3241

TO VIEW AND PAY ONLINE GO TO:	https://teichert.billtrust.com/	USE THIS ENROLLMENT TOKEN:	VTM QSZ VDQ

Ticket #	Material	Description	Truck #	Standard Units	UM	Secondary Units	UM	Unit Price	Matl Total	Tax Code	Tax	Total
Ticket Date: 09/28/2026												**Selling Location:** 204 Grantline Aggregates
613370	1404	3/4" AB-2	63514	15.10	TN	13.70	TM	28.00	422.80	CA034	32.77	$455.57
613370	1950	Environmental Fee	63514	1.00	LD	0.00		11.00	11.00	CA034	0.85	$11.85
												$467.42
	Product 1404 Quantity Subtotal:			**15.10**	**TN**							**$467.42**
Invoice Quantity Subtotal:	**15.10**	**TN**							**433.80**		**33.62**	**467.42**

TNT INDUSTRIAL
CONTRACTORS, INC.

SEP 30 2026

RECEIVED

Account Balance, Lien Waivers or Statements contract CREDIT DEPT(916)484-3241 or Credit@teichert.com.Invoice/Ticket or Pricing questions call(888)305-2900 or AggCustSrvc@teichert.com.See REMIT address on Invoice/Statement, bottom left corner.Pay entity you purchase from.

Remit Payment To: c/o Credit Lockbox P.O. Box 740139 Los Angeles, CA 90074-0139	*Late charges shall be charged on all past due accounts at the rate of 18% per annum. Buyer agrees to pay seller's reasonable attorney's costs if legal action is commenced to collect amounts not paid when due.*	**PLEASE PAY THIS AMOUNT DUE**
Net 10th Prox (MATL Sales)	**$4.68 Discount Offered if Paid Before 10/10/2026**	**Total: $467.42**

fnbo

TNT INDUSTRIAL CONTRACT
MARIO CHAVEZ
Account number ending in 2751
Transactions for billing cycle ending 10/14/26

TRANSACTION DETAIL

Transactions

Trans Date	Post Date	Reference Number	Transaction Description	Credits (CR) and Debits
09-15	09-16	55263526259897275465273	HARBOR FREIGHT TOOLS 1 MODESTO CA	$48.97
09-16	09-17	552635262608984524795 71	HARBOR FREIGHT TOOLS 1 MODESTO CA	$77.26
09-18	09-21	75547546261044800074243	BERTOLOTTI TRANSFER ST MODESTO CA	$40.50
09-18	09-21	55263526262900883594560	HARBOR FREIGHT TOOLS 1 MODESTO CA	$50.03
09-22	09-23	75547546265044900067879	BERTOLOTTI TRANSFER ST MODESTO CA	$35.00
09-25	09-28	55310206269512268057421	RANCHO MURIETA ACE RANCHO MURIET CA 1825	$76.42
09-28	09-29	55432866272207126979077	CHEVRON 0383597 209-481-4900 CA	$125.41
09-28	09-29	55310206272514008089206	RANCHO MURIETA ACE RANCHO MURIET CA 6930	$275.56
10-05	10-06	22303796278000948473943	76 - H&S 1003 ELK GROVE CA	$139.06
10-08	10-08	85411176281007281035953	ONLINE PAYMENT THANK YOU	$936.77 CR

Fees Charged

Total Fees for this period	**$0.00**

Interest Charged

Interest Charge on Purchases	$0.00
Interest Charge on Cash Advances	$0.00
Interest Charge on Balance Transfers	$0.00
Total Interest for this Period	$0.00

Charge Summary Your Annual Percentage Rate (APR) is the annual interest rate on your account (v) Variable rate (f) Fixed rate

Annual Percentage Rate (APR)	Special Offer or Eligible Purchases APR Expiration Date	Balance Subject to Interest Rate	Days Rate Used	Interest Charge

Established 1991
5800 Happy Lane, Sacramento, CA 95827
Business: (916) 395-8400 | Fax: (916) 395-8429
tntindustrial.com
Facebook.com/TNT Industrial TNT
CA Contractors Lic. No 622974 | NV Contractors Lic. No. 0077754

DATE OF REPORT: 10/13/26 DATE WORK PERFORMED: 9/29/26

WORK PERFORMED BY: TNT Industrial Contractors Inc

DESCRIPTION OF WORK: Backfill excavation and new water services

FIELD INSTRUCTION NUMBER
PC NUMBER
CONTRACT NO : 0
REPORT NUMBER 1
CONTRACTOR JOB NO 6830
CONTRACTOR REPORT NO

EQUIP. NO.	EQUIPMENT Type / Model	HOURS	HOURLY RATE	EXTENDED AMOUNTS
43	TNT Dump Truck	12	$ 62.50	$ 750.00
50	TNT Small Dump Truck		$ 40.00	$ -
37	TNT Truck	12	$ 35.00	$ 420.00
PM	TNT PM Truck		$ 35.00	$ -
56	TNT Truck		$ 35.00	$ -
FLTBED	TNT Flatbed Truck - Truck 44	12	$ 40.00	$ 480.00
DMPTRL	TNT Dump Trailer		$ 15.00	$ -
WTRTRK	TNT Water Trailer	12	$ 15.00	$ 180.00
Saw	TNT walk behind saw		$ 12.00	$ -
TNT Ex	TNT Excavator Takeuchi 2150	12	$ 62.50	$ 750.00
	Temp fence		$ 75.00	$ -
TNT Truck	TNT Safety Truck	3	$ 35.00	$ 105.00
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
	TOTAL FOR EQUIPMENT			$2,685.00

LABOR Name / Classification		HOURS		HOURLY RATE	EXTENDED AMOUNTS
John Dixon / JM PF	REG.			$ 116.57	$ -
	O.T.			$ 158.01	$ -
Robert Torres / Lab	REG.	8		$ 82.88	$ 663.04
	O.T.	4		$ 106.64	$ 426.56
Jared Bonds	REG.				$ -
	D.T.			$ 201.40	$ -
Mario Chavez / Lab F	REG.	8		$ 86.82	$ 694.56
	O.T	4		$ 112.58	$ 450.32
Jesse Murchinson / Lab	REG.	8		$ 82.88	$ 663.04
	O.T.	4		$ 106.64	$ 426.56
Jesse Krpan	REG.			$ 134.80	$ -
	O.T.				$ -
Andrew Bussey / Lab	REG.	8.0		$ 82.88	$ 663.04
	O.T.	4		$ 106.64	$ 426.56
Josh Twist	REG.	2		$ 125.00	$ 250.00
	O. T.				$ -
Aubrey Santillan	REG.	3		$ 125.00	$ 375.00
	O. T.				$ -
	SUB-TOTAL				$5,038.68

MATERIAL AND/OR WORK DONE BY SPECIALISTS

DESCRIPTION	NO. UNIT	UNIT COST	TOTAL
Teichert - 3/4" class 2 ab and sand	1	$ 688.69	$ 688.69
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
APPLICABLE TAXES	$ -		$ 688.69

LABOR EXPENSES

ADDED LABOR SURCHARGE - 0%			$ -
SUBSISTENCE			
TRAVEL EXPENSE			
SUBCONTRACTORS - BASE PRICE -			
CONSUMABLES			
OTHER			
OTHER			
OTHER			
OTHER			
TOTAL COST OF LABOR		A	$5,038.68
TOTAL COST OF EQUIPMENT, MATERIALS AND WORK		B	$3,373.69
TOTAL COST OF SUBCONTRACTORS		C	$ -
LABOR COST	+ 20%	(A)	$ 1,007.74
MENT, MATERIAL AND WORK COST	+ 18%	(B)	$ 607.26
SUBCONTRACTORS COST	+ 10%	(C)	$ -
BOND	+		$ -

TOTAL THIS REPORT $10,027.37

Labor Hours, Equipment & Material Quantities By: ***Josh Twist***

CONTRACTOR'S REPRESENTATIVE DATE

Verified with daily report:

DATE

Acceptance of Labor Hours, Equipment & Material Quantities By:

PROJECT INSPECTOR DATE

Reviewed: JT

Accepted for Payment:

RESIDENT ENGINEER DATE

INDUSTRIAL CONTRACTORS INC

Contractor's License No. 622974

Phone (916) 395-8400 • FAX (916) 395-8429
3600 51st Avenue • Sacramento, CA 95823

Date: 9/29

Work Order #: 6380

DAILY TIME AND MATERIAL REPORT

Project Name: RMCSD

Customer Order #: 6380

Description of Work: BACKFILLED TWO NEW WATER SERVICES TO HOMES 15134 AND 15142 DE LA CRUZ

JOB complete

LABOR, GRADE AND CLASS	EMPLOYEE NAME	# OF HOURS S.T.	# OF HOURS 1.5x	# OF HOURS 2x	RATE PER HOUR S.T.	RATE PER HOUR 1.5x	RATE PER HOUR 2x	TOTAL
~~L~~/F	MARIO CHAVEZ	12 8	4					
L	ANDREW BUSSY	12 8	4					
L/A	Robert TORRES	12 8	4					
L/A	JESSIE MURCHISON	12 8	4					
	Aubry (Delivery Compaction)	3						

TOTAL LABOR

EQUIPMENT	HOURS	DAILY RATE	AMOUNT
PICK UP 37	12		
PICK UP 44	12		
BIG DUMP TRUCK 43	12		
BIG EXAVATOR	12		
TNT Truck	3		
~~[illegible]~~			
Water Trailer	12		
Plate Compactor	1	150 00	

TOTAL EQUIPMENT

MATERIALS/SUBCONTRACTORS	P.O./INVOICE NO.	QUANTITY	UNIT PRICE	AMOUNT
Teichert Agg - Sand + AB				688 69

TOTAL MATERIALS/SUBCONTRACTORS

Submitted By: Mario Chavez
Job Foreman

Approved By:
Customer

Date: 9/29

Date:

INDUSTRIAL CONTRACTORS INC

FOREMAN DAILY REPORT

DATE:	9/29
Job #:	6380
Weather: HOT	Temp: 94

JOB NAME: RMCSD

Crew and Subcontractors on site today:

COMPANY	Name First and Last	Craft	Hours
TNT	MARIO CHAVEZ	L/F	12
	ANDREW BUSSY	L	12
	ROBERT TORRES	L/A	12
	JESSIE MURCHISON	L/A	12

1. Work Performed Today (Indicate location and description of work performed)

BACK FILLED AND COMPACTED WITH BASEROCK IN 12" LIFTS ALSO PLACED 12" OF SAND OVER MAIN AND COMPACTED CROSSING, LAND SCAPE AND MAIN ALL COMPLETED PLACED CUT BACK IN ROAD WAY.

2. Equipment or Material Received Today

CALLED OFF SHORE AND PLATES

3. Problems Encountered

4. Verbal Instruction Received (List any instructions given by government personel on construction deficiencies, retesting required etc., with action to be taken.):

5. Remarks (Cover any conflicts in plans, specifications, instructions or any delay to the job attributable to weather conditions.):

signature of foreman:

Invoice

TEICHERT AGGREGATES

Teichert & Son
P.O. Box 13557
Sacramento, CA 95853-3557

Invoice #:	**10837201**
Invoice Date:	**09/29/2026**
Customer No:	**205115**

Customer Project Information	
Job Name:	**Rancho Murietta**
Job # / PO #:	**6830**
Sales Order:	**158198**

Sold To:

TNT Industrial Contractors Inc
3800 Happy Lane
Sacramento, CA 95827

Ship To:

Contact Information:
CUSTOMER SERVICE: (888) 305-2900
CREDIT DEPARTMENT: (916) 484-3241

TO VIEW AND PAY ONLINE GO TO:	https://teichert.billtrust.com/	USE THIS ENROLLMENT TOKEN:	VTM QSZ VDQ

Ticket #	Material	Description	Truck #	Standard Units	Standard UM	Secondary Units	Secondary UM	Unit Price	Matl Total	Tax Code	Tax	Total
Ticket Date: 09/29/2026											**Selling Location:** 204 Grantline Aggregates	
613512	1102	WASHED #2 SAND	63514	14.96	TN	13.57	TM	24.00	359.04	CA034	27.83	$386.87
613512	1950	Environmental Fee	63514	1.00	LD	0.00		11.00	11.00	CA034	0.85	$11.85
												$398.72
	Product 1102 Quantity Subtotal:			**14.96**	**TN**							**$398.72**
613626	1404	3/4" AB-2	63514	15.41	TN	13.98	TM	16.75	258.12	CA034	20.00	$278.12
613626	1950	Environmental Fee	63514	1.00	LD	0.00		11.00	11.00	CA034	0.85	$11.85
												$289.97
	Product 1404 Quantity Subtotal:			**15.41**	**TN**							**$289.97**
Invoice Quantity Subtotal:	**30.37**	**TN**							**639.16**		**49.53**	**688.69**

TNT INDUSTRIAL
CONTRACTORS, INC

OCT 01 2026

RECEIVED

Account Balance, Lien Waivers or Statements contract CREDIT DEPT(916)484-3241 or Credit@teichert.com.Invoice/Ticket or Pricing questions call(888)305-2900 or AggCustSrvc@teichert.com.See REMIT address on Invoice/Statement, bottom left corner of entity you purchase from.

Remit Payment To: c/o Credit Lockbox P.O. Box 740139 Los Angeles, CA 90074-0139	*Late charges shall be charged on all past due accounts at the rate of 18% per annum. Buyer agrees to pay seller's reasonable attorney's costs if legal action is commenced to collect amounts not paid when due.*	**PLEASE PAY THIS AMOUNT DUE**
Net 10th Prox (MATL Sales)	**$6.89 Discount Offered if Paid Before 10/10/2026**	**Total: $688.69**

HOLT of California | CAT RENTALS

P.O. BOX 100001
SACRAMENTO, CA 95813
PHONE:(877)379-6620 FAX: (916)991-8268
WWW.HOLTCA.COM

RENTAL INVOICE
REFERENCE Y1500301

INVOICE DATE: 10/06/2026
INVOICE AMOUNT: $150.85

PO #: 019338R2
ORDERED BY: AUBREY SANTILLAN
916-949-9256

JOBSITE INFO: HAPPY
3800 HAPPY LANE
SACRAMENTO, CA

8766 1 0.672 E0405X I0718 D15416562751 S2 P11136851 0001:0001

CUSTOMER #: 3700000
TNT INDUSTRIAL CONTRACTORS
3800 HAPPY LANE
SACRAMENTO, CA 95827

CONTACT NAME: BOB MCCRALEY
CONTACT PHONE: 916-803-6852

DATE OUT: 09/29/2026 TUE 12:00 PM
DATE IN: 09/30/2026 WED 07:00 AM

WRITTEN BY: BRYANT MCCALL
SALES REP: MIKE HILL
LOCATION/PHONE: SACRAMENTO/(916) 381-9940

QTY	DESCRIPTION	DAY	WEEK	4WEEK	TOTALS
Rental Items					
1	ID NO: CRS25-597 SERIAL NO: L-12755 PLATE COMPACTOR - PLATE COMP	$135.00	$425.00	$935.00	135.00
	THANK YOU FOR CHOOSING THE CAT RENTAL STORE HOLT OF CALIFORNIA				
				Rental Subtotal:	**135.00**

Job #_____
Cost _____
Apr _____ Date _____
Acct # _____

TNT IN... CONTRA...

OCT 1...

REC...

Miscellaneous Items		
1	ENVIRON SRV FEE	2.70
1	PROPERTY TAX FEE	1.01
	STATE 7.25% COUNTY 0.5% CITY 1%	12.14

Invoice Total **150.85**

Please Remit Payment To: **Holt of California, PO Box 511604, Los Angeles, CA 90051-8159**

TERMS OF PAYMENT: NET 10 for all equipment purchases and rental transactions; DUE ON THE 10th OF THE MONTH FOLLOWING THE INVOICE DATE for all parts and service transactions. A FINANCE CHARGE OF 1.5% per month will be applied to all past due invoices. In the event the account becomes delinquent, the customer will pay the costs of collection including reasonable accrued attorney fees and court costs incurred by Holt of California in collecting any indebtedness of customer to Holt of California.

Applicable sales/use tax will be added to all rental invoices. Maximum usage for single shift rates above: Daily/8hrs, Weekly/40hrs, 4Week/160hrs. Overtime will be charged for any usage in excess of these amounts, calculated at 1/8th of the Daily rate, 1/40th of the Weekly rate and 1/160th of the 4 Week rate.

Established 1991
3600 Happy Lane, Sacramento, CA 95827
Business: (916) 395-8400 | Fax: (916) 395-8429
tntindustrial.com
Facebook.com/TNT Industrial TNT
CA Contractors Lic. No 622974 | NV Contractors Lic. No. 0072754

DATE OF REPORT: 10/13/26 DATE WORK PERFORMED: 9/30/26 FIELD INSTRUCTION NUMBER

PC NUMBER

WORK PERFORMED BY: TNT Industrial Contractors Inc CONTRACT NO : 0

DESCRIPTION OF WORK: Cleaned road, loaded up excavator, loaded up rental shoring and trench plates REPORT NUMBER 1

CONTRACTOR JOB NO 6830

CONTRACTOR REPORT NO

EQUIP. NO.	EQUIPMENT Type / Model	HOURS	HOURLY RATE	EXTENDED AMOUNTS
43	TNT Dump Truck	2	$ 62.50	$ 125.00
50	TNT Small Dump Truck		$ 40.00	$ -
37	TNT Truck	4	$ 35.00	$ 140.00
PM	TNT PM Truck		$ 35.00	$ -
56	TNT Truck		$ 35.00	$ -
FLTBED	TNT Flatbed Truck - Truck 44		$ 40.00	$ -
DMPTRL	TNT Dump Trailer		$ 15.00	$ -
WTRTRK	TNT Water Trailer	4	$ 15.00	$ 60.00
Saw	TNT walk behind saw		$ 12.00	$ -
TNT Ex	TNT Excavator Takeuchi 2150		$ 62.50	$ -
	Temp fence		$ 75.00	$ -
TNT Truck	TNT Safety Truck		$ 35.00	$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
			TOTAL FOR EQUIPMENT	$325.00

LABOR Name / Classification		HOURS		HOURLY RATE	EXTENDED AMOUNTS
John Dixon / JM PF	REG.			$ 116.57	$ -
	O.T.			$ 158.01	$ -
Robert Torres / Lab	REG.	8		$ 82.88	$ 663.04
	O.T.			$ 106.64	$ -
Jared Bonds	REG.				$ -
	D.T.			$ 201.40	$ -
Mario Chavez / Lab F	REG.	4		$ 86.82	$ 347.28
	O.T			$ 112.58	$ -
Jesse Murchinson / Lab	REG.			$ 82.88	$ -
	O.T.			$ 106.64	$ -
Jesse Krpan	REG.			$ 134.80	$ -
	O.T.				$ -
Andrew Bussey / Lab	REG.	6.0		$ 82.88	$ 497.28
	O.T.			$ 106.64	$ -
Josh Twist	REG.	4		$ 125.00	$ 500.00
	O. T.				$ -
Aubrey Santillan	REG.			$ 125.00	$ -
	O. T.				$ -
			SUB-TOTAL		$2,007.60

MATERIAL AND/OR WORK DONE BY SPECIALISTS

DESCRIPTION	NO. UNIT	UNIT COST	TOTAL
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
APPLICABLE TAXES	$ -		$ -

LABOR EXPENSES

ADDED LABOR SURCHARGE - 0%			$ -
SUBSISTENCE			
TRAVEL EXPENSE			
SUBCONTRACTORS - BASE PRICE -			
CONSUMABLES			
OTHER			
OTHER			
OTHER			
OTHER			
TOTAL COST OF LABOR		A	$2,007.60
TOTAL COST OF EQUIPMENT, MATERIALS AND WORK		B	$325.00
TOTAL COST OF SUBCONTRACTORS		C	$ -
LABOR COST	+ 20%	(A)	$ 401.52
MENT, MATERIAL AND WORK COST	+ 18%	(B)	$ 58.50
SUBCONTRACTORS COST	+ 10%	(C)	$ -
BOND	+		$ -

TOTAL THIS REPORT $2,792.62

Labor Hours, Equipment & Material Quantities By: ***Josh Twist***

CONTRACTOR'S REPRESENTATIVE DATE

Verified with daily report:

DATE

Acceptance of Labor Hours, Equipment & Material Quantities By:

PROJECT INSPECTOR DATE

Reviewed: JT

Accepted for Payment:

RESIDENT ENGINEER DATE

INDUSTRIAL CONTRACTORS INC
Contractor's License No. 622974
Phone (916) 395-8400 • FAX (916) 395-8429
3600 51st Avenue • Sacramento, CA 95823

Work Order #: 6930

DAILY TIME AND MATERIAL REPORT

Project Name: RMCSP

Customer Order #: 6380

Description of Work: LOADED UP EXAVATOR CLEANED ROAD AND LOADED UP RENTAL SHORES AND TRAFFIC PLATES

LABOR, GRADE AND CLASS	EMPLOYEE NAME	# OF HOURS S.T.	# OF HOURS 1.5x	# OF HOURS 2x	RATE PER HOUR S.T.	RATE PER HOUR 1.5x	RATE PER HOUR 2x	TOTAL
L/F	MARIO CHAVEZ	4						
L/A	Robert TORRES	8 8V						
L	ANDREW BUSSY	6						

Agenda Item #6e

From: Valerie Kessler
To: John Merchant; Linda Butler; Randy Jenco; Tim Maybee; William Gere; Dyanne Fleet
Subject: Concerns Regarding Creation and Compensation of a New Assistant to the General Manager Position
Date: Wednesday, November 11, 2026 5:25:35 PM

Dear Members of the Board,

I am writing to express serious concern regarding the new General Manager's decision to create a position specifically for a named employee, Amelia Wilder, by "reclassifying" her current department secretary position to Assistant to the General Manager.

This raises several important questions that deserve public discussion and clear answers:

- Is this truly a reclassification of an existing position, or is it effectively the creation of an entirely new position with different responsibilities and authority? November 09, 2026 meeting minutes state it is a "NEW" position?

- If it is a new position, why is it not publicly posted and opened to qualified applicants? Shouldn't other employees and potential candidates have an equal opportunity to apply and interview?

- Why is the proposed compensation starting at the **top of the pay range** when the District's salary survey will not even be completed until March 2027? And no one knows how well Ms Wilder will perform in this roll. What objective data supports this decision? And why wouldn't that salary face a reduction if the salary survey does not support $125,000?

These are not minor administrative details. They involve transparency, fair employment practices, responsible use of taxpayer funds, and public trust.

Rancho Murieta's Community Services District has already faced two Grand Jury investigations and has been described as a District that is still a "work in progress." Those findings should have served as a clear warning and an opportunity to restore public confidence through better governance, accountability, and transparency. Can residents really afford another grossly high paying position for a small CSD?

Instead, decisions like this raise familiar concerns and risk reinforcing the very criticisms outlined in those Grand Jury reports. A new General Manager should be setting a different tone, not creating circumstances that leave residents questioning whether established procedures, fairness, and accountability are being followed.

The community deserves to know why this position is being created, how the decision was made, what justification exists for the proposed compensation, and whether the Board has independently reviewed and approved the process.

The District cannot continue to be a work in progress if the same questions about transparency and accountability keep resurfacing.

I fear this behavior will continue and result in another massive rate hike in 2027 which just supports the belief of the financial instability and irresponsibility of the CSD. I respectfully ask the Board to address these concerns publicly before moving forward with this appointment

and compensation decision.

Sincerely,

Valerie Kessler - A Very Concerned Rancho Murieta Resident

Sent from my iPhone



DISCUSSION & ACTION CALENDAR

Date:	October 29, 2026
To:	Board of Directors
From:	Branden Arino, Security Supervisor Marti Brown, General Manager
Subject:	Gate Arm Operator Replacement – South Gate

Recommendation:
Approve replacement of the damaged NICE M5BAR barrier operator in the far-resident lane of the South Gate with a Magnetic Barrier Toll Pro system, based on A&D Automatic Gate Quote No. 052666, for $16,890 using budgeted Capital Improvement Funds.

Rationale for Recommendation:
The far-resident lane at the South Gate has been damaged and inoperable for some time. The recommended action would repair the gate arm, making it automated and useable again without staff assistance.

Background:
The South Gate far-resident lane currently uses a NICE M5BAR barrier gate operator that has been damaged for some time. A formal project quote dated October 27, 2026, details the proposed replacement with a Magnetic Barrier Toll Pro system.

Discussion & Analysis:
The recommended replacement option would address the damaged operator and provide a more durable, faster-opening barrier system, according to A&D Automatic Gate. The replacement proposal also includes a new illuminated arm, swing-away bracket, battery backup, and safety beam.

A&D Automatic Gate recommends the Magnetic Barrier Toll Pro operator based on its greater durability and faster opening speed compared with the existing NICE operator. A&D also reports that Magnetic barrier operators installed at the North Gate in 2015 have required relatively little service. This operational history supports consideration of the Magnetic system as a longer-term replacement for the damaged South Gate operator.

The proposed replacement includes a 12-foot Micro boom arm with red/green LED lights, a swing-away arm bracket, battery backup, a safety beam, and testing for proper operation. The proposal includes a one-year warranty covering new equipment, parts, labor, and service.

Staff recommend approval of the South Gate barrier operator replacement at a total cost of $16,890.00. The proposed Magnetic Barrier Toll Pro system would provide improved durability, operational efficiency, and safety features.

The replacement would also provide consistency with the Magnetic barrier systems currently operating at the North Gate, supporting long-term reliability and potentially reducing future maintenance requirements.

Fiscal Impact:
The total cost of the proposed South Gate barrier operator replacement is $16,890.00, as outlined in A&D Automatic Gate Quote No. 052666.

The remaining Capital Improvement funds originally allocated for the Gate Access System Upgrade would be used for this replacement.

The District initially anticipated an expenditure of $30,000.00 for the Gate Access System Upgrade. However, the upgrade to the new ABDI platform was completed at a cost of $6,643.50, leaving an available balance of $23,356.50.

The proposed allocation is summarized below:

Description	Amount
Original Gate Access System Upgrade allocation	$30,000.00
ABDI platform upgrade cost	($6,643.50)
Remaining Capital Improvement funds	**$23,356.50**
Proposed South Gate operator replacement	($16,890.00)
Remaining balance after replacement	**$6,466.50**

The recommended replacement would be funded through the remaining Capital Improvement allocation without requiring additional funding, subject to approval of the reallocation and confirmation of fund availability.

Attachment:

- Attachment 1: A&D Automatic Gate Quote #052666 /#051162

PROJECT QUOTE

Quote Nbr: 052666
Quote Date: 11/2/2026
Valid Until: 12/2/2026
Sales Person: Jeffrey Wagner

ISSUED TO	PROJECT ADDRESS
Rancho Murieta CSD Brandon Arino Phone: 916-291-3339 15160 Jackson Rd Rancho Murieta, CA, 95683-9620	Rancho Murieta 7191 Murieta Parkway Rancho Murieta, CA, 95683-9620

REFERENCE

ESTIMATE DESCRIPTION

A&D Automatic Gate is pleased to present a quote for the following repairs.

For the Murieta S. Parkway far-resident lane, this will include:
- Remove the damaged Nice M5BAR barrier gate operator.

- Install (1) Magnetic Barrier Toll Pro gate operator.
- Install (1) Magnetic12 ft. Microboom arm with red-green LED arm lights.
- Install (1) Magnetic Swing-Away arm bracket.
- Install (1) safety beam on the side of the new operator.
- Test for proper operation.

Provisions and Exclusions:

Warranty: All new equipment carries a full one (1) year parts, labor, and service warranty.

* Permits: By others.
* All pricing will remain valid until 11-26-2026.
* Any work outside the scope of this proposal will have an additional cost.

Signature:

Quote Total (USD)	16,890.00
Included Discount	0.00
Tax Total (USD)	0.00
Total (USD)	**16,890.00**

Contactors License #: WGES – CSLB# 1026021 - AGS & A&D – CSLB# 429416 - RGM Arizona – ROC 336319 - RGM Oregon – CSLB# 255130 - RGM Washington – CSLB# 604662765

For terms and conditions, visit: https://www.ironsite.com/terms-and-conditions

PROJECT QUOTE

Quote Nbr: 051162
Quote Date: 10/8/2026
Valid Until: 11/7/2026
Sales Person: Jeffrey Wagner

ISSUED TO	PROJECT ADDRESS
Rancho Murieta CSD David Labrado Phone: 916-291-3339 Rancho Murieta CSD 7191 Murieta Pkwy	15160 Jackson Rd Rancho Murieta, CA, 95683-9620

REFERENCE

ESTIMATE DESCRIPTION

A&D Automatic Gate is providing a quote for repairs.

For the Murieta S. Parkway near-resident lane, this will include:
- Remove the damaged arm and swing-away bracket from the barrier operator.
- Install (1) new Magnetic swing-away arm holster.
- Install (1) new Magnetic 12 ft. long barrier arm
- Test for proper operation

For the Murieta S. Parkway far-resident lane, this will include:
- Remove the arm from the barrier operator.
- Remove the damaged gearbox and motor assembly.
- Install (1) new Nice M5BAR gearbox assembly.
- Reinstall the existing motor
- Reinstall the existing arm
- Test for proper operation

*Tariff applied to all material
*Service call fee included in quote.

Provisions and Exclusions:
* All pricing will remain valid until 11-07-2026.
* Any work outside the scope of this proposal will have an additional cost.

Signature:

Quote Total (USD)	7,501.03
Included Discount	0.00
Tax Total (USD)	0.00
Total (USD)	**7,501.03**

Date: November 18, 2026

To: Honorable President and Board of Directors

From: Marti Brown, General Manager

Subject: New Job Classification: Assistant to the General Manager/Clerk of the Board

Recommendation:

Approve the new Assistant to the General Manager/Clerk of the Board job classification (Attachment 1), and authorize the General Manager to promote Amelia Wilder to Assistant to the General Manager/Clerk of the Board effective December 1, 2026, with an annual salary of $125,000.

Rationale for Recommendation:

The General Manager has identified an organizational need for a mid-management position that integrates high-level executive and administrative support, special project management, and Clerk of the Board responsibilities. Because no existing District job classification encompasses this combination of functions, establishing a new classification would address this operational need while providing a clearly defined role with an appropriate level of responsibility and authority.

Background:

Following the departure of the previous General Manager, the RMCSD Board of Directors temporarily appointed the District Secretary to serve as Interim General Manager while recruitment for a permanent replacement was underway. To maintain continuity of administrative and Board support functions, a temporary District Secretary was hired to backfill the position.

With the appointment of a new General Manager, the temporary District Secretary assignment is concluding, necessitating a determination regarding the former Interim General Manager's ongoing role within the District, whether through a return to the District Secretary position or reassignment to another appropriate position.

Personnel Committee

Prior to the appointment of the new General Manager, the Personnel Committee, consisting of Board Members, Butler and Merchant, reviewed the District Secretary position and determined that the existing job classification was outdated and no longer accurately reflected the scope and complexity of the position's duties and responsibilities.

Additionally, the District Secretary assumed the role of Interim General Manager, performing exceptionally well while taking on significant additional responsibilities. In recognition of her demonstrated capabilities, expanded responsibilities, and contributions to the District, the Committee concluded that a permanent promotion to a higher-level position was warranted. Such a promotion would more appropriately recognize the duties and responsibilities she had historically performed, as well as those she had assumed in her interim leadership role.

Consequently, the Committee developed a proposed Administrative Manager job classification intended to better align the position's title, responsibilities, and level of authority with the District's organizational needs. The proposed classification was subsequently presented to the Board of Directors for consideration.

Board of Directors

Following its review of the proposed job classification and subsequent discussion, the Board of Directors concluded that the incoming permanent General Manager should be responsible for evaluating the District Secretary position and determining whether revisions to the existing classification were warranted. The Board also recognized the importance of assessing the skills, experience, and professional attributes of Amelia Wilder, the incumbent District Secretary, to determine how her capabilities could be best used within the organization.

Accordingly, the Board deferred further consideration of the proposed classification and any potential changes to the District Secretary position until the new General Manager assumed responsibility for evaluating the District's organizational structure, staffing needs, and appropriate allocation of duties and responsibilities.

Discussion & Analysis:

Since starting her position with the RMCSD, the new General Manager has identified an ongoing organizational need for a hybrid mid-management position that integrates the District Secretary duties and responsibilities with high-level executive support and special project management. This combination of responsibilities is not currently encompassed within any single District job classification, creating the need to establish a new and revised job classification that better aligns with the District's operational and administrative needs.

As a mid-management classification, the proposed position would retain the core duties and responsibilities of the District Secretary while incorporating higher-level administrative, executive, and management support functions. The position would carry a broader scope of responsibility, increased decision-making authority, and greater organizational accountability than the existing District Secretary classification, without rising to the level of a department head.

Accordingly, the proposed salary should be established above that of the District Secretary but below those of department head classifications, appropriately reflecting the position's expanded scope, complexity, authority, and level of responsibility within the District's organizational structure.

Should the Board approve the recommended job classification, staff also recommend promoting Amelia Wilder to the position with a starting annual salary of $125,000.

Based on an analysis of comparable positions (Attachment 2), available market compensation data, an annual salary of $125,000 appears competitive and consistent with prevailing market rates for similar classifications. Staff therefore recommend establishing the annual salary of $125,000. The position would also be eligible for annual cost-of-living adjustments (COLAs) based on changes in the Consumer Price Index (CPI), consistent with applicable District policies.

As tentatively approved and directed by the Board of Directors, a comprehensive salary and compensation study is scheduled to begin in early January 2027. Should the study indicate that an upward adjustment to the proposed salary range is warranted, the General Manager may recommend a revised salary range for Board consideration and approval as part of the FY 2027-28

budget process. However, staff recommend maintaining the initially established salary range as a minimum, even if the study identifies a lower market-based range, to ensure compensation, stability and consistency with the position's assigned responsibilities, as well as to provide financial stability for the employee.

Please note: The proposed Assistant to the General Manager/Clerk of the Board position would replace the District Secretary position which would be eliminated.

Fiscal Impact:

As of 2025, the District Secretary position carried an annual salary of $97,635. The proposed annual salary of $125,000 for the new Assistant to the General Manager/Clerk of the Board classification represents an increase of $27,365, or approximately 28.0%. With an effective date of December 1, 2026, the estimated increase in base salary expenditures for the remaining seven months of FY 2026-27 would be approximately $15,963, with an annualized increase of $27,365 in subsequent fiscal years (excluding any CPI increases and/or salary range adjustments). These estimates also exclude any associated increases in employer-paid benefits, payroll taxes, and retirement contributions.

Attachments:

- Attachment 1: Assistant to the General Manager/Clerk of the Board Job Classification
- Attachment 2: Preliminary Salary Survey Results

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

ASSISTANT TO THE GENERAL MANAGER / CLERK OF THE BOARD

DEPARTMENT	Administration
FLSA STATUS	N/A
BARGAINING UNIT	N/A
APPROVAL	Board of Directors approval date: _____

POSITION SUMMARY

Under the direction of the General Manager, the Assistant to the General Manager / Clerk of the Board provides executive and administrative support to the General Manager and Board of Directors; administers Board and committee meeting processes and official records; and coordinates the District's day-to-day administrative office systems and assigned support services. The position prepares and distributes meeting materials, records official actions, tracks Board direction, coordinates public-records requests and required filings, maintains office procedures and records, and supports administrative procurement, contract documentation, personnel administration, routine public information, special projects, and research assignments. The incumbent exercises independent judgment within established procedures and delegated authority and maintains confidentiality, impartiality, and effective working relationships with the Board, staff, legal counsel, vendors, other agencies, and the public.

DISTINGUISHING CHARACTERISTICS

This classification combines the Clerk of the Board function, high-level administrative support to the General Manager, and day-to-day coordination of office administration. The position is responsible for administering processes, maintaining records, coordinating assigned work, managing special projects and research assignments, and carrying out delegated administrative tasks. The position is a Mid-Management position. The incumbent may exercise temporary executive authority when formally designated and within the scope and duration of that designation.

SUPERVISION RECEIVED AND EXERCISED

- Receives direction and supervision from the General Manager.
- May assign, coordinate, train, and review the day-to-day work of administrative or clerical staff specifically assigned to the office, consistent with District policies and the General Manager's direction.
- May coordinate the work of consultants, vendors, temporary staff, and employees assigned to meeting or administrative support and as directed by the General Manager.

ESSENTIAL FUNCTIONS

1. Board and Committee Administration

- Serves as Clerk of the Board and performs related duties assigned by law, Board policy, or the General Manager.
- Coordinates regular, special, emergency, and committee meetings, including calendars, deadlines, meeting logistics, accessibility, remote-meeting arrangements, and distribution of materials.
- Administers the agenda process in coordination with the General Manager and staff; requests agenda items and staff reports, tracks submission deadlines, checks materials for completeness and consistency, assembles packets, and arranges timely posting and distribution.
- Attends Board and committee meetings as assigned; prepares accurate draft minutes and records motions, votes, actions, referrals, and formal Board direction.
- Maintains an action log of Board decisions and follow-up items, requests status updates from responsible staff, and reports outstanding items to the General Manager.
- Coordinates public-comment procedures, meeting notices, hearing materials, and other procedural requirements in consultation with the General Manager and legal counsel as appropriate.
- Provides Board members with meeting materials, approved records, orientation materials, and logistical support consistent with District policy and applicable law.

2. Official Records and Governance Compliance

- Maintains the official record of Board and committee proceedings, including agendas, minutes, resolutions, ordinances, policies, and other records assigned to the Clerk.
- Administers records filing, indexing, retention, retrieval, archival, and authorized records destruction processes in accordance with the District's records-retention schedule and applicable law.

- Coordinates processing, publication, codification, and version control of adopted resolutions, ordinances, policies, and other official actions; maintains current versions and records of superseded documents.
- Coordinates District responses to California Public Records Act requests with legal counsel, the General Manager and other District staff as necessary; tracks statutory deadlines and maintains records of requests and response; and is Custodian of District records.
- Administers assigned procedures supporting compliance with the Ralph M. Brown Act, California Public Records Act, Political Reform Act, District bylaws, conflict-of-interest requirements, and other governance rules.
- Coordinates Statements of Economic Interests (Form 700), required notices, oaths of office, Board appointments and vacancies, District election procedures and filings, including coordination with Sacramento County Elections, and ethics-training records, as assigned.
- Coordinates public-hearing documentation and District election administration with responsible agencies and legal counsel, as applicable.
- Performs authorized notarization of District documents when commissioned and assigned; maintains any required notary commission and records.
- Identifies and promptly refers legal, procedural, records-retention, or compliance questions to the General Manager and/or legal counsel; does not independently provide legal advice or determine legal strategy.

3. Executive and Administrative Support to the General Manager

- Provides confidential administrative support, including calendar coordination, meeting preparation, correspondence, briefing materials, travel arrangements, and follow-up tracking.
- Researches assigned issues and prepares summaries, background materials, draft correspondence, presentations, and administrative reports for the General Manager's review.
- Coordinates assignments arising from Board meetings, management meetings, and executive-office priorities; monitors due dates and follows up with responsible staff.
- Organizes and maintains executive-office files, administrative procedures, contact lists, and reference materials.
- Coordinates information flow among the General Manager, Board members, department managers, legal counsel, consultants, other public agencies, and the public, consistent with established protocols.
- Assists with Board workshops, study sessions, retreats, orientation materials, and strategic-planning activities as directed.
- Screens and routes inquiries, identifies urgent matters, and brings commitments and requests requiring the General Manager's attention forward promptly.
- Manages special projects and research assignments as assigned by the General Manager.

4. Office Management and Administrative Services

- Coordinates daily administrative office workflow and support services; maintains office procedures and recommends practical improvements within assigned authority.
- Coordinates vendor communications, routine service arrangements, purchasing documentation, and administrative records; conducts routine vendor price comparisons and cost-control initiatives and negotiates routine service pricing only within delegated authority.
- Manages the ITS contract. Coordinates information technology and telecommunications service providers, user support requests, ITS updates and configurations to RingCentral, basic equipment troubleshooting, technology and telephone equipment purchases, inventory, installations, and service agreements; refers specialized technical administration and security decisions to authorized personnel or providers.
- Coordinates administrative vehicle and fleet documentation, including DMV registration and renewal records, as assigned.
- Coordinates assigned administrative or clerical staff work, including work schedules, task assignments, training, and review of completed work, consistent with District policy and the General Manager's direction.
- Maintains administrative files, contact lists, templates, forms, and document-control practices; supports consistent use of approved procedures and version control.
- Coordinates information requests and administrative communications involving employees, Board members, vendors, and other agencies, and refers matters requiring executive action to the General Manager.

5. Administrative Projects, Procurement, and Contract Coordination

- Coordinates assigned administrative projects and research assignments, and prepares schedules, status reports, records, and supporting documentation.
- Drafts and maintains administrative procedures, forms, and policy documents under the General Manager's direction; tracks revisions and routes materials for appropriate review and approval.
- Coordinates the administrative and statutory components of public hearings and Proposition 218 proceedings, including notices, mailing or publication logistics, hearing materials, protest documentation, and deadlines, in coordination with finance staff and legal counsel.

- Supports procurement and contract administration by preparing and editing administrative contract documents, coordinating document routing, authorized signatures, renewal dates, vendor records, and contract files. May obtain price quotes and negotiate routine vendor service terms within written delegation.
- Coordinates administrative facility services for District offices, including vendor service requests, routine building maintenance, security access, equipment inspections, and related service schedules.
- Supports administrative process-improvement efforts and designated governance or organizational projects; provides status updates and recommendations without assuming responsibility for District-wide operational decisions.

6. Personnel Administration and Routine Communications

- Provides administrative support for personnel processes, including onboarding paperwork, training logistics, personnel records, required notices, and coordination of deadlines.
- May coordinate logistics and documentation for workplace investigations or employee-relations matters at the General Manager's direction.
- Coordinates routine public information, website updates and maintenance, District newsletter preparation and distribution, approved content, meeting notices, agendas, minutes, public documents, and community outreach materials.
- Prepares or coordinates routine notices, announcements, and public communications for review as required. The General Manager retains responsibility for executive messaging, media strategy, and sensitive or policy-related public statements.
- Performs other related duties consistent with the purpose and level of this classification.

DECISION-MAKING AND AUTHORITY

The incumbent independently organizes assigned work based on General Manager priorities, administers established Board and office procedures, maintains accurate records, coordinates assigned support staff, identifies missing information, and resolves routine administrative issues within approved policies and delegated authority. The incumbent may make procedural, scheduling, workflow, and routine purchasing decisions within documented limits.

Matters involving legal uncertainty, conflicting Board direction, significant public controversy, policy interpretation, potential litigation, material financial commitments, or sensitive personnel issues must be referred to the General Manager and, where appropriate, legal counsel or other authorized advisors.

KNOWLEDGE OF

- Principles and practices of public-agency administration, executive support, office management, workflow coordination, and customer service.
- Board and committee meeting administration, official records, agenda preparation, minutes, resolutions, ordinances, and administrative reports.
- California open-meeting and public-records requirements, including the Brown Act and California Public Records Act, and the ability to recognize when legal review is needed.
- Records management, retention schedules, document control, filing systems, and confidential information handling.
- Administrative purchasing, vendor coordination and cost comparisons, office supplies and equipment, routine service contracts, facilities support, telecommunications, and technology service coordination.
- Personnel administration, onboarding, training logistics, and confidential personnel recordkeeping.
- Business writing, calendaring, project tracking, office software, electronic agenda systems, word processing, spreadsheets, and presentation software.

ABILITY TO

- Prepare accurate, well-organized agendas, meeting packets, minutes, notices, correspondence, reports, and official records under strict deadlines.
- Coordinate effectively with elected officials, executives, employees, legal counsel, consultants, vendors, agencies, and the public while maintaining appropriate professional boundaries.
- Manage competing assignments, anticipate deadlines, track follow-up actions, and communicate status clearly.
- Coordinate office workflow and assigned support staff, routine vendor services, administrative facilities, and technology support requests within established policies and delegated authority.
- Interpret and apply established procedures, identify compliance risks or incomplete information, and escalate matters requiring executive or legal judgment.
- Handle sensitive information with discretion and maintain impartiality in support of Board processes.
- Exercise sound judgment, tact, diplomacy, accuracy, and professionalism in a politically sensitive public-agency environment.

MINIMUM QUALIFICATIONS

Education and Experience

- A combination of education and experience equivalent to an associate degree in public administration, business administration, office administration, paralegal studies, or a related field; a bachelor's degree is desirable.
- At least four years of progressively responsible administrative, executive-support, office-management, records-management, or public-agency experience, including experience coordinating meetings, preparing official documents, maintaining confidential records, or administering office procedures.
- Experience in a California local government or special district and familiarity with public-meeting requirements are highly desirable.
- Possession of a California Notary Public commission, or ability to obtain one if notarization is assigned, is desirable.
- Experience coordinating clerical staff, administrative purchasing, vendor services, or public records is desirable.

Licenses and Other Requirements

- Possession of, or ability to obtain, a valid California driver's license when driving is required for assigned duties.
- Ability to complete applicable ethics training and required conflict-of-interest filings.
- Training or certification in municipal or special-district clerk functions is desirable.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Work is primarily performed in an office environment with regular use of computers and other office equipment. The position requires frequent interaction with Board members, staff, vendors, and the public and may require attendance at evening meetings. The incumbent must be able to sit or stand for extended periods, communicate clearly in person and by telephone, and occasionally lift or move meeting materials and files weighing up to 20 pounds, with or without reasonable accommodation.

CLASSIFICATION STATUS

This is an at-will position exempt from overtime under the Fair Labor Standards Act. This job description is not an employment agreement and may be amended by the District to reflect changes in organizational needs, law, technology, or assigned responsibilities.

Preliminary Salary Survey

Assistant to the General Manager/Clerk of the Board Job Classification

Agency	Classification	Annual salary range
Bear Valley Community Services District	Assistant to the General Manager (2025)	$98,043–$125,131
Rincon del Diablo Municipal Water District	Executive Assistant/Clerk of the Board (2025)	$90,072–$121,596
Union Sanitary District	Executive Assistant to GM/Board Clerk (2024)	$112,708–$147,930
Las Virgenes Municipal Water District	Executive Assistant/Clerk of the Board (2026)	$136,090–$176,944
San Bernardino Valley Municipal Water District	Chief of Staff/Clerk of the Board (2023)	$162,588–$221,808

Date: November 18, 2026

To: RMCSD Board of Directors

From: Marti Brown, General Manager

Subject: Proposed Labor Negotiations Term Sheet

Recommendation:

Approve the proposed labor negotiations term sheet with the International Union of Operating Engineers, Local No. 3, AFL-CIO ("Union") to extend the Memorandum of Understanding from December 31, 2026, to June 30, 2027, and provide a one-time $2500 stipend to all full-time employees in the bargaining unit and a one-time pro-rated amount to part-time employees.

Rationale for Recommendation:

A new Board of Directors will take office in December 2026 and should have the opportunity to participate in labor negotiations for a successor Memorandum of Understanding (MOU). Additionally, the new General Manager, who assumed her position on October 19, 2026, is still becoming familiar with the District's operations, organizational priorities, and historical context. Allowing additional time before commencing negotiations will provide both the incoming Board and the General Manager with an opportunity to become better informed and prepared to participate meaningfully in the collective bargaining process.

Background:

The District's current Memorandum of Understanding (MOU) with the Union expires on December 31, 2026. To date, no terms, including salaries or benefits, have been negotiated for a successor agreement. With a new Board of Directors scheduled to take office in December 2026, staff recommend allowing the incoming Board an opportunity to participate in and provide direction regarding the collective bargaining process before negotiations for a successor MOU commence.

Discussion & Analysis:

In summary, the proposed term sheet (Attachment 1) provides for a one-time stipend of $2,500 to each full-time represented employee, with part-time represented employees receiving a prorated amount based on actual hours worked from July through October 2026. If approved, the stipends would be paid no later than December 2026.

The proposed agreement also commits the District to completing a comprehensive compensation study to inform the next round of labor negotiations. Importantly, the one-time stipend does not establish a precedent or obligate the District to any future compensation commitments. All terms and conditions of employment, including salaries and benefits, will be subject to negotiation as part of the successor Memorandum of Understanding (MOU). Additionally, the proposed six-month extension does not provide for retroactive salary or benefit adjustments.

The recommended $2,500 stipend reflects an effort to provide a fair, equitable, and meaningful one-time payment to represented employees while remaining fiscally responsible. Providing the same amount to all full-time represented employees ensures consistent treatment, while the prorated payment for part-time employees recognizes differences in hours worked. The flat stipend amount also provides a straightforward and transparent approach that avoids unnecessarily complex calculations. Staff believe the proposed amount strikes an appropriate balance between demonstrating the District's good faith and appreciation for its employees and exercising prudent fiscal management.

Extending the current MOU through June 30, 2027, would provide the incoming Board of Directors and the new General Manager sufficient time to complete the compensation study, evaluate its findings, and prepare for meaningful participation in successor MOU negotiations beginning in 2027. This additional time would support a more informed and deliberate collective bargaining process.

The proposed extension also presents an opportunity to align the expiration of future MOUs with the District's fiscal year, establishing June 30 as the contract expiration date rather than December 31. This alignment would facilitate more effective financial planning, budgeting, and long-term labor cost projections.

On November 11, 2026, the Union met and ratified the proposed term sheet (Attachment 1), demonstrating its agreement with the recommended approach, subject to final approval by the District's Board of Directors.

Fiscal Impact:

The total one-time cost associated with the proposed terms is estimated at approximately $70,000. Funding would be provided through the adopted FY 2026-27 budget, which included approximately $53,000 for a 3% salary increase for represented employees for the second half of this fiscal year. The remaining $17,000 would be funded through salary savings resulting from the vacant Director of Operations position, which was budgeted for the full fiscal year.

Attachment:

- Attachment 1: Proposed Labor Negotiations Term Sheet

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

PROPOSED LABOR NEGOTIATIONS TERM SHEET

Subject: Memorandum of Understanding: Extension and One-Time Employee Stipend
Proposed Agreement Period: Through June 30, 2027
Status: Proposal for Negotiation and Mutual Agreement

1. Extension of Memorandum of Understanding (MOU)

The District and the International Union of Operating Engineers, Local No. 3, AFL-CIO ("Union") agree to extend the existing Memorandum of Understanding for the General Unit, May 15, 2024 to December 31, 2026 ("MOU"), by amending Article XXI, Section A (Term) to provide that the MOU shall expire in its entirety on **June 30, 2027**.

Except as expressly modified by this agreement, all existing terms, conditions, provisions, and benefits of the current MOU shall remain in full force and effect throughout the extension period.

No general salary range increase shall take effect during the extension period. Step increases shall continue to be administered in accordance with Article VIII, Section A of the MOU.

Article XXI, Section B (Reopener) is amended to provide that either party may reopen the MOU by written notice delivered to the other party no later than [February 1, 2027], and the parties shall commence negotiations for a successor MOU no later than [March 1, 2027].

2. One-Time Employee Stipend

As consideration for the Union's agreement to extend the MOU through June 30, 2027 without a general salary range increase, the District agrees to provide a **one-time, non-pensionable stipend of $2,500** to each eligible full-time represented employee.

The stipend shall be subject to the following conditions:

- **Payment Date:** The stipend shall be paid no later than December 15, 2026, or the first regular pay date following approval of this agreement by the District's Board of Directors, whichever is later.
- **Eligibility:** Each regular full-time employee in the General Unit who is employed by the District by the stipend payment date shall receive the full $2,500 stipend.
- **Non-Pensionable Status:** The stipend is intended to be a one-time, nonrecurring payment that does not constitute pensionable compensation or compensation

earnable for CalPERS retirement purposes, to the extent permitted under applicable CalPERS laws and regulations. The District shall not report the stipend to CalPERS as compensation earnable or pensionable compensation.

- **No Base Salary Adjustment:** The stipend shall not be incorporated into employees' base salaries, salary schedules, or hourly rates and shall not establish an ongoing compensation obligation.
- **No Precedent:** The payment shall not establish a precedent or entitlement to similar payments in future years or negotiations.
- **Tax Treatment:** The stipend shall be subject to applicable payroll taxes and required withholdings.
- **Basis of Payment:** The stipend is paid solely as consideration for the Union's agreement to this extension. It is not conditioned on or calculated by reference to hours worked, production, attendance, or efficiency.

3. Part-Time Represented Employees

Eligible regular part-time employees in the General Unit shall receive a prorated portion of the $2,500 stipend based on their regularly scheduled weekly hours from July 1, 2026 to October 1, 2026, as reflected in District payroll records on the date the District's Board of Directors approves this agreement.

The prorated stipend shall be calculated as follows:

Prorated Stipend = $2,500 × (Regularly Scheduled Weekly Hours ÷ 40), not to exceed $2,500

For purposes of this calculation:

- Regularly scheduled weekly hours means the employee's assigned work schedule, excluding overtime and any hours worked outside that schedule.
- Forty (40) hours per week shall constitute the full-time equivalent.
- Part-time employees must be in the General Unit (regular part-time employees regularly scheduled for more than 20 hours per week, per Article III of the MOU) and employed by the District both on the date the District's Board of Directors approves this agreement and on the stipend payment date.

4. Districtwide Salary and Compensation Study

Concurrent with the MOU extension, the District agrees to undertake a comprehensive compensation study for all budgeted positions and shall endeavor to complete the study no later than May 1, 2026.

The study shall include an evaluation of employee compensation relative to comparable public agencies and special districts, as provided in the scope of work for the consultant selected by the District.

The purpose of the study is to:

- Evaluate the competitiveness of the District's current salary and compensation structure.
- Identify appropriate comparable agencies and positions for market benchmarking.
- Assess salary ranges and compensation relationships across District classifications.

The District shall be responsible for coordinating and overseeing the study and shall make the completed study available to the Union upon completion.

The selection of the consultant, the scope of work, and the comparable agencies shall be determined by the District. The District will consider written input on comparable agencies submitted by the Union no later than December 31, 2026, but such input shall not be binding on the District. The timing, methodology, and completion of the study shall not be subject to the grievance procedure in Article XVI of the MOU.

The parties acknowledge that completion of the study does not, by itself, obligate the District to implement any recommended salary or benefit adjustments. Any proposed changes to represented employees' wages, hours, or other terms and conditions of employment shall be addressed through applicable collective bargaining procedures.

5. Future Labor Negotiations

The parties acknowledge that the proposed MOU extension is intended to provide continuity and stability while the District completes its salary and compensation study.

The results of the study may be used by both parties to inform subsequent labor negotiations concerning compensation and related employment matters.

Unless otherwise mutually agreed, negotiations for a successor MOU shall proceed in accordance with Section 1 of this agreement, the Meyers-Milias-Brown Act (Gov. Code, § 3500 et seq.), and the District’s employer-employee relations procedures.

6. Mutual Agreement and Approval

This term sheet represents a proposed framework for agreement between the District and the Union.

Implementation shall be contingent upon:

- Mutual agreement by the District and the Union.
- Completion of ratification by the Union's members in the General Unit.
- Approval by the District's Board of Directors.
- Compliance with applicable state law, CalPERS requirements, and District policies.

Upon approval, the parties shall memorialize the agreed-upon provisions through a written amendment to the MOU signed by the parties in accordance with Article XIX, Section C of the MOU.

Acknowledgment of Tentative Agreement

For Rancho Murieta Community Services District

Signature: _____
Name/Title: _____
Date: _____

oiFor International Union of Operating Engineers, Local No. 3, AFL-CIO

Signature: _____
Name/Title: _____
Date: _____

Date: November 18, 2026

To: RMCSD Board of Directors

From: Marti Brown, General Manager

Subject: 2027 Compensation Study

Recommendation:

Authorize the General Manager to execute a contract with Bryce Consulting to conduct a Compensation Study for all represented and non-represented positions, except the General Manager position, for an amount not to exceed $17,000.

Rationale for Recommendation:

The current Memorandum of Understanding (MOU) with International Union of Operating Engineers, Local No. 3, AFL-CIO ("Union") expires on December 31, 2026. There is no verifiable record of when the last compensation study was conducted. Therefore, staff recommend conducting a study.

Background:

The District's current Memorandum of Understanding (MOU) with the expires on December 31, 2026, necessitating negotiations for a successor agreement. Under Agenda Item 7c, staff recommends extending the existing MOU through June 30, 2027, including a commitment by the District to complete a comprehensive compensation study. Approval of the proposed agreement with Bryce Consulting would fulfill that commitment.

Discussion & Analysis:

Staff recommend that the Board of Directors authorize the execution of a professional services agreement with Bryce Consulting to conduct a comprehensive compensation study, with completion anticipated in spring 2027. Assuming the Board approves the proposed term sheet with the Union (November 18 Board Agenda, Item 7c), the study's findings will help inform labor negotiations for a successor Memorandum of Understanding (MOU), effective July 1, 2027.

Although a salary survey of management positions was recently completed in late 2025, a review and comparison of benefits was not included. In addition, the incremental cost of including these positions in the proposed study is de minimis. Including management positions will also establish a consistent compensation review cycle for all budgeted District positions, promoting greater consistency and efficiency in future compensation evaluations.

The compensation study will evaluate salaries and benefits for all budgeted District positions, excluding the General Manager. In preparation for the study, staff also intend to review and update existing job classifications, as necessary, to ensure they accurately reflect current duties, responsibilities, qualifications, and certification requirements.

Staff have identified several discrepancies between existing job classifications, the duties currently

being performed, and the District's evolving operational needs. Addressing these discrepancies before initiating the compensation study will be an important first step in ensuring that the District's positions are appropriately classified and accurately compared with similar positions at comparable public agencies. This preliminary work will also help ensure that the study's findings provide a reliable and defensible basis for future compensation decisions and labor negotiations.

Based in Folsom, California, Bryce Consulting is an established human resources consulting firm with more than 30 years of experience providing classification and compensation services to public agencies. The firm's extensive experience conducting compensation surveys and studies makes it well suited to assist the District in evaluating its compensation structure and ensuring that salaries and benefits remain competitive within the relevant labor market.

Fiscal Impact:

The one-time expense of the study would not exceed $17,000. The cost would be allocated evenly among the applicable funds using the adopted FY 2026-27 Indirect Rate Cost (IRC) allocation percentages. Funding will be provided from the $17,500 HR recruitment budget originally designated for the Director of Operation recruitment.

Attachment:

- Attachment 1: Compensation Study Proposal

BRYCE CONSULTING

October 28, 2026

Ms. Marti Brown
General Manager
Rancho Murieta Community Services District

Re: 2027 Compensation Study Cost Estimate

Thank you for the opportunity to submit a proposal to conduct a compensation study for the Rancho Murieta Community Services District. The following pages provide a breakdown of tasks, costs and timeline.

Due to our current project workload, we can begin the study in January 2027. Please do not hesitate to contact me if you have any questions or need additional information.

Again, thank you for the opportunity to be considered for this project.

Sincerely,



Stacy James
Principal, Bryce Consulting

Task 1 - Project Initiation with the District

This task involves all the steps required to initiate the project including a review of District's organizational chart, job descriptions, rules and regulations, MOU language and related information as well as a review and finalization of the study scope, objectives, and process.

Task 2 – Research Labor Market and Confirm Compensation Survey Parameters with District

The overall objective in selecting survey employers is to define as accurately as possible the District's "Labor Market" based on size, services, and geographic location. A labor market consists of those employers with whom the District would compete with for employees. Bryce will research and recommend agencies based on population served, full-time employees and budget (size), services, and geographic location. It is typically recommended that 10-12 agencies be included in the study. Bryce will research the agencies that the District has surveyed in the past, as well as any other agencies, including cities, that may be relevant to the labor market.

Survey Classes - The consultant will confirm job classes to be used as survey classifications. These survey classes would be representative of all levels of classifications and job series. It is anticipated that the study would include approximately 25 classifications.

Survey Parameters – The consultant will confirm data elements to be collected. Typical data elements include:

- Minimum and maximum base salary
- Portion of employees' share of retirement paid by the employer (Classic Employee)
- Deferred compensation contribution and matches paid by the employer (Classic and PEPRA Employee's)
- Longevity pay at year 10
- Certification/education pay
- Health, dental, vision, life insurance, and long-term disability contributions paid by the employer
- Social Security paid by the employer
- Portion of employers' share of retirement paid by the employee (Classic and PEPRA Employee's)
- Retiree Health Savings Account contributions
- Future cost of living increase data
- Retirement practices (retirement benefit, plan formula, and employer's cost) (Classic and PEPRA)
- Retiree medical contribution

- Leave benefits (vacation, sick leave, holiday, and administrative leave)

Task 3 - Prepare Information Packet

Once the above task is completed, the consultant will do a thorough review of each survey agency's websites for budget documents, salary schedules, job descriptions, and Memorandum of Understanding. The consultant will then contact each survey employer to elicit cooperation, explain the scope of the survey, and who the study is being conducted for and what information is needed.

Task 4 - Collect and Analyze Salary Survey Data

Determining a comparable classification will include, at a minimum, comparison of the experience and education qualifications required, level within the organization, degree of authority, scope and complexity of the work performed, as well as duties performed. Once the data is collected it will be thoroughly analyzed utilizing an electronic spreadsheet. It is anticipated that this analysis would include a detailed presentation of base salary and benefit information for each survey class including the name of the comparable class, the top salary and total compensation, and a comparison between the labor market mean and median, or any other percentile requested, and the District for each survey classification.

Task 5 - Review Preliminary Survey Results with the District

Following the preliminary analysis of the survey data, the consultant will conduct an in-depth review of the survey results with the General Manager. The purpose of this review is to identify any additional information needs or areas that require further analysis. Bryce will collect data for both Classic and PEPRA employees and provide datasheets for each tier.

Task 6 – Follow Up Data Collection

Following the review phase of the study, the consultant will collect additional information needed or requested.

Task 7 – Prepare Salary Recommendations (Optional)

Once the data has been reviewed with the District's project team, the consultant will prepare salary range recommendations for all classifications based on relevant labor market data and internal relationship guidelines recommended by the consultant, should the District request this. The internal alignment analysis will link classifications that were not surveyed or where insufficient market data resulted, based on organizational level, scope of work, and requirements. The internal alignment analysis also validates the market data to ensure that the results of the compensation study do not result in compaction between classifications.

Task 8 - Prepare Report

This report will fully document all survey activities:

- Discussion of methodology and labor market survey parameters.
- Presentation and analysis of the survey results.
- Salary recommendations (if requested)

Task 9 – Present Final Report to the Board of Directors (Optional)

After the initial review of the findings with the General Manager, the consultant will be prepared to make a presentation to the Board of Directors, if needed.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

PROJECT HOURS AND COST

TASK		HOURS	COST	WEEK
1.	Project Initiation with the District	2	$400	1
2.	Research Labor Market and Confirm Survey Parameters	8	$1,600	1 - 2
3.	Prepare Information Packet	2	$400	3
4.	Collect and Analyze Salary Survey Data	50	$10,000	4 - 7
5.	Review Preliminary Survey Results with the District	2	$400	8
6.	Follow up Data Collection	2	$400	8 - 9
7.	Prepare Salary Recommendations (Optional)	0 - 10	$0 - $2,000	10
8.	Prepare Salary Survey Report	4	$800	11
9.	Present Final Report to Board of Directors (Optional)	0 - 1	$0 - $200	TBD
	Compensation Study Hours and Cost	**70 - 81**	**$14,000 - $16,200**	

It assumed that all tasks will be conducted virtually; therefore, reimbursable expenses related to travel have not been included.

CORPORATE QUALIFICATIONS

Bryce Consulting, Inc. was formed in July 1995 to provide the full range of human resource consulting services to governmental clients. We offer comprehensive and integrated advisory services in the areas of human resources management, recruitment and selection, organization development, and training. Our scope and approach to consulting is based on a solid foundation of professional experience in providing consulting services to local governments.

SERVICES

Bryce Consulting offers a comprehensive range of human resource consulting services including:

Classification and Compensation - This area of the practice includes the development, installation, and modification of all or part of an agency's classification plan and compensation program. Typical study results include compensation policy development; the preparation of class specifications and career ladders that are in compliance with the ADA; internal salary relationship analysis; external compensation surveys; and the development of a revised compensation plan.

Organizational and Management Review and Analysis - This practice area includes the review, analysis and development of organizational structure, staffing, levels, reporting relationships, workflow, and management control systems. Specific tasks include detailed operational and organizational data collection, analysis of current systems and processes, and development of new or modified organizational and operational structures to create operational efficiencies, workload balance and appropriate staffing levels. Implementation includes facilitated processes with management, individual staff, and entire work groups to ensure the broadest understanding and success of the study recommendations.

Training - This service provides both off-the-shelf and custom designed training programs on a wide variety of salient topics to organizations. Depending on the needs of the organization, we provide employee, mid-management, executive management or agency-wide training on topics such as customer service, supervisory skills, mediation and conflict resolution skills, performance development and evaluation, communicating with your boss and interpersonal skills.

Human Resources Systems - Typical assignments in this area result in the development or modification of the basic policy and administrative framework for the agency's human resource management system. Study results include the preparation of personnel rules, policies, and procedures, and employee handbooks.

Performance Appraisal - This service area involves the development and installation of comprehensive performance appraisal systems for both management and non-management staff.

These systems are complete and include the necessary forms, procedure manuals, and the training of management and supervisory staff.

STAFF RESUMES

Shellie Anderson will serve as project manager. Ms. Anderson will be joined by Stacy James, who brings a solid background of human resources consulting experience and will be responsible for assisting with project data collection and analysis. Both consultants bring to the assignment extensive experience conducting classification and compensation studies and an in-depth knowledge and understanding of public agency salary and benefit practices, limitations, and trends within the State of California.

SHELLIE ANDERSON

Shellie Anderson is a principal with the firm who brings 25 years of human resource consulting experience within the State of California, specifically within the public sector. Her background includes managing and participating in compensation and classification studies of varying sizes, organizational analyses, recruitment and selection, development of performance evaluation systems, and succession planning. Ms. Anderson has personally completed hundreds of compensation studies and has worked with a variety of public agencies including the State of California, cities, counties, and electric, water, wastewater, and irrigation districts. Ms. Anderson has successfully worked with labor-management groups on multiple studies, to ensure successful accomplishment of study objectives. Ms. Anderson received a Bachelor's degree in Psychology and a Master's degree in Industrial and Organizational Psychology from the California State University, Sacramento. In addition, Ms. Anderson is a Certified Senior Professional in Human Resources. Ms. Anderson served on the Board for the IPMA – HR Sacramento Mother Lode Chapter for nearly a decade.

STACY JAMES

Stacy James is a principal with 18 years of professional human resources experience within the State of California including classification and compensation, recruitment and selection, development of work policies and procedures, and performance appraisal design. Ms. James previously oversaw the personnel practices in nine California Counties for social services and child support services departments which included serving as a business partner, conducting recruitments, determining and developing a variety of assessment processes, conducting job analyses, conducting classification studies, and providing training on rules and regulations governing the departments' merit system. Ms. James has extensive experience with compensation data collection and analysis. In addition, Ms. James has served as consultant to a variety of State agencies, counties, cities, non-profits, and special districts in the State of California. Ms. James earned her Bachelor's degree in Psychology from California State University, Sacramento.



COMMENTS AND REPORTS



CEREMONIAL MATTERS

Rancho Murieta Community Services District

Proclamation

IN HONOR OF LINDA BUTLER, DIRECTOR

WHEREAS, Linda Butler was appointed in 2018 to the Rancho Murieta Community Services District Board of Directors, and

Whereas, Butler generously gave a great deal of her time and energy to the community and the District Board, and

Whereas, during her term, Butler served on the following Board Committees: Security; Communications & Technology; Personnel, and

Whereas, in serving on these committees, Butler shared her vast experience and insight on the operations and communications of the District, and

Whereas, Butler's leadership and vision will enable the District to continue to benefit from her service in the years to come, and

Whereas, Butler's example and counsel will be missed by the Board and staff of the Rancho Murieta Community Services District, as well as the community as a whole, and

Whereas, the community and residents will continue to benefit from Butler's service, long after her leaving the Board.

NOW THEREFORE BE IT PROCLAIMED, this 18th Day of November in the year 2026, that the Board of Directors of the Rancho Murieta Community Services District, recognizes, appreciates and commends Linda Butler for her eight (8) years of service to the community and District, and wishes her well in her future endeavors.

_____

Board President

DRAFT

Rancho Murieta Community Services District

Proclamation

IN HONOR OF WILLIAM GERE, DIRECTOR

WHEREAS, William Gere was appointed in 2025 to the Rancho Murieta Community Services District Board of Directors, and

Whereas, Gere generously gave a great deal of his time and energy to the community and the District Board, and

Whereas, during his term, Gere served on the following Board Committees: Improvements; Security; Finance, and

Whereas, in serving on these committees, Gere shared his vast experience and insight on the operation and finances of the District, and

Whereas, Gere's leadership and vision will enable the District to continue to benefit from his service in the years to come, and

Whereas, Gere's example and counsel will be missed by the Board and staff of the Rancho Murieta Community Services District, as well as the community as a whole, and

Whereas, the community and residents will continue to benefit from Gere's service, long after his leaving the Board.

NOW THEREFORE BE IT PROCLAIMED, this 18th Day of November in the year 2026, that the Board of Directors of the Rancho Murieta Community Services District, recognizes, appreciates and commends William Gere for his one (1) year of service to the community and District, and wishes him well in his future endeavors.

_____

Board President

DRAFT

Rancho Murieta Community Services District

Proclamation

IN HONOR OF RANDY JENCO, DIRECTOR

WHEREAS, Randy Jenco was appointed in 2018 to the Rancho Murieta Community Services District Board of Directors, and

Whereas, Jenco generously gave a great deal of his time and energy to the community and the District Board, and

Whereas, during his term, Jenco served on the following Board Committees: Improvements, and

Whereas, in serving on this committee, Jenco shared his vast experience and insight on the operations of the District, and

Whereas, Jenco's leadership and vision will enable the District to continue to benefit from his service in the years to come, and

Whereas, Jenco's example and counsel will be missed by the Board and staff of the Rancho Murieta Community Services District, as well as the community as a whole, and

Whereas, the community and residents will continue to benefit from Jenco's service, long after his leaving the Board.

NOW THEREFORE BE IT PROCLAIMED, this 18th Day of November in the year 2026, that the Board of Directors of the Rancho Murieta Community Services District, recognizes, appreciates and commends Randy Jenco for his eight (8) years of service to the community and District, and wishes him well in his future endeavors.

_____

Board President

DRAFT

Rancho Murieta
Community Services District

Proclamation

IN HONOR OF TIMOTHY MAYBEE, DIRECTOR

WHEREAS, Timothy Maybee was appointed in 2018 to the Rancho Murieta Community Services District Board of Directors, and

Whereas, Maybee generously gave a great deal of his time and energy to the community and the District Board, and

Whereas, during his term, Maybee served on the following Board Committees: Parks; Security; Finance, and

Whereas, in serving on these committee, Maybee shared his vast experience and insight on the operations of the District, and

Whereas, Maybee's leadership and vision will enable the District to continue to benefit from his service in the years to come, and

Whereas, Maybee's example and counsel will be missed by the Board and staff of the Rancho Murieta Community Services District, as well as the community as a whole, and

Whereas, the community and residents will continue to benefit from Maybee's service, long after his leaving the Board.

NOW THEREFORE BE IT PROCLAIMED, this 18th Day of November in the year 2026, that the Board of Directors of the Rancho Murieta Community Services District, recognizes, appreciates and commends Timothy Maybee for his eight (8) years of service to the community and District, and wishes him well in his future endeavors.

_____

Board President

DRAFT