



## RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Board of Directors Regular Meeting

MINUTES

May 20, 2015

4:00 p.m. Closed Session \* 5:00 p.m. Open Session

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

President Gerald Pasek called the regular meeting of the Board of Directors of Rancho Murieta Community Services District to order at 4:01 p.m. in the District meeting room, 15160 Jackson Road, Rancho Murieta. Directors present were Gerald Pasek, Betty Ferraro, Paul Gumbinger, and Michael Martel. Also present were Darlene J. Gillum, General Manager; Greg Remson, Security Chief; Paul Siebensohn, Director of Field Operations; Eric Thompson, Controller; Suzanne Lindenfeld, District Secretary; and Richard Shanahan, General Counsel. Director Mark Pecotich was absent.

### **2. ADOPT AGENDA**

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

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

None.

### **4. BOARD ADJOURNED TO CLOSED SESSION AT 4:02 P.M. TO DISCUSS THE FOLLOWING ITEMS:**

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

### **5/6. BOARD RECONVENED TO OPEN SESSION AT 5:02 P.M. AND REPORTED THE FOLLOWING:**

*Under Government Code 54957: Public Employee Performance Review: Title: General Manager.*  
**Nothing to report.**

### **7. COMMENTS FROM THE PUBLIC**

Richard Fox, Lot 1772, commented on the water conservation restrictions and asked the District to consider reducing the cost for the \$100 fee Rancho Murieta Association requires to submit approval for landscape changes. President Pasek directed Darlene Gillum to contact RMA regarding this matter. Director Ferraro suggested Mr. Fox go to the ARC monthly meeting to discuss the matter.

Gail Bullen introduced herself. Ms. Bullen is the new reporter for the River Valley Times.

### **8. CONSENT CALENDAR**

Under Agenda Item 8b3, Director Ferraro asked about the Security Impact Fees that the District will be receiving once the Retreats development begins. Darlene Gillum stated that the money will go into a Security Impact Fee account. Staff is developing a policy on how those monies are spent.

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

## **9. STAFF REPORTS**

Under Agenda Item 9a, Director Ferraro asked about the solar farm. Darlene Gillum stated that staff should be receiving a proposal in the next few weeks outlining the plan. At this time, it is estimated to use about three (3) acres.

Under Agenda Item 9d, President Pasek asked about the amount of water in storage. Paul Siebensohn stated that currently the District has a 2.6 year supply of water.

## **9. CORRESPONDENCE**

None.

## **11. ADOPT RESOLUTION R2015-07, IN HONOR OF JAMES BIEG, PATROL SERGEANT, RANCHO MURIETA COMMUNITY SERVICES DISTRICT**

**Motion/Gumbinger** to adopt Resolution R2015-07, in honor of James Bieg, Patrol Sergeant, Rancho Murieta Community Services District. **Second/Ferraro**. Roll Call Vote: **Ayes: Pasek, Ferraro, Gumbinger, Martel. Noes: None. Absent: Pecotich.**

## **12. CONSIDER ADOPTION OF RESOLUTION R2015-06, DECLARING A STAGE TWO WATER SHORTAGE CONDITION AND ADOPTING WATER RESTRICTIONS**

Darlene Gillum gave a brief recommendation to adopt Resolution R2015-06. In order to be in compliance with the State water conservation law and the District Water Shortage Contingency Plan, adoption of a resolution declaring a Stage 2 water shortage condition and adoption of water use restrictions is required.

Director Ferraro requested Darlene Gillum give an explanation as to why RMA is not required to abide by the water restrictions. Darlene stated that she had given RMA a four (4) week variance due to the new North Gate. President Pasek stated that the amount of grass and other plantings at the North Gate are required by the County of Sacramento.

**Motion/Gumbinger** to adopt Resolution 2015-06 declaring a stage two water shortage condition and adopting water restrictions. **Second/Ferraro**. Roll Call Vote: **Ayes: Pasek, Ferraro, Gumbinger, Martel. Noes: None. Absent: Pecotich.**

## **13. REVIEW THE PROPOSED 2015/2016 BUDGET AND CAPITAL PROJECTS**

Darlene Gillum gave a brief update. There are no new Capital Improvements Projects for the 2015/2016 fiscal year. The reserve study findings will be incorporated into the 2016-2017 budget. The presentation of the 2015/2016 budget will be made at the June 17, 2015 Board meeting.

## **14. PUBLIC HEARING - CONSIDER APPROVAL OF THE PROPOSED SERVICE CHARGE INCREASES AND SPECIAL TAX ADJUSTMENTS**

Darlene gave a brief presentation on the proposed service charge increases and special tax adjustments. The total increase is about 3.5% or \$5.83 a month, per residential connection.

President Pasek opened the hearing at 5:38 p.m.

There were no comments.

President Pasek closed the hearing at 5:39 p.m.

Darlene Gillum stated that five (5) letters of protest were received.

**Motion/Gumbinger** to Introduce Ordinance O2015-01, an Ordinance of the Rancho Murieta Community Services District, amending Chapter 14 of the District Code relating to Water Service Charges; amending Chapter 15 of the District Code relating to Sewer Service Charges; amending Chapter 16 of the District Code relating to Drainage Service Charges; amending Chapter 16A of the District Code relating to Drainage Special Tax; amending Chapter 21 of the District Code relating to Security Special Tax; and amending Chapter 31 of the District Code relating to Solid Waste Collection and Disposal Service Charges, waive the full reading of the Ordinance and continue to the June 17, 2015 Board meeting for adoption. **Second/Ferraro. Roll Call Vote: Ayes: Pasek, Ferraro, Gumbinger, Martel. Noes: None. Absent: Pecotich.**

Director Martel commented on the need for the District to look at how to fund the budget in the future with the increase in development.

#### **15. CONSIDER APPROVAL OF 2014-15 AUDIT PROPOSAL**

Darlene Gillum gave a brief summary of the proposal for conducting the 2014-2015 audit. Director Ferraro asked about the requirement to change auditors every three (3) years. Darlene Gillum stated that starting 2015-2016, District's are required to change auditors, not necessarily the firm, every five (5) years.

**Motion/Martel** to approve the proposal from Larry Bain, CPA, An Accounting Corporation, for preparation of audit reports (for the District and for the Community Facilities District Number 2014-1) for the fiscal year 2014-15, in an amount not to exceed \$17,500. Funding to come from the 2015-16 General Administration Operating Budget in the amount of \$13,500 for the District and \$4,000 from the CFD No. 2014-1. The audit to be conducted by a different auditor in the firm. **Second/Ferraro. Roll Call Vote: Ayes: Pasek, Ferraro, Gumbinger, Martel. Noes: None. Absent: Pecotich.**

#### **16. CONSIDER ADOPTION OF THE DISTRICT'S SECURITY SURVEILLANCE CAMERA IMPLEMENTATION, INTEGRATION AND EXPANSION PLAN**

Chief Remson gave a brief summary of the Security Surveillance Camera Plan. Individual private entities will use their own camera vendor to assess their individual needs, including type of cameras, and to use a system that is compatible with the District's system. Any costs for acquiring, installing, operation and maintenance of surveillance cameras and related software and hardware would be the responsibility of each property owner or entity.

The District would have no responsibility or guarantee for 24 hour monitoring, recording of video, camera operation and maintenance, vandalism to equipment, or incidents that occur under a surveillance camera view.

Director Martel stated that he does not agree with priority listing in Attachment A. The Security Ad Hoc Committee discussed placement of 99 cameras.

**Motion/Martel** to adopt the District's Surveillance Camera Implementation, Integration, and Expansion Plan, with the attached "Exhibit A" considered a draft. **Second/Ferraro. Roll Call Vote: Ayes: Pasek, Ferraro, Gumbinger, Martel. Noes: None. Absent: Pecotich.**

**17. CONSIDER ADOPTION OF DISTRICT POLICY P2015-07, BODY WORN CAMERAS AND VIDEO SYSTEM**

Chief Remson gave a brief summary of Policy P2015-07 regarding body worn cameras and video system. Each Patrol Officer will have his/her own District issued body camera.

Director Martel stated that Patrol Officers will be required to note on the Summary Log when the body camera was used as well as any time they un-holster their gun.

Richard Shanahan stated that all video recordings are required to be stored for one (1) year.

Director Martel commented on his feeling that Patrol Officers should not record anything relating to an HOA violation.

**Motion/Gumbinger** to adopt Policy P2015-07 Body Worn Cameras and Video System, with the change that Patrol Officers will not record anything relating to an HOA violation, unless the situation becomes adversarial. **Second/Martel. Roll Call Vote: Ayes: Pasek, Ferraro, Gumbinger, Martel. Noes: None. Absent: Pecotich.**

**18. CONSIDER APPROVAL OF SAFETY CENTER FACILITIES USE AGREEMENT WITH SACRAMENTO COUNTY**

Chief Remson gave a brief summary of the use agreement between the District and Sacramento County for the James Noller Safety Center.

**Motion/Martel** Approve the Safety Center Facilities Use Agreement with Sacramento County and authorize the General Manager to execute such agreement. **Second/Ferraro. Roll Call Vote: Ayes: Pasek, Ferraro, Gumbinger, Martel. Noes: None. Absent: Pecotich.**

**19. CONSIDER APPROVAL OF NORTH GATE FACILITIES USE AGREEMENT WITH RANCHO MURIETA ASSOCIATION**

Darlene Gillum stated that this item was not on the agenda for RMA's Board meeting last night so staff is unaware if their Board has reviewed this item or not. Randy Jenco, RMA Director, stated that the Board did review this item in their executive session and approved a response.

Darlene Gillum stated that one of the RMA's concerns was the District not paying rent for the building. Richard Shanahan, District General Counsel, stated that rent is not required since the District is providing a service to the community.

Darlene stated that they are still working on portioning out the electric bill.

Director Ferraro asked who the equipment belongs to if RMA takes over security services. Darlene stated that all that will be worked out at that time.

Paul Siebensohn suggested that RMA take ownership of the generator since the District has stricter guidelines to follow. This item will be included in the use agreement.

## **20. REVIEW NEW GATE POLICY**

Chief Remson stated that this is a first draft of a new gate policy for the District and RMA Boards and representatives of The Villas, Rancho Murieta Country Club, and the Retreats to review and comment.

Randy Jenco commented on the RMA Board's concern that this is a District policy, not an RMA policy, and that RMA will lose their power on deciding who gets in. Mr. Jenco requested that Board members, not staff, work with RMA Directors to develop the new policy.

Director Martel suggested two policies be developed, one for bar codes and one for gate access. Director Martel stated that each entity at the meeting had a different take on entering the gates and felt that RMA representatives did not relay to their Board all the information from the meeting.

President Pasek stated the purpose of the policy is to create one policy for all the various HOAs that will be entering the gates.

Mr. Jenco agreed that two (2) separate policies should be made as RMA wants to maintain control of who gets barcodes since it is RMA gates and streets.

President Pasek suggested an ad hoc committee to work on this with RMA and appointed Directors Gumbinger and Martel.

## **21. CONSIDER APPROVAL OF PROPOSAL FOR PURCHASE OF DUMP TRUCK**

Paul Siebensohn gave a brief summary of the recommendation to approve the proposal from Downtown Ford for the purchase of a new dump truck. The dump truck that is being recommended would serve as a dual purpose truck with sides that can fold down to load it and used as a flat bed. Obtaining a dump truck would allow staff to haul material as necessary for District work (e.g., spoils from and fill material for water leak repairs, sewer repairs, drainage maintenance and solids handling from water and wastewater facilities), as well as being able to tow heavy equipment.

**Motion/Gumbinger** to approve the proposal from Downtown Ford for the purchase of a new dump truck, in an amount not to exceed \$55,076.76. Funding to come 50% from Water Capital Improvement Reserves and 50% from Sewer Capital Improvement Reserves, CIP 12-01-2.  
**Second/Martel. Ayes: Pasek, Ferraro, Gumbinger, Martel. Noes: None. Absent: Pecotich.**

## **22. CONSIDER APPROVAL OF INSPECTION COSTS FOR THE WATER TREATMENT EXPANSION PROJECT**

Paul Siebensohn gave a brief summary of the recommendation to approve the inspection costs for review of the components and construction of steel and concrete structures for compliance per the HDR design specifications. This additional inspection is required due to the structural steel having been fabricated out of state and the quantity of visits for epoxy and concrete sampling and testing exceeded the original estimate.

Director Gumbinger stated that staff should look into having the subcontractor reimburse the District for this expense since it was due to their faulty work that the additional services are needed.

**Motion/Gumbinger** to approve the proposal from Youngdahl Consulting Group, Inc., for inspection services relating to the Water Treatment Plant Expansion Project in an amount not to exceed \$10,964. Funding to come from Water Replacement Reserves. **Second/Martel. Roll Call Vote: Ayes: Pasek, Gumbinger, Martel. Noes: Ferraro. Absent: Pecotich.**

## **23. CONSIDER PRE-APPROVAL OF PURCHASE OF BACKHOE**

Paul Siebensohn gave a brief summary of the recommendation to pre-approve the purchase of a used backhoe because purchasing used equipment is generally subject to the seller wanting to sell their equipment immediately for the best price they can receive. The seller is also interested in receiving immediate payment. Our required process of soliciting bids and taking approvals to the Board leaves us out of competition for purchasing used equipment. Often, by the time we can proceed with the purchase, the equipment is already sold.

Director Martel stated that he would like to know how much the backhoe is used each fiscal year.

**Motion/Gumbinger** to approve waiving the requirements of District Code, Chapter 4, Section 5.02 and pre-approve an amount not to exceed \$70,000, inclusive of taxes, for the purchase of a used backhoe. Funding to come 50% from Water Capital Replacement Reserves and 50% from Sewer Capital Replacement Reserves, CIP #14-01-1. **Second/Martel. Ayes: Pasek, Ferraro, Gumbinger, Martel. Noes: None. Absent: Pecotich.**

## **24. RECEIVE 2015 BOARD GOALS UPDATE**

Darlene Gillum gave a brief update on the 2015 Board goals for the first quarter.

## **25. RECEIVE WATER TREATMENT PLANT EXPANSION PROJECT UPDATE AND DISCUSS CURRENT SCHEDULE**

Paul Siebensohn gave a brief update on the Water Treatment Plant Expansion Project. Completed work includes: running power supply to the effluent pump station and setting of the effluent pumps and control valves; completed installation, compaction and backfill of the effluent discharge line and meter; process water and lab supply line installations; erection of the canopy structure I-beams; setting of the generator and completing electrical connections; and continued installation of membrane system piping.

Martin's Metals, the subcontractor for KG Walters that is erecting the canopy, needs approximately an additional ten (10) days to complete their work due to underestimating the time needed. There is also a potential timing issue between the commissioning activities of TESCO Controls and GE which may add a 1-2 week push on the schedule.

The GE Field Services Representatives are onsite with the temporary filtration system to begin the commissioning activities. We are in the process of updating the GE Operations and Maintenance manual to be site specific for our application for submittal to the Department of Drinking Water to finalize an approval letter for its operation.

#### **26. RECEIVE WATER CONSERVATION UPDATE**

Paul Siebensohn gave a brief update on water conservation in the community. The District received Notices to Curtail Diversions for nine (9) of our appropriative water rights and had to register compliance through the Department of Water Resources online system. We topped off our reservoirs one more time due to the recent rainfall and timing to comply with the Notices. The District is continuing to comply with the State's mandates for water conservation.

The Water Conservation schedule is still in effect and staff is continuing to monitor the community for compliance. Calendar year to date, 169 conservation tags have been issued.

#### **27. DISCUSS WATER CONSERVATION PRESENTATION**

Darlene gave a brief summary of the topics to be discussed at the four (4) community meetings the District is holding regarding water in the community.

President Pasek suggested including the number of fines that have been issued and information regarding the new North Gate landscape.

Darlene stated that Directors are welcome to attend but cannot participate as it is not a Board meeting.

#### **28. REVIEW AND SELECT CONFERENCE/EDUCATION OPPORTUNITIES**

Director Martel stated he is interested in attending the CSDA annual conference.

#### **29. REVIEW MEETING DATES/TIMES**

Director Martel stated that he is not available to attend meetings on June 3, 4, and 5, 2015. Security and Finance Committee meetings will be rescheduled.

#### **30. COMMENTS/SUGGESTIONS**

Chief Remson stated that the striping was completed today and signs have been put up. A request has been put in for off-duty Sacramento County Sheriff Deputies to work the July 4, 2015 festivities. To date, no one has been available.

Eric Thompson commented on his getting familiar with the District processes and programs.

Director Martel welcomed Gail Bullen of River Valley Times. He also commented on Relay for Life wanting to advertise in the District billings and wanting RMA to answer the questions from the District regarding the Parks, holding a Joint Security meeting, and holding a town hall meeting to discuss security.

Director Gumbinger welcomed Gail. Director Gumbinger also commented on the need to have signs painted on the streets at the new North Gate.

Director Ferraro commented on conversations she had had with staff and their frustration regarding the conservation regulations not being followed by residents.

President Pasek suggested an update on Guadalupe Reservoir be included in the community meetings.

Darlene Gillum stated the District has received a new book, "A Homeowner's Guide to a WaterSmart Landscape" that will be given out at the community meetings. Darlene will be on vacation July 3, 2015 through July 10, 2015.

### **31. ADJOURNMENT**

**Motion/Gumbinger** to adjourn at 8:32 p.m. **Second/Ferraro. Ayes: Pasek, Ferraro, Gumbinger, Martel. Noes: None. Absent: Pecotich.**

Respectfully submitted,



Suzanne Lindenfeld  
District Secretary