



# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

## REGULAR BOARD MEETING MINUTES

January 20, 2021

Call to Order Open Session 5:00 p.m.

### 1. CALL TO ORDER/ROLL CALL

President Maybee called the Regular Board Meeting of the Board of Directors of Rancho Murieta Community Services District to order at 5:00 p.m. via ZOOM conference per Governor Newsom's Executive Order N-29-20. Directors present were Tim Maybee, Randy Jenco, Linda Butler, John Merchant, and Martin Pohll. Also present was Tom Hennig, General Manager; Paul Siebensohn, Director of Field Operations; Tina Talamantes, Interim Security Chief, Cindy Chao, Controller; Michelle Ammond, Interim Controller; Richard Shanahan, District General Counsel; and Amelia Wilder, District Secretary.

### 2. CONSIDER ADOPTION OF AGENDA

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

### 3. CONSENT CALENDAR

**Motion/Maybee to adopt the consent calendar. Second/Merchant. Roll Call Vote: Ayes: Maybee, Jenco, Merchant, Butler, Pohll. Noes: None. Absent: None. Abstain: None.**

### 4. STAFF REPORTS

Under Agenda Item 7A, Tom Hennig, General Manager, gave a summary of activities during the previous month, including an update on the current COVID-19 situation noting that as of January 18, 2021, the total cost has been \$47,416.53. This represents \$30,201.74 spent on extra equipment, including monitors and Surface Books to allow employees to work remotely and \$17,214.79 in employee time spent on extra projects relating to COVID-19 or time lost due to the virus, which includes 43 employee sick days. Staff has also completed an update to the IIPP concerning OSHA's new COVID-19 requirements.

He continued with an update on the RFP that the District released concerning Laguna Joaquin. Stating that he received an email from the General Manager at RMA hoping to discuss draining the basin and cleaning it out. This will be discussed at the February Improvements Committee meeting.

Mr. Hennig updated the Board on other District activities, noting that we are hoping to have the surveillance cameras installed by Murieta Village by the end of January. He met with the Sacramento County Public Information Officer who agreed to let RMCSO piggyback on their Nextdoor account. The responses to the Security Opinion Survey RFQ have been ranked, and references are being called. RFPs have been released for Engineering Services and On-Call Electrical Services, and Staff is preparing an RFP for a Reserve Study.

He had planned to review the Conditions of Approval for the Riverview Development with the Board at this meeting, realized that it was a complex task, and this update will be provided to the Improvements Committee instead. Director Merchant mentioned that there would need to be a meeting of the Parks Committee because there are topics in the Document that concern the Parks Committee.

He continued with an employee update, stating that Tonya Perez, Accounting Supervisor, had accepted an offer elsewhere. She will be missed, as she has been a valuable part of the team for over five years.

Under Agenda Item 7B, Cindy Chao, Controller, updated the Board on the status of the District's finances.

Under Agenda Item 7C, Interim Security Chief Tina Talamantes updated the Board on the Security Report, noting that we have hired one Gate Officer, and have replaced both the gate arms at the South Entry Gate and the Lago Drive Entry Gate. The VIPs truck is almost ready to be used by Security Staff, and we have upgraded the Body Cameras which have been distributed to Patrol Staff. We are in the process of updating the Body Worn Camera Policy.

She continued with an update on the fire safety issues for Quick Access for the South areas. A meeting has been set with the Sherriff's Department to discuss CSD beginning to issue citations in the Commercial area. She also noted that on December 25, 2020 a vehicle was abandoned at Lake Calero. While Staff waited for the tow truck CHP had called, the owner of the vehicle showed up with his own tow truck. The vehicle owner was issued a citation because it was an abandoned vehicle. The conversation turned to what would have happened if materials had been discharged into the water supply, and the lack of authority that CSD has to issue violations and penalties for such incidents. Staff will research the possibility of adding fines to District Code to have some way to issue fines for violations. Operations staff confirmed that no contaminants were leaked into the water supply. Richard Shanahan, District Counsel, informed the Board that there is authorization in Government Code for the District to adopt a schedule of administrative citation/fines. To do so the District must adopt a set of procedures where a cited person has an opportunity to contest the violation. There are Ordinances that would need to be adopted. This conversation will continue as Staff researches possible solutions.

Under Agenda Item 5D, Paul Siebensohn, Director of Field Operations, gave a brief summary of the utilities update noting that water plant #1 is offline to allow staff to perform winter maintenance. Resident water use was up slightly in the month of December, compared to the base year of 2013. He discussed the water Source of Supply, and dates that the District can pump water from the Cosumnes River to our Reservoirs. He is hopeful for some rainy weather, but he is prepared to present the Drought Contingency plan and make recommendations as to potentially implementing any stages at the next Improvements Committee meeting. He discussed a sink hole that Utility staff repaired on Christmas Eve near Laguna Joaquin, which necessitated lowering of the Basin level to allow Staff to replace a 40 year old pipe that had failed.

He continued with an update on the Development Projects, noting that there is a lot going on with Riverview. The plans are going back and forth with Sacramento County, the District and Coastland Engineering. The Board discussed the impact that the project could have on drainage and parks. Noting that the Conditions of Approval needed to be reviewed because there were items that required Staff approval. Staff and the Board will review this document and the Mitigation Monitoring Reporting Plan (MMRP). Director Jenco requested that this matter remain on the Board agenda so that it is visible and CSD can make sure that the conditions are met.

Below are the Development Updates (developments not listed have had no updates since the last Board Meeting):

#### The Retreats East and North

This project reports it is continuing to be re-designed by the developer for potential buyers. Nothing has been provided to the District for review.

#### Rancho Murieta North – Development Project

The project reports that they completed their traffic mitigation study in December and a greenhouse gas study is intended to be complete by the end of January and then they will submit their Notice of Preparation. A

notice of preparation (NOP) is a brief notice sent by the lead agency to notify the responsible agencies that the lead agency plans to prepare an Environmental Impact Review, commonly referred to as EIR.

#### MG – Legacy Villas & Suites (Lot 7)

The Improvement plans are completed and signed. No start date yet.

#### MG – Taco Bell (Lot 9)

The developer reports this project has been approved by CPAC and design review updates have been submitted to Sacramento County. The lot owner intends to sell the lot to another party. At that point when the project proceeds we will direct the new owner to submit a project application packet and deposit for review of this project. The project is seeking final county zoning approval at a 2/17/21 meeting.

#### Riverview

A 3<sup>rd</sup> review submittal of the Phase 1A Improvement Plans, Sewer Study, Storm Drain Study and drainage modeling files has been submitted for Coastland's review, along with their response to comments letter on January 7.

Riverview has three plan sets that are currently being processed (Grading, Phase 1A, Phase 1B). Sacramento County is concurrently reviewing drainage plans as well, with responses from Sacramento County provided back to the project on December 29. The Grading plan submittal had its most recent submittal received on November 22 and was subsequently reviewed by Coastland with comments returned to the Developer December 21. The Phase 1A package was resubmitted on January 7, 2021. This package is currently being reviewed by Coastland. The Phase 1B package last submittal was November 11, reviewed with comments returned to the Developer on December 21. Note that this project also has storm, sewer and water reports under review. CSD/Coastland had a follow-up conference call with the developer's team to discuss Storm and Sanitary sewer modeling requirements on December 9, 2020. Subsequent to that date, we have had additional follow-up from the Developer's team indicating they are working on the revisions and we expect resubmittal in the near future although nothing has been received to date.

The Development page on the District's website has been updated and can be found at: <https://www.ranchomurieta.com/development-projects>.

### **5. REVIEW DISTRICT MEETING DATES/TIMES FOR FEBRUARY 2021**

The Finance Committee Meeting has been moved to Wednesday, February 4, 2021 at 8:30 a.m.

### **6. CORRESPONDENCE**

None.

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

None.

### **8. REVIEW CONDITIONS OF APPROVAL FOR RIVERVIEW HOUSING DEVELOPMENT PROJECT**

This item was removed from the Agenda. Director Maybee made a suggestion that this be an agenda item so that the Board may have discussions monthly.

### **9. CONSIDER APPROVAL OF THE MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE INTERNATIONAL UNION OF OPERATING ENGINEERS, LOCAL 3, AFL-CIO AND RANCHO MURIETA COMMUNITY**

**SERVICES DISTRICT** Tom Hennig reviewed the changes that were made in the MOU, noting that Staff will receive a 3.5% Cost of Living Allowance for the next three years. Director Jenco added that he thinks this is a fair deal, and that both sides were happy. **Motion/Jenco** to approve the Memorandum of Understanding between the International Union of Operating Engineers, Local 3 and Rancho Murieta Community Services District. **Second/Pohll. Roll Call Vote: Ayes: Maybee, Jenco, Merchant, Butler, Pohll. Noes: None. Absent: None. Abstain: None.**

#### **10. ADOPTION OF POLICY P2021-01 CUSTODIAN OF RECORDS POLICY**

Tom Hennig gave a brief overview of the item, stating that when the District hires a new employee we have the candidates fingerprints run through the Department of Justice, to perform a criminal background check. In order to receive the information, we must have a policy that states how we will store and destroy the records. Policy P2021-01 satisfies these requirements. **Motion/ Maybee** to adopt Policy P2021-01, Custodian of Records Policy **Second/Merchant. Roll Call Vote: Ayes: Maybee, Jenco, Merchant, Butler, Pohll. Noes: None. Absent: None. Abstain: None.**

#### **11. CONSIDER APPROVAL OF LETTER FROM RANCHO MURIETA COMMUNITY SERVICES DISTRICT IN SUPPORT OF SCOTT ROAD BYPASS**

Mr. Hennig requested that the Board authorize him to write a letter supporting the realignment of Scott Road to Prairie City Road. Director Merchant spoke on behalf of the bypass, stating that what is proposed is inconvenient, and a petition has been circulating with nearly 1,200 signatures. The letter will be addressed to the Sacramento Area Council of Governments. **Motion/Maybee** to approve Rancho Murieta Community Services District letter in support of the Scott Road bypass. **Second/Butler. Ayes: Maybee, Jenco, Butler, Merchant, Pohll. Noes: None. Absent: None. Abstain: None.**

#### **12. CONSIDER APPROVAL OF RANCHO MURIETA COUNTRY CLUB LOAN AGREEMENT FOR RECLAIMED WATER PUMP REPAIR**

Mr. Hennig began this topic by noting a potential conflict of interest because three of the Board Members are also members of the Country Club. In order to rectify the situation, the names of the three members (Maybee, Jenco and Pohll) were placed in a cup, and District Secretary, Amelia Wilder pulled the name of one out of the cup. She pulled out Director Jenco, so the other two were muted and not allowed to speak on the topic. Mr. Hennig continued with a description of the situation. The Country Club approached him with a request to borrow up to \$115,816 to repair/upgrade the North Pump Station. This is the pump station that pumps the water from Bass Lake to the Golf Course for irrigation. The pump is failing and in need of repairs. Without this pump, the District would have nowhere to disperse the reclaimed water that the RMCC stores in Bass Lake. A discussion continued with many different options being presented, including the possibility of some arrangement that would benefit the District by placing the North Course Pump Station in District control. The urgency of the situation became apparent when Mr. Hennig stated that the need is immediate, and it could take up to a month or more for the new pump to be manufactured. Director Merchant reminded the Board of the Cease and Desist order received by the District in 2006, when the District mistakenly allowed 200,000 gallons of chlorinated water from Bass Lake, to overflow and it went into the river. The fines and legal fees cost over a half a million dollars. "We're betting \$100,000 to not have to pay a half a million." Director Merchant stated. He would like to have a follow up conversation with the Country Club to see if there is some infrastructure that the District can take over. **Motion/Merchant** to approve the loan as written, and include that Mr. Hennig and Mr. Siebensohn explore the option of taking over the additional infrastructure that

*pertains to recycled water. Second/Jenco. Ayes: Jenco, Butler, Merchant. Noes: None. Absent: None. Abstain: None.*

### **13. DIRECTOR COMMENTS/SUGGESTIONS**

Mr. Hennig reiterated all of the work Ms. Perez has done for the District, and wished her well in the future.

Director Pohll thanked Ms. Chao for explaining the Budget.

Director Merchant asked when we would have the Board Goals meeting. Mr. Hennig replied that we are trying to schedule a meeting for that.

Director Butler mentioned the importance of CSD working with RMA.

President Maybee thanked Staff and noted that the Public Records Requests received have impacted Staff. He appreciated the leadership and asked who would fill Ms. Perez's place. He continued with a desire to formalize the process for replacing Staff. He reiterated the desire to work with RMA.

### **14. ADJOURNMENT**

**Motion/Maybee to adjourn at 7:34 p.m. Second/Butler. Ayes: Maybee, Jenco, Butler, Merchant, Pohll.**

**Noes: None. Absent: None. Abstain: None.**

Respectfully submitted,



Amelia Wilder  
District Secretary