



# RANCHO MURIETA COMMUNITY SERVICES DISTRICT REGULAR BOARD MEETING MINUTES

October 20, 2021

Call to Order Closed Session 4:00 p.m./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 4:00 p.m. in the District meeting room, 15160 Jackson Road, Rancho Murieta. Director's present were Tim Maybee, Randy Jenco, John Merchant, Linda Butler, and Martin Pohll. Also present were Tom Hennig, General Manager; Paula O'Keefe, Director of Administration; Michael Fritschi, Director of Operations; Kelly Benitez, Security Supervisor; Richard Shanahan, District General Counsel; and Amelia Wilder, District Secretary.

## 2. CONSIDER ADOPTION OF AGENDA

**Motion/Maybee to adopt the Agenda with the addition of Agenda Item # 17 LAFCo vote. Second/Butler. Roll Call Vote: Ayes: Maybee, Jenco, Merchant, Butler, Pohll. Noes: None. Absent: None. Abstain: None.**

## 3. BOARD ADJOURNED TO CLOSED SESSION AT 4:03 p.m. TO DISCUSS THE FOLLOWING ITEMS:

- A. *Closed session for public employee performance evaluation of the General Manager position*
- B. *Closed session conference with Board Chair Tim Maybee as District designated labor negotiator regarding the unrepresented employee in the General Manager position*

## 4. BOARD RECONVENED TO OPEN SESSION AT 5:04 p.m.

Director Maybee reported there was no action for Item 3A, and Item 3B will be discussed under Item #16 later in the meeting.

## 5. CONSENT CALENDAR

**Motion/Maybee to approve Consent Calendar. Second/Merchant. Roll Call Vote: Ayes: Maybee, Jenco, Merchant, Butler, Pohll. Noes: None. Absent: None. Abstain: None.**

Director Maybee moved Item #10 and Item #11 to the next agenda items.

## 6. PRESENTATION OF PLAQUE RECOGNIZING RICHARD BRANDT

Director Merchant presented a plaque to Richard Brandt, recognizing him for his service to the District over the last 40 years.

## 7. CONSIDER RESOLUTION R2021-04 RECOGNIZING GATE OFFICER RICK DIAS

**Motion/Maybee to adopt Resolution R2021-04 recognizing Gate Officer Rick Dias. Second/Merchant. Roll Call Vote: Ayes: Maybee, Jenco, Merchant, Butler, Pohll. Noes: None. Absent: None. Abstain: None.** There was a brief presentation of the Resolution to Mr. Dias.

## 8. STAFF REPORTS

Under Agenda Item 7A, Mr. Hennig gave a summary of activities during the previous month, highlighting the following topics:

- Covid Response
- Fire Hydrant Issue

- Clementia Update
- Hot Air Balloon Incident
- Riverview Tree Mitigation
- Development Update
- Laguna Joaquin Update
- AB 129 State Funded Projects
- Potential Infrastructure Project Funding
- Outreach/Advocacy
- General Staffing Update
- Conference/Education Opportunities
- Employee Announcements, Promotions, Commendation, and Kudos

There was a discussion about Laguna Joaquin.

- Under Agenda Item 7B, Paula O’Keefe, Director of Administration, gave the Board the Administration/Finance Report. She highlighted the following topics:
  - Monthly Budget to Actuals
  - Procurement and Contracts
  - Capital Improvement Updates
  - Reserve Fund Purchases Authorized by the General Manager
  - Reserve Funds Balance Sheet
  - Interfund Borrowing
  - Utility Billing

Under Agenda Item 7C, Kelly Benitez, Security Supervisor, updated the Board with a summary of September’s activities in the Security Department, including:

- Operations Update
- Rancho Murieta Association Activity
- Murieta Village Activity
- Rancho Murieta Commercial Owners Association Activity
- Incidents of Note
- RMA Violation Report
- Gate Entries and Gate Entries Denied Reports
- Cases by Breakdown Report

Under Agenda Item 7D, Michael Fritschi, Director of Operations, gave a summary of the utility update, including:

Upcoming Changes to the Operations Report

- Water Delivery & Storage
- Water Treatment Facility
- Wastewater Facility
- Field Utility Service
- Contract/Projects
  - Geographical Information System (GIS)
  - Hole 14 Culvert Replacement
  - SCADA

- SOLitude Lake Management
- Water Sodium Hypochlorite (NaOCl)
- Wastewater Disinfection Upgrade
- Development

Director Pohll asked that Mr. Fritschi bring the updated report to the Improvements Committee for discussion, and Director Maybee asked that he continue to include trends of water usage.

## **9. REVIEW DISTRICT MEETING DATES/TIMES FOR NOVEMBER 2021**

No update.

## **10. CORRESPONDENCE**

Director Maybee stated that the correspondence received was from LAFCo and will be addressed in Item #17.

## **11. COMMENTS FROM THE PUBLIC**

Jay Hannum, resident, addressed the Board with concerns over water that is being used for construction. He was invited to meet with General Manager Hennig to discuss his concerns.

Ted Costa, Candidate for LAFCo Commissioner's Office addressed the Board and asked for their support.

Tony Avampato, resident, addressed the Board and discussed Laguna Joaquin.

## **12. PRESENTATION FROM CAL-WASTE DISCUSSING UPDATES ON THE RECYCLED FOOD CONTAINER ISSUES**

Representatives from Cal-Waste presented a video to the Board which outlined new regulations and the SB 1383 legislation which addresses organic waste. Todd Snider, Cal-Waste, continued with a presentation stating that by 2025 every district has a goal of implementing a comprehensive waste and recycling program with a goal of a 75% reduction in organic waste in landfills. They estimate this will be a \$20 million project for them to implement. There was a discussion that followed.

## **13. DISCUSS SAMPLE SECURITY SURVEY OPINION POLL QUESTIONS**

Resident Ted Hart addressed the Board and led a discussion about the current funding for the Security Department and asked that the Board consider hiring an outside security company to perform the duties of the Security Department.

Richard Brandt, resident, gave a historical accounting of the Department, and its formation.

There was a discussion about the funding of the department, and the wording of the questions proposed to be included in the Poll. Mr. Hennig will work with True North, Inc. to reword some questions and return with final questions to the December Board meeting.

## **14. DISCUSS TELECOMMUNICATIONS MEETINGS TO LIMIT COVID CONCERNS PER AB 361**

Richard Shanahan, District Counsel, informed the Board that several of the orders in Governor Newsom Executive Order N-29-20 were set to expire October 1, 2021 and they were replaced with AB 361. This will allow the Board to continue to hold meetings via telecommunications. If the meeting is an in-person meeting, nothing needs to be done. Because the Brown Act views each Committee as a legislative body, each Committee can decide if it wishes to meet via teleconference.

## **15. CONSIDER APPROVAL OF AMENDED AND RESTATED GENERAL MANAGER EMPLOYMENT AGREEMENT WITH TOM HENNIG**

Motion/Maybee to **accept the Amended and Restated General Manager Employment Agreement with Tom Hennig**. Second/Merchant. Roll Call Vote: Ayes: Maybee, Jenco, Merchant, Butler, Pohll. Noes: None. Absent: None. Abstain: None.

Mr. Shanahan summarized the changes to the existing agreement which were:

- Fixed term expiring May 21, 2024
- Provides for termination without cause with payment of severance of six-months of salary
- Adjustment to this year's salary retroactive to June 1, 2021
- Increase salary to \$169,785 per year
- Cost of Living Allowance for subsequent 2 years
- Provides for 80 hours a year administrative leave
- Provides for monthly health care allowance not to exceed \$350 am month
- Includes employer deferred compensation match of employee contribution up to 5% of employee salary

#### **16. CONSIDER ADOPTION OF VARIOUS PERSONNEL RELATED ITEMS**

**Motion/Maybee to adopt Items A, B, and C as described in the Director of Administration's Power Point Presentation (attached) effective November 1<sup>st</sup> 2021 and item D over a two-year fiscal cycle. Second/Butler. Roll Call Vote: Ayes: Maybee, Jenco, Merchant, Butler. Noes: Pohll. Absent: None. Abstain: None.**

#### **17. LAFCo**

Mr. Hennig presented the letter received from LAFCo asking to vote for a Commissioner for Office No. 7 and an Alternate Commissioner for Offices No. 6 & 7. There was a brief discussion.

**Motion/Maybee to vote for the Incumbent, Gay Jones, for the Office of Commissioner for Office No. 7. Second/Merchant. Roll Call Vote: Ayes: Maybee, Jenco, Merchant, Butler, Pohll. Noes: None. Absent: None. Abstain: None.**

**Motion/Maybee to vote for the Incumbent, Charlea Moore, for the Office of Alternate Commissioner for Office No. 6 & 7. Second/Butler. Roll Call Vote: Ayes: Maybee, Jenco, Merchant, Butler, Pohll. Noes: None. Absent: None. Abstain: None.**

#### **18. DIRECTOR COMMENTS/SUGGESTIONS**

Director Maybee thanked Staff.

#### **19. ADJOURNMENT**

**Motion/Maybee to adjourn at 9:54 p.m. Second/Butler. Roll Call Vote: Ayes: Maybee, Jenco, Merchant, Butler, Pohll. Noes: None. Absent: None. Abstain: None.**

Respectfully submitted,



Amelia Wilder  
District Secretary