



RANCHO MURIETA COMMUNITY SERVICES DISTRICT REGULAR BOARD MEETING MINUTES

September 15, 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, and Linda Butler. Director Martin Pohll was absent. Also present were Tom Hennig, General Manager; Paula O'Keefe, Director of Administration; Michael Fritschi, Director of Operations; Kelly Benitez, Security Supervisor; Tina Talamantes, Interim Security Supervisor; Richard Shanahan, District General Counsel; and Amelia Wilder, District Secretary.

2. CONSIDER ADOPTION OF AGENDA

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

3. BOARD ADJOURNED TO CLOSED SESSION AT 4:01 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 that direction was given to Staff to follow forward on both closed session items.

5. CONSENT CALENDAR

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

6. CORRESPONDENCE

Tom Hennig, General Manager, asked if we could move Item #8, Correspondence up in the Agenda and hear this discussion now. Director Maybee complied, and Ted Hart addressed the Board to discuss the letter he had written to the Board. He wanted to add the option of having a private security company provide security to the Community when residents were contacted during the Security Opinion Poll. He believed that there would be a cost savings with this approach, and the savings could be used to hire off duty Sacramento County Sherriff's Deputies, who carry the power to make arrests.

Director Maybee stated that parameters were set for the poll, and we were following those guidelines. We are only going to focus on developing a new Security Tax.

Director Jenco addressed the topic of union employees and if we were to staff these positions with people who are not OE3 union members we would be subject to withdrawal, and fees. There was a discussion on this topic. Director Jenco asked Mr. Hart to provide a spreadsheet with a detail of the numbers he was discussing.

Betty Ferraro addressed the Board, stating two surveys have been completed on this subject, and the result was the Community did not want to pay any additional money. They wanted more Sherriff's patrols. She

added that the District's legal counsel at the time said we would have to open the gates and not be a gated community.

7. STAFF REPORTS

Under Agenda Item 7A, Mr. Hennig gave a summary of activities during the previous month, including an update on the current COVID-19 situation noting that Sacramento County's July 29 Health Order directs that face coverings shall be worn indoors, regardless of vaccination status.

He continued with an update on the fire hydrant incident, stating that a final report has been issued. Our insurance company is pursuing reimbursement from the responsible party.

The District sold 55 acre feet of water to the agricultural properties in the District.

There was a hot air balloon spotted over Calero and reports of someone jumping from the balloon into the Reservoir. We are waiting for the FAA to complete their investigation, then we will write a letter to the business owner.

The District received a reimbursement check for the Van Vleck Sprayfield from Reynen & Bardis. He reviewed the breakdown the distribution of those funds.

He then discussed the progress on the Riverview project, stating that the mass grading has begun, and the District is required to manage drainage, stormwater and dust so we are keeping an eye on the erosion. We have provided a hydrant for their use to get water, and will bill when they turn it in.

Director Jenco said that he would like to bill monthly for this service moving forward, and Director Maybee asked that this practice be taken to the next Board meeting.

He continued with an update on Laguna Joaquin, stating that we had a contract pending with West Yost to release an RFP for services to remove the silt from the Basin. We are putting that on hold until Michael Fritschi, Director of Operations, has a chance to review the project in depth. The discussions with RMA will continue on this topic.

Mr. Hennig went on to discuss the funding that the District has been promised from AB129, and our work on having more projects ready as government funding becomes available.

The District and the RMA is updating the lock system on the gates. RMA is discussing leaving the parks and reservoirs open until 10:00 p.m.

He finished his presentation by welcoming Michael Fritschi as the new Director of Operations. Tina Talamantes is leaving the District and has accepted a position at the RMA. He thanked Ron Greenfield for covering the Director of Operations position while we were recruiting a permanent candidate. He announced that our summer intern, Troy Quinton, has returned to school. He did an amazing job. Director Merchant asked that we write a letter of reference for him.

Under Agenda Item 7B, Paula O'Keefe, Director of Administration, informed the Board that Staff are working on paying outstanding invoices. We expect to have a finance report by the October Board meeting. She presented a reserve report. Staff is having a demonstration on the new Enterprise Resource System (ERP) system we are considering. Director Maybee instructed Staff to close the District Office for training on October 6 for this demonstration. She discussed future water shutoffs, as we are not sure if the moratorium will be lifted. Staff has been working on processing invoices. In the transition of staff many invoices were not processed.

Richard Gehrs mentioned that the Bills Paid Listing was short.

Under Agenda Item 7C, Tina Talamantes, Interim Security Supervisor, updated the Board the Department, including the ongoing training of ABA Security. Kelly Benitez, Security Supervisor, will be taking over this report next month. She continued with the monthly report and discussed the upgrades taking place on the

bar code readers at the gates. The work on the cameras at the reservoirs is continuing. She continued with a report on two informational bulletins that were issued. One for a stolen air conditioner, and one for a theft at the Pro Shop. She finished with her monthly spreadsheets. We have two vacancies in gate officers and one patrol officer.

Under Agenda Item 7D, Michael Fritschi, Director of Operations, gave a summary of the utility update. He noted that while the draught forecast for the state is escalating, the District has plenty of water. Staff has been continuing the work in weed abatement.

Mr. Hennig discussed the RFP that had been issued for Hole 14 noting that we had budgeted \$40,000, one contractor we spoke with said it would be \$200,000. We are waiting for bids. Mr. Fritschi added that it is getting more difficult to get bids. Director Maybee asked that we will work with the Country Club to complete this project.

Betty Ferraro addressed the Board and stated that she had attended a meeting and was told that CSD is suggesting a cut of 40% of the water that is being sent to the Country Club.

Mr. Hennig responded that he had asked the Country Club to voluntarily reduce water use by 15%, and the General Manager at the Golf Course responded that they would cut use by 40%. We are trying to balance how much recycled water we can give to the South Course before we begin sending water from Clementia.

Ms. Ferraro discussed the possibility of the trees dying from lack of water.

Director Maybee asked that Mr. Hennig memorialize the conversations he has had with the General Manager at the Country Club in a letter and cc Ms. Ferraro on that letter.

Director Jenco asked that we move this to the Improvements Committee.

Director Merchant asked if the golf courses were stressed.

Mr. Fritschi added that we can supply the Golf Course with recycled water until October 22nd.

Mr. Merchant commented that Clementia is very low and 1/3 of the surface is covered with algae. Mr. Hennig said that he has spoken Rod Hart at RMA who said he would use this time when the water was low to do some maintenance on the reservoir and clean up the algae.

Director Jenco asked that we look at the piping situation to get water into Clementia from Calero.

There was a discussion about moving water from Calero to Clementia.

Mr. Fritschi continued with his report stating that he is working on a Risk and Resilience report which is overdue, along with our emergency action plans. He asked that we put the Chlorine conversion project on hold until we look at UV disinfection.

8. REVIEW DISTRICT MEETING DATES/TIMES FOR AUGUST 2021

No Update.

9. COMMENTS FROM THE PUBLIC

None.

10. RECEIVE ANNUAL SECURITY REPORT

Ms. Talamantes presented the Board with the Annual Security Report. The Board thanked her for her efforts and the progress she has made since joining the District.

11. CONSIDER RESOLUTION R2021-03 RECOGNIZING RICHARD BRANDT

Mr. Hennig discussed the contributions that Mr. Brandt had made to the District, including its creation, and serving as the first Board President.

Director Merchant added that next January will be the District's 40th Anniversary and we would like to present him with a plaque. **Motion/Maybee to adopt Resolution R2021-03 recognizing Richard Brandt. Second/Merchant. Roll Call Vote: Ayes: Maybee, Jenco, Merchant, Butler. Noes: None. Absent: Pohll. Abstain: None.**

12. UPDATE SECURITY OPINION POLL ACTIVITY

This was covered in item #8 Correspondence.

13. DIRECTOR COMMENTS/SUGGESTIONS

Director Merchant discussed the amount of increased traffic going through the gates due to the construction at Riverview.

Director Jenco stated he was impressed with Ms. Talamantes' presentation.

Director Butler discussed RMA and the Reservoirs. She suggested that each Committee meeting have someone write a summary of what has happened at the meeting. It was pointed out that Finance, Improvements and Security had summaries at the beginning of their reports presented to the Board. Mr. Hennig will add Communications & Technology and Personnel to his GM report.

Director Maybee asked that we invite Cal Waste to present about recycled food containers.

He thanked Ms. Talamantes for her efforts at the District.

14. ADJOURNMENT

Motion/Maybee to adjourn at 7:35 p.m. Second/Merchant. Roll Call Vote: Ayes: Maybee, Jenco, Merchant, Butler. Noes: None. Absent: Pohll. Abstain: None.

Respectfully submitted,

Amelia Wilder
District Secretary

MEMORANDUM

Date: October 14, 2021
To: Board of Directors
From: Security Committee Staff
Subject: October 7, 2021, Security Committee Meeting Minutes

1. CALL TO ORDER

Director Maybee called the meeting to order at 10:00 a.m. via ZOOM video conference. Present was Director Maybee. Present from District staff were, Tom Hennig, General Manager; Paula O'Keefe, Director of Administration; Michael Fritschi, Director of Operations; Kelly Benitez, Security Supervisor; and Amelia Wilder, District Secretary.

2. COMMENTS FROM THE PUBLIC

Richard Gehrs mentioned that the last week's Security Logs had not been posted.

3. MONTHLY UPDATES

Kelly Benitez, Security Supervisor gave the Operations Updates, noting we are interviewing Gate Officers next week. We are waiting on the new cameras to be installed at the Reservoirs. The Air Conditioner that was stolen on August 26 has been found and returned to its owner. Security was able to identify the suspect and with the help of law enforcement, retrieve the property.

He attended the Fire Safe Council meeting where the evacuation plan was discussed, in addition to padlocks on the gates. RMA discussed removing the old landscaping and replacing it with fire resistant plants.

Director Maybee noted that our resources come from Sacramento County, and the elementary school is Rancho Murieta's evacuation site. He is more concerned with evacuation of the Community in the case of a flood than fire.

4. SECURITY SERVICE OPINION SURVEY UPDATE

Tom Hennig, General Manager, informed the Committee that the District has received the sample questions from True North Research, Inc. which will be asked in the Opinion Poll. They were discussed in detail at the Finance Committee and will be brought to the Board. He reminded the Committee that we are not going to change Measure J.

5. ABDI CONTINENTAL SOFTWARE UPDATE

Mr. Hennig informed the Committee that ABDi is the company that manages the software that controls the gates going up and down. They work with a company, PAC Integrations who installs the necessary equipment, and Staff is working on getting a contract signed with PAC. We expect to have the work complete by the end of the year.

6. DISCUSS SECURITY VEHICLE REPLACEMENT

Mr. Benitez is hopeful to have the Jeep replaced by the end of the year.

Mr. Hennig added that we will be rotating the vehicles. We will have two trucks, and one Jeep.

7. DIRECTOR & STAFF COMMENTS

Director Maybee discussed the Incident Action plan concerning the Fire Hydrant Incident June 25.

He continued with a comment that he thinks Staff are doing a great job.

6. ADJOURNMENT

The meeting adjourned at 10:20 a.m.

DRAFT

MEMORANDUM

Date: October 19, 2021
To: Board of Directors
From: Personnel Committee Staff
Subject: October 14, 2021 Special Personnel Committee Meeting Minutes

1. CALL TO ORDER

Director Jenco called the meeting to order at 10:00 a.m via ZOOM video conference. Present were Director Maybee and Director Jenco. Present from District staff were Tom Hennig, General Manager; Paula O'Keefe, Director of Administration; Michael Fritschi, Director of Operations; Kelly Benitez, Security Supervisor; and Amelia Wilder, District Secretary.

2. COMMENTS FROM THE PUBLIC

None.

3. DISCUSS RESOLUTION RECOGNIZING GATE OFFICER RICHARD DIAS

There was a brief discussion about Resolution R2021-04 Recognizing Richard Dias for his 27 years of service as a Gate Officer at the District. The Committee recommended this item be moved to the Board. ***This item will be on the October 20, 2021 Board Meeting Agenda.***

4. REVIEW UPDATES TO THE PERSONNEL AND PAY FOR PERFORMANCE MANUALS

Director Maybee began the discussion by stating that the District has been here for over 40 years and one of the worst things we can have is an outdated Policy in force.

Director Jenco added that he realized updating these manuals was occurring. He realized that employees are underpaid and this makes it difficult to attract and retain people.

Paula O'Keefe, Director of Administration, informed the Committee that outdated information and contradictions had been corrected in both manuals. She has spoken with the OE3 Steward; he is aware of the proposed changes. She focused on methods that will attract and retain employees, such as additional pay incentives and an alternate work schedule (9/8/80 schedule) which will allow people to create a better work-life balance. This would provide employees with every other Friday off work. The idea of adding a 2.5% match to deferred compensation for exempt employee's annual salary base was also discussed.

The District had Koff & Associates perform a Compensation Study which compared base pay for similar or same job classifications in comparable agencies. Some of the positions were compensated well below the average while others were above. The goal is to make our pay equal to these agencies to make our salaries "whole" for our unrepresented employees.

Director Jenco liked the idea of a flexible schedule and asked staff to double check that we can have one and not pay employee's overtime.

The Committee recommended these changes be moved to the Board. ***This item will be on the October 20, 2021 Board Meeting Agenda.***

5. DISCUSS 2021 SALARY SURVEY

Ms. O'Keefe discussed the Salary Survey, stating the represented employees had successfully negotiated a contract which began January 1, 2021. The survey revealed that some unrepresented staff were underpaid.

Mr. Hennig added that increasing salaries will put us in a position to be competitive. The recommended action on this item is to receive and file the report. ***This item will be on the October 20, 2021 Board Meeting Agenda.***

6. DISCUSS UNREPRESENTED EMPLOYEE SALARY

Ms. O'Keefe explained that the most underpaid position is the Utility Supervisor at 14% below market. Adjusting all the unrepresented employees' salaries will cost the District approximately \$62,688 annually. This can be absorbed in this year's budget due to salary savings from vacant positions. There was a discussion about spreading the increase out over three years. Ms. O'Keefe was asked to bring an analysis of the cost to spread this out over three years to the Board with the presentation of this item. The Committee recommended these changes be move to the Board. ***This item will be on the October 20, 2021 Board Meeting Agenda.***

7. DISCUSS GATE AND PATROL OFFICER RECLASIFICATIONS

Ms. O'Keefe discussed the proposed changes to the Gate and Patrol Officer Job Specifications, which include splitting each position into two so there is room to promote in each job. This would represent a total increase of 15,000 annually and would not be automatic. It would be evaluated during annual reviews.

Mr. Hennig added this is much needed to keep our valuable employees. The Committee recommended these changes move to the Board. ***This item will be on the October 20, 2021 Board Meeting Agenda.***

8. REQUEST FOR ADDITIONAL FULL TIME STAFFING

Ms. O'Keefe requested two additional Accounting Technician positions. She stated that one of the things that may have created turnover is workload, due largely to overcomplicated processes. The first position would be focused on performing HR and Payroll functions, including benefits management, payroll, HR functions, training and safety-related programs. The second position would focus on Utility Billing. She added that Accounts Payable is a full time job and it is unrealistic to expect one person to manage all three of these separate duties. The annual cost will be approximately \$160,000. She also discussed temporary staffing. Additionally, the District will be adding a new ERP (Enterprise Resource Planning) system, which will increase Staff workload while they implement it. Currently the General Manager is handling the utility billing processing and Ms. O'Keefe is processing payroll and managing all HR functions, including onboarding/offboarding, payroll reporting and benefits administration. These duties should be managed by the appropriate level of staffing staff so Mr. Hennig and Ms. O'Keefe can focus on more appropriate duties.

Mr. Hennig added that these are critical roles. Our payroll and utility billing processes are very complicated and require a full time presence to ensure quality service, especially with the addition of new development.

Director Jenco agreed that customer service is important, and he would like to see one position added first, and then the other.

Director Maybee asked that a cost analysis be performed adding in the wages now being paid to temporary staff, who are filling vacant positions. The Committee recommended this item be moved to the Board with the cost analysis. ***This item will be on the October 20, 2021 Board Meeting Agenda.***

9. DISCUSSION OF DISTRICT EMPLOYEE SURVEY

Mr. Hennig discussed the online Survey which is being distributed to Personnel. This is a confidential survey that is being administered by MRG Consulting Firm. The results will assist the District in assessing four key areas concern within the District, including change readiness, work climate, professional development and leadership.

10. DISCUSS POLICY ON WORKPLACE CONDUCT

Ms. O'Keefe informed the Committee that many of the Districts HR Policies are outdated. Staff will bring updated policies to the Committee, that will address changes in State and Federal laws regarding general harassment and workplace conduct. This will be presented at a future Personnel Committee meeting.

11. DIRECTOR AND STAFF COMMENTS

Ms. O'Keefe thanked the Committee for taking the time to hear the discussion. She pointed out a common theme that we want our employees to enjoy their jobs and we want to compensate them and make them whole.

Mr. Hennig applauded Ms. O'Keefe for her hard work. He is thankful that she came to work here. He emphasized the 9/8/80 schedule so Staff can take care of personal business on their day off. He appreciated the time the Board takes to be involved in the District.

Director Jenco noted that this was a lot of information, but he felt like it was all coming together. He was happy to hear the talk about a flexible work schedule and the other proposed benefits.

Director Maybee stated that the Board understood that we needed to rebuild the District. They are here to support Staff and take care of business. The Board is concerned, and we are getting there.

12. Adjournment

The meeting was adjourned at 11:58 a.m.