



## RANCHO MURIETA COMMUNITY SERVICES DISTRICT

15160 Jackson Road, Rancho Murieta, CA 95683

Office - 916-354-3700 Fax – 916-354-2082

### COMMUNICATION & TECHNOLOGY COMMITTEE

*(Directors John Merchant and Linda Butler)*

Regular Meeting

May 7, 2020 at 8:30 a.m.

**This meeting will be held via ZOOM** video conference only pursuant to Gov. Newsom Executive Order N-29-20. You can join the conference by (1) logging on to <https://us02web.zoom.us/j/83429979440>, entering Meeting ID no. 834-2997-9440, and using the audio on your computer, or (2) dialing into 1-669-900-9128 and entering the meeting code 834-2997-9440. Those wishing to join with audio only can simply call the telephone number above and enter the code. Participants wishing to join the call anonymously have the option of dialing \*67 from their phone. Please refer to your telephone service provider for specific instructions. ***PLEASE NOTE – MOBILE DEVICE USERS MAY NEED TO INSTALL AN APP PRIOR TO USE AND MAC AND PC DESKTOP AND LAPTOP USES WILL REQUIRE YOU TO RUN A ZOOM INSTALLER APPLICATION – PLEASE FOLLOW DIRECTIONS AS PROVIDED BY ZOOM. IT IS RECOMMENDED YOU ATTEMPT TO LOGIN AT LEAST 5 MINUTES BEFORE THE START OF THE MEETING.***

### AGENDA

1. Call to Order
2. Comments from the Public
3. Quarterly Update to Outreach and Technology Items
4. Monthly Website and Social Media Update
5. COVID-19 Communication Plan
6. Development Projects Outreach Updates
7. Communication Regarding Budget
8. Discuss Process for Communicating During Emergency and Non-Emergency Situations
9. Directors & Staff Comments/Suggestions [no action]
10. Adjournment

"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 the Americans with Disabilities Act and Executive Order No. N-29-20, 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 teleconference meeting, please contact the District Office at 916-354-3700 or [awilder@rmcsd.com](mailto: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. The date of this posting is May 1, 2020. Posting locations are: 1) District Office; 2) Post Office; 3) Rancho Murieta Association; 4) Murieta Village Association.

## MEMORANDUM

Date: May 1, 2020  
To: Communications & Technology Committee  
From: Mark Martin, General Manager  
Subject: Outreach and Technology Items Accomplished/In-Progress Quarterly Update

---

At the August 2019 Communications & Technology meeting, Director Butler asked for staff to separately track outreach and technology initiatives accomplished and, in the works, including the status of each. At the September 2019 meeting, we provided lists of these accomplishments. These spreadsheets were expanded with information explaining the purpose and benefits of each initiative for presentation at the October 2019 meeting.

In December 2019 we added the Field Operations Technological Initiatives spreadsheet. We will be updating the Board on a Quarterly basis. Attached are the spreadsheets reflecting the updated information for the May 2020 meeting.

# RMCS D TECHNOLOGY INITIATIVES

October 1, 2019

	Initiative	Status	Short Description	Start Date	Completion Date
1.	High Speed Internet	Completed	In Fall of 2017, the District's internet service was around 5-6 Mbps for the entire organization. This was akin to operating an organization using a slow home-based internet connection. Acting immediately we moved to implement a 100 Mbps fiber connection. This has greatly increased the productivity of staff and laid the foundation to establish cloud-based computer systems. We intend to upgrade to faster speed internet as needed.	Fall 2017	Fall 2017
2.	Timesheets from Paper to Electronic	Completed	All timesheets were processed in paper format. Starting in Fall 2017, admin office staff began using an Excel based timesheet which made automatic calculations and cut down on transcription errors. The plan is to go to a web-based timesheet system in the near future which will introduce further efficiencies	Fall 2017	Fall 2017
3.	One-Drive Cloud working folders	Completed	One-Drive is part of the Microsoft Office 365 cloud based capability. The one-cloud is a file storage system. This capability allowed staff to manage electronic work files in the cloud instead of on a server stored onsite. This capability allows for more seamless access to work files from smart and mobile devices when offsite, in addition to more robust duplicative backup of files.	Fall 2017	Fall 2018
4.	Ring Central - Unified Communications (Phones/Communication)	Completed	Starting in Fall 2017 the District worked to move a majority of its telephony from a traditional corporate (POTS) system to Ring Central (VOIP). Ring Central provides unified communications. The concept is the ability to communicate via voice, texting, and video conferencing via the same communications system. Staff can make calls from their desktop phone, smart phone, or computer using their own phone extension. Using the same system, staff can communicate by text via computer and smart phones. A major added benefit is the user-friendly web-based management of the phone system which can be handled more easily by staff saving considerable staff time.	Fall 2017	Spring 2018
5.	Desktop Scanners - More paperless efficiencies	Completed	This initiative recognizes the importance of moving to digital files and the efficiencies gained by locating a scanner on each staff's desktop. A scanner today is as critical to a modern workplace as a computer. Having this capability immediately available at each workstation is more efficient and conditions staff to more readily convert paper files to electronic form.	Summer 2018	Summer 2018
6.	Security Cameras - Public Buildings and Treatment Plants	Completed	The District has maintained security cameras around its treatment plants for some time. In 2018, we expanded security cameras to include administrative and operational offices, including gate houses and the District's administration building. This capability helps to provide extra security at key facilities. We plan to add cameras to key areas as budget becomes available.	Summer 2018	Summer 2018
7.	Upgraded Software Licenses - Microsoft Office 365 Cloud Based Software	Completed	This action was critical to ensure staff systems were upgraded to the latest operating system and Microsoft Office cloud capabilities. Keeping operating and office productivity software up to date is key to maintaining network security and improving staff effectiveness in the use of business systems.	Early 2019	Early 2019

# RMCS D TECHNOLOGY INITIATIVES

October 1, 2019

	Initiative	Status	Short Description	Start Date	Completion Date
8.	User enabled reset of software passwords	Completed	In the past, staff who managed the IT function had access to all District employee passwords for all systems including communications. This type of arrangement could readily lead to abusive access to confidential Board and management information and compromise the security of District applications and the network. The argument was that staff could receive help when they lost their password. We have implemented a best practice of a more automated user password reset when staff loses their enterprise passwords. This ensures that only each individual knows their passwords ensuring confidentiality of communications. With this approach, the General Manager is made aware in the event an individual needs access to an account that is not their own such as when an employee separates from the District.	Fall 2019	Fall 2019
9.	North Gate FastPass System	Completed	This system was implemented to handle high-volume traffic events through the North Gate via an electronic FastPass that allows faster check-in at the gate window and via an iPad in additional traffic lanes if warranted. This capability was well received after being implemented for the July 4 holiday in 2019.	5/1/2019	7/1/2019
10.	Portable Computers/Surface Books for Management Staff	Completed	Staff efficiency via strategic investments in key computer systems and technology used daily provides some of the greatest return on investment. Portable computers have become the norm. We have moved away from replacing desktop towers with mobile laptops/docking stations. This mobility allows for greater productivity when at home or away at conferences and training, not to mention collaboration when in staff meetings as staff is now able to pull up information and conduct research during meetings.	Fall 2017	Fall 2019
11.	Network Mirror/Backup - Cloud Based	Completed	The District has backed-up the Network over the internet for some time. However, the process was slow and more difficult to deploy. We now have a more robust cloud-based backup system that provides for greater security and duplication of backups.	Summer 2019	Fall 2019
12.	AUTOCRACY Network Domain Name Change	Completed	When the District's network was established, it was named "AUTOCRACY". This is a very negative term related to despotism and absolute power by a single individual. We have changed the network name to a more professional designation as a key step in establishing a more positive and professional culture. This was a much more complex task than one would imagine, given the naming convention existed for years and was tied to nearly every networked software system used by the District.	Summer 2019	Fall 2019
13.	RMCS D Server Upgrade	Completed	As technology continues to evolve, we expect to move to a mostly cloud-based operating environment. However, for now, some legacy systems require maintenance of a local network server. We have upgraded the local server to improve network speed and reliability.	Summer 2019	Fall 2019
14.	Public Wi-Fi at Admin Building	Completed	This is a basic capability that most public agencies provide at their administrative offices. This allows the public to access internet during meetings for research, consultants to use their devices during meetings, and a host of other productive purposes.	Fall 2017	Fall 2017
15.	Large Format Plotter/Scanner	Completed	We have purchased and installed a networked Large Format Plotter/Scanner. This allows us to scan all large plans in the office to electronic format and to print plans for mark-up and copying of the mark-ups when useful for office or field use. Having this tool will free up office space for plans storage and provide electronic access to all District large-format plans.	July 2019	September 2019

# RMCS D TECHNOLOGY INITIATIVES

October 1, 2019

	Initiative	Status	Short Description	Start Date	Completion Date
16.	Established Proxy for back-up P.O. Approver	Completed	Purchase Order approvals within the District's web-based purchase order system were correctly limited to key staff. The problem was that only one individual had approval rights leading to complications when that individual was not in the office. This would require sharing of the P.O. approval password with other authorized staff and the need to reset the password when that individual returns. This new capability allows a second approver to login under their own password as a proxy and authorize P.O.'s, eliminating the need for the password reset, and further ensures the integrity of approvals.	Fall 2019	Fall 2019
17.	Document Imaging System/Escrow Files	System in-place Scanning in progress	The District is utilizing Student Interns to provide a focus on scanning the escrow files. As of today, we have 50% of the 2,900 files scanned. We anticipate the scanning to be complete during FY 2020-21.	2017	Ongoing
18.	Patrol Management Software - Cloud Based	Completed	This is a key new capability we are adding to the Security Function. This new system is a cloud-based mobile patrol incident reporting system that will provide for better analytics of Security operations and incidents. Right now, nearly all Security reporting is in paper form. Paper forms have been found to lead to lost documents and transcription errors. The computerized system will improve efficiencies in compiling incident data and better maintain the integrity of the input data.	Summer 2019	December 2019
19.	SharePoint Cloud File and Collaboration Site	In-Process	SharePoint is One-Drive on steroids. Whereas One-Drive is a storage space for individuals' working files, Sharepoint has cloud-based collaboration capabilities that allow for enterprise file management, calendars, intranet and communications. The plan is to ultimately move all District files on the local network drives to SharePoint. This will ensure better protection of District electronic files and a central location for staff to access these files. Setting the permissions properly for Sharepoint and training staff is more complicated than traditional network drives, so the roll-out of this has been limited to start. We have entered into an agreement with WeCybr Inc., to evaluate and update our SharePoint environment. The discovery phase of this agreement is completed. WeCybr is currently in the design phase of the project. This is expected to be completed in the summer of 2020.	Spring 2019	Summer 2020
20.	Accounts Payable/General Ledger (Great Plains) Integration	In-Process	The District currently uses AESTIVA as its Purchase Order (P.O.) management software. As of now, we are in the testing phase for implementing integration that will eliminate duplicate data entries, and create a seamless flow of data into the general ledger and expand the system to allow for in-the-field verification of receivables by staff. This upgrade is timely with the current state of needing staff to work remotely.	May 2019	April 2020

# RMCS D TECHNOLOGY INITIATIVES

October 1, 2019

	Initiative	Status	Short Description	Start Date	Completion Date
21.	Accounting System/General Ledger other Integration	Budget for RFP in FY 2020-21	We have determined that continued use of the Districts' current financial system, Great Plains, is no longer an option. Based on recommendations of two independent professional accounting firms, it is time for the District to select and purchase a modern fund accounting system. We are requesting funds in the new fiscal year to establish requirements and issue a Request for Proposal for a full system replacement.	August 2020	June 2021
22.	Maintenance Management and Work Order System	RFP to be released	A maintenance management and work order system lets an agency manage work orders and maintenance activities by tracking staff, materials and equipment related to activities. The District is releasing a Request for Proposal to acquire bids, make a selection, and initiate the project.	April 2020	May 2020
23.	Land Management/Permit System	Researching	The District manages services for every parcel within the District. What is missing is a computerized land management system that allows staff to track all activities related to a parcel or address. Such a system would improve historical records related to each parcel/address improving operations and customer service. Our escrow files now being made electronic is just one resource that could be tied to a computerized land management system. Additionally, we could tie all permits to such a system to ensure that all actions related to an address or parcel are properly recorded. Such a system is composed of tabular and map-based information.	Fall 2019	TBA
24.	Asset Management System (GIS/Data)	Researching	An asset management system is used to manage all infrastructure. This system would contain information for every type of public infrastructure the District manages such as pipes, pump stations, lift stations, basins, etc. The key inputs and metrics of such a system are: What infrastructure do we have, what are the physical properties of the infrastructure, where is it, what condition is it in, when has it been replaced or maintained, and what do we project for maintenance or replacement schedule, and finally, what are the costs for maintenance, rehabilitation or replacement given various funding scenarios? GIS mapping is key as a component tool to produce graphical representations of network condition, maintenance/rehab histories, or project planned improvements based on funding strategies.	Spring 2019	TBA

## RMCS D TECHNOLOGY INITIATIVES

October 1, 2019

	Initiative	Status	Short Description	Start Date	Completion Date
25.	Online Billing System review options	Researching	We are researching other online billing capabilities that better integrate with the District's financial systems and provide greater flexibility for customers. We are working with our Utility Billing software company to implement their interactive website for viewing their account information and potentially paying their bills. Our struggle is the need to move to a new online payment system. Based on our findings, we may need to take a request to the Board for approval to move to a new bill payment scenario.	Fall 2019	TBA
26.	Customer Management System	Researching	Although a work order system tracks customer maintenance requests, the District is in need of a way to better track customer issues/complaints that may not be related to maintenance activities. We are researching tools for this. It is possible a Land Management System could function in this manner as complaints issues would be tied to a parcel or address and have reporting capabilities to remind staff of outstanding complaints/matters.	Fall 2019	TBA
27.	District Intranet	In process	This project is now part of initiative 19, SharePoint Cloud File and Collaboration Site	Fall 2019	Summer 2020
28.	Automated HR & Payroll	Completed	There is a heavy reliance on visits to Administrative staff for human resources and payroll processing. With the recent departure of a long-term staff member, the General Manager directed staff to research and select a company to provide Human Resource and Payroll management. After a thorough review of Kronos, ADP, and PayChex, three of the main providers of HR/Payroll services, staff selected PayChex. The primary reason for choosing PayChex were their reference checks and their service level for small companies. PayChex provides a large network of support and assigns an HR Generalist to keep the District current with HR regulations. The PayChex project is completed and staff have embraced the automated timesheet program. The new system has allowed office and management staff manage timesheets and payroll remotely during the current Covid19 crisis.	Winter 2019	Spring 2020



## RMCS D FIELD OPERATIONS TECHNOLOGY INITIATIVES

Updated 3/26/2020

	Initiative	Status	Short Description	Start Date	Completion Date	Comments
Existing						
1.	Maintenance Management and Work Order System	Researching	A maintenance management and work order system lets an agency manage work orders and maintenance activities by tracking staff, materials and equipment related to activities. The District maintains an outdated rudimentary software system that could be improved.	July 2019	TBA	We have brought in a vendor who is capable of providing a system that would meet the goals of these items. Due to costs we need to solicit other vendors in and that process. <b>Paul is currently working on putting a competitive bid packet together.</b>
2.	Customer Management System	Researching	Although a work order system tracks customer maintenance requests, the District is in need of a way to better track customer issues/complaints that may not be related to maintenance activities. We are researching tools for this. It is possible a Land Management System could function in this manner as complaints issues would be tied to a parcel or address and have reporting capabilities to remind staff of outstanding complaints/matters.	Fall 2019	TBA	We have brought in a vendor who is capable of providing a system that would meet the goals of these items. Due to costs we need to solicit other vendors in and that process. <b>Same as above.</b>
<b>Proposed:</b>						
1.	Network District facilities	Proposing	The goal of this would be to connect all of the district's sewer lift stations, Rio Oso tank & potable water pump station, MainLift South & FAA stormwater pump stations, and Granlees raw water pumping stations to the main network.	TBD	TBA	Having a hard-lined system would add to internal network security for facilities. <b>Paul brought in a vendor to provide a budgetary cost for scope of this work.</b>
2.	Wastewater plant and warehouse	Research in process	I'm having staff research the viability of a conduit that would run from the wastewater plant gate back to the wastewater control building that could be utilized for installation of a fiber optic line. Additional network and cable would have to be treched and installed back to the warehouse.	In process		<b>In Process; conduit located and potholed</b>
3.	Sewer Lift Station PLCs	Research in process	Would start with getting connectivity - possibly through Greenfield fiberoptic system or ATT phone lines.	Winter 2019-2020		<b>Emailed Greenfield with no response</b>
4.	Pump Stations	Research in process	Would start with getting connectivity - possibly through Greenfield fiberoptic system or ATT phone lines.	Winter 2019-2020		""
5.	Centralized SCADA system	Proposing	The goal of this project would be to utilize the wastewater plant SCADA system as a centralized for the remaining district facilities. Due to security concerns the water plant would remain on its own system.	TBD	TBA	<b>In process: West DAF electrical panel project is part of</b>

6.	WWRP Automation	Proposing	This would require the installation of automated valve systems that could be controlled through SCADA, as well as flow metering systems with feedback loops to regulate and control flows.	TBD	TBA	This would create efficiencies for staff to be able to respond and control systems remotely.
7.	Lake Level Monitoring system	Approved but on Hold	This project was proposed and approved by the board as it was assumed it was a legal requirement by the department of water resources. We found out we did not meet the threshold to have to comply with this at this time.	TBD	TBA	On hold per Board decision
8.	And sewer lift station upgrades		Control systems at several of the sewer line stations are coming due for replacement. We need to upgrade two systems that allow networking and control of the facilities remotely.	TBD	TBA	No actions yet

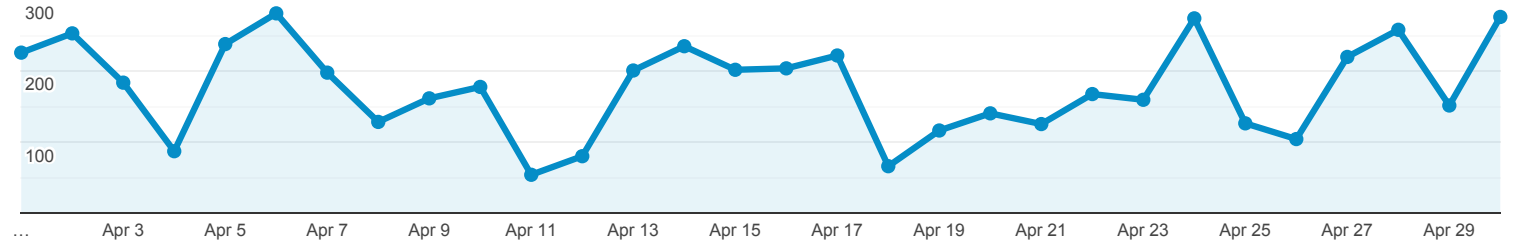
RMCS D Website Stats

All Users  
100.00% Users

Apr 1, 2020 - Apr 30, 2020

RMCS D Pages

Pageviews



Destination Page	Pageviews	Unique Pageviews	Avg. Time on Page
	<b>5,298</b> % of Total: 100.00% (5,298)	<b>4,167</b> % of Total: 100.00% (4,167)	<b>00:01:47</b> Avg for View: 00:01:47 (0.00%)
1. /	<b>1,634</b> (30.84%)	<b>1,194</b> (28.65%)	00:01:46
2. /employment-opportunities	<b>313</b> (5.91%)	<b>249</b> (5.98%)	00:01:56
3. /how-to-pay-my-bill	<b>303</b> (5.72%)	<b>199</b> (4.78%)	00:02:18
4. /deer-creek-scott-road-crossing-stream-gauge	<b>188</b> (3.55%)	<b>174</b> (4.18%)	00:03:24
5. /2020-board-meetings	<b>172</b> (3.25%)	<b>150</b> (3.60%)	00:04:12
6. /district-office-and-phone-numbers	<b>130</b> (2.45%)	<b>107</b> (2.57%)	00:01:42
7. /2020-committee-meetings	<b>123</b> (2.32%)	<b>102</b> (2.45%)	00:04:11
8. /board-meeting-archive	<b>117</b> (2.21%)	<b>86</b> (2.06%)	00:00:12
9. /district-staff	<b>74</b> (1.40%)	<b>57</b> (1.37%)	00:00:18
10. /salary-schedules	<b>73</b> (1.38%)	<b>59</b> (1.42%)	00:02:52

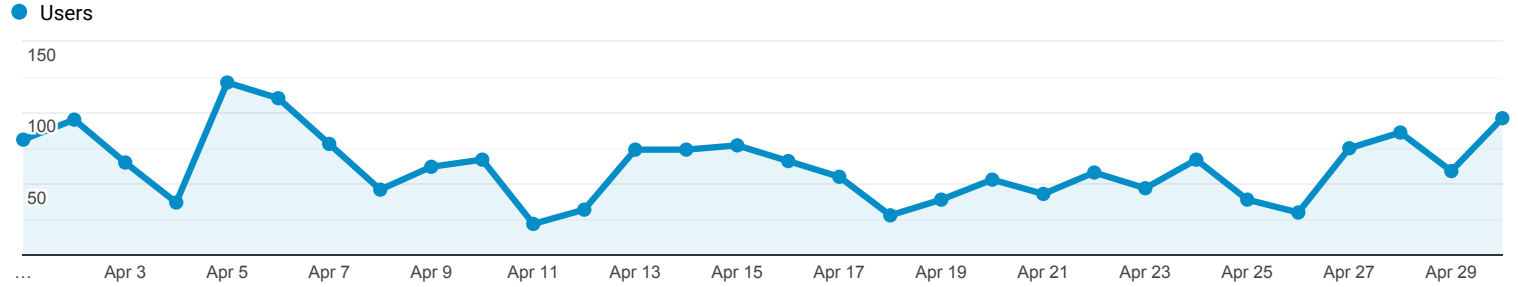
Rows 1 - 10 of 231

RMCS D Website Stats

Apr 1, 2020 - Apr 30, 2020

All Users  
100.00% Users

RMCS D Website Visitors



Region	Users	New Users	Hits	Sessions	Number of Sessions per User	Pageviews	Pages / Session	Avg. Session Duration
	<b>1,431</b> % of Total: 100.00% (1,431)	<b>1,213</b> % of Total: 100.00% (1,213)	<b>5,353</b> % of Total: 100.00% (5,353)	<b>2,276</b> % of Total: 100.00% (2,276)	<b>1.59</b> % of Total: 100.00% (1.59)	<b>5,298</b> % of Total: 100.00% (5,298)	<b>2.33</b> Avg for View: 2.33 (0.00%)	<b>00:02:23</b> Avg for View: 00:02:23 (0.00%)
1. California	<b>1,159</b> (80.49%)	941 (77.58%)	4,959 (92.64%)	1,983 (87.13%)	1.71 (108.25%)	4,911 (92.70%)	2.48	00:02:39
2. Virginia	<b>47</b> (3.26%)	46 (3.79%)	61 (1.14%)	48 (2.11%)	1.02 (64.62%)	61 (1.15%)	1.27	00:00:43
3. Oregon	<b>30</b> (2.08%)	30 (2.47%)	35 (0.65%)	30 (1.32%)	1.00 (63.27%)	33 (0.62%)	1.10	00:00:08
4. Illinois	<b>28</b> (1.94%)	27 (2.23%)	32 (0.60%)	30 (1.32%)	1.07 (67.79%)	31 (0.59%)	1.03	00:00:01
5. (not set)	<b>16</b> (1.11%)	16 (1.32%)	19 (0.35%)	16 (0.70%)	1.00 (63.27%)	19 (0.36%)	1.19	00:00:03
6. Texas	<b>12</b> (0.83%)	12 (0.99%)	15 (0.28%)	13 (0.57%)	1.08 (68.54%)	15 (0.28%)	1.15	00:00:32
7. Ile-de-France	<b>11</b> (0.76%)	11 (0.91%)	12 (0.22%)	11 (0.48%)	1.00 (63.27%)	12 (0.23%)	1.09	<00:00:01
8. Tamil Nadu	<b>11</b> (0.76%)	11 (0.91%)	20 (0.37%)	13 (0.57%)	1.18 (74.77%)	20 (0.38%)	1.54	00:00:18
9. Washington	<b>11</b> (0.76%)	10 (0.82%)	16 (0.30%)	11 (0.48%)	1.00 (63.27%)	16 (0.30%)	1.45	00:00:22
10. Iowa	<b>8</b> (0.56%)	8 (0.66%)	8 (0.15%)	8 (0.35%)	1.00 (63.27%)	8 (0.15%)	1.00	00:00:00

Rows 1 - 10 of 62



2



# Manage Page

## Rancho Murieta Community Services District

- Home
- Inbox
- Events
- Manage Jobs
- Notifications
- Insights
- Publishing Tools
- Ad Center
- Page Quality
- Edit Page Info

### Overview

- Ads
- Followers
- Likes
- Reach
- Page Views
- Page Previews
- Actions on Page
- Posts
- Events
- Videos
- Stories
- People
- Messages
- Orders
- Promote
- Manage Promotions

### Page Summary

Today

Yesterday

Last 7 days

**Last 28 days**

Results from April 3 - April 30, 2020  
 Note: Does not include insights activity is reported in the time zone of your page account.

<h4>Actions on Page</h4> <p>April 3 - April 30</p> <p>We have insufficient data to show for the selected time period.</p>	<h4>Page Views</h4> <p>April 3 - April 30</p> <p><b>170</b></p> <p>Total Page Views</p>
<h4>Page Likes</h4> <p>April 3 - April 30</p> <p><b>9</b></p> <p>Page Likes <b>10%</b></p>	<h4>Post Reach</h4> <p>April 3 - April 30</p> <p><b>164</b></p> <p>People Reached</p>
<h4>Recommendations</h4> <p>April 3 - April 30</p> <p>We have insufficient data to show for the selected time period.</p>	<h4>Post Engagement</h4> <p>April 3 - April 30</p> <p><b>41</b></p> <p>Post Engagements</p>
<h4>Page Followers</h4> <p>April 3 - April 30</p> <p><b>9</b></p> <p>Page Followers <b>25%</b></p>	<h4>Orders</h4> <p>April 3 - April 30</p> <p><b>0</b></p> <p>Number of Orders</p>

Page Settings



## MEMORANDUM

Date: April 28, 2020  
To: Communications & Technology Committee  
From: Mark Martin, General Manager  
Subject: Outreach Concerning COVID-19

---

As the situation with COVID-19 continues to unfold and potentially affect residents who may be impacted financially, the District has made numerous efforts to send a message to the Community regarding assistance that we can give in the following areas:

- Suspend lock-offs
- Entering into Pay Agreements for those affected

These initiatives have been communicated to residents via:

- Pipeline
- Facebook
- RMCSD.com

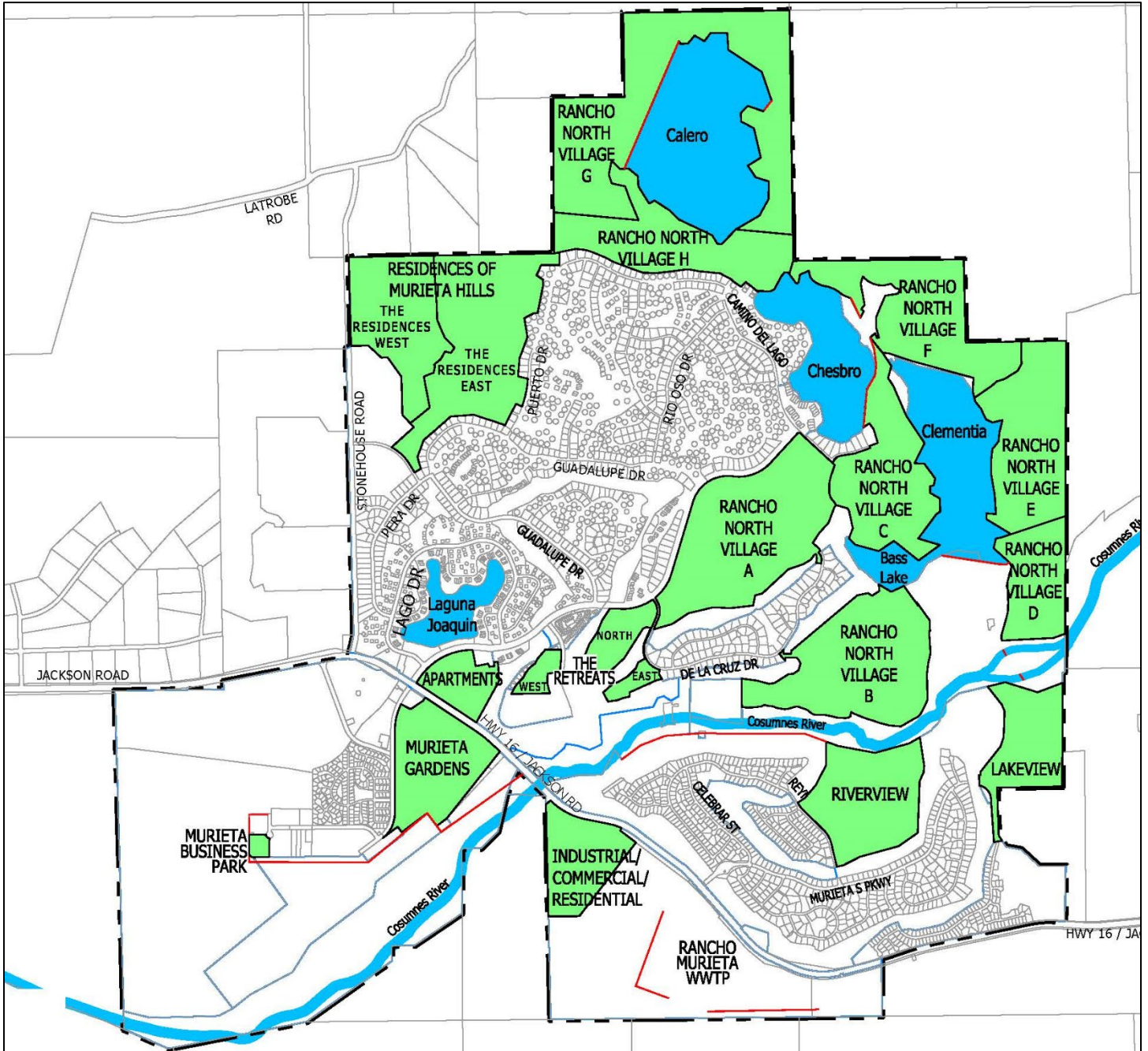
We will be adding a statement to the bill letting customers know that there is financial relief available, should they need it.

# MEMORANDUM

Date: April 30, 2020  
To: Improvements Committee  
From: Paul Siebensohn, Director of Field Operations  
Subject: Monthly Development, Project & other Updates

## Development

Coastland Engineering provided this map below to assist in showing where current development projects are occurring or may occur.

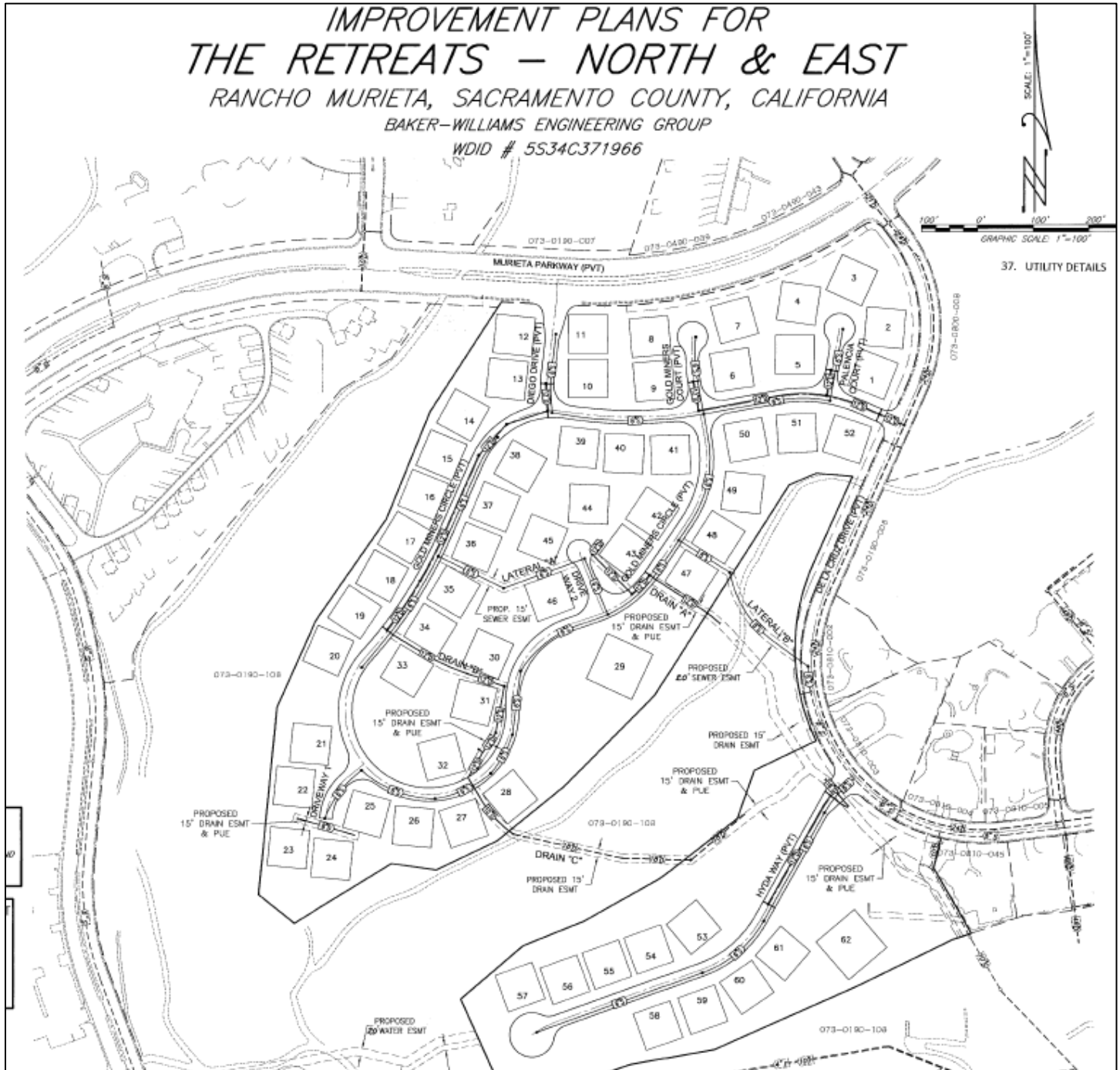


In addition to updating general activities for the development projects, I have included general project descriptions taken from the conditions of approvals for each project as well as from my knowledge of current information. Projects change repeatedly, so what is shown is what I know as of the date of this memo.

The Retreats East and North

No new update on activities. This project is on hold.

Project description: This planned development is for medium to low density residential homes. The applicant is The Retreats LLC, with John Sullivan the manager, and the engineer is Baker-Williams Engineering Group. Per the last submitted plans the North portion had 52 lots and the East portion had 10 lots, shown below.



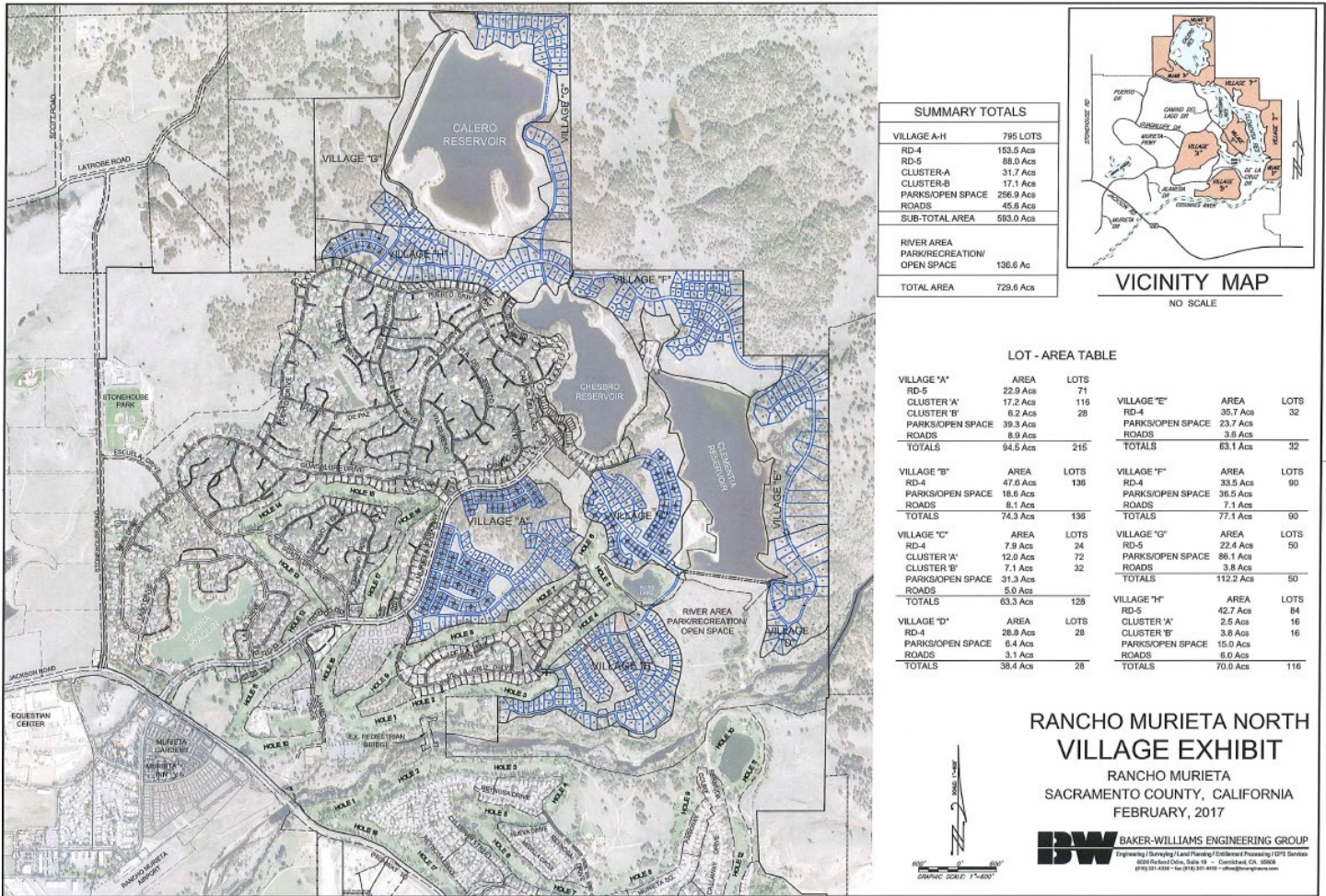
Sacramento County Planning link: none found



**Rancho Murieta North – Development Project**

No new update. This project is still listed as pending with Sacramento County and on hold with the District.

Project description: The applicant is Rancho Murieta Properties LLC, with John Sullivan the manager, and the engineer is Baker-Williams Engineering Group. The properties are located on approximately 772.2 acres in the north portion of the community. The project currently consists of 827 single-family residential lots of medium to low density residential homes within 297.1 acres, with each project subdivided into various villages as generally shown in 2017 exhibit below, 435.3 acres of open space, and 39.8 acres of commercial.



Sacramento County Planning link:

<https://planningdocuments.saccounty.net/projectdetails.aspx?projectID=1792&communityID=4>

**Murieta Gardens**

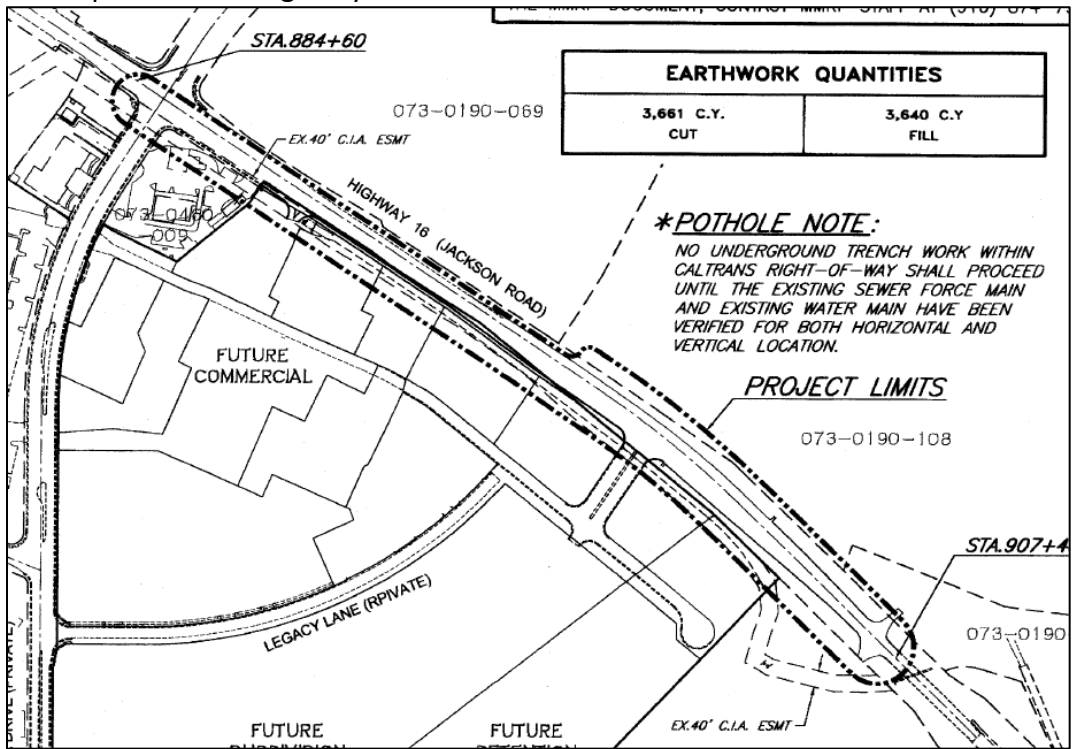
This project started out being submitted and approved as one project. Since original approval, the developer has split the project multiple times into multiple projects. The active ones are listed below.

**The Murieta Gardens – Highway 16 Off-Site Improvements**

No new update.

Project description:

The applicant is Cosumnes River Land, LLC, with John Sullivan the contact, and Baker-Williams Engineering Group the engineer. This project is to pipe the Cosumnes Irrigation Association ditch in a 42 inch pipe, create new drainage along Highway 16, and to improve Highway 16 with an ingress and egress from the Murieta Gardens development onto Highway 16 on Lot 13.



**MG - Lot 4&5**

Work requiring District oversight was a review of the irrigation installations at lot 5 to comply with the District’s recycled water standard specifications.

**Project description:**

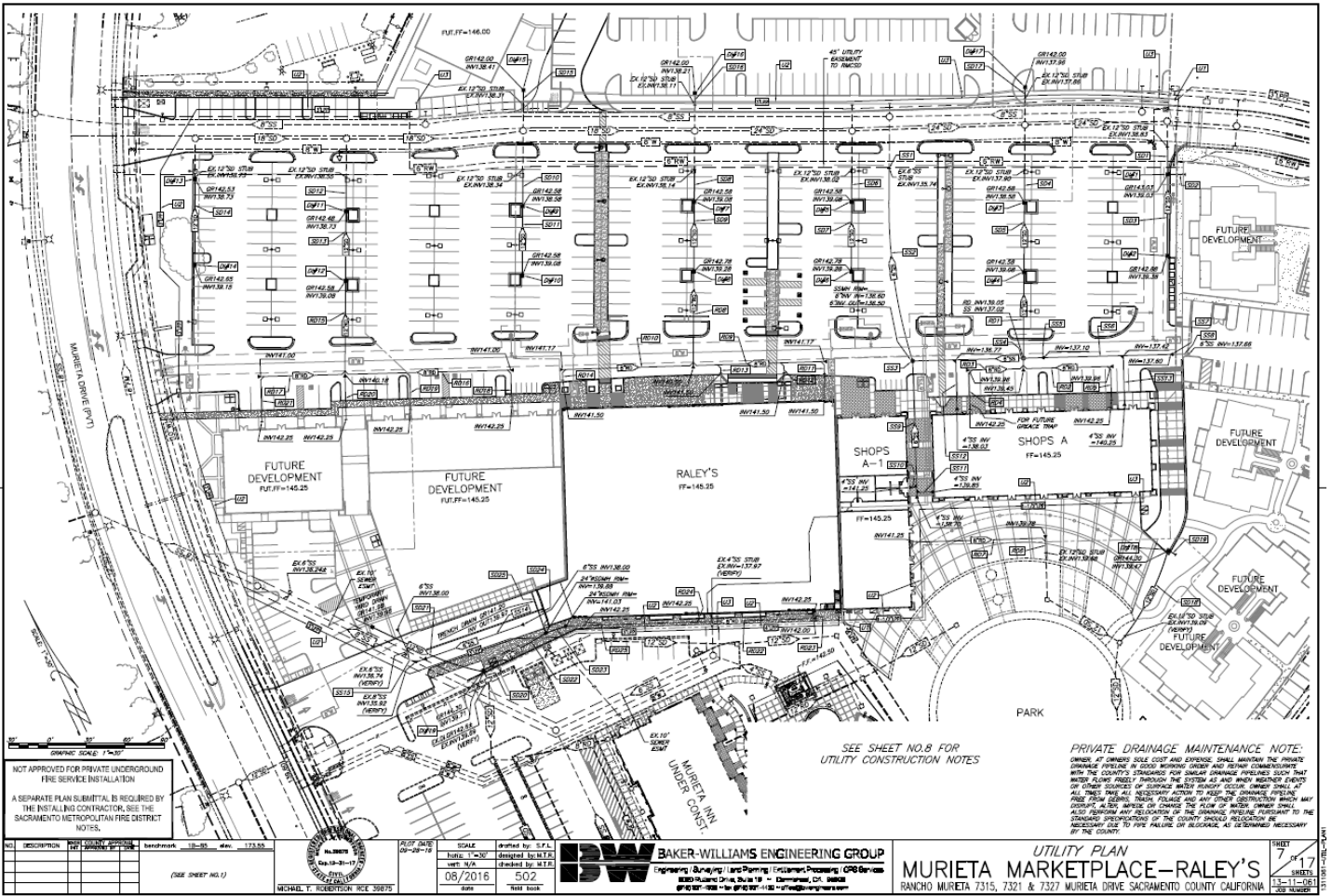
The applicant is Cosumnes River Land, LLC, with John Sullivan the contact, and Baker-Williams Engineering Group the engineer. The project is to develop multiple commercial structures on two lots and a drive aisle into the marketplace. Lot 5 is noted to have a Starbucks as a future tenant.

**MG - Murieta Marketplace**

The project requested a issuance of a punchlist to complete any items left before final acceptance. Coastland has provided a final punchlist. Items left to be completed mainly are within the drainage detention basin and access to it, the sewer interceptor behind the Bel Air, and cleanup of various areas.

**Project Description:**

The applicant is Cosumnes River Land, LLC, with John Sullivan the contact, and Baker-Williams Engineering Group the engineer. The project is to develop multiple commercial structures with Murieta Gardens Lots 1, 2, 3, 6, & 9 and the Murieta Gardens drainage basin. Lots 4 & 5 were originally within this project but requested to separated out by Mr. Sullivan.

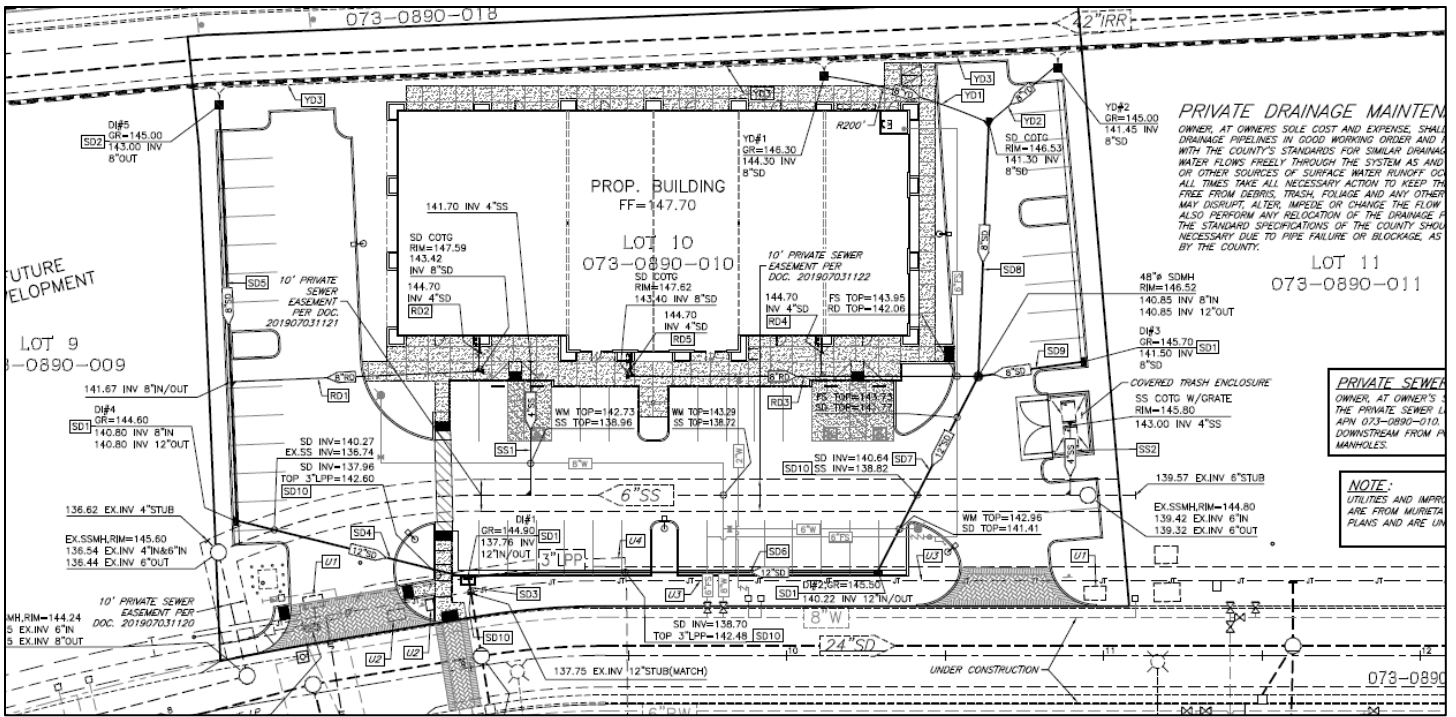


**MG -Lot 10 (PDF Office)**

A final set of plans are available, with signatures pending fees being paid to the District.

**Project description:**

The applicant is Paul Frank for PDF Murieta Marketplace LLC, with Baker-Williams Engineering Group the engineer. The project is to build a business structure within the lot.

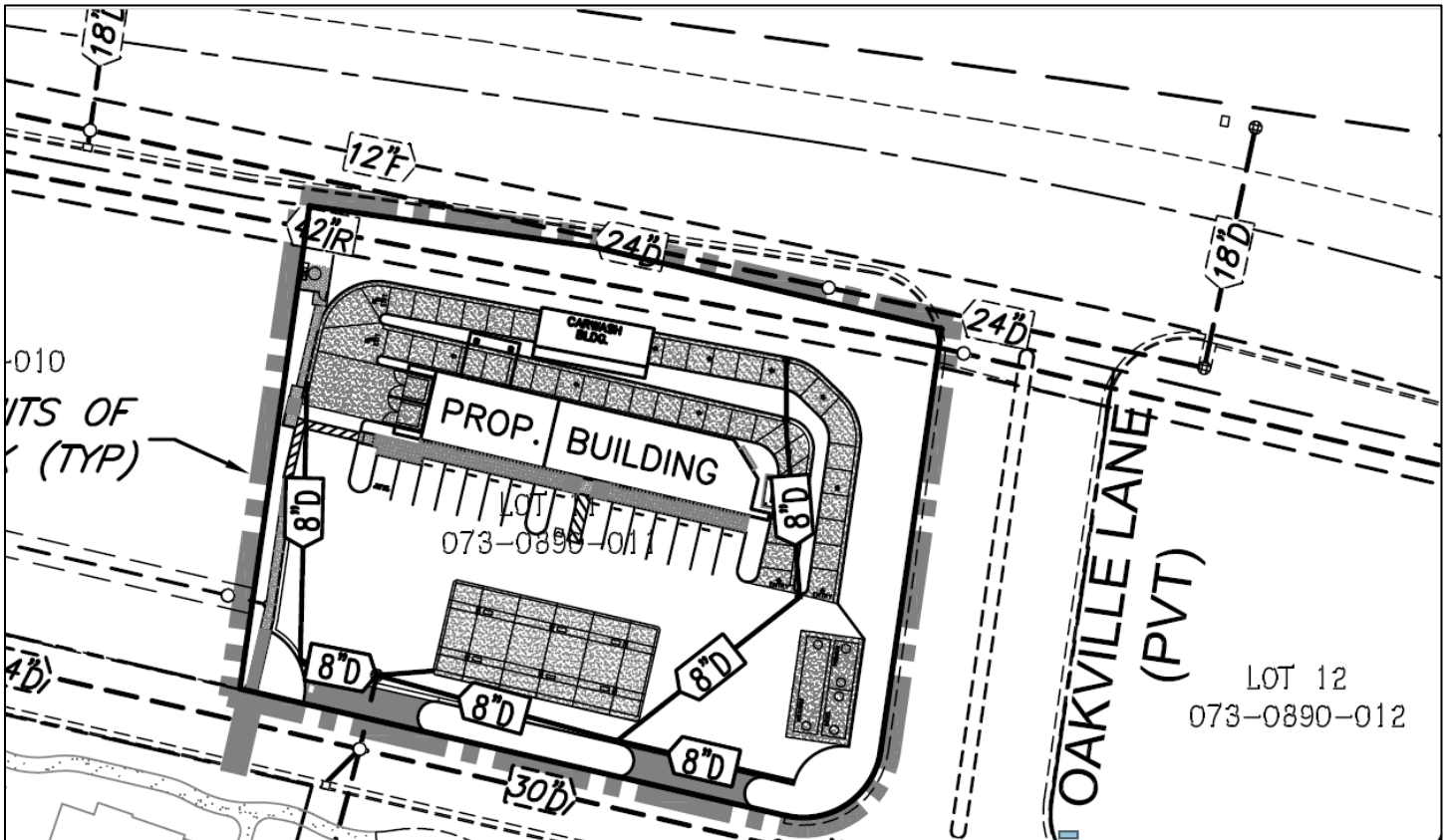


**MG – Lot 11 (Gas Station/carwash)**

Coastland provided submittal plan check comments back to the project but has yet to hear back.

Project description:

The applicant is Bhupinder Sandhu with Baker-Williams Engineering Group the engineer. This project is to develop a gas station/minimart and carwash on the east side of Oakville Lane off of Highway 16.

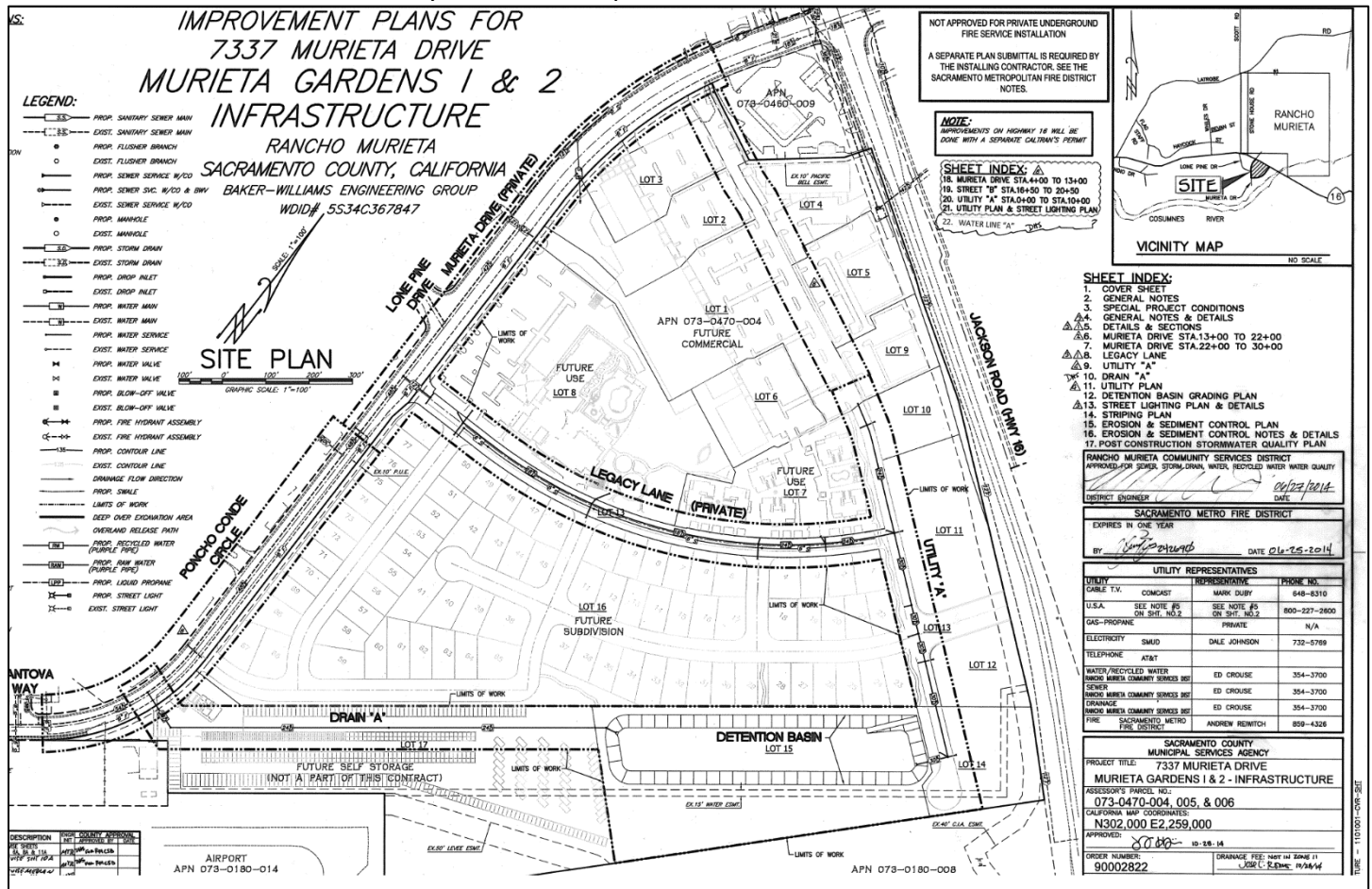


## The Murieta Gardens I & II – Infrastructure

The developers engineer has requested acceptance of items to be maintained in the future by the District, noting that the only area left to for completion is the eastern end of the drive aisle cul-de-sac at lot 14. Coastland responded with a letter of items that would be needed before final acceptance.

### Project description:

This portion of the project is for the installation of a stormdrain from the drainage basin to Murieta Drive, Murieta Drive water and stormdrain tie-ins, sewer tie-in at the north end of Murieta Drive, Legacy Lane storm drain, a portion of sewer on Legacy lane, addition of the 6 inch recycled water line extension, temporary 8 inch water tie-in and backflow to recycled water infrastructure, and water, sewer, recycled water, and drainage main lines in areas marked out as "Utility A" of various plan sets.



## The Murieta Gardens II Improvement Plans (aka 78 lots infrastructure)

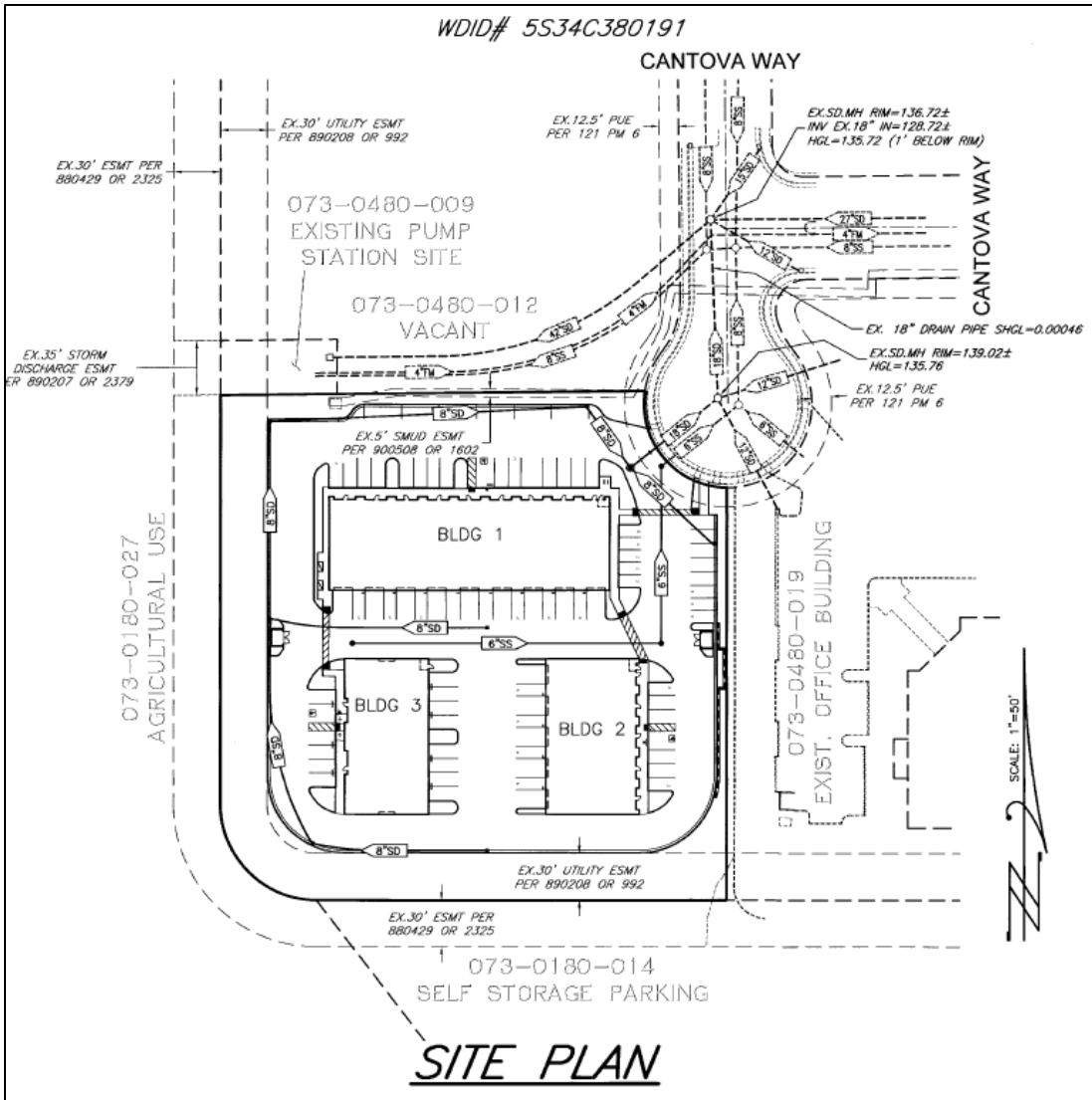
This project has been accepted by the District.

### Project description:

Installation of water, sewer, recycled water, and drainage infrastructure, for this project to serve the 78 home lots there.



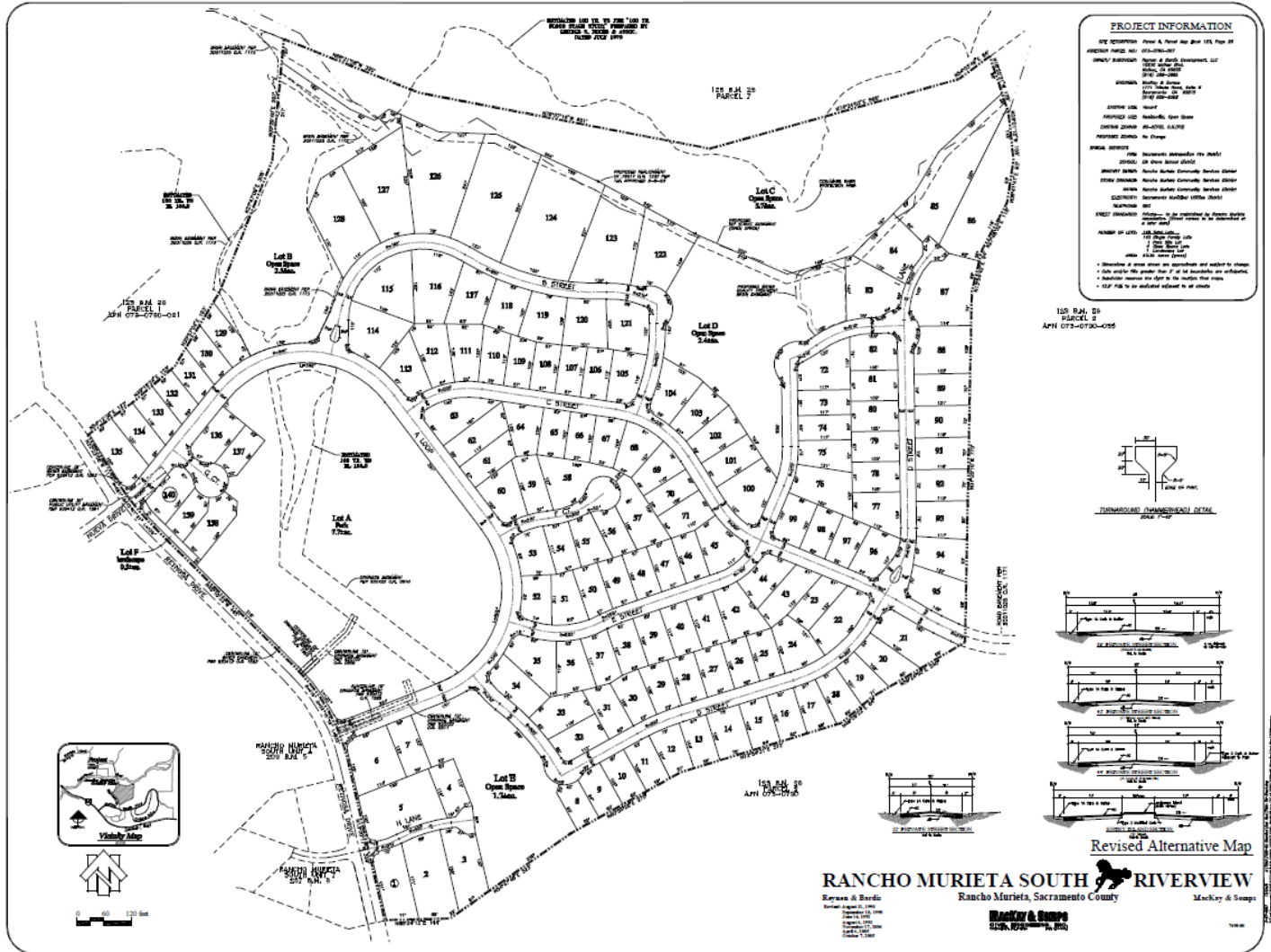
WDID# 5S34C380191



**SITE PLAN**

## Riverview

The project is continuing work on completing their phase 2 final map, which will include the first 30 residential lots.



### Project description:

This a planned development of 140 residential lots on 57.35 acres located in the south community. The applicant is RB Riverview LLC, with Les Hock the manager, and Mackay & Soms Civil Engineers Inc. the engineering firm.

### Sacramento County planning link:

<https://planningdocuments.saccounty.net/projectdetails.aspx?projectID=6657&communityID=4> & <https://planningdocuments.saccounty.net/projectdetails.aspx?projectID=4199&communityID=4>

### The Residences of Murieta Hills East

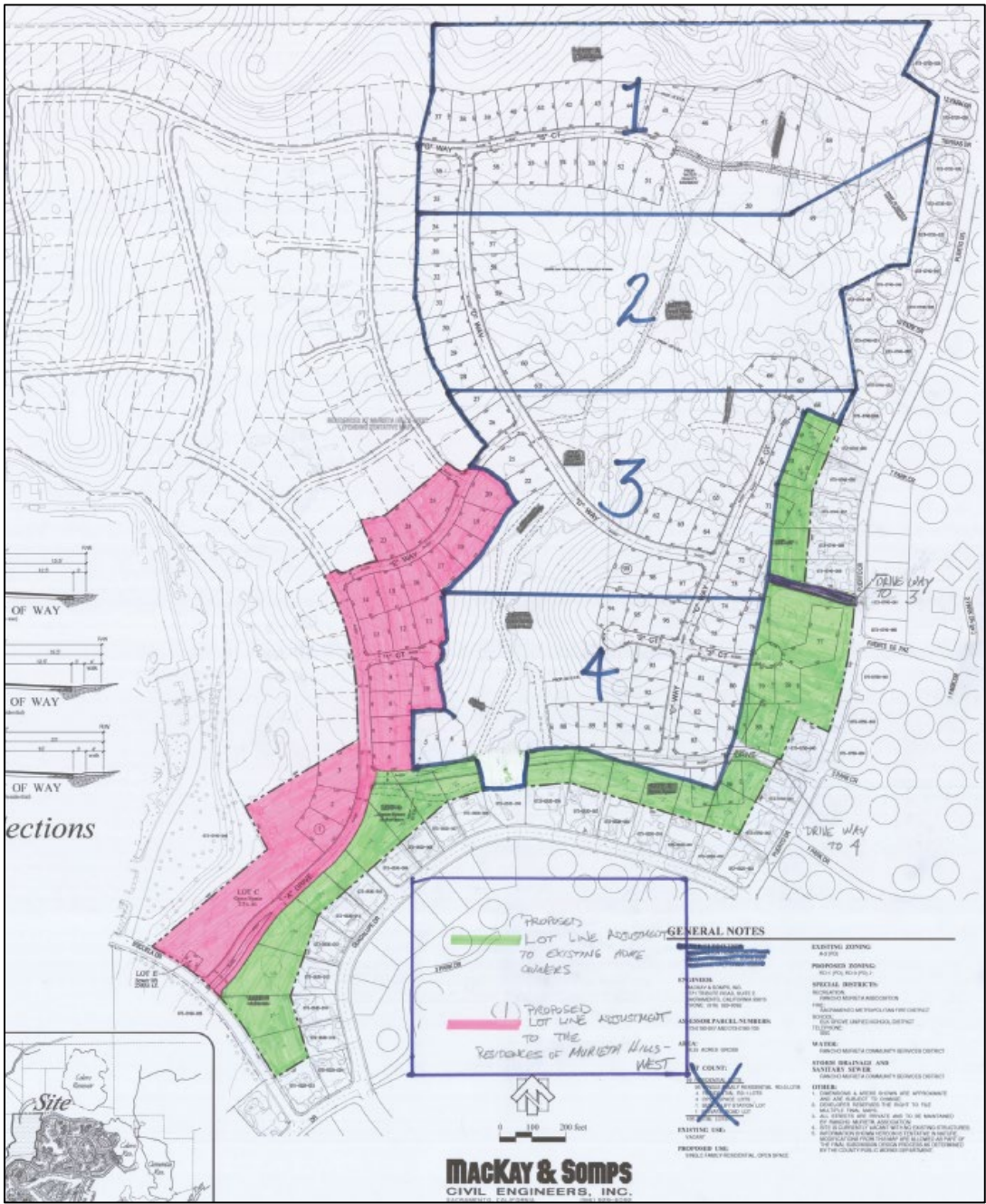
NOTE: No developer deposit has been submitted to the District to make this project active with the District.

District staff continue to work with District legal counsel and EPS to discern the financial obligations of 670 Financial Services Agreement (FSA) properties for the water treatment plant expansion and Van Vleck recycled water easement.



**Project description:**

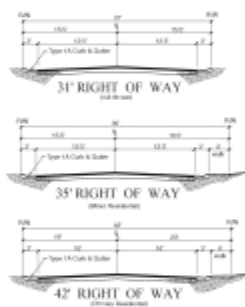
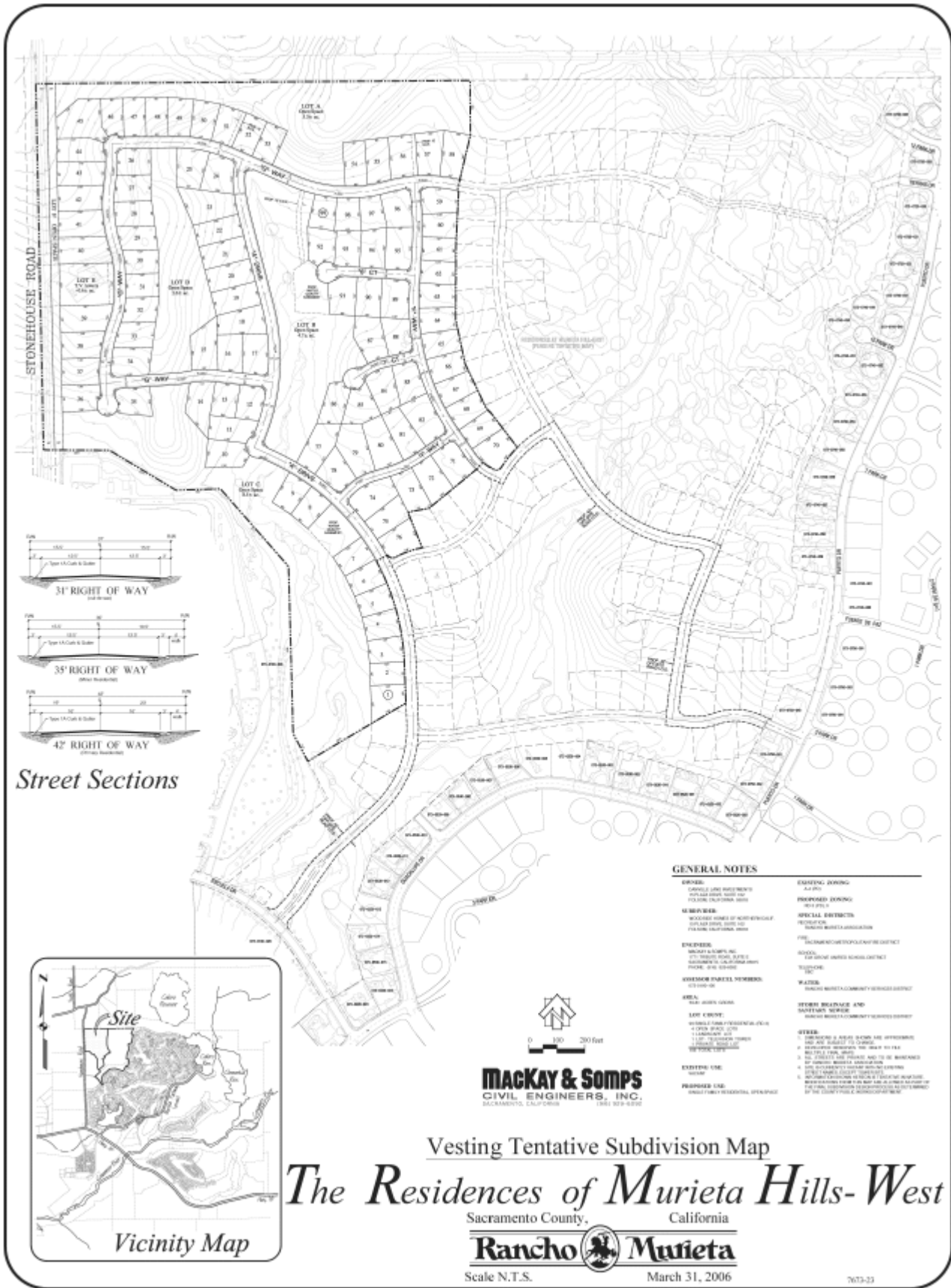
This was a planned development for 99 residential lots. The applicant is MRK Development Inc., with Bob Keil the manager. The site plan engineer was MacKay & Soms Civil Engineers Inc.. The properties are located on approximately 86.2 acres in the north portion of the community. The project revision proposed by Bob Keil is to reduce the lots to 4 as shown below.



Sacramento County planning link:  
<https://planningdocuments.saccounty.net/projectdetails.aspx?projectID=6560&communityID=4>

**Residences of Murieta Hills West**

This project is not active with the District and the tentative maps may have expired.



Street Sections

- GENERAL NOTES**
- OWNER:** MACKAY & SOMPS CIVIL ENGINEERS, INC. SACRAMENTO, CALIFORNIA 95811
  - DESIGNER:** MACKAY & SOMPS CIVIL ENGINEERS, INC. SACRAMENTO, CALIFORNIA 95811
  - REVISIONS:** SEE REVISION SHEET FOR ALL CHANGES TO THIS MAP.
  - EXISTING USE:** RESIDENTIAL
  - PROPOSED USE:** SINGLE-FAMILY RESIDENTIAL OPEN SPACE
  - EXISTING ZONING:** AU (DU)
  - PROPOSED ZONING:** RES-1 (DU)
  - SPECIAL DISTRICTS:** NONE
  - FIRE:** SACRAMENTO METROPOLITAN FIRE DISTRICT
  - SCHOOL:** SACRAMENTO METROPOLITAN FIRE DISTRICT
  - WATER:** SACRAMENTO METROPOLITAN FIRE DISTRICT
  - SEWER:** SACRAMENTO METROPOLITAN FIRE DISTRICT
  - STORM DRAINAGE AND FLOOD CONTROL:** SACRAMENTO METROPOLITAN FIRE DISTRICT
  - UTILITY:** SEE UTILITY MAP FOR ALL UTILITIES AND TO BE MAINTAINED BY THE CITY OF SACRAMENTO.
  - ADDITIONAL NOTES:**
    1. THE DESIGNER HAS CONDUCTED A VISUAL ANALYSIS OF THE PROPOSED SUBDIVISION AND IS SUBJECT TO CHANGE.
    2. THE DESIGNER HAS CONDUCTED A VISUAL ANALYSIS OF THE PROPOSED SUBDIVISION AND IS SUBJECT TO CHANGE.
    3. THE DESIGNER HAS CONDUCTED A VISUAL ANALYSIS OF THE PROPOSED SUBDIVISION AND IS SUBJECT TO CHANGE.
    4. THE DESIGNER HAS CONDUCTED A VISUAL ANALYSIS OF THE PROPOSED SUBDIVISION AND IS SUBJECT TO CHANGE.
    5. THE DESIGNER HAS CONDUCTED A VISUAL ANALYSIS OF THE PROPOSED SUBDIVISION AND IS SUBJECT TO CHANGE.

**MACKAY & SOMPS**  
CIVIL ENGINEERS, INC.  
SACRAMENTO, CALIFORNIA 95811-3532

Vesting Tentative Subdivision Map  
*The Residences of Murieta Hills - West*  
Sacramento County, California

**Rancho Murieta**  
Scale N.T.S. March 31, 2006

Project description:

This was a planned development for 99 single family residential lots, four open space lots, and one television tower lot. The applicant is BBC Murieta Land LLC.. The site plan engineer was MacKay & Somps Civil Engineers Inc..

Sacramento County planning link:

<https://planningdocuments.saccounty.net/projectdetails.aspx?projectID=4163&communityID=4>