

RANCHO MURIETA COMMUNITY SERVICES DISTRICT
BOARD GOAL WORKSHOP
January 24, 2014 – 9:00 a.m.

1. CALL TO ORDER/ROLL CALL

President Gerald Pasek called the Board Goal Workshop meeting of the Board of Directors of Rancho Murieta Community Services District to order at 9:00 a.m. in the District meeting room, 15160 Jackson Road, Rancho Murieta. Directors present were Gerald Pasek, Roberta Belton, Betty Ferraro, Paul Gumbinger, and Michael Martel. Also present were Edward R. Crouse, General Manager/District Engineer; Darlene Gillum, Assistant General Manager; Greg Remson, Security Chief; Paul Siebensohn, Director of Field Operations; and Suzanne Lindenfeld, District/Recording Secretary.

2. ADOPT AGENDA

President Pasek stated that Agenda Item 9 would be closed session. **Motion/Gumbinger** to adopt the agenda with the noted change. **Second/Belton. Ayes: Pasek, Belton, Ferraro, Gumbinger, and Martel. Noes: None.**

3. COMMENTS FROM THE PUBLIC

None.

4. REVIEW/DISCUSSION OF DISTRICT POLICY 2010-02

President Pasek gave a brief summary of what a goal is. A short discussion followed.

5. DEPARTMENT YEAR END UPDATES AND 2013 PROJECTIONS

Security Department

Accomplishments for 2013: Reviewed patrol and gate operations procedures, repaired a gate operator at the South Gate, repaired a barcode reader at the South Gate, continued the use of the patrol laptop computer and in-car/body worn video, hired two (2) full time Patrol Officers and one (1) full time Gate Officer, Patrol Officers attended state required training, worked on Surveillance Camera Plan, continued speeding and stop sign enforcement with RMA, cooperation and interaction with RMA Compliance continued, worked on new North Gate plan with RMA, VIPS community patrol continued, corresponded with and updated SSD and CHP on related community activities and needs, use of off-duty Sheriff's deputies continued, and Officers attended and assisted with community events.

Goals for 2014: Increase use of cameras for CSD, RMA and other facilities, in-car video cameras, purchase additional laptop for patrol, purchase new portable radios, purchase new base radio for North Gate, change from in-house server to ABDI hosted server, continue cooperation and interaction with RMA, training-both formal and in-service, review Gate and Patrol Operations Manual, educate residents on Gate Policy, implement and train on new ABDI dispatch module, install License Plate Reader camera at South Gate Visitor Lane, complete the Surveillance Camera Plan, continue working with RMA on the new North Gate, complete building maintenance-Safety Center and South Gate, evaluate long term staffing needs, update website, community outreach.

Administration

Accomplishments for 2013: Implemented Paymentus on-line payment service, continue cross training of staff, awarded IT Services Contract, transitioned to Exchange email, moved website hosting, evaluated communications network and made recommendations to improve Internet connectivity/speed, created new billing statement format to include usage charts for usage comparison, created AP email address for vendors who prefer to send invoices electronically, Admin building exterior painted, cracks sealed, roof inspected, eave under-hang leak repaired.

Goals for 2014: Employee intranet, online time tracking, finalize WTP1 Expansion financing, evaluate systems and processes in preparation of new development, continue cross training of staff, upgrade to fiber optic lines for communications, assist Security in moving ABDI services to remote hosted site, implement electronic document management system, formalize Business Continuity Plan, provide e-statements to customers, HVAC system evaluation, fire sprinkler system maintenance, kitchen electrical upgrade, interior maintenance (paint, doors, flooring, etc.).

Water/Wastewater/Drainage Department

Accomplishments for 2013: completed Title 22 Report and Report of Waste Discharge in support of obtaining a Master Reclamation Permit, obtained and utilized Vector Control NPDES and APA NPDES for T/O control, replaced three valves at WWRP, completed test holes and geological report and preparation for augmentation wells, completed plans and specifications for WTP Expansion Project, completed recycled water standard construction specifications, clarified Clementia for raw water use.

Goals for 2014: obtain a Master Reclamation Permit, update Sanitary Sewer Management Plan, complete MLN Project, slide gate valve replacement at central pond drain structure, complete augmentation well, Water Treatment Plant Expansion Project, continue implementation of District's Conservation Work Plan, increase community awareness, enforce conservation guidelines, culvert replacement at Hole #13 North; update Stormwater Management Program, continue to find and implement Power Savings for District, review development plans, continue to update and organize District Plans and specifications, continue to digitize historical documents.

The Board took a break at 10:28 a.m. and resumed at 10:34 a.m.

6. GOAL PLANNING

Review of 2013 Board Goals

Ed Crouse gave a brief review and status report on the 2013 Board Goals. During the review of the goals, a short Board dialogue ensued.

Review Strategic Plan Action Items

No review.

Review of 201e Dialogue Sheet

Each Director gave a brief summary of their item on the 2013 dialogue sheet, their intent, and desired outcome. These categories included Water/Wastewater, Security, Community Relations,

RMA/RMCC Relations, Employee Relations, Development and District Board. During presentation of each goal suggestion, a short Board dialogue ensued.

After much dialogue, the following new goals were agreed to:

NEW GOAL
<i>Water/Wastewater/Drainage</i>
Expedite augmentation wells availability
Establish process for tracking/showing water availability as the drought continues
Establish process for indicating conservation goal, progress and include on website
Monitor and report development issues/progress via routine reports to the BOD.
Determine maximum additional capacity that could be gained from deepening Calero Reservoir and estimate cost to accomplish
<i>Security</i>
Develop legal innovative concepts for additional financing for support of "District Security"
Develop for BOD approval a security fee application policy and near term (5 yr.) plan
<i>Community Relations</i>
<i>None.</i>
<i>Development</i>
<i>None.</i>
<i>EMPLOYEE RELATIONS</i>
Negotiate long-term OE-3 labor contract prior to expiration of the existing incorporating objectives established by the BOD.
<i>DISTRICT/BOARD</i>
Complete formal reserve study by an outside agency and provide recommendations relative to excess, if any, and long term funding needs.

7. BOARD ADJOURNED TO CLOSED SESSION AT 11:55 A.M. TO DISCUSS THE FOLLOWING ITEMS:

General Manager Recruitment - discuss goals, timing and process with Phil McKenney, Peckham and McKenney.

8. BOARD RECONVENED TO OPEN SESSION AT 12:50 P.M. AND REPORTED THE FOLLOWING:

General Manager Recruitment - discuss goals, timing and process with Phil McKenney, Peckham and McKenney. Nothing to report.

9. COMMENTS AND SUGGESTIONS FROM BOARD MEMBERS AND STAFF

Director Belton stated she will not be at the January 31, 2014 Security Committee meeting.

Director Ferraro thanked Mr. McKenney for attending the meeting. Director Belton stated she feels this will be a smooth transition.

President Pasek stated that staff is overloaded right now with all the projects and drought items and asked that the Board not burden staff with petty things.

10. ADJOURNMENT

Motion/Ferraro to adjourn at 12:54 p.m. **Second/Gumbinger. Ayes: Pasek, Belton, Ferraro, Gumbinger, Martel.**

Respectfully submitted,



Suzanne Lindenfeld
District Secretary