



# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

15160 JACKSON ROAD  
RANCHO MURIETA, CALIFORNIA 95683  
916-354-3700  
FAX – 916-354-2082

## AGENDA

*“Your Independent Local Government Agency Providing  
Water, Wastewater, Drainage, Security, and Solid Waste Services”*

### REGULAR BOARD MEETING

**December 21, 2022**

4:00 p.m. Closed Session/Open Session 5:00 p.m.  
Rancho Murieta, CA 95683

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#### BOARD MEMBERS

Tim Maybee	President
Randy Jenco	Vice President
Linda Butler	Director
Martin Pohll	Director
Vacant	Director

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#### STAFF

Michael Fritschi	Interim General Manager
Paula O’Keefe	Director of Administration
Andrew Ramos	District General Counsel
Amelia Wilder	District Secretary
Kelly Benitez	Security Supervisor
Travis Bohannon	Interim Director of Operations

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

December 21, 2022

## REGULAR BOARD MEETING

Call to Order

Closed Session 4:00 p.m./Open Session 5:00 p.m.

Note that this meeting will be held in-person at the address set forth above, and not via videoconference. In order to comply with the State's COVID-related Guidance for the use of face coverings, it is strongly recommended that all persons, regardless of vaccination status, continue to mask while in indoor public settings and businesses.

All persons present at District meetings will place their cellular devices in silent and/or vibrate mode (no ringing of any kind). During meetings, these devices will be used only for emergency purposes and, if used, the party called/calling will exit the meeting room for conversation. Other electronic and internet enabled devices are to be used in the "silent" mode. Under no circumstances will recording devices or problems associated with them be permitted to interrupt or delay District meetings.

## AGENDA

ESTIMATED RUNNING TIME 5:00

### 1. CALL TO ORDER - Determination of Quorum –President Maybee **(Roll Call)**

### 2. CONSIDER ADOPTION OF AGENDA **(Motion)**

*The Board will discuss items on this agenda, and may take action on those items, including informational items and continued items. No action or discussion will be undertaken on any item not appearing on the agenda, except that (1) directors or staff may briefly respond to statements made or questions posed during public comments on non-agenda items, (2) directors or staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities, (3) a director may request staff to report back to the Board at a subsequent meeting concerning any matter or request staff to place a matter on a future Board meeting agenda, and (4) the Board may add an item to the agenda by a two-thirds vote determining that there is a need to take immediate action and that the need for action came to the District's attention after posting the agenda.*

*The running times listed on this agenda are only estimates and may be discussed earlier or later than shown. At the discretion of the Board, an item may be moved on the agenda and or taken out of order. **TIMED ITEMS** as specifically noted, such as Hearings or Formal Presentations of community-wide interest, will not be taken up earlier than listed.*

### 3. BOARD RECEIPT OF COUNTY CERTIFICATE OF ELECTION APPOINTING DIRECTORS MAYBEE, JENCO, AND BUTLER **(Receive and File)**

### 4. ADMINISTER OATH OF OFFICE **(5 min.)**

- A. District Secretary will Administer Oath of Office to
  - i. Tim Maybee
  - ii. Randy Jenco
  - iii. Linda Butler

## **5. ELECTION OF BOARD OFFICERS (5 min.)**

- A. President
- B. Vice President

## **6. CLOSED SESSION**

- A. *Closed session for public employee performance evaluation of the Interim General Manager.*
- B. *Closed session to consider process for public employee appointment of General Manager.*

## **7. OPEN SESSION/REPORT ACTION FROM CLOSED SESSION**

## **8. CONSENT CALENDAR (Motion) (Roll Call Vote) (5 min.)** All items in this agenda item will be approved as one motion if they are not excluded from the motion adopting the consent calendar.

- A. Approval of Board Meeting and Committee Meeting Minutes
  - 1. *November 16, 2022 Regular Board Meeting Minutes*
  - 2. *December 1, 2022 Communications and Technology Committee Meeting*
  - 3. *December 1, 2022 Security Committee Meeting Minutes*
  - 4. *December 6, 2022 Finance Committee Meeting Minutes*
  - 5. *December 7, 2022 Special Improvements Committee Meeting Minutes*
- B. Approval of Bills Paid Listing October, 2022
- C. Approval of Bills Paid Listing November, 2022
- D. Approval of renewal of annual contract with Solitude Lake Management for pond maintenance in the amount of \$27,300

## **9. REVIEW JULY AND AUGUST 2022 BUDGET TO ACTUAL REPORT (Receive and File)**

## **10. CONSIDER APPROVAL OF PROFESSIONAL SERVICES AGREEMENT WITH ADKINS ENGINEERING/MADDAUS WATER MANAGEMENT FOR THE INTEGRATED WATER MASTER PLAN IN THE AMOUNT OF \$295,000 (Discussion/Action) (Motion) (Roll Call Vote)**

## **11. STAFF REPORTS (Receive and File)**

- A. General Manager's Report
- B. Administration/Financial Report
- C. Security Report
- D. Utilities Report

## **12. REVIEW DISTRICT MEETING DATES/TIMES FOR JANUARY 2023**

- A. Special Personnel – January 10, 2022 at 7:30 a.m.
- B. Special Improvements – January 10, 2022 at 8:00 a.m.
- C. Special Finance – January 10, 2022 at 10:00 a.m.
- D. Special Communications – January 12, 2022 at 8:30 a.m.
- E. Special Security – January 12, 2022 at 10:00 a.m.

F. Regular Board Meeting – January 18, 2022 - Open Session at 5:00 p.m.

### **13. CORRESPONDENCE**

- A. Email from Betty Ferraro
- B. Email from Janis Eckard
- C. Email from Greg Wheeler
- D. Email from Deborah Contini
- E. Email from Lise Smith
- F. Email from John Merchant
- G. Email from Heather Arias
- H. Email from Susan Pennel
- I. Email from Cindy Price
- J. Email from Sheila Rowert
- K. Email from Patrick Reeves
- L. Email from Beth Budreus
- M. Email from Cathy Adkins
- N. Email from Patrick Reeves (2nd email)

### **14. COMMENTS FROM THE PUBLIC**

*Members of the public may comment on any item of interest within the subject matter jurisdiction of the District and any item specifically agendized. Members of the public wishing to address a specific agendized item are encouraged to offer their public comment during consideration of that item. With certain exceptions, the Board may not discuss or take action on items that are not on the agenda. If you wish to address the Board at this time or at the time of an agendized item, as a courtesy, please state your name and address. Speakers presenting individual opinions shall have 3 minutes to speak. Speakers presenting opinions of groups or organizations shall have 5 minutes per group.*

### **15. CONSIDER COMMITTEE APPOINTMENTS** (Discussion/Action)

### **16. RECEIVE UPDATE FROM MARTIN POHLL ON THE GENERAL MANAGER TRANSITION AD HOC COMMITTEE** (Receive and File)

### **17. RECEIVE UPDATE ON RIO OSO LIFT STATION AND CONSIDER ACTION TO CONTINUE THE CONTRACTING EMERGENCY DECLARATION BY A 3/4ths VOTE** (Discussion/Action) (Motion) **(Roll Call Vote)**

### **18. RECEIVE UPDATE ON REPAIRS TO LAKE 11 AND CONSIDER ACTION TO CONTINUE THE CONTRACTING EMERGENCY DECLARATION BY A 3/4ths VOTE** (Discussion/Action) (Motion) **(Roll Call Vote)**

### **19. DIRECTOR COMMENTS/SUGGESTIONS**

*In accordance with Government Code 54954.2(a), directors and staff may make brief announcements or brief reports of their own activities. They may ask questions for clarification, make a referral to staff or take action to have staff place a matter of business on a future agenda.*

## **20. ADJOURNMENT (Motion)**

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 federal and state laws concerning disabilities, 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 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 December 16, 2022. Posting locations are: 1) District Office; 2) Rancho Murieta Post Office; 3) Rancho Murieta Association; 4) Murieta Village Association.



# COUNTY OF SACRAMENTO VOTER REGISTRATION AND ELECTIONS CERTIFICATE OF FACTS

STATE OF CALIFORNIA }  
County of Sacramento } ss.

I, HANG NGUYEN, Interim Registrar of Voters of the County of Sacramento, State of California, do hereby certify that the number of nominees for the office of:

### **Rancho Murieta Community Services District**

did not exceed the number of offices to be filled at the:

### **November 8, 2022 General Election.**

A petition signed by 10% of the voters or 50 voters, whichever is the smaller number, in the district or trustee area if elected by trustee area, requesting that the district election be held was not presented to me.

In accordance with Elections Code §10515, I hereby request that the Board of Supervisors appoint to such office the following person who filed a declaration of candidacy, and who shall take office and serve exactly as if elected at the General Election.

**Director**

Number of Positions: 3  
Number of Candidates: 3  
Name(s) of Candidate(s): Timothy E. Maybee  
Randy Jenco  
Linda Butler

I further certify that the conduct of the election and canvass of the ballots was, in every respect, in accordance with the election laws of the State of California.

IN WITNESS WHEREOF I have set my hand and affixed my official seal on this **7th day of December, 2022**, in accordance with the laws of the State of California.



HANG NGUYEN  
INTERIM REGISTRAR OF VOTERS  
County of Sacramento  
State of California

\*Elected

## MEMORANDUM

Date: December 16, 2022  
To: Board of Directors  
From: Amelia Wilder, District Secretary  
Subject: Election of Board Officers

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As is stated in Chapter 2 Rules and Procedures of the Board of District Code, Section 2:

*“The officers of the Board shall consist of a President and Vice President. At its regular meeting in December following a general election, the Board shall elect one of its members as President and one of its members as Vice President. The term of office for President and Vice President shall be for two (2) years; provided, however, that the President and the Vice President serve at the pleasure of the Board and may be changed at any time with or without cause. In the event of a vacancy, the office may be filled immediately by election of the Board. The President and Vice President may serve for a total of two (2) consecutive terms or four years.*”

It is time to elect a President and Vice President. Tim Maybee began his term as President in May of 2020. Randy Jenco began his term as Vice President in December of 2018, making him ineligible to hold the office of Vice President for the next term.



# RANCHO MURIETA COMMUNITY SERVICES DISTRICT REGULAR BOARD MEETING MINUTES

November 16, 2022

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 at the District office were Tim Maybee, Linda Butler and Martin Pohll. Director Jenco was absent. Also present at the District office were Michael Fritschi, Interim General Manager; Paula O'Keefe, Director of Administration; Travis Bohannon, Interim Director of Operations; Kelly Benitez, Security Supervisor; Andrew Ramos, 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, Butler, Pohll. Noes: None. Absent: Jenco. Abstain: None.**

## 3. CLOSED SESSION

- A. Closed session for public employee performance evaluation of Interim General Manager
- B. Closed session to consider process for public employee appointment of General Manager
- C. Conference with Legal Counsel – Existing Litigation (Gov. Code, § 54956.9(d)(1)) – Tompkins v. Rancho Murieta CSD

## 4. OPEN SESSION/REPORT ACTION FROM CLOSED SESSION

Director Maybee reported that no decisions were made.

## 5. CONSENT CALENDAR

**Motion/Maybee to approve Consent Calendar with the exclusion of Item 5B, October Bills Paid Listing, which will be included in the December Packet. Second/Pohll. Roll Call Vote: Ayes: Maybee, Butler, Pohll. Noes: None. Absent: Jenco. Abstain: None.**

## 6. RECEIVE BUDGET TO ACTUAL REPORT

Vanessa Burke, Financial Consultant with the PUN Group, presented the Draft Budget to Actual Report. The Board made its recommendations, and the report will go to the December Finance Committee.

## 7. CONSIDER APPROVAL OF CAL-WASTE FRANCHISE AGREEMENT

Jack Fiori, CAO, Cal Waste, gave the Board a presentation which included a detailed explanation of the changes being made as a result of SB 1383. One annual bulky waste pickup has been added for each resident starting July 1, 2023. **Motion/Maybee to approve Cal-Waste Franchise Agreement. Second/Pohll. Roll Call Vote: Ayes: Maybee, Butler, Pohll. Noes: None. Absent: Jenco. Abstain: None.**



## 8. STAFF REPORTS

Under Agenda Item 8A, Mr. Fritschi gave a summary of activities during the previous month, highlighting the following topics:

- Transition Ad Hoc Committee
- SB 170 Funds
- Drought Relief Grants
- Revision of Existing Fee Schedule Formats
- Sourcewell Purchasing
- Developer Billings
- Outreach/Advocacy
  - Regional Water Authority
  - RMA/RMCC Collaboration
  - Sloughhouse Resource Conservation District Legislative Update – Senate Bill 552
- General Staffing Update
- Conference/Education Opportunities

Under Agenda Item 8B, Paula O’Keefe, Director of Administration, gave the Board the Administration/Finance Report. She highlighted the following topics:

- Reserve Fund Balances
- Interfund Borrowing
- Utility Billing
- Aging Report

Vanessa Burke, PUN Group reported on the FY 2021-22 Audit

Under Agenda Item 8C, Kelly Benitez, Security Supervisor, began his presentation with a letter that he received from a resident praising Gate Officer Karen Hessler. He continued with his update to the Board with a summary of August’s activities in the Security Department, including:

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

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

- Water Treatment Facility
- Chesbro Stage Storage Curve
- Water Consumption
- Raw Water Delivery & Storage
- Utility Crew Report
- Infrastructure
  - SB 170 Funded Projects
  - Water Treatment Facility

- Lift Stations
- Development

#### **9. REVIEW DISTRICT MEETING DATES/TIMES FOR DECEMBER 2022**

No changes.

#### **10. CORRESPONDENCE**

Director Maybee acknowledged the correspondence in the Board Packet.

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

None.

#### **12. CONSIDER SCHEDULING SPECIAL BOARD MEETING TO REVIEW CANDIDATES FOR VACANT BOARD POSITION**

There was a brief discussion, and direction was given to decide the new Board member at the December 21, 2022 Regular Board meeting.

#### **13. GM TRANSITION AD HOC COMMITTEE UPDATE**

Director Maybee updated the Board, stating formal training has been identified, decisions are being made concerning the recruitment of a General Manager.

#### **14. APPROVE CONTRACT FOR GENERAL MANAGER**

Mr. Fritschi reported there were two firms that sent a proposal for recruitment services. **Motion/Maybee to approve contract with MRG for recruitment services for \$19,975. Second/Butler. Roll Call Vote: Ayes: Maybee, Butler, Pohll. Noes: None. Absent: Jenco. Abstain: None.**

#### **15. CONSIDER APPROVAL OF RESOLUTION R2022-24 UPDATING AUTHORIZED SIGNATORIES FOR EL DORADO SAVINGS BANK**

Ms. O'Keefe updated the Committee that a Resolution is not necessary to update the signatories for El Dorado Savings Bank. A letter is sufficient. **Motion/Maybee to approve the letter to update the Signatories for Eldorado Savings Bank. Second/Butler. Roll Call Vote: Ayes: Maybee, Butler, Pohll. Noes: None. Absent: Jenco. Abstain: None.**

#### **16. CONSIDER INCLUSION OF OPERATOR IN TRAINING TO PLANT OPERATOR SERIES**

Ms. O'Keefe discussed the current Plant Operator Series, stating that it is not connected to the Operator in Training Series, and once an employee has completed the certifications necessary to qualify for the Plant Operator I position, there must be a vacant position in order to promote. By adding the Operator in Training to the Plant Operator series, an employee can promote within the District. **Motion/Maybee to for the reclassification of the Operator in Training position. Second/Butler. Roll Call Vote: Ayes: Maybee, Butler, Pohll. Noes: None. Absent: Jenco. Abstain: None.**

## **17. APPROVAL OF ORDINANCE O2022-06 ADDING CHAPTER 9 TO DISTRICT CODE – ADMINISTRATIVE CITATIONS AND FINES**

Ms. O’Keefe reviewed the Ordinance introduced at the October 19, 2022 meeting. **Motion/Maybee to adopt Ordinance O2022-06 adding Chapter 9 to District Code – Administrative Citations and Fines. Second/Butler. Roll Call Vote: Ayes: Maybee, Butler, Pohll. Noes: None. Absent: Jenco. Abstain: None.**

## **18. RECEIVE UPDATE ON RIO OSO LIFT STATION AND CONSIDER ACTION TO CONTINUE THE CONTRACTING EMERGENCY DECLARATION BY A 3/4<sup>THS</sup> VOTE**

**Motion/Maybee to continue the contracting emergency on Rio Oso Lift Station. Second/Pohll. Roll Call Vote: Ayes: Maybee, Butler, Pohll. Noes: None. Absent: Jenco. Abstain: None.**

## **19. RECEIVE UPDATE ON REPAIRS TO LAKE 11 AND CONSIDER ACTION TO CONTINUE THE CONTRACTING EMERGENCY DECLARATION BY A 3/4<sup>THS</sup> VOTE**

**Motion/Maybee to continue the contracting emergency on Lake 11. Second/Butler. Roll Call Vote: Ayes: Maybee, Butler, Pohll. Noes: None. Absent: Jenco. Abstain: None.**

## **20. CONSIDER RESOLUTION R2022-25 ACCEPTING RETREATS EAST INFRASTRUCTURE**

Mr. Fritschi asked the Board to accept the infrastructure from the Retreats East and direct him to sign a Bill of Sale. **Motion/Maybee to adopt Resolution R2022-25 accepting Retreats East Infrastructure. Second/Pohll. Roll Call Vote: Ayes: Maybee, Butler, Pohll. Noes: None. Absent: Jenco. Abstain: None.**

## **21. CONSIDER LIFT STATION 6B SEWER CREDIT**

Mr. Fritschi discussed the Facility Extension Agreement with KHOV and an amendment to the agreement which would provide the Developer with a credit of 24% of the sewer impact fees paid for connections which will equal approximately \$36,861 to partially reimburse KHOV for updates to the Lift Station 6B required based on the capacity that the Retreats East & North will utilize as part of the development project. **Motion/Maybee to have Legal Counsel work with the GM to get an agreement put in place regarding a credit for the 6B Sewer. Second/Pohll. Roll Call Vote: Ayes: Maybee, Butler, Pohll. Noes: None. Absent: Jenco. Abstain: None.**

## **22. CONSIDER APPROVAL OF CONTRACT FOR INTEGRATED WATER MASTER PLAN**

Mr. Fritschi discussed the scope and fee we received with Water Works Engineers for \$599,000 and a proposal received from Adkins Engineering and Maddaus Water Management joint venture for \$383,000 to complete the Integrated Water Master Plan with the Urban Water Supply Plan Elements. **Motion/Pohll to accept the proposal with Adkins/Maddaus and negotiate to remove the work for the Urban Water and return to the Improvements Committee with the new proposal. Second/Maybee. Roll Call Vote: Ayes: Maybee, Butler, Pohll. Noes: None. Absent: Jenco. Abstain: None.**

## **23. DISCUSS MEASURE R RESULTS**

Director Maybee made a brief statement that the Community had spoken through their votes, and Measure R did not pass Security will no longer be funded through property taxes. Direction was given to Staff to report the final votes when the election is certified.

## **24. DIRECTOR COMMENTS/SUGGESTIONS**

Director Maybee thanked Staff.

**25. ADJOURNMENT**

**Motion/Maybee to adjourn at 7:46 p.m. Second/Merchant. Roll Call Vote: Ayes: Maybee, Butler, Pohl.  
Noes: None. Absent: Jenco. Abstain: None.**

Respectfully submitted,

Amelia Wilder  
District Secretary

DRAFT

## MEMORANDUM

Date: December 14, 2022  
To: Board of Directors  
From: Communication & Technology Committee Staff  
Subject: December 1, 2022, Communication & Technology Committee Meeting Minutes

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### **1. CALL TO ORDER**

Director Butler called the meeting to order at 8:30 a.m via ZOOM video conference pursuant to GOV. CODE, § 54953, SUBD. (E)(1)(C). Present was Director Butler. Present from District staff were Michael Fritschi, Interim General Manager; Paula O’Keefe, Director of Administration; Travis Bohannon, Interim Director of Operations; Kelly Benitez, Security Supervisor; and Amelia Wilder, District Secretary.

### **2. CONSIDER FINDING THAT AS A RESULT OF THE COVID-19 EMERGENCY: (I) MEETING IN PERSON WOULD PRESENT IMMINENT RISKS TO THE HEALTH OR SAFETY OF ATTENDEES; AND (II) THE MEETING IS AUTHORIZED TO BE HELD BY TELECONFERENCE PURSUANT TO GOV. CODE, § 54953, SUBD. (E)(1)(C)**

The Committee agreed to have the December meeting via teleconference.

### **3. COMMENTS FROM THE PUBLIC**

John Sullivan asked if there had been a conversation about what would happen with Security now that Measure “R” did not pass. Director Butler advised that he listen to the Security Committee meeting to see if there was an update. Mr. Sullivan offered the hotel if there was a need for a meeting space to hold a Community forum.

### **4. MONTHLY WEBSITE AND SOCIAL MEDIA UPDATE AND FAQ’S**

Amelia Wilder, District Secretary, gave an update of the statistics related to the number of visits per page to Facebook and RMCSO.com. Director Butler commented that the Pipeline is the most important form of communication. Staff reported that there was a total of 2,858 bills sent last month, 730 of them were e-bills. Staff does not know how many people click on the link to look at the Pipeline online. Director Butler would like to know how much it would cost to mail the Pipeline to those who receive the e-bill. She would like to explore having a NextDoor page.

### **5. DIRECTOR AND STAFF COMMENTS**

No Comment

### **6. Adjournment**

The meeting was adjourned at 8:58 a.m.

## MEMORANDUM

Date: December 14, 2022  
To: Board of Directors  
From: Security Committee Staff  
Subject: December 1, 2022 Security Committee Meeting Minutes

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### 1. CALL TO ORDER

Director Maybee called the meeting to order at 10:00 a.m. via ZOOM video conference pursuant to GOV. CODE, § 54953, SUBD. (E)(1)(C). Present was Director Maybee. Present from District staff were Michael Fritschi, Interim General Manager; Paula O'Keefe, Director of Administration; Travis Bohannon, Interim Director of Operations; Kelly Benitez, Security Supervisor; and Amelia Wilder, District Secretary.

### 2. CONSIDER FINDING THAT AS A RESULT OF THE COVID-19 EMERGENCY: (I) MEETING IN PERSON WOULD PRESENT IMMEDIATE RISKS TO THE HEALTH OR SAFETY OF ATTENDEES; AND (II) THE MEETING IS AUTHORIZED TO BE HELD BY TELECONFERENCE PURSUANT TO GOV. CODE, § 54953, SUBD. (E)(1)(C)

The Committee agreed to have the December meeting via teleconference.

### 3. COMMENTS FROM THE PUBLIC

John Sullivan offered the hotel if the District chooses to have Community forums to discuss the future of Security now that Measure "R" did not pass.

### 4. MONTHLY UPDATES

Kelly Benitez, Security Supervisor gave the Operations Updates, touching on the following topics:

- Operations Update
- New Patrol Vehicle
- Repairs to the Safety Center
- RMA's zero tolerance policy for dogs off leash
- Security Camera Update
- Dash Cameras on vehicles

### 5. DIRECTOR & STAFF COMMENTS

Director Maybee thanked Staff for the great work at Thanksgiving.

### 6. ADJOURNMENT

The meeting adjourned at 10:51 a.m.

## MEMORANDUM

Date: December 14, 2022  
To: Board of Directors  
From: Finance Committee Staff  
Subject: December 6, 2022, Finance Committee Meeting Minutes

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### 1. CALL TO ORDER

Director Pohll called the meeting to order at 10:00 a.m. via ZOOM video conference pursuant to GOV. CODE, § 54953, SUBD. (E)(1)(C). Present was Director Pohll. Present from District staff were Michael Fritschi, Interim General Manager; Paula O'Keefe, Director of Administration; Kelly Benitez, Security Supervisor; Travis Bohannon, Interim Director of Operations; and Amelia Wilder, District Secretary.

### 2. CONSIDER FINDING THAT AS A RESULT OF THE COVID-19 EMERGENCY: (I) MEETING IN PERSON WOULD PRESENT IMMEDIATE RISKS TO THE HEALTH OR SAFETY OF ATTENDEES; AND (II) THE MEETING IS AUTHORIZED TO BE HELD BY TELECONFERENCE PURSUANT TO GOV. CODE, § 54953, SUBD. (E)(1)(C)

The Committee agreed to have the December meeting via teleconference.

### 3. COMMENTS FROM THE PUBLIC

John Sullivan inquired about the status of FY 2019-20 audit adjustment journal entries have been finalized, and have the postings been made. Vanessa Burke from the PUN Group responded.

### 4. UPDATE ON DRAFT BUDGET TO ACTUAL REPORT

Ms. Burke reviewed the Draft Budget with the Committee.

### 5. UPDATE ON DEVELOPER DEPOSITS

Paula O'Keefe, Director of Administration, informed the Committee that one Developer account had been reconciled for Rancho Murieta North. She is continuing to work on the other accounts.

### 6. UPDATE ON MEASURE "R" COUNT

Amelia Wilder, District Secretary, updated the Committee on the current count of votes on Measure "R". Instruction was given to report to the Board when the Certificate of Facts was received from the County.

### 7. DIRECTOR AND STAFF COMMENTS/SUGGESTIONS

None.

### 8. ADJOURNMENT

The meeting was adjourned at 8:19 a.m.

## MEMORANDUM

Date: December 14, 2022  
To: Board of Directors  
From: Improvements Committee Staff  
Subject: December 8, 2022, Special Improvements Committee Meeting Minutes

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### 1. CALL TO ORDER

Director Jenco called the meeting to order at 3:00 p.m. via ZOOM video conference pursuant to GOV. CODE, § 54953, SUBD. (E)(1)(C). Present were Director Jenco and Director Pohll. Present from District staff were Michael Fritschi, Interim General Manager; Paula O'Keefe, Director of Administration; Travis Bohannon, Interim Director of Operations; and Kelly Benitez, Security Supervisor and Amelia Wilder, District Secretary.

### 2. CONSIDER FINDING THAT AS A RESULT OF THE COVID-19 EMERGENCY: (I) MEETING IN PERSON WOULD PRESENT IMMEDIATE RISKS TO THE HEALTH OR SAFETY OF ATTENDEES; AND (II) THE MEETING IS AUTHORIZED TO BE HELD BY TELECONFERENCE PURSUANT TO GOV. CODE, § 54953, SUBD. (E)(1)(C)

The Committee agreed to have the December meeting via teleconference.

### 3. PUBLIC COMMENT

None.

### 4. MONTHLY UPDATE

Travis Bohannon, Interim Director of Operations, gave a summary of the Utilities Department Update with a discussion on the following topics:

- SB 170 Projects
  - Water Treatment Facility Sodium Hypochlorite Conversion
  - Recycled Water Disinfection Project
  - Granlees Safety Improvements
- Water
  - Rio Oso Update
- Sewer
  - Wastewater Facility
  - Lift Station Projects
- Drainage
  - Lake 11 Project
- Site Development Update

### 5. CORRESPONDENCE CHRIS PAHULE, SACRAMENTO COUNTY

Michael Fritschi, Interim General Manager, updated the Committee on the letter received from Chris Pahule at Sacramento County. A discussion on the timing of action items in the letter followed.

### 6. INTEGRATED WATER MASTER PLAN CONTRACT

Mr. Fritschi updated the Committee on the status of the contract with Adkins Engineering and Maddaus Water Management, Inc., stating that per direction of the Board given at the November 16, 2022 Board Meeting, he has requested that the proposers revise their fee proposal and remove the Urban Water Study elements from



the scope of services. The proposers reduced their fee from \$383,000 to \$295,000 based on the reduction of the scope of services. Lisa Maddaus with Maddaus Water Management was on the call and commented on the methodology that would be used in preparation of the report. It was commented by Ms. Maddaus that the two firms would take a fresh look at all of the information currently available, including climate change. Brad Sample asked several questions about Climate change, and future water availability, which will be answered by Ms. Maddaus if she is awarded the contract. John Merchant commented that he would like to see public meetings with the winning consultant. The Committee agreed to take the revised contract to the Board for approval. ***This item will be on the December 21, 2022 Board Meeting Agenda.***

#### **7. DISTRICT ENGINEER TASK ORDER STATUS**

Mr. Fritschi explained the task order spreadsheet that had been created to keep track of all of the tasks the District Engineer is working on.

#### **8. DIRECTOR AND STAFF COMMENTS/SUGGESTIONS**

None.

#### **9. ADJOURNMENT**

The meeting was adjourned at 3:54 p.m.

DRAFT

## MEMORANDUM

Date: November 11, 2022  
To: Board of Directors  
From: Paula O'Keefe, Director of Administration  
Subject: Approval of Check Register and Payroll Cash Requirements, October 2022

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Enclosed are the Check Register Report for October 2022, Payroll Cash Requirements reports dated October 14, 2022 and October 28, 2022, and replacement check dated October 14, 2022.



Reviewed by: General Manager

Ranges: From: To: From: To:  
 Check Number First Last Check Date 10/1/2022 10/31/2022  
 Vendor ID First Last Checkbook ID First Last  
 Vendor Name First Last

Sorted By: Check Date

\* Voided Checks

Check Number	Check Date	Vendor	Checkbook ID	Amount
0010411	10/3/2022	Brower Mechanical, Inc	CSD CHECKING	\$2,966.00
0010412	10/3/2022	California Laboratory Services	CSD CHECKING	\$8,354.40
0010413	10/3/2022	CWEA	CSD CHECKING	\$302.00
0010414	10/3/2022	LUXURY CLEANING SERVICE	CSD CHECKING	\$2,000.00
0010415	10/3/2022	NTU Technologies, Inc.	CSD CHECKING	\$19,165.44
0010416	10/3/2022	OCT Water Quality Academy	CSD CHECKING	\$200.00
0010417	10/3/2022	Pac Machine Co., Inc.	CSD CHECKING	\$1,212.19
0010418	10/3/2022	Pace Supply Corp	CSD CHECKING	\$4,683.47
0010419	10/3/2022	Pirtek Power Inn	CSD CHECKING	\$488.03
0010420	10/3/2022	Rancho Murieta Automotive Repair	CSD CHECKING	\$337.05
0010421	10/3/2022	Solitude Lake Management LLC	CSD CHECKING	\$19,762.00
0010422	10/3/2022	Tally Services Inc	CSD CHECKING	\$2,700.00
0010423	10/3/2022	USA Blue Book	CSD CHECKING	\$734.81
0010424	10/3/2022	W.W. Grainger Inc.	CSD CHECKING	\$279.83
0010425	10/3/2022	Zenon Environmental Corporation	CSD CHECKING	\$837.12
0010426	10/3/2022	AM Conservation Group, Inc.	CSD CHECKING	\$2,211.18
0010427	10/3/2022	Romo Landscaping	CSD CHECKING	\$770.00
0010428	10/13/2022	Accounting & Association Software Group	CSD CHECKING	\$1,485.00
0010429	10/13/2022	A Leap Ahead IT	CSD CHECKING	\$6,945.18
0010430	10/13/2022	Apple One Employment Services	CSD CHECKING	\$19,467.02
0010431	10/13/2022	Aramark Uniform & Career Apparel, LLC	CSD CHECKING	\$1,837.49
0010432	10/13/2022	Chemtrade Chemicals US LLC	CSD CHECKING	\$7,526.94
0010433	10/13/2022	Clark Pest Control	CSD CHECKING	\$739.00
0010434	10/13/2022	Corelogic Solutions, LLC	CSD CHECKING	\$675.30
0010435	10/13/2022	Domino Solar LTD	CSD CHECKING	\$17,123.08
0010436	10/13/2022	ECS House Industries, Inc.	CSD CHECKING	\$2,375.44
0010437	10/13/2022	EDCO Enterprises	CSD CHECKING	\$2,800.00
0010438	10/13/2022	Eide Bailly LLP	CSD CHECKING	\$30,766.13
0010439	10/13/2022	Ferguson Enterprises, Inc 1423	CSD CHECKING	\$48,416.82
0010440	10/13/2022	GSRMA	CSD CHECKING	\$11,000.00
0010441	10/13/2022	Greenfield Communications	CSD CHECKING	\$448.99
0010442	10/13/2022	Mobile Mini Solutions	CSD CHECKING	\$305.13
0010443	10/13/2022	Municipal Resource Group, LLC	CSD CHECKING	\$10,250.00
0010444	10/13/2022	NBS	CSD CHECKING	\$1,768.66
0010445	10/13/2022	Operating Engineers Local Union No. 3	CSD CHECKING	\$1,772.40
0010446	10/13/2022	Pitney Bowes	CSD CHECKING	\$61.87
0010447	10/13/2022	Pitney Bowes	CSD CHECKING	\$506.70
0010448	10/13/2022	Rancho Murieta Association	CSD CHECKING	\$1,984.11
0010449	10/13/2022	Robert Half	CSD CHECKING	\$20,400.00
0010450	10/13/2022	Romo Landscaping	CSD CHECKING	\$385.00
0010451	10/13/2022	Sacramento Metropolitan Air Quality Mgt. Di	CSD CHECKING	\$19,230.00
0010452	10/13/2022	S. M. U. D.	CSD CHECKING	\$17,004.69
0010453	10/13/2022	State of California	CSD CHECKING	\$64.00
0010454	10/13/2022	State Water Resources Control Board	CSD CHECKING	\$125.00
0010455	10/13/2022	Streamline	CSD CHECKING	\$900.00
0010456	10/13/2022	MISCOWATER	CSD CHECKING	\$6,253.15
0010457	10/13/2022	Univar Solutions USA Inc	CSD CHECKING	\$2,845.47
0010458	10/13/2022	UPS	CSD CHECKING	\$23.14
0010459	10/13/2022	USA Blue Book	CSD CHECKING	\$3,589.91
0010460	10/13/2022	Velosio LLC	CSD CHECKING	\$4,069.40
0010461	10/13/2022	Wagner & Bonsignore Consulting Civil Engine	CSD CHECKING	\$2,871.45
0010462	10/13/2022	Walker's Office Supplies, Inc	CSD CHECKING	\$2,232.77
0010463	10/13/2022	Xylem Water Solutions U.S.A., Inc.	CSD CHECKING	\$123.92
0010464	10/13/2022	Zenon Environmental Corporation	CSD CHECKING	\$122.05
0010465	10/31/2022	ABA Protection Inc.	CSD CHECKING	\$22,224.25
0010466	10/31/2022	Applications By Design, Inc.	CSD CHECKING	\$2,520.00

\* Voided Checks

Check Number	Check Date	Vendor	Checkbook ID	Amount
0010467	10/31/2022	APS Environmental	CSD CHECKING	\$18,258.00
0010468	10/31/2022	Aramark Uniform & Career Apparel, LLC	CSD CHECKING	\$185.80
0010469	10/31/2022	Bartkiewicz, Kronick & Shanahan	CSD CHECKING	\$18,328.30
0010470	10/31/2022	Brower Mechanical, Inc	CSD CHECKING	\$1,367.00
0010471	10/31/2022	California Laboratory Services	CSD CHECKING	\$3,125.80
0010472	10/31/2022	Cisco Air Systems, Inc	CSD CHECKING	\$3,780.49
0010473	10/31/2022	Cooks Manufacturing, Inc.	CSD CHECKING	\$3,352.95
0010474	10/31/2022	Corelogic Solutions, LLC	CSD CHECKING	\$25.00
0010475	10/31/2022	Domenichelli and Associates, Inc	CSD CHECKING	\$27,322.50
0010476	10/31/2022	EDCO Enterprises	CSD CHECKING	\$4,000.00
0010477	10/31/2022	Ferguson Enterprises, Inc 1423	CSD CHECKING	\$8,819.65
0010478	10/31/2022	Folsom Lake Ford, Inc.	CSD CHECKING	\$85.80
0010479	10/31/2022	Galls/Quartermaster	CSD CHECKING	\$663.06
0010480	10/31/2022	GM Crane Services, Inc	CSD CHECKING	\$475.00
0010481	10/31/2022	Hach Company	CSD CHECKING	\$1,488.08
0010482	10/31/2022	Hastie's Capitol Sand and Gravel Co.	CSD CHECKING	\$671.27
0010483	10/31/2022	HDR Engineering, Inc	CSD CHECKING	\$5,743.49
0010484	10/31/2022	Holt of California	CSD CHECKING	\$7,924.94
0010485	10/31/2022	Jorgensen Company	CSD CHECKING	\$680.00
0010486	10/31/2022	Kelly Benitez	CSD CHECKING	\$400.14
0010487	10/31/2022	Lund Construction	CSD CHECKING	\$294,933.20
0010488	10/31/2022	Pace Supply Corp	CSD CHECKING	\$602.93
0010489	10/31/2022	Regional Water Authority	CSD CHECKING	\$6,250.00
0010490	10/31/2022	Sacramento Local Agency Formation Commissio	CSD CHECKING	\$969.00
0010491	10/31/2022	Solitude Lake Management LLC	CSD CHECKING	\$10,174.00
0010492	10/31/2022	Stratus Environmental, Inc	CSD CHECKING	\$6,394.05
0010493	10/31/2022	Underground Service Alert of N. Cal and Nev	CSD CHECKING	\$353.48
0010494	10/31/2022	USA Blue Book	CSD CHECKING	\$3,676.02
Total Checks: 84				Total Amount of Checks: \$770,292.93

## MEMORANDUM

Date: December 15, 2022  
To: Board of Directors  
From: Paula O'Keefe, Director of Administration  
Subject: Approval of Check Register and Payroll Cash Requirements, November 2022

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Enclosed are the Check Register Report for November 2022, Payroll Cash Requirements reports dated November 10, 2022 and November 25, 2022.

Reviewed by:



Michael Fritschi  
General Manager

RANCHO MURIETA CSD  
 VENDOR CHECK REGISTER REPORT  
 Payables Management

Ranges:	From:	To:	From:	To:
Check Number	First	Last	11/1/2022	11/30/2022
Vendor ID	First	Last	Checkbook ID	First
Vendor Name	First	Last		Last

Sorted By: Check Date

\* Voided Checks

Check Number	Check Date	Vendor	Checkbook ID	Amount
0010495	11/2/2022	Aqua-Metric Sales Company	CSD CHECKING	\$7,023.21
* 0010496	11/2/2022	B&M Builders	CSD CHECKING	\$22,772.00
0010497	11/2/2022	California CAD Solutions inc.	CSD CHECKING	\$5,940.00
0010498	11/2/2022	Ditch Witch West	CSD CHECKING	\$449.09
0010499	11/2/2022	HDR Engineering, Inc	CSD CHECKING	\$40,221.92
0010500	11/2/2022	Lee's Automotive Repair Inc	CSD CHECKING	\$1,236.84
0010501	11/2/2022	Pace Supply Corp	CSD CHECKING	\$1,727.10
0010502	11/2/2022	Prodigy Electric & Controls Inc.	CSD CHECKING	\$8,312.76
0010503	11/3/2022	Apple One Employment Services	CSD CHECKING	\$7,500.00
0010504	11/14/2022	ABA Protection Inc.	CSD CHECKING	\$1,734.16
0010505	11/14/2022	ABS Direct	CSD CHECKING	\$2,825.81
0010506	11/14/2022	Adkins Consulting Engineering, LLP	CSD CHECKING	\$17,354.13
0010507	11/14/2022	A Leap Ahead IT	CSD CHECKING	\$15,158.59
0010508	11/14/2022	Apple One Employment Services	CSD CHECKING	\$10,094.38
0010509	11/14/2022	Aqua-Metric Sales Company	CSD CHECKING	\$3,593.88
0010510	11/14/2022	Aramark Uniform & Career Apparel, LLC	CSD CHECKING	\$185.80
0010511	11/14/2022	Bartkiewicz, Kronick & Shanahan	CSD CHECKING	\$37,969.78
0010512	11/14/2022	California CAD Solutions inc.	CSD CHECKING	\$11,900.00
* 0010513	11/14/2022	CWEA	CSD CHECKING	\$297.00
0010514	11/14/2022	Carrillo Enterprises	CSD CHECKING	\$6,720.00
0010515	11/14/2022	Clark Pest Control	CSD CHECKING	\$739.00
0010516	11/14/2022	Clifford Moss	CSD CHECKING	\$28,553.40
0010517	11/14/2022	Concentra DBA Occupational Health Centers	oCSD CHECKING	\$354.00
0010518	11/14/2022	Daily Journal Corporation	CSD CHECKING	\$4,590.00
0010519	11/14/2022	Ditch Witch West	CSD CHECKING	\$1,627.79
0010520	11/14/2022	Domenichelli and Associates, Inc	CSD CHECKING	\$63,771.50
0010521	11/14/2022	Domino Solar LTD	CSD CHECKING	\$7,749.06
0010522	11/14/2022	Ferguson Enterprises, Inc 1423	CSD CHECKING	\$1,339.24
0010523	11/14/2022	Folsom Lake Ford, Inc.	CSD CHECKING	\$432.48
0010524	11/14/2022	Hastie's Capitol Sand and Gravel Co.	CSD CHECKING	\$2,979.59
0010525	11/14/2022	Industrial Door Compay	CSD CHECKING	\$4,141.17
0010526	11/14/2022	K. Hovnanian Homes	CSD CHECKING	\$71,782.39
0010527	11/14/2022	Leland Hazeltine	CSD CHECKING	\$12,000.00
0010528	11/14/2022	LUXURY CLEANING SERVICE	CSD CHECKING	\$2,000.00
0010529	11/14/2022	Mel Outram	CSD CHECKING	\$73.00
0010530	11/14/2022	Mobile Mini Solutions	CSD CHECKING	\$320.00
0010531	11/14/2022	Muniquip, LLC	CSD CHECKING	\$8,595.61
0010532	11/14/2022	Municipal Resource Group, LLC	CSD CHECKING	\$10,950.00
0010533	11/14/2022	Operating Engineers Local Union No. 3	CSD CHECKING	\$354.48
0010534	11/14/2022	Pacific Copy & Print	CSD CHECKING	\$460.09
0010535	11/14/2022	Pape Machinery	CSD CHECKING	\$465.00
0010536	11/14/2022	Placer Title Company	CSD CHECKING	\$210.45
0010537	11/14/2022	Ferguson Enterprises LLC #3326 DBA Pollardw	CSD CHECKING	\$761.47
0010538	11/14/2022	PR Diamond Products Inc.	CSD CHECKING	\$3,960.00
0010539	11/14/2022	Public Agency Retirement Services	CSD CHECKING	\$1,014.91
0010540	11/14/2022	Rancho Murieta Association	CSD CHECKING	\$624.36
0010541	11/14/2022	Robert Half	CSD CHECKING	\$10,200.00
0010542	11/14/2022	SIERRA VALLEY CONTRACTORS	CSD CHECKING	\$7,210.00
0010543	11/14/2022	S. M. U. D.	CSD CHECKING	\$15,201.27
0010544	11/14/2022	Teichert Aggregates	CSD CHECKING	\$402.49
0010545	11/14/2022	Thatcher Company	CSD CHECKING	\$263.02
0010546	11/14/2022	The W.H. Brownyard Corp.	CSD CHECKING	\$4,994.10
0010547	11/14/2022	Tyler Technologies, INC	CSD CHECKING	\$48,837.00
0010548	11/14/2022	United Rentals Northwest, Inc.	CSD CHECKING	\$4,041.64
0010549	11/14/2022	USA Blue Book	CSD CHECKING	\$3,082.25
0010550	11/14/2022	Wenker, Ryan	CSD CHECKING	\$128.12
0010551	11/14/2022	W.W. Grainger Inc.	CSD CHECKING	\$315.47
* 0010552	11/15/2022	B&M Builders	CSD CHECKING	\$22,772.00
* 0010553	11/15/2022	Domenichelli and Associates, Inc	CSD CHECKING	\$2,340.00
* 0010554	11/15/2022	B&M Builders	CSD CHECKING	\$22,772.00

# CASH REQUIREMENTS

(Prior to Processing)

**CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 11/10/22: \$83,673.24**

**IMPORTANT COVID-19 INFORMATION:** If you filed IRS Form 7200, please notify your Paychex representative to avoid owing a balance at the end of the quarter and ensure your Form 941 is accurate.

**TRANSACTION DETAIL**

**ELECTRONIC FUNDS TRANSFER** - Your financial institution will initiate transfer to Paychex at or after 12:01 A.M. on transaction date.

TRANS. DATE	BANK NAME	ACCOUNT NUMBER	PRODUCT	DESCRIPTION	BANK DRAFT AMOUNTS & OTHER TOTALS
11/09/22	EL DORADO SAVINGS BANK,	xxxxxxxxxxxx751	Direct Deposit	Net Pay Allocations	67,603.57
11/09/22	EL DORADO SAVINGS BANK,	xxxxxxxxxxxx751	Garnishment	Employee Deductions	150.00
11/09/22	EL DORADO SAVINGS BANK,	xxxxxxxxxxxx947	Taxpay®	Employee Withholdings Medicare Fed Income Tax CA Income Tax CA Disability <b>Total Withholdings</b>	1,319.12 9,283.15 2,861.36 947.08 <b>14,410.71</b>
				Employer Liabilities Medicare CA Unemploy CA Emp Train <b>Total Liabilities</b>	1,319.11 185.90 3.95 <b>1,508.96</b>
<b>EFT FOR 11/09/22</b>					<b>83,673.24</b>
<b>TOTAL EFT</b>					<b>83,673.24</b>

**REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES** - Paychex does not remit these funds. You must ensure accurate and timely payment of applicable items.

TRANS. DATE	BANK NAME	ACCOUNT NUMBER	PRODUCT	DESCRIPTION	TOTAL
11/10/22	Refer to your records for account information		Payroll	Employee Deductions 6.75% PERSx 7% PERSx AFLAC AFLSTD DCOMP Deduction HEALTH LEGSHI LIFE INS PERM Post Tax PXUME EE PRE SURB	3,808.61 1,854.64 368.85 201.37 2,758.21 23.76 3,132.70 23.47 8.52 282.72 120.00 26.97

# CASH REQUIREMENTS

(Prior to Processing)

**CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 11/10/22: \$83,673.24**

**REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES (cont.) - Paychex does not remit these funds. You must ensure accurate and timely payment of applicable items.**

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
11/10/22	Refer to your records for account information		Payroll	Employee Deductions (cont.)	
				Union dues	384.02
				<b>Total Deductions</b>	<b>12,993.84</b>

**TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES 12,993.84**

**PAYCHEX WILL MAKE THESE TAX DEPOSIT(S) ON YOUR BEHALF - This information serves as a record of payment.**

<u>DUE DATE</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>
11/16/22	Taxpay@	FED IT PMT Group
11/16/22	Taxpay@	CA IT PMT Group
		11,921.38
		3,808.44



# CASH REQUIREMENTS

(Prior to Processing)

**CASH REQUIRED FOR NEGOTIABLE CHECKS & FOR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 11/25/22: \$198,487.98**

**IMPORTANT COVID-19 INFORMATION:** If you filed IRS Form 7200, please notify your Paychex representative to avoid owing a balance at the end of the quarter and ensure your Form 941 is accurate.

**TRANSACTION DETAIL**

**ELECTRONIC FUNDS TRANSFER** - Your financial institution will initiate transfer to Paychex at or after 12:01 A.M. on transaction date.

TRANS. DATE	BANK NAME	ACCOUNT NUMBER	PRODUCT	DESCRIPTION	BANK DRAFT AMOUNTS & OTHER TOTALS
11/23/22	EL DORADO SAVINGS BANK,	xxxxxxxxxxxxxx751	Direct Deposit	Net Pay Allocations	176,123.02
11/23/22	EL DORADO SAVINGS BANK,	xxxxxxxxxxxxxx751	Garnishment	Employee Deductions	150.00
11/23/22	EL DORADO SAVINGS BANK,	xxxxxxxxxxxxxx947	Taxpay®	Employee Withholdings Medicare Fed Income Tax CA Income Tax CA Disability <b>Total Withholdings</b>	3,567.46 11,085.89 3,511.72 956.26 <b>19,121.33</b>
				Employer Liabilities Medicare CA Unemploy CA Emp Train <b>Total Liabilities</b>	2,962.86 128.05 2.72 <b>3,093.63</b>
<b>EFT FOR 11/23/22</b>					<b>198,487.98</b>
<b>TOTAL EFT</b>					<b>198,487.98</b>

**REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES** - Paychex does not remit these funds. You must ensure accurate and timely payment of applicable items.

TRANS. DATE	BANK NAME	ACCOUNT NUMBER	PRODUCT	DESCRIPTION	TOTAL
11/25/22	Refer to your records for account information		Payroll	Employee Deductions 6.75% PERSx 7% PERSx AFLAC AFLSTD DCOMP Deduction HEALTH LEGSHI LIFE INS PERM Post Tax PXUME EE PRE SURB	3,896.96 1,884.89 368.85 201.37 2,666.77 23.76 3,043.16 23.47 8.52 282.72 120.00 26.97

# CASH REQUIREMENTS

(Prior to Processing)

**CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 11/25/22: \$198,487.98**

**REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES (cont.) - Paychex does not remit these funds. You must ensure accurate and timely payment of applicable items.**

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
11/25/22	Refer to your records for account information		Payroll	Employee Deductions (cont.)	
				Union dues	384.02
				Total Deductions	12,931.46

**TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES 12,931.46**

**PAYCHEX WILL MAKE THESE TAX DEPOSIT(S) ON YOUR BEHALF - This information serves as a record of payment.**

<u>DUE DATE</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>
11/30/22	Taxpay@	FED IT PMT Group
11/30/22	Taxpay@	CA IT PMT Group
		17,616.21
		4,467.98

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

## INVESTMENT REPORT

November 30, 2022

### CSD FUNDS (11/30/22)

#### EL DORADO SAVINGS BANK

Savings	\$	3,449,217
Checking	\$	118,113
Payroll	\$	138,996
<b>BANNER BANK EFT PAYMENTS ACCOUNT</b>	<b>\$</b>	<b>640,381</b>

### CSD OPERATING CAPITAL

<b>TOTAL AVAILABLE CASH*</b>	<b>\$</b>	<b>4,346,707</b>
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### CSD INVESTMENT (6/30/22)

LOCAL AGENCY INVESTMENT FUND (LAIF)	\$	8,374,904
CALIFORNIA ASSET MGMT PROGRAM (CAMP)	\$	640,967

<b>TOTAL</b>	<b>\$</b>	<b>13,362,578</b>
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### MELLO ROOS BOND

#### COMMUNITY FACILITIES DISTRICT NO. 2014-1 (CFD)

<b>BANK OF AMERICA</b>	<b>\$</b>	<b>118,827</b>
<b>WILMINGTON TRUST</b>		
Bond Special Tax Fund	\$	100,045
Bond Redemption Account	\$	-
Bond Acq & Construction	\$	17,668
Bond Reserve Fund	\$	391,581
Bond Surplus	\$	157,186
Bond Admin Expense	\$	22,405
Bond Principal	\$	-
Bond Interest	\$	-
	<b>\$</b>	<b>807,712</b>

\*Investments comply with the CSD adopted investment policy.

PREPARED BY: Paula O'Keefe

REVIEWED BY:  District Treasurer

## MEMORANDUM

Date: December 8, 2022  
To: Board of Directors  
From: Travis Bohannon, Interim Director of Operations  
Subject: Approval of Lake and Wastewater Treatment Lagoon Management Services

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### RECOMMENDED ACTION

Approve the renewal of (1) contract from SOLitude Lake Management. The contract renewal is for the monthly maintenance services of the District Wastewater Treatment Lagoons, in an amount not to exceed a total of \$27,300.

### BACKGROUND

The wastewater lagoons continue to require monthly maintenance to keep the lagoons in a more acceptable and useable state to accomplish adequate primary treatment.

The District does not currently possess the level of expertise needed to properly maintain the lagoons and should refrain from any future self-applying of any herbicides/algicides.

### SUMMARY

This contract renewal is being brought to the board in the spirit of transparency and for approval by the Board.

8D. SOLitude Contract - Pending

**Rancho Murieta CSD**  
**FY 2022-23 Budget and Actual - By Account**  
**For the Two Months Ended August 31, 2022**  
**All Funds**

	Adopted Budget 2022-2023	YTD Total 2022-2023	% of Budget	Remaining Budget 2022-2023	Comments
<b>Revenues</b>					
<b>Taxes:</b>					
Property Taxes	\$ 775,000	\$ -	0.00%	\$ 775,000	(a)
<b>Charges for Services:</b>					
Residential Sales	6,470,917	1,150,761	17.78%	5,320,156	
Commercial Sales	765,677	150,245	19.62%	615,432	
Reserves Collection	965,249	181,251	18.78%	783,998	
WTP Debt Service	212,199	31,380	14.79%	180,819	
Late Fees & Penalties	75,100	4,850	6.46%	70,250	
Projects and Permits	47,450	59,273	124.92%	(11,823)	
<b>Other Revenue:</b>					
Misc Revenue	77,820	48,357	62.14%	29,463	
Interest Income	49,150	609	1.24%	48,541	
CIA Ditch Service Charge	12,000	-	0.00%	12,000	
<b>Total Revenues</b>	<u>9,450,562</u>	<u>1,626,727</u>	<u>17.21%</u>	<u>7,823,835</u>	
<b>Expenditures</b>					
Salaries	2,885,047	389,118	13.49%	2,495,929	
Benefits	1,696,870	110,197	6.49%	1,586,673	
Professional Services	756,031	172,898	22.87%	583,133	
Materials & Supplies	419,018	89,614	21.39%	329,404	
Maintenance & Repairs	560,878	105,747	18.85%	455,131	
Utilities	303,450	69,004	22.74%	234,446	
Other Expenses	544,892	12,766	2.34%	532,126	
Capital Improvement	-	2,856	0.00%	(2,856)	
Cal-Waste	978,497	151,306	15.46%	827,191	
<b>Total Expenditures before Admin Allocation</b>	<u>8,144,683</u>	<u>1,103,506</u>	<u>13.55%</u>	<u>7,041,177</u>	
<b>Administration Allocation</b>					
Administration	(1,977,786)	-	0.00%	(1,977,786)	(b)
Water	744,258	-	0.00%	744,258	(b)
Waste Water	490,491	-	0.00%	490,491	(b)
Drainage	82,646	-	0.00%	82,646	(b)
Solid Waste	38,789	-	0.00%	38,789	(b)
Security	621,602	-	0.00%	621,602	(b)
<b>Total Administration Allocation</b>	<u>-</u>	<u>-</u>	<u>0.00%</u>	<u>-</u>	(b)
<b>Total Expenditures</b>	<u>8,144,683</u>	<u>1,103,506</u>	<u>13.55%</u>	<u>7,041,177</u>	
<b>Transfers</b>					
<b>Out</b>					
Transfer Out - Administration	(775,000)	-	0.00%	(775,000)	(c)
Transfer Out - Water WTP Loan Repayment	(187,905)	-	0.00%	(187,905)	(d)
Transfer Out - Reserves	-	(181,251)	0.00%	181,251	
<b>Transfer Out Total</b>	<u>(962,905)</u>	<u>(181,251)</u>	<u>18.82%</u>	<u>(962,905)</u>	

**Rancho Murieta CSD**  
**FY 2022-23 Budget and Actual - By Account**  
**For the Two Months Ended August 31, 2022**  
**All Funds**

	<b>Adopted Budget 2022-2023</b>	<b>YTD Total 2022-2023</b>	<b>% of Budget</b>	<b>Remaining Budget 2022-2023</b>	<b>Comments</b>
<b>In</b>					
Transfer In - Wastewater	159,651	-	0.00%	159,651	(c)
Transfer In - Drainage	89,783	-	0.00%	89,783	(c)
Transfer In - Solid Waste	110,975	-	0.00%	110,975	(c)
Transfer In - Security	414,591	-	0.00%	414,591	(c)
Transfer In - Wastewater WTP Loan Repayment	187,905	-	0.00%	187,905	(d)
<b>Transfer In Total</b>	<u>962,905</u>	<u>-</u>	<u>0.00%</u>	<u>962,905</u>	
<b>Net Transfers</b>	<u>-</u>	<u>(181,251)</u>	<u>0.00%</u>	<u>-</u>	
<b>Increase (Decrease) in Net Position</b>	<u><u>\$ 1,305,879</u></u>	<u><u>\$ 341,969</u></u>	<u><u>26.19%</u></u>	<u><u>\$ 782,658</u></u>	

**Notes to Budget and Actual:**

- (a) Property taxes are received in two installments during the year (generally January and May) with a supplemental installment received in August. Amount received of \$20,752 will be accrued back to the Fiscal Year 2021-22 in accordance with GASB standards.
- (b) Administrative allocations are made at the end of the fiscal year during the closing process for the external audit.
- (c) Property taxes are allocated as approved per budget resolution to Wastewater, Drainage, Solid Waste and Security
- (d) Interfund transfers offset at a District-wide level.

**Rancho Murieta CSD**  
**FY 2022-23 Budget and Actual - By Fund**  
**For the Two Months Ended August 31, 2022**  
**All Funds**

	Adopted Budget 2022-2023	YTD Total 2022-2023	% of Budget	Remaining Budget 2022-2023	Comments
<b>Revenues</b>					
100 - Administration	\$ 817,450	\$ 8,730	1.07%	\$ 808,720	
200 - Water	3,586,385	784,501	21.87%	2,801,884	
250 - Wastewater	2,199,774	365,453	16.61%	1,834,321	
260 - Drainage	240,643	39,602	16.46%	201,041	
400 - Solid Waste	961,093	165,578	17.23%	795,515	
500 - Security	1,645,217	262,861	15.98%	1,382,356	
<b>Total Revenues</b>	<b>9,450,562</b>	<b>1,626,727</b>	<b>17.21%</b>	<b>7,823,835</b>	
<b>Expenditures</b>					
100 - Administration	1,977,786	310,239	15.69%	1,667,547	
200 - Water	2,076,091	303,053	14.60%	1,773,038	
250 - Wastewater	1,372,539	157,569	11.48%	1,214,970	
260 - Drainage	247,781	22,875	9.23%	224,906	
400 - Solid Waste	1,032,280	151,306	14.66%	880,974	
500 - Security	1,438,206	158,464	11.02%	1,279,742	
<b>Total Expenditures before Admin Allocation</b>	<b>8,144,683</b>	<b>1,103,506</b>	<b>13.55%</b>	<b>7,041,177</b>	
<b>Administration Allocation</b>					
100 - Administration	(1,977,786)	-	0.00%	(1,977,786)	(b)
200 - Water	744,258	-	0.00%	744,258	(b)
250 - Wastewater	490,491	-	0.00%	490,491	(b)
260 - Drainage	82,646	-	0.00%	82,646	(b)
400 - Solid Waste	38,789	-	0.00%	38,789	(b)
500 - Security	621,602	-	0.00%	621,602	(b)
<b>Total Administration Allocation</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>(b)</b>
<b>Total Expenditures</b>	<b>8,144,683</b>	<b>1,103,506</b>	<b>13.55%</b>	<b>7,041,177</b>	
<b>Transfers</b>					
<b>Out</b>					
100 - Administration	(775,000)	-	0.00%	(775,000)	(c)
200 - Water	(187,905)	(100,570)	53.52%	(87,335)	(d)
250 - Wastewater	-	(80,681)	0.00%	80,681	
260 - Drainage	-	-	0.00%	-	
400 - Solid Waste	-	-	0.00%	-	
500 - Security	-	-	0.00%	-	
<b>Total Transfers Out</b>	<b>(962,905)</b>	<b>(181,251)</b>	<b>18.82%</b>	<b>(781,654)</b>	
<b>In</b>					
100 - Administration	-	-	0.00%	-	
200 - Water	-	-	0.00%	-	
250 - Wastewater	347,556	-	0.00%	347,556	(c), (d)
260 - Drainage	89,783	-	0.00%	89,783	(c)
400 - Solid Waste	110,975	-	0.00%	110,975	(c)
500 - Security	414,591	-	0.00%	414,591	(c)
<b>Total Transfers In</b>	<b>962,905</b>	<b>-</b>	<b>0.00%</b>	<b>962,905</b>	
<b>Net Transfers</b>	<b>-</b>	<b>(181,251)</b>	<b>0.00%</b>	<b>181,251</b>	
<b>Increase (Decrease) in Net Position</b>	<b>\$ 1,305,879</b>	<b>\$ 341,969</b>	<b>26.19%</b>	<b>\$ 963,910</b>	

See Accompanying Notes on First Page



**Rancho Murieta CSD**  
**FY 2022-23 Budget and Actual**  
**For the Two Months Ended August 31, 2022**  
**100 - Administration**

	<b>Adopted Budget 2022-2023</b>	<b>YTD Total 2022-2023</b>	<b>% of Budget</b>	<b>Remaining Budget 2022-2023</b>	<b>Comments</b>
<b>Revenues</b>					
<b>Taxes:</b>					
Property Taxes	\$ 775,000	\$ -	0.00%	\$ 775,000	(c)
<b>Other Revenue:</b>					
Interest Income	450	150	33.29%	300	
Misc Revenue	30,000	8,581	28.60%	21,419	
CIA Ditch Service Charge	12,000	-	0.00%	12,000	
<b>Total Revenue</b>	<u>817,450</u>	<u>8,730</u>	<u>0.76%</u>	<u>808,720</u>	
<b>Expenditures</b>					
Salaries	948,800	121,554	12.81%	827,246	(b)
Benefits	464,173	33,782	7.28%	430,391	(b)
Professional Services	460,663	144,923	31.46%	315,740	(b)
Materials & Supplies	64,750	9,947	15.36%	54,803	(b)
Other Expenses	39,400	33	0.08%	39,367	(b)
Administration Allocations	(1,977,786)	-	0.00%	(1,977,786)	(b)
<b>Total Expenditures</b>	<u>-</u>	<u>310,239</u>	<u>0.00%</u>	<u>(310,239)</u>	
<b>Transfers</b>					
Transfer Out - Water	-	-	0.00%	-	
Transfer Out - Wastewater	(159,651)	-	0.00%	(159,651)	(c)
Transfer Out - Drainage	(89,783)	-	0.00%	(89,783)	(c)
Transfer Out - Solid Waste	(110,975)	-	0.00%	(110,975)	(c)
Transfer Out - Security	(414,591)	-	0.00%	(414,591)	(c)
<b>Transfer Totals</b>	<u>(775,000)</u>	<u>-</u>	<u>0.00%</u>	<u>(775,000)</u>	(c)
<b>Increase (Decrease) in Net Position</b>	<u>\$ 42,450</u>	<u>\$ (301,509)</u>	<u>-710.27%</u>	<u>\$ 343,959</u>	

See Accompanying Notes on First Page

**Rancho Murieta CSD**  
**FY 2022-23 Budget and Actual**  
**For the Two Months Ended August 31, 2022**  
**200 - Water**

	<u>Adopted Budget 2022-2023</u>	<u>YTD Total 2022-2023</u>	<u>% of Budget</u>	<u>Remaining Budget 2022-2023</u>	<u>Comments</u>
<b>Revenues</b>					
<b>Charges for Services:</b>					
Residential Water Sales	\$ 2,490,075	\$ 507,771	20.39%	\$ 1,982,304	
Commercial Water Sales	320,737	72,985	22.76%	247,752	
Reserves Collection	468,854	100,570	21.45%	368,284	
WTP Debt Service	212,199	31,380	14.79%	180,819	
Late Fees & Penalties	20,000	4,500	22.50%	15,500	
Permits and Projects	37,400	53,253	142.39%	(15,853)	
<b>Other Revenue:</b>					
Interest Income	3,800	-	0.00%	3,800	
Misc Revenue	33,320	14,042	42.14%	19,278	
<b>Total Revenue</b>	<u>3,586,385</u>	<u>784,501</u>	<u>21.87%</u>	<u>2,801,884</u>	
<b>Expenditures</b>					
<b>Administration</b>					
Salaries	131,210	17,584	13.40%	113,626	
Benefits	59,590	3,693	6.20%	55,897	
Professional Services	120,000	15,471	12.89%	104,529	
Materials & Supplies	43,905	2,189	4.99%	41,716	
Maintenance & Repairs	71,100	1,622	2.28%	69,478	
Others Expenses	246,915	8,542	3.46%	238,373	
<i>Subtotal</i>	<u>672,720</u>	<u>49,101</u>	<u>7.30%</u>	<u>623,619</u>	
<b>Source of Supply</b>					
Salaries	24,442	3,276	13.40%	21,166	
Benefits	11,919	739	6.20%	11,180	
Professional Services	47,500	-	0.00%	47,500	
Materials & Supplies	17,500	-	0.00%	17,500	
Maintenance & Repairs	25,000	7,144	28.58%	17,856	
Utilities	87,450	-	0.00%	87,450	
Other Expenses	-	-	0.00%	-	
<i>Subtotal</i>	<u>213,811</u>	<u>11,158</u>	<u>5.22%</u>	<u>202,653</u>	
<b>Water Treatment</b>					
Salaries	256,641	34,394	13.40%	222,247	
Benefits	125,139	7,754	6.20%	117,385	
Professional Services	-	2,383	0.00%	(2,383)	
Materials & Supplies	109,000	41,407	37.99%	67,593	
Maintenance & Repairs	85,000	27,028	31.80%	57,972	
Utilities	65,000	68,610	105.55%	(3,610)	
Other Expenses	3,500	-	0.00%	3,500	
<i>Subtotal</i>	<u>644,280</u>	<u>181,577</u>	<u>28.18%</u>	<u>462,703</u>	
<b>Transmission and Delivery</b>					
Salaries	256,641	34,394	13.40%	222,247	
Benefits	125,139	7,754	6.20%	117,385	
Professional Services	-	-	0.00%	-	
Materials & Supplies	41,500	121	0.29%	41,379	
Maintenance & Repairs	80,000	16,091	20.11%	63,909	
Utilities	42,000	-	0.00%	42,000	
Other Expenses	-	-	0.00%	-	

**Rancho Murieta CSD**  
**FY 2022-23 Budget and Actual**  
**For the Two Months Ended August 31, 2022**  
**200 - Water**

Capital Improvement	-	2,856	0.00%	(2,856)	
<i>Subtotal</i>	<u>545,280</u>	<u>61,217</u>	<u>11.23%</u>	<u>484,063</u>	
<b>Administration Allocation</b>					
Indirect Administration Expenses	<u>744,258</u>	<u>-</u>	<u>0.00%</u>	<u>744,258</u>	(b)
<b>Total Expenditures</b>	<u>2,820,349</u>	<u>303,053</u>	<u>10.75%</u>	<u>2,517,296</u>	
<b>Transfers Out</b>					
WTP Loan Repayment - Wastewater Reserves	(187,905)	-	0.00%	(187,905)	
	<u>-</u>	<u>(100,570)</u>		<u>100,570</u>	
<b>Transfer Totals</b>	<u>(187,905)</u>	<u>(100,570)</u>	<u>53.52%</u>	<u>(87,335)</u>	
<b>Increase (Decrease) in Net Position</b>	<u><u>\$ 578,131</u></u>	<u><u>\$ 380,878</u></u>	<u><u>65.88%</u></u>	<u><u>\$ 197,253</u></u>	

See Accompanying Notes on First Page

**Rancho Murieta CSD**  
**FY 2022-23 Budget and Actual**  
**For the Two Months Ended August 31, 2022**  
**250 - Wastewater**

	<b>Adopted Budget 2022-2023</b>	<b>YTD Total 2022-2023</b>	<b>% of Budget</b>	<b>Remaining Budget 2022-2023</b>	<b>Comments</b>
<b>Revenues</b>					
<b>Charges for Services:</b>					
Residential Water Sales	\$ 1,486,937	\$ 242,250	16.29%	\$ 1,244,687	
Commercial Water Sales	153,192	26,715	17.44%	126,477	
Reserves Collection	496,395	80,681	16.25%	415,714	
Late Fees & Penalties	18,000	-	0.00%	18,000	
Permits and Projects	2,250	4,250	188.89%	(2,000)	
<b>Other Revenue:</b>					
Interest Income	42,500	460	1.08%	42,041	
Misc Revenue	500	11,097	2219.41%	(10,597)	
<b>Total Wastewater</b>	<b>2,199,774</b>	<b>365,453</b>	<b>16.61%</b>	<b>1,834,321</b>	
<b>Expenditures</b>					
<b>Administration</b>					
Salaries	73,326	9,081	12.38%	64,245	
Benefits	34,650	2,020	5.83%	32,630	
Professional Services	47,000	1,043	2.22%	45,957	
Materials & Supplies	35,325	2,335	6.61%	32,990	
Maintenance & Repairs	68,687	21,120	30.75%	47,567	
Others Expenses	159,876	3,050	1.91%	156,826	
<i>Subtotal</i>	<u>418,864</u>	<u>38,648</u>	<u>3.56%</u>	<u>380,216</u>	
<b>Collection</b>					
Salaries	171,094	21,188	12.38%	149,906	
Benefits	80,850	4,713	5.83%	76,137	
Professional Services	2,500	-	0.00%	2,500	
Materials & Supplies	2,500	2,584	103.36%	(84)	
Maintenance & Repairs	100,000	6,881	6.88%	93,119	
Utilities	64,000	-	0.00%	64,000	
Other Expenses	600	-	0.00%	600	
<i>Subtotal</i>	<u>421,544</u>	<u>35,366</u>	<u>8.39%</u>	<u>386,178</u>	
<b>Transmission &amp; Delivery</b>					
Salaries	211,423	26,182	12.38%	185,241	
Benefits	99,908	5,824	5.83%	94,084	
Professional Services	1,200	6,390	532.50%	(5,190)	
Materials & Supplies	76,000	30,824	40.56%	45,176	
Maintenance & Repairs	98,000	14,335	14.63%	83,665	
Utilities	45,000	-	0.00%	45,000	
Other Expenses	600	-	0.00%	600	
<i>Subtotal</i>	<u>532,131</u>	<u>83,555</u>	<u>15.70%</u>	<u>448,576</u>	
<b>Administration Allocation</b>					
Indirect Administration Expenses	490,491	-	0.00%	490,491	(b)
<b>Total Expenditures</b>	<b>1,863,030</b>	<b>157,569</b>	<b>8.46%</b>	<b>1,705,461</b>	
<b>Transfers</b>					
Transfer In - WTP Debt Service	187,905	-	0.00%	187,905	

**Rancho Murieta CSD**  
**FY 2022-23 Budget and Actual**  
**For the Two Months Ended August 31, 2022**  
**250 - Wastewater**

Transfer In - Administration	159,651	-	0.00%	159,651	(c)
Transfer Out -Reserves	<u>-</u>	<u>(80,681)</u>		<u>80,681</u>	
<b>Transfer Totals</b>	<u>347,556</u>	<u>(80,681)</u>	<u>-23.21%</u>	<u>428,237</u>	
<b>Increase (Decrease) in Net Position</b>	<u><u>\$ 684,300</u></u>	<u><u>\$ 127,203</u></u>	<u><u>18.59%</u></u>	<u><u>\$ 557,097</u></u>	

*See Accompanying Notes on First Page*

**Rancho Murieta CSD**  
**FY 2022-23 Budget and Actual**  
**For the Two Months Ended August 31, 2022**  
**260 - Drainage**

	<u>Adopted Budget 2022-2023</u>	<u>YTD Total 2022-2023</u>	<u>% of Budget</u>	<u>Remaining Budget 2022-2023</u>	<u>Comments</u>
<b>Revenues</b>					
<b>Charges for Services:</b>					
Residential Sales	\$ 184,881	\$ 30,480	16.49%	\$ 154,401	
Commercial Sales	55,762	7,643	13.71%	48,119	
<b>Other Revenue:</b>					
Interest Income	-	-	0.00%	-	
Misc Revenue	-	1,479	0.00%	(1,479)	
<b>Total Revenue</b>	<u>240,643</u>	<u>39,602</u>	<u>16.46%</u>	<u>201,041</u>	
<b>Expenditures</b>					
Salaries	106,323	12,195	11.47%	94,128	
Benefits	51,843	2,712	5.23%	49,131	
Professional Services	41,477	-	0.00%	41,477	
Materials & Supplies	22,538	-	0.00%	22,538	
Maintenance & Repairs	12,100	7,968	65.85%	4,132	
Other Expenses	13,500	-	0.00%	13,500	
<i>Subtotal</i>	<u>247,781</u>	<u>22,875</u>	<u>9.23%</u>	<u>224,906</u>	
<b>Administration Allocation</b>					
Indirect Administration Expenses	<u>82,646</u>	-	0.00%	<u>82,646</u>	(b)
<b>Total Expenditures</b>	<u>330,427</u>	<u>22,875</u>	<u>6.92%</u>	<u>307,552</u>	
<b>Transfers</b>					
Transfer In - Administration	<u>89,783</u>	-	0.00%	<u>89,783</u>	(c)
<b>Transfer Totals</b>	<u>89,783</u>	-	0.00%	<u>89,783</u>	
<b>Increase (Decrease) in Net Position</b>	<u>\$ (1)</u>	<u>\$ 16,727</u>	<u>-1672740.00%</u>	<u>\$ (16,728)</u>	

See Accompanying Notes on First Page

**Rancho Murieta CSD**  
**FY 2022-23 Budget and Actual**  
**For the Two Months Ended August 31, 2022**  
**400 - Solid Waste**

	<b>Adopted Budget 2022-2023</b>	<b>YTD Total 2022-2023</b>	<b>% of Budget</b>	<b>Remaining Budget 2022-2023</b>	<b>Comments</b>
<b>Revenues</b>					
<b>Charges for Services:</b>					
Residential Revenues	\$ 959,893	\$ 165,578	17.25%	\$ 794,315	
Interest Income	1,200	-	0.00%	1,200	
<b>Other Revenue:</b>					
Misc Revenue	-	-	0.00%	-	
<b>Total Revenue</b>	<u>961,093</u>	<u>165,578</u>	<u>17.23%</u>	<u>795,515</u>	
<b>Expenditures</b>					
Cal-Waste Contract	978,497	151,306	15.46%	827,191	
Professional Services	8,423	-	0.00%	8,423	
Other Expenses	45,360	-	0.00%	45,360	
<i>Subtotal</i>	<u>1,032,280</u>	<u>151,306</u>	<u>14.66%</u>	<u>880,974</u>	
<b>Administration Allocation</b>					
Indirect Administration Expenses	38,789	-	0.00%	38,789	(b)
<b>Total Expenditures</b>	<u>1,071,069</u>	<u>151,306</u>	<u>14.13%</u>	<u>919,763</u>	
<b>Transfers</b>					
Transfer In - Administration	110,975	-	0.00%	110,975	(c)
<b>Transfer Totals</b>	<u>110,975</u>	<u>-</u>	<u>0.00%</u>	<u>110,975</u>	
<b>Increase (Decrease) in Net Position</b>	<u>\$ 999</u>	<u>\$ 14,272</u>	<u>1428.67%</u>	<u>\$ (13,273)</u>	

See Accompanying Notes on First Page

**Rancho Murieta CSD**  
**FY 2022-23 Budget and Actual**  
**For the Two Months Ended August 31, 2022**  
**500 - Security**

	<b>Adopted Budget 2022-2023</b>	<b>YTD Total 2022-2023</b>	<b>% of Budget</b>	<b>Remaining Budget 2022-2023</b>	<b>Comments</b>
<b>Revenues</b>					
<b>Charges for Services:</b>					
Residential Sales	\$ 1,349,131	\$ 204,681	15.17%	\$ 1,144,450	
Commercial Sales	235,986	42,902	18.18%	193,084	
Late Fees & Penalties	37,100	350	0.94%	36,750	
Permits and Projects	7,800	1,770	22.69%	6,030	
<b>Other Revenue:</b>					
Interest Income	1,200	-	0.00%	1,200	
Misc Revenue	14,000	13,158	93.99%	842	
<b>Total Revenue</b>	<u>1,645,217</u>	<u>262,861</u>	<u>15.98%</u>	<u>1,382,356</u>	
<b>Expenditures</b>					
<b>Administration</b>					
Salaries	122,790	19,027	15.50%	103,763	
Benefits	128,679	8,238	6.40%	120,441	
Professional Services	5,900	515	8.73%	5,385	
Materials & Supplies	-	69	0.00%	(69)	
Maintenance & Repairs	-	1,403	0.00%	(1,403)	
Others Expenses	1,321	138	10.45%	1,183	
Capital Expenses	-	-	0.00%	-	
<i>Subtotal</i>	<u>258,690</u>	<u>29,390</u>	<u>11.36%</u>	<u>229,300</u>	
<b>Security Gate</b>					
Salaries	383,670	59,453	15.50%	324,217	
Benefits	302,343	19,356	6.40%	282,987	
Professional Services	16,368	1,639	10.01%	14,729	
Materials & Supplies	2,500	138	5.52%	2,362	
Maintenance & Repairs	7,325	359	4.90%	6,966	
Utilities	-	394	0.00%	(394)	
Other Expenses	16,720	1,003	6.00%	15,717	
<i>Subtotal</i>	<u>728,926</u>	<u>82,342</u>	<u>11.30%</u>	<u>646,584</u>	
<b>Security Patrol</b>					
Salaries	198,687	30,788	15.50%	167,899	
Benefits	212,637	13,613	6.40%	199,024	
Professional Services	5,000	534	10.68%	4,466	
Materials & Supplies	3,500	-	0.00%	3,500	
Maintenance & Repairs	13,666	1,796	13.14%	11,870	
Other Expenses	17,100	-	0.00%	17,100	
<i>Subtotal</i>	<u>450,590</u>	<u>46,731</u>	<u>10.37%</u>	<u>403,859</u>	
<b>Administration Allocation</b>					
Indirect Administration Expenses	621,602	-	0.00%	621,602	(b)
<b>Total Expenditures</b>	<u>2,059,808</u>	<u>158,464</u>	<u>7.69%</u>	<u>1,901,344</u>	
<b>Transfers</b>					
Transfer In - Administration (Property Taxes)	414,591	-	0.00%	414,591	(c)
<b>Transfer Totals</b>	<u>414,591</u>	<u>-</u>	<u>0.00%</u>	<u>414,591</u>	
<b>Increase (Decrease) in Net Position</b>	<u>\$ -</u>	<u>\$ 104,397</u>	<u>0.00%</u>	<u>\$ (104,397)</u>	

See Accompanying Notes on First Page



## MEMORANDUM

Date: December 19, 2022  
To: Board of Directors  
From: Michael Fritschi, P.E. – Interim General Manager  
Subject: Integrated Water Master Plan Contracting

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### Recommended Action

The Improvements Committee has directed staff to bring to the Board the contract with Adkins/Maddaus in the amount of \$291,031 to complete the Integrated Water Master Plan.

### Background

On August 4<sup>th</sup>, the District sent out a request for proposal (RFP) for updating the District Integrated Water Master Plan (IWMP) and completing the elements of the Urban Water Management Plan (UWMP) (for future use). RFP's were listed in the California Special Districts Association (CSDA) and RMCSO websites and were sent directly by email to (7) specific engineering firms known to have specialization in water expertise.

The RFP announcement was sent directly to the following firms:

- West Yost & Associates
- HDR
- Dudek
- Domenichelli (our District Engineer)
- SHN Engineers
- Adkins Engineering
- GHD

The RFP's were due on the 19<sup>th</sup> of September.

After receiving only one proposal, the RFP was extended to November 3. After the RFP extension, the District received only one joint venture proposal. On November 4<sup>th</sup> the District attempted to contact (5) additional firms directly to obtain a scope and fee in which to compare the single joint venture proposal:

- Black & Veatch
- Keller & Associates
- Carollo
- Brown & Caldwell
- Water Works

The District also followed up with several firms that the District had directly sent RFP's to. The following table summarizes communication or attempted communication with (13) firms regarding the IWMP and UWMP RFP's:

<b>Adkins Engineering</b>	Submitted joint venture proposal
<b>Black &amp; Veatch</b>	No Response to inquiry
<b>Brown &amp; Caldwell</b>	No Response to inquiry
<b>Carollo</b>	No Proposal - They mentioned that they saw the RFP on the CSDA website, but did not have the resources to complete the work at this time.
<b>Domenichelli (our District Engineer)</b>	Did not feel comfortable proposing based on District Engineer status
<b>Dudek</b>	No Response to RFP
<b>GHD</b>	No Response to RFP
<b>HDR</b>	No Proposal - They mentioned that they did not have the resources to complete the work at this time.
<b>Keller &amp; Associates</b>	Discussed with representative, but no scope and fee proposal submitted
<b>Maddaus</b>	Originally saw on the CSDA website. Submitted joint venture proposal
<b>SHN Engineers</b>	No Response to RFP
<b>Water Works</b>	They saw the RFP on the CSDA website, but did not have the resources to complete the work at this time. Contacted directly and the District received Scope and Fee Proposal
<b>West Yost &amp; Associates</b>	No Response to RFP - They have submitted several recent proposals and have not won any work recently

It was determined with the private conversations with some of the engineers, that consulting firms are currently very busy with projects and do not have the adequate staffing to accommodate additional workloads at this time. It is uncertain when this situation will improve.

Staff provided the limited RFP response information, including the cost to complete the IWMP/UWMP work per the joint venture proposal of Adkins/Maddaus (\$384k) and the scope and fee estimate provided by Waterworks Engineers (\$599k) directly to the Board at the November 16<sup>th</sup> Board meeting as an agenda item.

After some discussion, the Board directed the General Manager to negotiate the contract with the Adkins/Maddaus joint venture for the IWMP with the removal of the UWMP component and to submit that updated contract price to the Improvements Committee at the next Improvements Committee meeting.

After discussing this with Adkins/Maddaus, it was determined that the cost to perform just the IWMP is estimated at \$291,031. (See supporting attachments from Adkins Engineering). The next step was to provide direction to staff on furthering the contracting process. If the Board prefers to continue contracting process, the District would engage Counsel to assist in completing a standard consulting contract with the joint venture for a time and materials, not to exceed limit

of \$291,031 to complete the IWMP. A total of \$250,000 has been budgeted for this effort in the current capital improvement plan.

On December 7, 2022, the Improvements Committee reviewed and discussed the proposed contract. At that meeting the Committee heard public comments from (2) members of the general public regarding concerns of the quality of the proposed integrated water master plan and the overall impact of this study on future water supply and allocation. Lisa Maddaus, a consultant from the proposed joint venture also spoke to the Committee, discussing her expertise and project approach. The Improvements Committee then directed the General Manager to bring the contract to the Board for approval at the December 21 Board Meeting.



## MEMORANDUM

Date: December 21, 2022  
To: Board of Directors  
From: Michael Fritschi, Interim General Manager  
Subject: General Manager's Report

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### **WATER & DROUGHT RELIEF**

#### DROUGHT RELIEF GRANTS

The District met with a representative from Adkins Engineering to discuss applications to the Small Community Drought Relief Grant. This grant would provide substantial funding to projects like rain water to recycled water expansion projects. Staff plan to contract with Adkins on a time and materials basis to complete the grant application work, which will include developing a conceptual rain to recycled water project.

#### CHESBRO SURVEY RESULTS

The District has received the results from the updated bathymetric survey of Reservoir Chesbro. Prior to releasing the results, Staff had to verify the datum used for the daily measurement to ensure that the updated stage storage curve was being compared correctly to the prior stage storage curve. According to the recent bathymetric survey, Reservoir Chesbro has approximately 75 less acre-ft of storage capacity (about 7% less) than previously assumed based on the old stage storage curve.

### **DEVELOPMENT**

#### DEVELOPER REIMBURSEMENTS

Staff have contacted Economic Planning Systems (EPS), the District third party that facilitates the reimbursements for the phase 1 water treatment plant expansion. Staff are in the process of determining the reimbursements to entities with reimbursement rights. Once this is determined the District will fulfill their role in the reimbursement process as needed and required.

#### DEVELOPER BILLINGS

Work has been prioritized to make progress in bringing past developer accounts current. Staff have begun conducting the necessary research and have brought Rancho North up to current and is in the process of computing billing for the Retreats. It is the District's goal to restore the process of providing quarterly statements.

#### PHASE I PROJECT OVERRUNS & PHASE II WATER PLANT FUNDING

The Pun Group has determined that the bond funded \$540,000 earmarked for Phase II Water Plant Improvements are in compliance with Federal (IRS) requirements. Staff are working with Counsel to determine a better accounting of the Phase I project cost overruns and the \$540,000 earmarked for Phase II. When complete, a memorandum will be completed to memorialize the findings and will be presented to the Board.

## **OUTREACH/ADVOCACY**

### **RMA/RMCC COLLABORATION**

The District has established a monthly General Manager informational and collaboration meeting with the Rancho Homeowners Association and the Country Club General Managers to better increase communications and collaboration between the three entities. On December 6<sup>th</sup>, a meeting was conducted with the General manager of the RMA and a monthly meeting date of the first Tuesday of every month has been established.

## **SECURITY**

### **SAFETY CENTER UPDATE**

Staff met with Gordian representative and a pre-vetted contractor to review the necessary repairs to the Safety Center. The District will receive a bid to perform the repairs and will bring the proposal to the next Security Committee meeting. Gordian is a subsidiary of Sourcewell, a third party that competitively “pre-bids” goods and service providers to meet public procurement requirements.

### **MEASURE R UPDATE**

The final certified tally for Measure R shows 1,446 yes votes received and 2,107 no votes received.

## **ADMINISTRATION**

### **GENERAL STAFFING UPDATE**

The District has hired Alayna Cosens a temporary Office Technician who staff will also be training for utility billing duties. Staff have re-posted for the utility billing replacement position and interviews should begin in January.

### **REVISION OF EXISTING FEE SCHEDULE FORMATS**

Staff have completed a revised fee schedule format that will aid staff and potential customers in having a more complete understanding of how fees are levied and how to better calculate accurate connection fees. The fee schedule has been updated per the ENR 20-City Construction Cost Index will be posted before the beginning of the new calendar year.

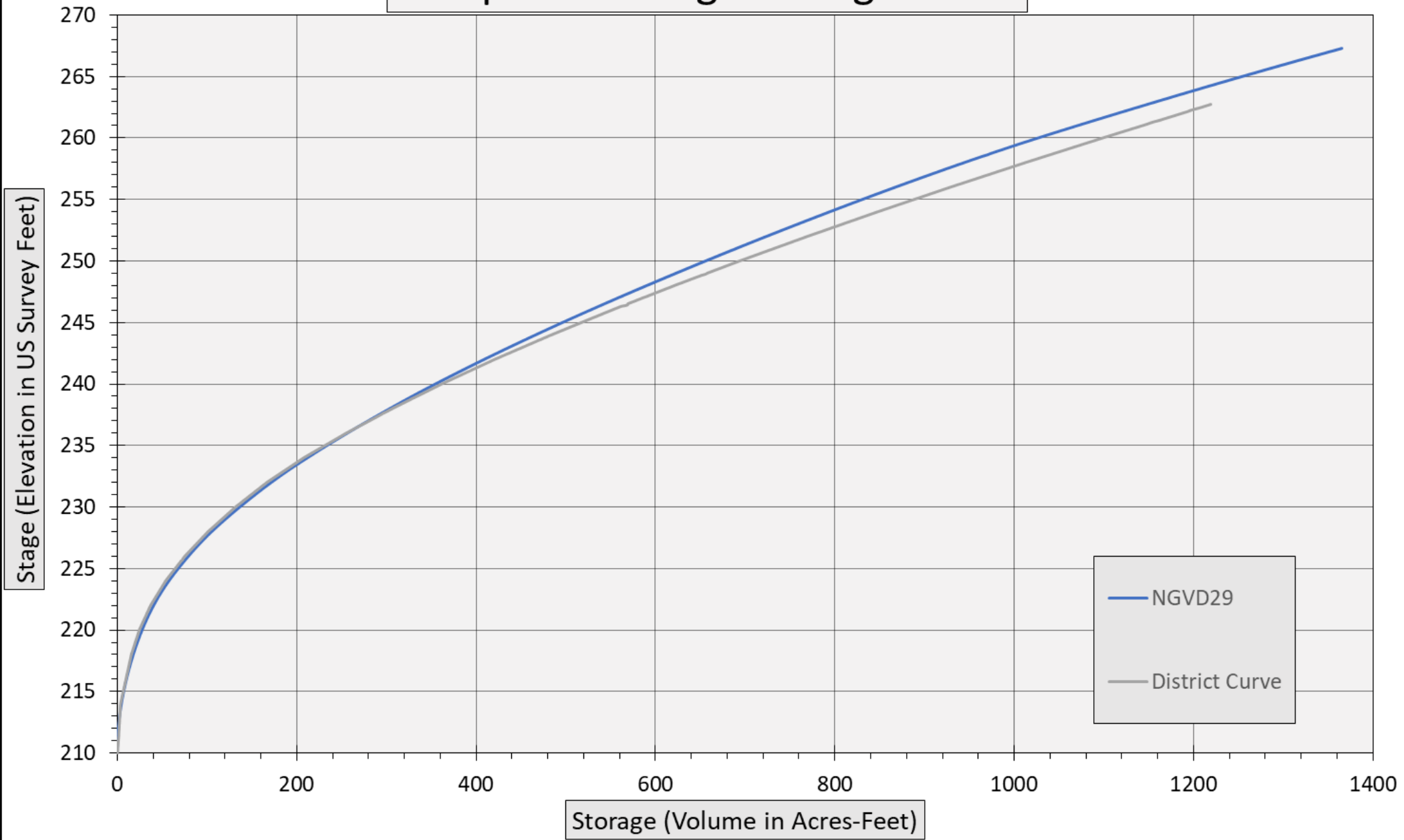
## **CONFERENCE/EDUCATION OPPORTUNITIES**

### **CSDA LEADERSHIP CONFERENCE**

California Special Districts Association (CSDA) offering Leadership Academy Conference February 26-March 1 (La Quinta) and October 22-25 (Santa Rosa). This could be a good opportunity for a new Board Member to get up to speed on Special District governance.

# UPDATED STAGE STORAGE CURVE CHESBRO

Comparison Stage Storage Curve





# COUNTY OF SACRAMENTO VOTER REGISTRATION AND ELECTIONS CERTIFICATE OF FACTS

STATE OF CALIFORNIA }  
County of Sacramento } ss.

I, HANG NGUYEN, Interim Registrar of Voters of the County of Sacramento, State of California, do hereby certify that **Measure R** (shown below) was submitted to the known electors in Sacramento County in the Rancho Murieta Community Services District at the November 8, 2022 General Election.

## BALLOT QUESTION

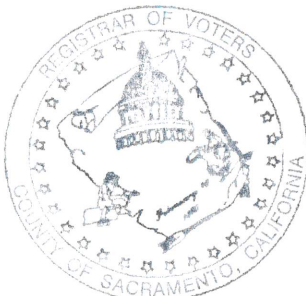
**To prevent crime and better protect the lives and property of Rancho Murieta owners, residents, and businesses, continue to provide the current level of security patrols, and continue gated security 24 hours per day, year-round, shall the Rancho Murieta Community Services District ordinance to levy an annual supplemental security special tax of \$316 per parcel, including an annual inflation adjustment, providing \$872,000 annually in locally-controlled funding, until ended by voters be adopted?**

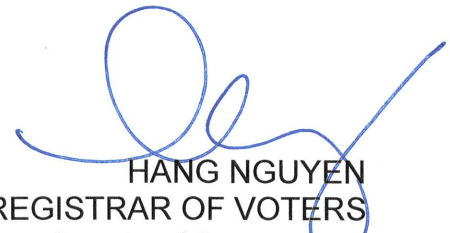
The results of the Official Canvass conducted by this office are as follows:

<u>YES VOTES</u>	<u>NO VOTES</u>
1,446	2,107

I further certify that the conduct of the election and canvass of the ballots was, in every respect, in accordance with the election laws of the State of California.

IN WITNESS WHEREOF I have set my hand and affixed my official seal on this **7th day of December, 2022**, in accordance with the laws of the State of California.



  
HANG NGUYEN  
INTERIM REGISTRAR OF VOTERS  
County of Sacramento  
State of California



## MEMORANDUM

Date: December 16, 2022  
To: Board of Directors  
From: Paula O'Keefe, Director of Administration  
Subject: Administration / Financial Update

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On December 6, 2022, the Finance Committee met and discussed the following items:

- Update from PUN Group on Budget to Actuals for July and August 2022
- Developer Deposit Update
- Measure R Election results

The following is the summary of the December 2022 monthly Board Financial Report. The following are highlights from various internal financial reports. Please feel free to call me before the Board meeting regarding any questions you may have relating to these reports.

### ***Tyler Technologies Implementation***

The Tyler project team is currently working on the configuration and inclusion of the District's utility billing information into our Utility Billing Module for the development and testing phase of implementation. Staff expect to begin training in the test environment in late January through March for an April 2023 "go live".

In the interim, staff met with the Tyler Financial Implementation project lead for a full week to discuss the "Current Future State Analysis" (CFSA) for financials. This process delves into the current working operations of all financial systems and reviews processes, internal controls, policies and procedures and provides the Tyler Technologies team with a better understanding of our existing operations limitations and needs for the new system. The Tyler Technology Financial Project Lead will create a project timeline for the financial operations development and implementation with the expectation of a potential "go live" date of July 2023. This will also include HR/Payroll development and implementation.

### ***Monthly Budget to Actuals***

Monthly Budget to Actuals have been presented by the PUN group for the months of July and August.

### ***Procurement and Contracts***

The District recently contracted with Municipal Resources Group (MRG) to begin the recruitment for the General Manager position.

### ***Reserve Fund Purchases authorized by the General Manager***

No purchases at this time.

## Reserve Funds Balance Sheet

Staff are presenting the projected beginning balances of FY 2022-23. It is important to note that the final reserve totals are dependent upon year end close and are not finalized for FY 2020-21 at this time. Additionally, due to minimal staffing capacity, July and August entries are pending at the time of this report.

### FY 2022-23 Beginning Balances – Draft

TB run ending November 30, 2022

Reserve Descriptions	Account #	FY 2022-23 Beginning Balance July 1, 2022	YTD Total Debit	YTD Total Credit	Year to Date Ending Balance October 31, 2022
Capital Improvement Reserve Fees - Admin	100-2510	0	0	0	0
Unreserved Fund Balance	100-2800	0	0	0	0
	<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Water Capital Replacement	200-2505	2,494,807	0	0	2,494,807
Capital Improvement Reserves Fees - Admin Alloc	200-2505-99	39,990	0	0	39,990
Capital Improvement Reserves Fees - Water	200-2510	(110,775)	0	0	(110,775)
Capital Improvement Reserves Fees - Admin Alloc	200-2510-99	210,003	0	0	210,003
Water Supply Augmentation	200-2511	2,052,957	0	0	2,052,957
WTP Construction Fund Reserve	200-2513	(795,927)	0	0	(795,927)
Unreserved Fund Balance	200-2800	789,033	0	0	789,033
	<b>Subtotal</b>	<b>4,680,088</b>	<b>0</b>	<b>0</b>	<b>4,680,088</b>
Sewer Capital Improvement Connection	250-2500	4,342	0	0	4,342
Sewer Capital Replacement	250-2505	3,568,135	0	0	3,568,135
Capital Replacement Reserve Admin	250-2505-99	29,236	0	0	29,236
Capital Improvement Reserves Fees - Sewer	250-2510	76,847	0	0	76,847
Capital Improvement Reserves Fees - Admin Alloc	250-2510-99	159,077	0	0	159,077
Unreserved Fund Balance	250-2800	1,016,517	0	0	1,016,517
	<b>Subtotal</b>	<b>4,854,154</b>	<b>0</b>	<b>0</b>	<b>4,854,154</b>
Drainage Capital Replacement	260-2505	78,534	0	0	78,534
Capital Improvement Reserves Fees - Admin Alloc	260-2505-99	3,866	0	0	3,866
Capital Improvement Reserves Fees - Drainage	260-2510	344,134	0	0	344,134
Capital Improvement Reserves Fees - Admin Alloc	260-2510-99	35,262	0	0	35,262
Unreserved Fund Balance	260-2800	98,254	0	0	98,254
	<b>Subtotal</b>	<b>560,049</b>	<b>0</b>	<b>0</b>	<b>560,049</b>
Capital Improvement Reserves Fees - Admin Alloc	400-2505-99	6,418	0	0	6,418
Unreserved Fund Balance	400-2800	244,476	0	0	244,476
	<b>Subtotal</b>	<b>250,894</b>	<b>0</b>	<b>0</b>	<b>250,894</b>
Capital Replacement Reserve Security	500-2505	58,468	0	0	58,468
Capital Improvement Reserves Fees - Admin Alloc	500-2505-99	7,701	0	0	7,701
Capital Improvement Reserve Fees - Security	500-2510	(38,350)	0	0	(38,350)
Capital Improvement Reserves Fees - Admin Alloc	500-2510-99	135,466	0	0	135,466
Security Impact Fee Reserves	500-2513	38,488	0	0	38,488
Unreserved Fund Balance	500-2800	329,916	0	0	329,916
	<b>Subtotal</b>	<b>531,690</b>	<b>0</b>	<b>0</b>	<b>531,690</b>
	<b>Total Reserves</b>	<b>10,876,873</b>	<b>0</b>	<b>0</b>	<b>10,876,873</b>

### **Interfund Borrowing**

The following are the updated totals for the repayment of the interfund borrowing as of November 30, 2022.

<i>Inter-fund Borrowing</i>	<i>Fiscal Yr Beg Balance 7/1/2022</i>	<i>Prior Month Ending Balance</i>	<i>Monthly Payment</i>	<i>YTD YTD Repayment</i>	<i>Period End Balance 11/30/2022</i>
WTP Construction Loan from Sewer	444,774	397,790	11,724	70,454	374,320
WTP Construction Loan from WSA	148,264	132,602	3,908	23,485	124,779
<b>Total Inter-fund Borrowing</b>	<b>593,038</b>	<b>530,392</b>	<b>15,632</b>	<b>93,939</b>	<b>499,099</b>

### **Utility Billing**

The District continues to work with residents each month to prevent water shutoffs. District staff continue to enter into new payment installment agreements to resolve outstanding payments and bring these accounts current and in good standing, however there are still residents who are not current on their bills. The District has locked off three residents and continues to work through the most egregious outstanding balances. Currently the district has 24 residents who are 90 days past due. We appreciate the residents who have been proactive in contacting us and working with us to bring their accounts current.

We encourage residents to work with the District to prevent additional late fee assessments and highly encourage all residents with past-due balances to contact the District immediately to rectify their account status. If entering into a payment plan, you are required to pay your monthly balance (including past due balance) in full or it will void the terms of the payment plan agreement. This means the account is now due and payable immediately and District staff will initiate the 10-day shut off notification. The District has encountered several residents who entered into payment agreements and subsequently voided them after nonpayment, however those residents brought their accounts current immediately in order to prevent utility shut offs.

### **Aging Report**

The total amount due to the District for outstanding 60 and 90 day past due balances is \$45,994.85. There are 83 residents who are 60 days past due and 37 residents 90 days past due. The 90 days past due balances ranging from \$0.50 to \$5,096.32.

### **Bills Paid List**

Attached is the "Bills Paid" check register and PayChex reports reflecting checks (including voided checks) ran for the month of November 2022.

## MEMORANDUM

Date: December 21, 2022  
To: Board of Directors  
From: Kelly Benitez, Security Supervisor  
Subject: Security Update Report for the Month of November

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### **OPERATIONS UPDATES**

The Department is currently working on the following projects:

- Currently we have 8 full-time gate officers and 4 patrol officers. 2 open part-time
- Gate officer positions open and one patrol position.
- Utilizing only 1 ABA contract security officer for days off and vacation relief.
- Patrol non-covered shifts: 434 hours in 2022, Covid-19, and no overtime allowed to fill in patrol shifts.  
Safety Center Repairs – waiting for a bid from Staples Construction
- Toyota Truck in process/Donations

### **Rancho Murieta Association activity:**

We continue to work with the RMA Leadership on a regular focus to improve our level of service and have positive contact with residents. The following list is the current focus of our meetings.

- General non-arch rules enforcement (see Violation Summary Report): continued to attend RMA Compliance meetings.
- Spoke with the Director of Compliance (Chris Smith)
- A) Boat Tickets
- B) Stop Signs (Dash Camera)
- C) Zero Tolerance for dog off-leash policy.
- D) Didn't cite for Halloween House

### **Other Rancho Murieta activities:**

Equestrian Center Manager

**Rancho Murieta Association**  
**Violation Item Summary Report -- 2022**  
**Violations Written by RMCS Security**

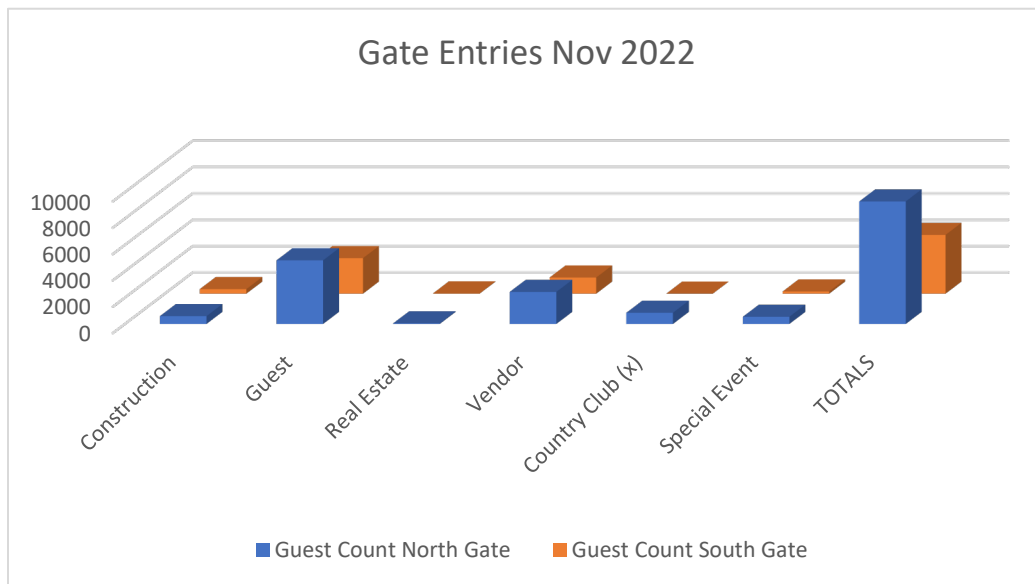
	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Violation Item Summary Report	CSD	CSD	CSD	CSD	CSD	CSD	CSD	CSD	CSD	CSD	CSD	CSD	CSD
<b>Motor vehicle violations:</b>													
Motorcycle													0
No drivers license			1			1	1		1	1	1		6
Speeding	14	8	23	14	18	18	2	17	10	17	14		155
Speeding - twice speed limit								1					1
Stop signs		1	5	2	1		1	3	32	39	49		133
Bus stop signs										1			1
Use of streets				1						0			1
<b>Parking:</b>													
Driveway parking	9	18	25	1	8	8	2	44	25	1	1		142
Guest parking						0			3	0			3
Overnight street parking	3	5	8	6	10	12	7	28	11	12	5		107
Unauthorized Vehicle (24 hr pass)	1		1		1	6	3	5	8	0	2		27
Accumulation/dumping of debris													0
Boat Usage											3		3
Barbeques, open fires, bonfires													0
Carrying passengers/overloaded cart													0
Clothes lines													0
Commercial vehicle lettering													0
Construction overnight parking													0
Park hours / curfew	1		1	5		1	1	4	1	3			17
Decorative lights													0
Discharge of firearm													0
Dog park investigations													0
Dwelling exterior alterations													0
Failure to identify													0
Fences, screens & enclosures													0
Guest w/o resident in comm areas								2			1		3
Home business activities													0
Noxious activities		1											1
Open garage doors													0
Pets - off leash / teathered / noise								1	2	7	5		15
Property maintenance													0
Sign rules													0
Skating in common area													0
Sports equip/trampoline/basketball													0
Storage of building materials													0
Stored vehicles						1		1					2
Trash containers													0
Use of common areas & facilities													0
Vandalism													0
Vehicle repair or maintenance													0
Village/Villas violations													0
Working days & hours													0
<b>Total Violations Written by CSD</b>	<b>28</b>	<b>33</b>	<b>64</b>	<b>29</b>	<b>38</b>	<b>47</b>	<b>17</b>	<b>106</b>	<b>93</b>	<b>81</b>	<b>81</b>	<b>0</b>	<b>617</b>

## Gate Entries by Type

November 1-30, 2022

Pass Type	Guest Count North Gate	Guest Count South Gate	Count by Pass Type
Construction	738	186	924
Guest	5,330	2,799	8,129
Real Estate	34	14	48
Vendor	2,763	1,437	4,200
Country Club (x)	626	1	627
Special Event	252	39	291
<b>TOTALS</b>	<b>9,743</b>	<b>4,476</b>	<b>14,219</b>

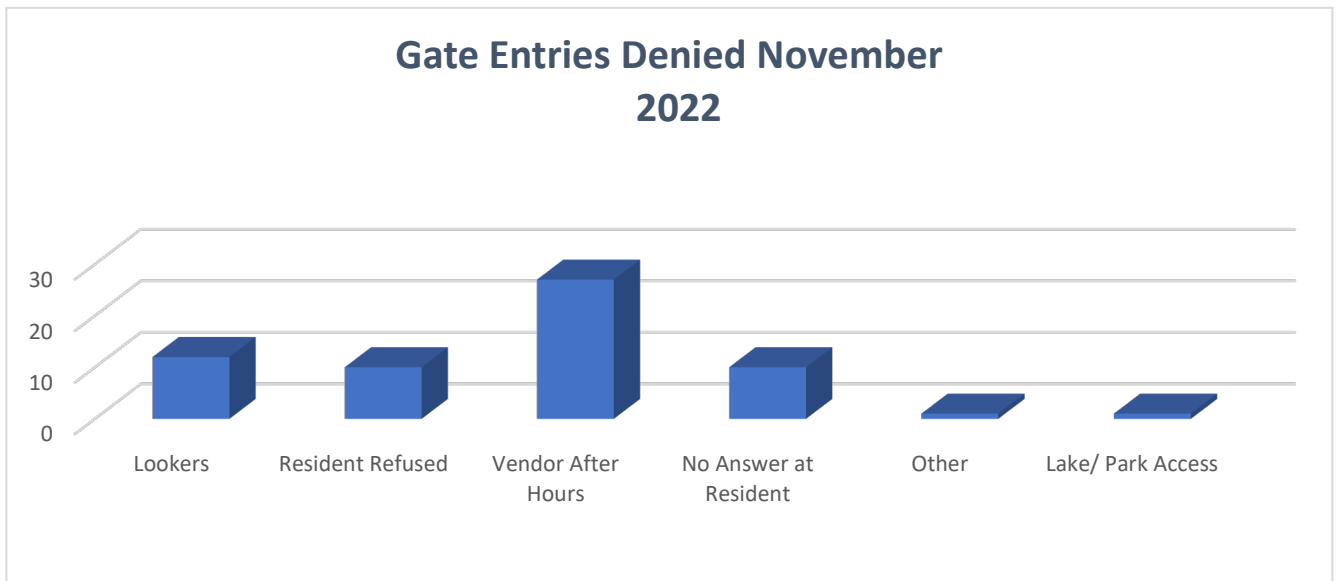
Prior Month Totals: 11,248 5,274 16,522



## Gate Entries Denied November 1 - 31, 2022

	Lookers	Resident Refused	Vendor After Hours	No Answer at Resident	Other	Lake/ Park Access	TOTAL
<b>All Gates</b>	12	10	27	10	1	1	61

**Prior Month Totals:**                      4                      2                      30                      11                      4                      4                      53





**Rancho Murieta CSD Security**

15160 Jackson Rd  
Rancho Murieta, CA 95662

**Cases - Breakdown by Type**

ALARM	5
ANIMAL COMPLAINT	16
ASSIST OTHER AGENCY	2
BURGLARY	1
CITATION	49
DISTURBANCE	1
ESCORT	4
EXTRA PATROL	25
FOLLOW UP	5
GUN SHOTS	1
INTOXICATED PERSON	1
JUVENILE DELIQUENCY	3
LOST/FOUND PROPERTY	2
MISCELLANEOUS	7
OPEN DOOR	5
PARKING	6
REFUSED ENTRY	61
RESIDENT COMPLAINT	17
RMA RULE VIOLATION	5
SAFETY ADVISAL	3
SPEEDING COMPLAINT	1
STOLEN/LOST PROPERTY	2
SUSPICIOUS ACTIVITY	5
SUSPICIOUS PERSON	4
TRAFFIC ENFORCEMENT	3



TRESPASSING	9
VANDALISM	2
VEHICLE ACCIDENT	3
WATER LEAK	3
WELFARE CHECK	8
Total	259



**INCIDENTS OF NOTE**  
**November 1-30**

On Friday, November 11, 2022, at approximately 2245 hours, CSD patrol was on routine patrol when the security officer observed a gathering in the Plaza Area. The officer believed it was a gathering of juveniles and parked his vehicle and walked over to the gathering. Upon his arrival, he discovered several adults celebrating the grand opening of a day spa. The officer chatted with the owner's father for approximately 10 minutes and proceeded back to his awaiting vehicle. As the officer approached his vehicle, he observed that an unknown person had driven off with his security vehicle. The suspect had relocated the vehicle to another parking lot approximately 50 yards away. The officer approached the female suspect as she exited the vehicle and advised her, she had no right to take the vehicle. The female scolded the officer for leaving his vehicle running with the keys inside. The officer asked for her ID and she stated, "you're not a cop" and was driven away in a waiting vehicle. The officer contacted the CHP with the license plate of the suspect's vehicle for a report.

On 11/29/2022 at 0800 hours, a CSD patrol officer was conducting stop sign violations at the intersection of Alameda Drive and North Murrieta Parkway. CSD staff then observed a green Subaru driving at a high rate of speed and failing to yield for the stop sign. CSD patrol then followed the violator who also drove through the intersections at Guadalupe and North Murrieta Parkway without attempting to slow down or stop at the stop sign. The violator then made a right-hand turn on Del La Cruz drive, without stopping at the stop sign.

CSD patrol officer then approached the violator at the construction site of the retreats. CSD staff attempted to get the driver's information to report the incident to the project manager and the violator stated, "you're not a cop" and that he was late for work. This incident was reported to RMA who investigated the incident and the violator/contractor was terminated from the work site.

## MEMORANDUM

Date: December 14, 2022  
To: Board of Directors  
From: Travis Bohannon – Interim Operations Director  
Subject: Operations Report

---

### WATER

#### Water Treatment Facility

Water Treatment Facility #1 is currently offline for annual cleaning and maintenance. Plant 2 is in operation and is currently producing potable water at a rate of 1.0 mgd.

#### Water Consumption

As of December 14th, cumulative potable water production for the year totaled 544 million gallons, 11 million gallons (2.0%) less than the same use period in 2021 and 5 million gallons (0.9%) less than 2020.

#### Raw Water Storage & Delivery

As of December 14, 2022, the total water currently stored between Clementia, Chesbro, and Calero totaled 3006 acre-ft (979.4 MG), 8.0% less (241 acre-ft)(78.5 MG) than at this time last year. (All lakes full = 4394 Acre-ft / 1.518 billion gallons).

As of December 14, 2022, we have pumped about 245 acre-ft (80 MG) from Consumnes River this pumping season.

*Table 1. Current water and wastewater storage comparison from 2021 - 2022*

	November 2022		November 2021		difference from 2021	%diff
	mgal	acre-ft	mgal	acre-ft		
<b>Clementia Storage</b>	229.5	704.4	266.4	817.4	-113.0	-13.8%
<b>Chesbro Storage</b>	341.5	1048.1	339.2	1041.1	7.0	0.7%
<b>Calero Storage</b>	358.1	1098.9	423.0	1298.1	-199.2	-15.3%
<b>Total of all Raw Water Reservoirs</b>	<b>929.1</b>	<b>2851.4</b>	<b>1028.6</b>	<b>3156.6</b>	<b>-305.2</b>	<b>-9.7%</b>
<b>Wastewater Storage Reservoir available for production</b>	29.2	89.8	44.6	136.9	-47.1	-34.4%

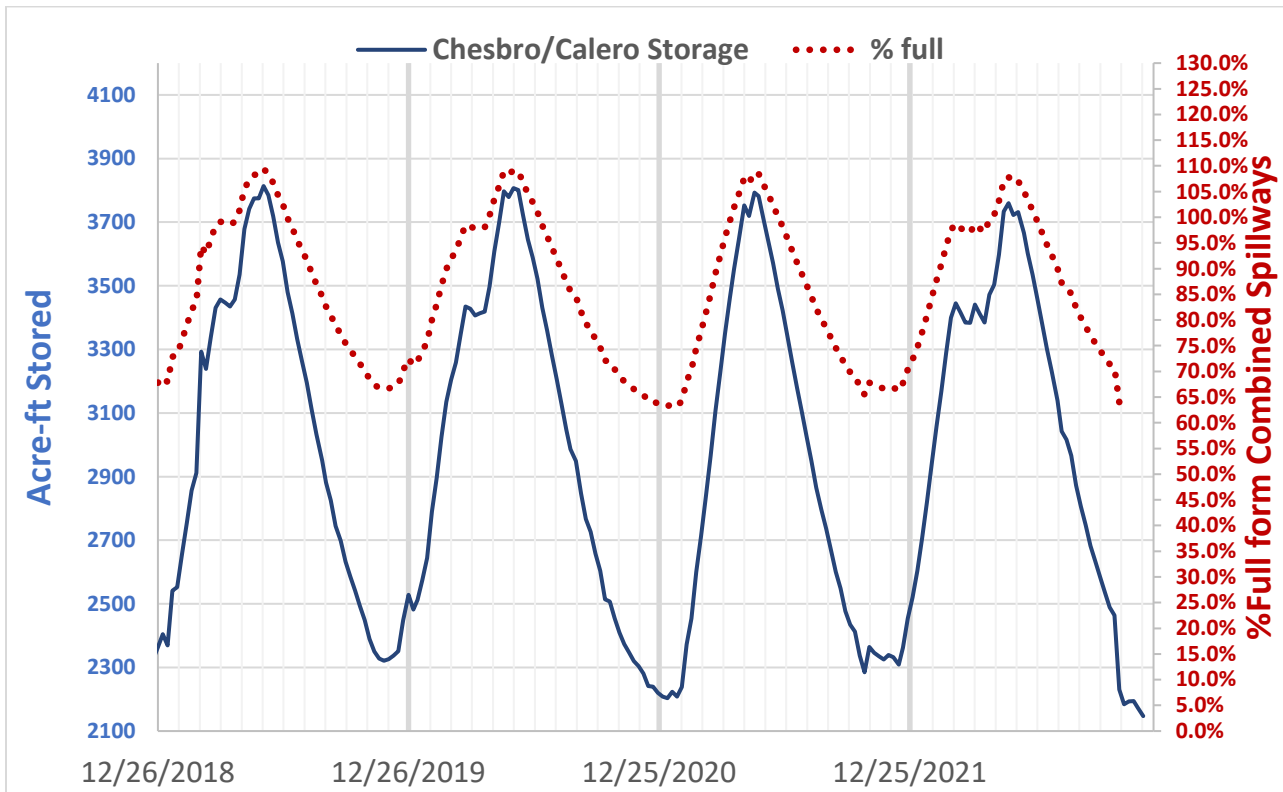


Figure 1. Four-year Chesbro / Calero Storage Curves

**NOTE:** It is worth noting that this year the levels in Calero / Chesbro were at the lowest level at the start of pumping season than within the past 5 years.

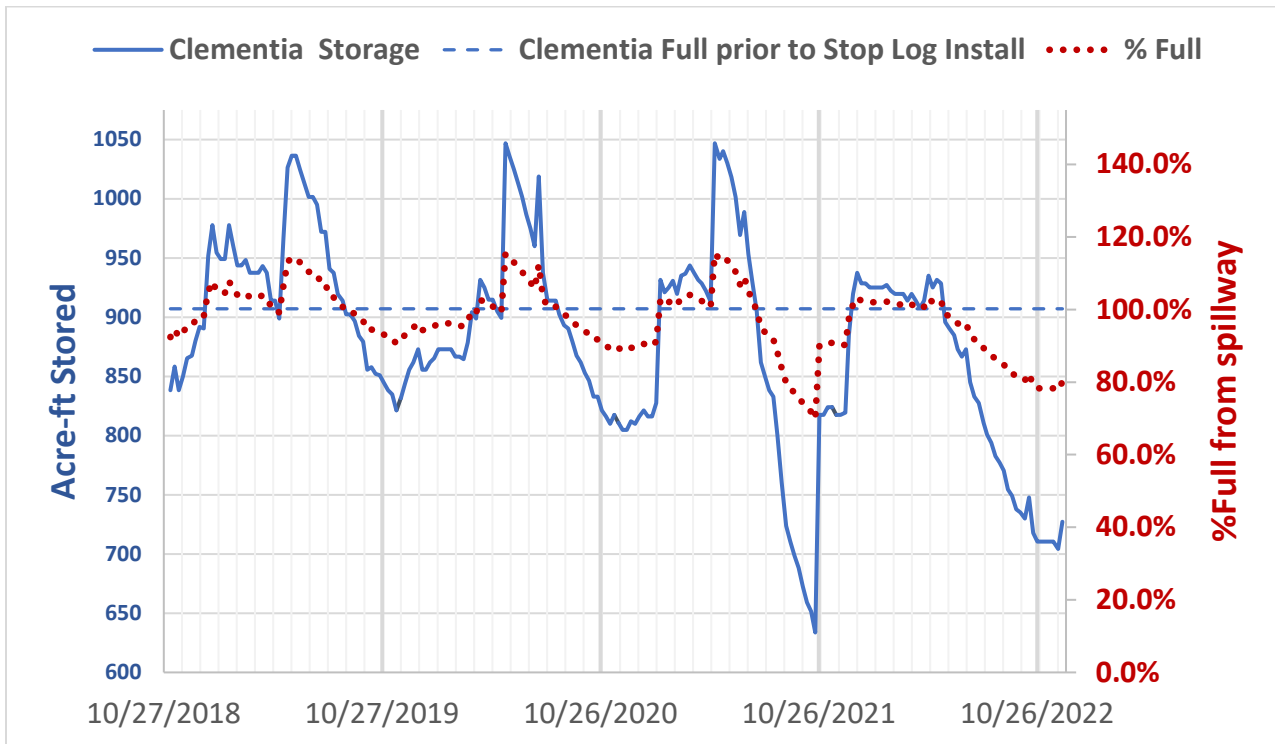


Figure 2. Four-year Clementia Storage Curves

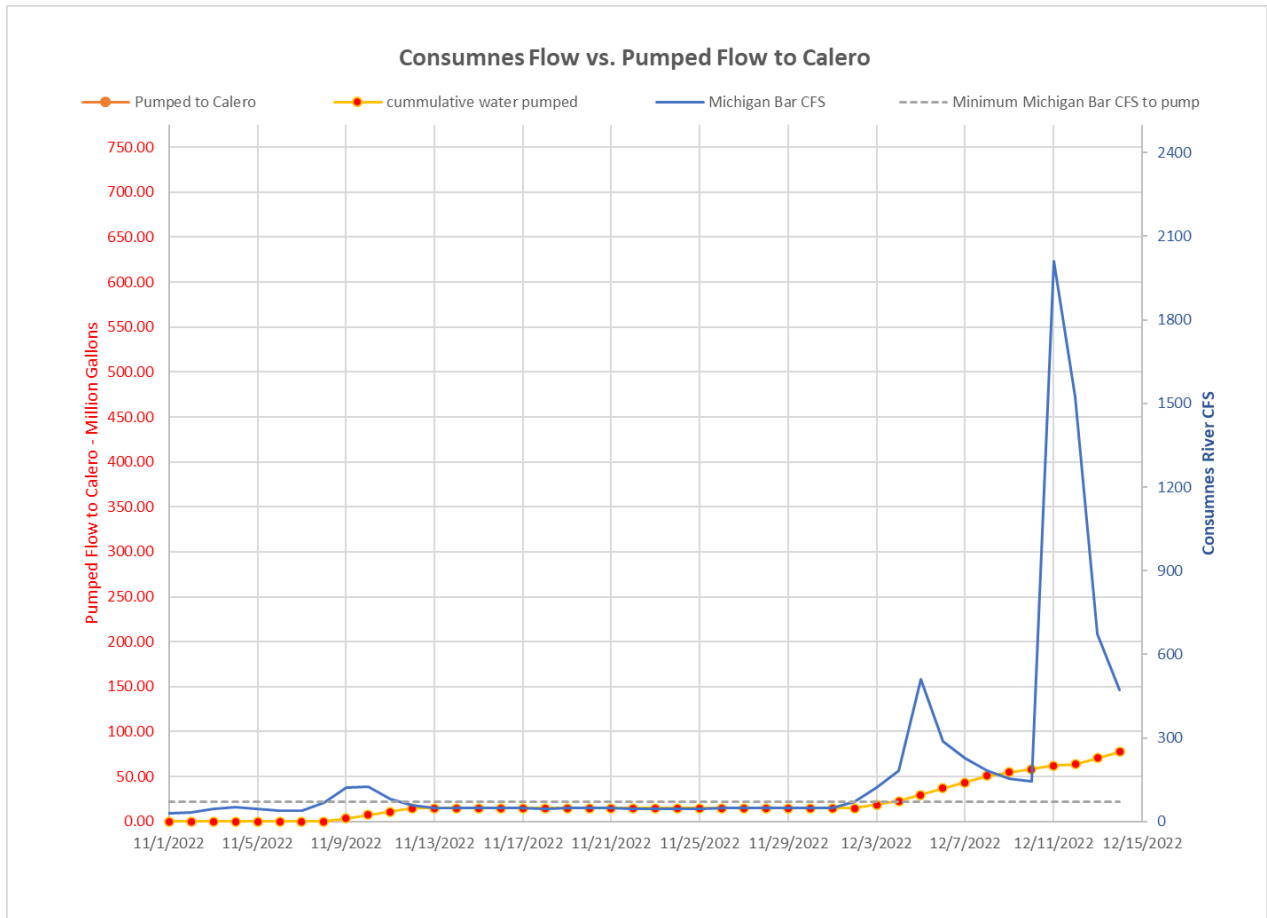


Figure 3. Consumnes River Flow vs Gallons pumped to Calero

Figure 3 is a graph that shows the flow in the Consumnes River in CFS and the cumulative water pumped for the current pumping season. The blue line indicates the flow in the Consumnes River. The dotted yellow line shows the amount of water pumped to date for the current pumping season. As you can see by the graph, the district did not get to pump much in the first month of the pumping season due to the low flow in the river. Also, what should be noted is that the flow in the river is quick to go up, but also just as quick to go down.

## SEWER

### Wastewater Facility

The wastewater facility is off for the season. Matt from Dewberry Engineers was onsite on December 5<sup>th</sup> to inspect the contact chamber for design purposes.

Our annual contract has come up for renewal for the aquatic maintenance of our wastewater ponds and storage reservoirs. The annual agreement is an agenda item at the current Board Meeting.

## UTILITY

### Utility Crew Report November 2022 – James Colas

- 6 Utility star work orders were completed.
- 6 - 811 USA locates markings were completed for water leaks.
- 3 homeowner calls for water related problems.
- 9 water leaks repairs, 6 service lines replaced, and 1 saddle replaced at watermain.
- 4 valves exercised and flushed.
- 1 meter replaced.
- Collection system cleaning jetted 5,170 ft.

## INFRASTRUCTURE

**SB 170 Funded Projects** – An update of the SB 170 funded projects are as follows:

**Water Treatment Facility Sodium Hypochlorite Conversion** – No update since last month, HDR is working on the 100% design.

**History:** HDR has completed the design to the 60% level Design. The 60% design provided an AACE Class 2 construction cost range of \$520,000 - \$660,000 (not including design costs). The District had previously envisioned \$892,500 to complete the project, with \$352,000 allocated from the SB 170 funding. Adding in the \$238,300 design fees would bring the range of estimated total cost of the project to \$758,300 - \$898,300.

**Recycled Water Disinfection Project** – Matt from Dewberry Engineer was onsite on December 5<sup>th</sup> to inspect the contact chamber for design purposes.

**Granlees Safety Improvements** – The District is looking into utilizing the District Engineer for design services based on the limited scope of this project.

**History:** The District has received the preliminary engineering report (PER) for the Granlees safety improvements. The report has been reviewed and the district provided comments to HDR. The preliminary engineering report provided an AACE Class 5 construction cost range of \$300,000 - \$720,000 (not including design costs). The district had previously envisioned \$945,000 to complete the project, with \$170,000 allocated from the SB 170 funding.

The district performed a condition assessment in the forebay structure. This procedure required isolating the structure and utilizing RMCS equipment to clean out accumulated debris. The condition assessment will be referenced during the design phase for any potentially needed structural repairs.

## **Lift Stations – Task orders are being prepared for the work needed.**

**History:** Staff met with the District Engineer and will be reviewing and approving a design task order approval for various upcoming lift station rehabilitation projects:

**Lift 3B** - Pumps have been delivered and are ready for installation once the design and bid information are completed.

**Alameda & Starter Shack Stations** – The District is planning on working with the District Engineer on replacing these antiquated stations with prefabricated package stations. This work will be designed and completed this fiscal year.

**Cantova & FAA Stations** – Staff sent necessary information to Holt of California, so they can locate generators for both stations and submit pricing information. The District will also evaluate options for proper maintenance access to the FAA lift station.

## **DEVELOPMENT**

**Riverview:** Concrete and paving are completed. Contractors are now raising iron and setting meter boxes. The contractor has hydro seeded the site and upgraded its SWPPP plans.

**Retreats:** Water meter and services have been installed in the two model homes per contractor's request. The contractor has installed all the water meter boxes. Street lighting and street signs installation is ongoing. Our district inspectors are working with their SWPPP contractors to ensure all project grounds are secure and contained. A punch list is being created for the North utilities.

**Residences:** No Update since last month.

**Circle K/Shell:** Gas station concrete slab and awning are built. The contractor is working on getting their fire service installation approved by the Fire Marshall. The contractor is continuing construction on the Circle K building.

**Murieta Gardens Lot 2 (Tractor Supply):** Contractor has completed most all main structures including patio walkways and driveways. Contractor continues working most on the building amenities including landscape and other portions of the project. Their goal is to be all finished by late January.

**Murieta Gardens Pet Hospital (Lot 12):** Signs announcing project and SWPP plans are displayed.

**Murieta PDF Office (Lot 10) –** No update

# Rancho Murieta Community Services District

## January 2023

### Board/Committee Meeting Schedule

#### January 10, 2023

**Special Personnel** 7:30 a.m.

**Special Improvements** 8:00 a.m.

**Special Finance Meeting** 10:00 a.m.

#### January 12, 2023

**Special Communications/Technology** 8:30 a.m.

**Special Security** 10:00 a.m.

#### January 18, 2023

**Regular Board Meeting - Open Session @ 5:00 p.m.**



**JANUARY**

The word "JANUARY" is written in a large, stylized, dark blue font with intricate white geometric patterns inside each letter. The letters are set against a background of light blue snowflakes of various sizes and orientations, scattered across the lower half of the page.



**From:** [Travis Bohannon](#)  
**To:** [Amelia Wilder](#)  
**Subject:** FW: Water leak fix on Cozumel  
**Date:** Monday, December 5, 2022 11:15:40 AM

---

Please add this to the correspondence for the board packet.

Travis Bohannon  
Interim Director of Operations  
Rancho Murieta Community Services District  
P.O. Box 1050  
Rancho Murieta, CA 95683  
Schedule: M-F 8-5 PST  
916-870-5368(work)  
916-354-3736 (fax)  
Visit us at [www.RMCSD.com](http://www.RMCSD.com)

Before printing, please think Green  
CONFIDENTIALITY NOTICE: This communication with its contents may contain confidential and/or legally privileged information. It is solely for the use of the intended recipient(s) and not for public dissemination. Unauthorized interception, review, use or disclosure is prohibited and may violate applicable laws including the Electronic Communications Privacy Act. If you are not the intended recipient, please contact the sender and destroy all copies of the communication.

-----Original Message-----

From: Betty Ferraro <[bferraro30@yahoo.com](mailto:bferraro30@yahoo.com)>  
Sent: Saturday, December 03, 2022 3:27 PM  
To: Michael Fritschi <[mfritschi@rmcsd.com](mailto:mfritschi@rmcsd.com)>  
Cc: Travis Bohannon <[tbohannon@rmcsd.com](mailto:tbohannon@rmcsd.com)>  
Subject: Water leak fix on Cozumel

Michael,

I am sending you this email to acknowledge the following CSD maintenance crews and Travis as employees doing an outstanding job in fixing the potable water leak on Cozumel Drive. On November 16th Travis, James and the rest of the maintenance crew arrived to assess the water leak in the street that had been going on for months. The resident and myself had called CSD about the leak that was making the resident's front lawn a wetland mess as well as seeping under his driveway. Travis and James immediately identified the problem and placed the water leak on the schedule for repair. The maintenance crew came back to do the repairs once SMUD had identified their lines. Under James' directions the crew of 3 made the repairs swiftly without causing any traffic interruption to the adjoining neighbors.

At this point I want the Board and staff to know how truly fortunate CSD is to have a maintenance crew, who stress their skeletal bodies daily doing the load bearing work to maintain our aging infrastructure. Not only did they preform the job required but they put the true meaning of the "S" (service) back in CSD. James came to my home to let me know if I every have any other maintenance issues to please call him or Travis directly. That is what has been missing for so many years, the "S" in CSD that James just provided. It is to my amazement that a crew of 3 people can accomplish so much in keeping the aging infrastructure working on a limited budget and with the very low number of employees.

Please share this email with the Board and place this email in the personnel files of the above employee to acknowledge their contributions to CSD and the Rancho Murieta community.

Sincerely,  
Betty Ferraro

**From:** [Janis](#)  
**To:** [Amelia Wilder](#)  
**Subject:** Re: RM IWMP  
**Date:** Wednesday, December 7, 2022 9:13:00 AM  
**Attachments:** [12-07-2022 Improvements Packet Excerpt RFP for Integrated Water Master Plan.pdf](#)

---

Dear Board Members and Ms, Amelia Wilder

I appreciate your explanation. However, an engineer who has completed studies (with assumptions that are overly aggressive - per the County peer review) should not be doing the new report, for the simple fact that they will most likely defend their prior conclusions. I feel the Board will be wasting the District's money if a new firm is not utilized and stand firm regarding my original objections.

Janis Eckard

Sent from my iPhone

> On Dec 6, 2022, at 3:24 PM, Amelia Wilder <[awilder@rmcsd.com](mailto:awilder@rmcsd.com)> wrote:

>

> Good afternoon,

>

> Thank you for your email. We appreciate your input and concern for the District. I hope that this will help clarify the process:

>

> When a public agency utilizes a consultant to perform a study (or design work), a request for proposal (RFP) is provided. The RFP typically lists the scope of what the agency desires to be completed, a tentative schedule, and specific format of the requested proposal. RFP's have a due date in which the proposals are due to the agency. Most RFP's run from 3 to 8 weeks, sometimes longer based on the needs of the agencies.

>

> RFP notices are typically posted on agency websites and special industry appropriate websites. In RMCS D's case, the appropriate industry specific website would be the California Special District Association, a clearing house for all of California's special districts, and a very convenient "one stop shop" site for firms to seek potential work and clients. Agencies tend to also send out copies of RFP's to local area consultants or consultants which the agency has worked with in the past, or consultants who have reached out to the agency in the past.

>

> Once the proposals are received they are reviewed by a committee within the agency. A proposal is typically rated by the quality of response including:

- > • an understanding of the scope of work
- > • the specific experience of the personnel that would be assigned to do the proposed work
- > • the firm experience specific to the proposed work
- > • the approach taken to perform the work
- > • references by other agencies that utilized the firm

>

> The selected firm is typically invited to create an agreement with the agency to perform the scope of work. In some cases, an agency will receive a low number of proposals or no proposals at all. This can be an indication that the industry may be in a "sellers' market", meaning that there are more agencies wanting work done than firms to complete work. This is an unfortunate trend in the engineering field that the District has experienced over the last year.

>

> What is not always understood is when an engineering firm submits a proposal, there is a significant cost to firm staff time to put the proposal together, meet with the client and submit a quality proposal. A firm makes a "go/no-go" decision based on the need to bring in business, ability of the firm and current competition and weighs this information against the estimated cost to produce the proposal. When an agency receives a proposal from a firm and cancels an RFP process or negotiates a contract outside of the process, this unfairly penalizes the firm that invested in the proposal process.

>  
> Professional ethics would dictate that any qualified firm that submits a proposal should be considered for the work. In the absence of competing proposals, that sole firm or joint venture should be considered to perform the work for the agency. If an agency continually disregards the RFP process, and chooses to hire outside the RFP process, or continually extend RFP deadlines, the agency could run the risk of getting a bad reputation with firms.

>  
> Thank you,  
> Amelia Wilder  
> District Secretary

>  
> Rancho Murieta CSD  
>  
> 15160 Jackson Road  
> P.O. Box 1050  
> Rancho Murieta, CA 95683

>  
> (916) 354-3700 \* FAX 916-354-2082  
> awilder@rmcsd.com  
> www.rmcsd.com

>  
> CONFIDENTIALITY NOTICE: This communication with its contents may contain confidential and/or legally privileged information. It is solely for the use of the intended recipient(s) and not for public dissemination. Unauthorized interception, review, use or disclosure is prohibited and may violate applicable laws including the Electronic Communications Privacy Act. If you are not the intended recipient, please contact the sender and destroy all copies of the communication.

>  
> -----Original Message-----  
> From: Janis <janiseckard@ranchomurieta.org>  
> Sent: Tuesday, December 6, 2022 12:39 PM  
> To: Amelia Wilder <awilder@rmcsd.com>  
> Subject: RM IWMP

>  
> Dear Board Members,

>  
> In 2006 and again in 2010  
> I expressed serious concern that the RM IWMP assumptions were too aggressive and placed the community at risk of running out of water. (A County ordered peer review, supported my concerns.)

>  
> It has come to my attention that the Board is considering using Ms. Maddaus, again, to prepare the new study. That fact alarms me, due to her role as lead engineer in the prior two studies. Please hire a new, independent company. The future of our community rests in your hands and an adequate water supply assessment is critical to the survival of RM. Using Ms. Maddaus again will lead to distrust of the new report's findings.

>  
> Sincerely,  
> Janis Eckard  
>  
> Sent from my iPhone

**From:** [Greg Wheeler](#)  
**To:** [Amelia Wilder](#)  
**Subject:** IWMP  
**Date:** Tuesday, December 6, 2022 11:17:35 AM

---

Dear Board, I am writing you on my phone, in Australia, so I will be very brief.

I know that you will soon make a decision on the company that will lead the study of our water supply. This is a critical decision! I can tell you that, as a working geologist with 50 years experience, we will be unable to drill wells to meet our future needs. Indeed, climate change will not allow us to supply water to current customers, without conservation!

This is a dire situation! Money will not solve this problem.

Please make sure board members get my comments.

Sent from my iPhone

**From:** [Deborah Contini](#)  
**To:** [Amelia Wilder](#)  
**Cc:** [Deborah Contini](#)  
**Subject:** Integrated Water Master Plan  
**Date:** Tuesday, December 6, 2022 8:58:11 AM

---

Ms. Wilder,

Regarding tomorrow's meeting, December 7th, could you relay my support to the Board Members to expand the RFP process to encourage more participation to find another vendor to complete the new IWMP? I believe in competition to bring out the best results. There's something to say about bringing in fresh eyes to evaluate our water resources.

Thank you,

Deborah Contini  
[dcontini@sbcglobal.net](mailto:dcontini@sbcglobal.net)  
(916) 502-3444

**From:** [Lise Smith](#)  
**To:** [Amelia Wilder](#)  
**Subject:** RFP  
**Date:** Tuesday, December 6, 2022 7:55:19 AM

---

Please forward this message to the Board.

To whom it may concern:

We recently received a letter stating that there is a considerably less water in Lake Calero than previously reported. With the increasingly reports of the drought getting worse every year, and the water restrictions being imposed, it does not make sense to use the same company that reported the RFP prior be the same company used this time.

As a community member, I am stating my concerns and request that the board insist on using a separate company and put out bids until there are at least three bids to be reviewed before making a selection to contract with any company.

Please reconsider any decision to use the previous RFP company. We need to have an impartial evaluation of the water availability in our community before any more building is done. ONE THOUSAND MORE HOMES DOES NOT MAKE SENSE IN THIS CLIMATE HISTORY AND FUTURE CLIMATE ISSUES!

Thank you for listening to me.

Lise Smith

Sent from [Outlook for iOS](#)

Attachment via email

To: CSD Board of Directors Jenco, Pohl, Butler & Maybee

cc: Gail Bullen, Michael Fritschi, Amelia Wilder (for board communication and committee packet inclusion)

From: John Merchant

Subject: Comments to items 5 & 6 Improvements Committee Agenda for meeting date December 7, 2022.

I apologize for the late delivery of these comments. The public is not informed of the agenda and provided with a packet until the Friday before the Tuesday meeting. The current packet contains a letter from Chris Pahule, a lead planner at Sacramento County Planning. The packet also includes a memo to the improvements committee from Mr. Fritschi. Michael asks the committee to recommend that the CSD Board award Maddaus Water Management (MWM) a contract to prepare an Integrated Water Master Plan (IWMP) in 2023.

Maddaus Water Management Contract Award:

*I respectfully disagree with Mr. Fritschi in his assessment that MWM is the best choice for this project.* I also contest that RMCSD has fully satisfied the search for the best consultant to prepare a IWMP. Michael has encountered difficulties encouraging additional vendors to bid on this project. However, I do not believe CSD has fully exhausted the pool of talent that is available to perform this work and that a vendor selection is premature. While researching the Folsom 2020 Urban Plan, I contacted WSC, the consultant for Folsom's 2020 Urban Water Plan. I spoke at length with Rob Notoli, a water engineer in the WSC'S Folsom office. Mr Notoli stressed WSC's extensive experience with IWMP and urban water plans. WSC was anxious to schedule a team meeting and suggested six days and times that they would make themselves available. After our discussion, WSC followed up immediately with Mr. Fritschi. Reviewing the WSC website (<https://expectwsc.com>), I found WSC's credentials most impressive. They have capacity and are eager to discuss our project in detail. I also have information about the Folsom 2015 plan, prepared by

another consultant. I am happy to share this. I see no reason to engage any firm until RMCSD has fully exhausted this talent pool.

*The selection of MWM gives me great concern.* Ms. Maddaus has managed both the 2010 IWMP (as the lead engineer for Brown & Caldwell) and the 2016 Water Supply Assessment since rejoining her family firm. I see this akin to retaining the same auditor year after year. There is an “unintended bias” that results from repeatedly focusing the same eyes on repetitive analysis. Ms. Maddaus prepared a Water Supply Assessment from the same IWMP she created in 2010. She was, in fact, being asked to validate her own work. This is NOT healthy.

Our 2006 IWMP was prepared by HDR and it is easy to identify distinct differences in both the approach and the recommendations in the 2006 and 2010 IWMP. These are healthy comparisons and support the introduction of new consultants into the mix.

This is the most important study this District has prepared and it will assess the impacts of 1000 new dwellings on our water supply. Both the 2006 and 2010 IWMP created doubt and concerns about water supply capacity. Many in our community continue to doubt the District’s ability to support such substantial growth. The selection of a “fresh face” will minimize a perception that the “good old boys” have recruited another of their “good old consultants.”

This IWMP is being bid as a joint venture by MWM and Adkins, an engineering company based in Oregon. I question the double billing and the potential confusion arising from two “principal consultants.” I also question the experience of Adkins to perform this complex analysis. I can find no evidence of water planning experience or execution of previous plans on their website.

My final concern is MWM and Adkins have omitted a budget and cost line for any public, board and staff workshops. There is no evidence that the bidders have considered any cost for public outreach. Historically, especially in 2006, we had five public meetings as the IWMP study progressed.

The lack of confidence in the 2006 IWMP brought about a IWMP “peer review” ordered by the Sacramento County Board of Supervisors. It is



possible this will happen again if the vendor selection and bidding process create ratepayer distrust or if the selection appears to be “developer friendly”. The 2006 peer review reinforced many ratepayer concerns, particularly the potential for “stage 5”, fifty percent conservation levels in drought years. This understanding the “assumption of risk” asked of our present residents is a key issue. It is imperative the community understand what may be asked of them.

The board is working hard to regain the trust of the community. I think the “rush” to fill this contract will bring about more (not less) trust in the board. Many residents believe we have water issues that relate to the development of more than 1000 homes. Please do not shortcut this process. Find additional, qualified firms to consider before you solely award MWM with this contract.

Letter: Chris Pahule to Michael Fritschi (see packet)

I believe this letter creates an illusion that is far from the actual reality of this incomplete development application. It is similar to the 2014 illusion that was created around the “need for speed” to build a new water plant. Sacramento County disallowed the hotel project “until such time as a new water plant was completed”, This created a “developer generated” sense of urgency which ultimately caused the water plant project to begin without an approved contract or a valid bid. The result of that exercise is now fully on display. The plant cost nearly \$14,000,000. It was well over budget and delivered extremely late to the original schedule. This will happen again if we do not attract additional bidders, review pricing and execute a proper contract. This project, is far from ready to warrant the announcement of a notice of preparation (NOP) which will begin the formal preparation of an EIR.

***YOU HAVE TIME! IF YOU WISH TO EXTEND THIS BIDDING PROCESS TO THE END OF FEBRUARY, YOU CAN DO SO WITHOUT CONCERN***

The Rancho North project was modified and resubmitted to the County on March 30, 2022. The submittal was, once again, rendered incomplete and a notice was sent to the developer notifying him of each deficient item. These include, but are not limited to: a complete traffic study (TSMP) a

new tree inventory, detail on which trees will be removed in every village, trail compliance (RMA), density issues (cluster homes & accessory dwellings) and a host of incomplete technical studies. In addition, a drainage plan, submitted to RMCS D for comment, was submitted and remains in the county file. However, this plan never answered ANY of CSD's concerns about the inadequate plan that was submitted and reviewed by the District. RMCS D flatly rejected this plan and communicated this decision to the planning department. If the county were to permit an NOP to be issued before the required submittals are complete, it will be vigorously contested at the scoping meetings. Let me be clear that since the March 30, 2022 revision of the development, not a single document has been submitted to support the new proposal.

The Water Supply Assessment, issued by the district in 2016 took six months to complete and was done without a single county complaint. This development project has been dormant since 2014 and it has been revised numerous times. In 2016, the developer was granted six stakeholder meetings to help facilitate his project. Nothing happened. Most development application are only allowed two years of inactivity before they are rejected and returned for re-submission.

In contrast to this development process, the EIR was recently completed for the Jackson Township (6500 homes and 2 million feet of commercial space). The preparation of technical studies, the scoping of the NOP and the environmental impact report was completed in ten years. The Rancho North project has been open for nine years. Completion dates of the studies and the generation of an NOP is impossible to calculate. Please do not be rushed by this developer. Nothing done to date warrants any special treatment by RMCS D simply because we are being pressured to do so. I am only asking for a two month delay.

I look forward to an active conversation on the IWMP First, we must properly pick a qualified consultant and be sure everyone who lives in the District has a fair shake at the water supply.

**From:** [Heather and Dino arias](#)  
**To:** [Amelia Wilder](#)  
**Subject:** Reopen RFP to find another vendor to complete the new IWMP  
**Date:** Tuesday, December 6, 2022 8:32:09 PM

---

*Unfortunately I am not able to attend the Improvements Committee meeting on December 7th and request that you share my email with the committee.*

As a resident of Rancho Murieta I am concerned with future water supply availability and want to be assured that expansion of the community via new developments will not result in water supply issues for current residents. I am pleased to hear that the RMCSD is planning a new Integrated Water Master Plan and has issued an RFP to complete the plan. However, I am troubled that there was only one vendor that responded to the RFP.

**I am requesting that the committee reopen the RFP and solicit additional respondents to ensure that RMCSD is in fact picking the best vendor and not just the only vendor that applied.**

Water for our community is just too important not to take additional time and to make the effort to ensure that RMCSD has several viable options to choose from.

Thank you,  
Heather Arias

**From:** [Susan Pennel](#)  
**To:** [Amelia Wilder](#)  
**Subject:** IWMP  
**Date:** Wednesday, December 7, 2022 8:57:57 AM

---

As a resident of Rancho Murieta and SOLOS member, I side with the advice of John Merchant and Cheryl McElhaney to extend the RFP for this study in order to attract more bids.

Please forward this to the CSD Board.

Thanks in advance.

Susan Pennel  
6803 Brisa Ln.

Sent from my iPhone

**From:** [Cindy Price](#)  
**To:** [Amelia Wilder](#)  
**Subject:** RFP Process  
**Date:** Wednesday, December 7, 2022 12:37:46 PM

---

I support the expanding of the RFP process to encourage more participation to find another vendor to complete the new IWMP. Please pass this request to other Board members.

Thank you.

Cindy & Bob Price  
6012 Puerto Dr.  
RM

**From:** [Sheila Rowert](#)  
**To:** [Amelia Wilder](#)  
**Subject:** Expanded RFP for IWMP  
**Date:** Monday, December 12, 2022 2:50:26 PM

---

Dear CSD Board Secretary,

Please forward my concerns to the BODs regarding the soliciting of multiple RFP's for the IWMP.

I strongly support and feel it necessary that RMCSD expand the RFP process and actively solicit and encourage more participation to find another vender (not same company that did the 2010 and 2016 report) to complete the new IWMP.

Regards,

Sheila Rowert

6706 Pera Dr, Lot #419

[Sent from Yahoo Mail on Android](#)

**From:** [pat-patty](#)  
**To:** [Amelia Wilder](#)  
**Cc:** [Michael Fritschi](#)  
**Subject:** Current RFP and IWMP Objection  
**Date:** Wednesday, December 7, 2022 1:16:39 PM

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Ms. Wilder,

Please ensure copies of this email are distributed to all RMCS D Board members.

Dear Mr. Michael Fritschi,

I find it disappointing and disturbing to see Maddaus Water Management (MWM) as the primary focus for selectee of the new IWMP contract. Believe, as a potential third time assessor of the District's water resources, their time in the sun has come and gone.

The District and community can no longer rely on a superficial report based on regurgitated data from prior year assessments. Nor should we be content with old school, conventional methods and practices in IWMP formulation as a true representation of our **future** water requirements. In today's environment, without inclusion of an in-depth probability study to factor in creditable impacts from climate change and drought, an IWMP is worthless.

What is clearly needed, is not the basic, standardized RFP with the same requirements as past years. But, rather a new comprehensive and intricate RFP written to also encompass the unconventional and unique requirements/qualities of this District. Given the enormity of the potential consequences from this IWMP, an RFP with exacting specifications and vested requirements is essential.

Now is not the time or place for CSD to sit on it's laurels or ignore it's due diligence by offering up a "xerox copy" of a prior year's RFP. The existing RFP needs to be rescinded and a new one written with the above in mind. The goal in doing so is simply to attract as many bidders as possible until one is found who's skill-set match the specific type of talent required for our District.

Finally, as the most significant and crucial IWMP in both District and community history, it is imperative that the accuracy, reliability, impartiality and validity be of the highest quality and certainty. And, in my opinion, it's the attention to detail characteristic and attribute that was missing in MWM's prior work. Therefore, as a concerned citizen and ratepayer, I again implore you as Board members NOT to consider Maddaus Water Management as a potential contractor for this IWMP. Further, to withdraw your current RFP and extent your timeline to allow for a comprehensive RFP rewrite. One formulated precisely on the exclusive specifications and requirements pertinent to this District's water resources.

Regards,  
Patrick Reeves

**From:** [Beth B](#)  
**To:** [Tim Maybee](#); [Randy Jenco](#); [Linda Butler](#); [Martin Pohl](#)  
**Cc:** [Amelia Wilder](#); [Paula O'Keefe](#)  
**Subject:** IWMP  
**Date:** Monday, December 19, 2022 4:48:51 PM

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To the Board of Directors,

I have lost confidence in this Board with your past decisions and now your current plans to move forward with Maddaus Water Systems for an updated IWMP. You are gambling with our water supply. We need an accurate account of the water we have currently and for the proposed development going forward. I am afraid we will not get that based on what you are proposing. I honestly do not believe we are going to be able to supply water for the community if it grows substantially beyond 3,000 hook-ups.

If you proceed with your plan and receive an inaccurate report due to your limited scope of work, what is your plan for the future? How will the community get water if the drought continues and we are not allowed to draw water out of the river due to inadequate water in the river?

Please reconsider fast-tracking this project with Maddaus. Put out another RFP to generate more response. And please have public meetings regarding this process as you have in the past. This is more than just the four of you at stake, it is the whole community's future.

Beth Buderus  
Lot 785



**From:** [caadkins@comcast.net](mailto:caadkins@comcast.net)  
**To:** [Tim Maybee](#); [Randy Jenco](#); [Linda Butler](#); [Martin Pohl](#)  
**Cc:** [Amelia Wilder](#); [Paula O'Keefe](#)  
**Subject:** IWMP  
**Date:** Monday, December 19, 2022 7:56:27 PM

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To the Board of Directors,

Please consider the community's concern regarding the contract with Maddaus Water Systems for an updated IWMP. A rushed decision to save costs could result in future issues with adequate water supply for our community, especially if the drought continues. Another concern is the potential need for an urban plan once we exceed 251 additional water hookups. It makes financial sense to pay for one report (Urban) rather than two, (Integrated Water Master Plan now and Urban in a few years).

This is a serious issue both with the water supply and financial impacts. Please take more time, listen to the community and reconsider an urban plan opened to multiple bidders before signing any contracts.

Thank You,

Cathy Ann Adkins  
14780 Vallero Way  
Rancho Murieta CA 95683  
916.396.5049

**From:** [pat-patty](#)  
**To:** [Amelia Wilder](#)  
**Subject:** RFP/IWMP Major Concerns, Round Two  
**Date:** Tuesday, December 20, 2022 1:33:02 PM

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Ms. Wilder,

Once again, please ensure copies of this email are distributed to all RMCS D Board members prior to tomorrow's Board meeting. Would definitely appreciate it.

TO: RMCS D Board of Directors

I'm writing to express what I believe are major issues and concerns with the pending RFP going forward as written. Further, please note that the sentiments expressed here are by no means representative of all the problematic concerns I have with the RFP/IWMP.

First, there needs to be a specific requirement in the RFD to determine the exact capacity for each of our reservoirs. We can no longer rely on previously accepted data that has not been certified since Carter was President. It was only recently that Lake Calero's long established capacity was determined to be overstated by 20%, and even that figure is still in question and yet to be validated. Second, apparently Chesbro's capacity has come into question as well. Per reliable sources, Chesbro also has an over estimated capacity which no one is willing to discuss or make public. But now that the cat's out of the bag, would appreciate a Board member to share that information with the public at the upcoming Dec 21st meeting. Next, is Lake Clementia which is fed by the area's natural drainage and runoff. The major concern here is that destruction of the area above and around Clementia from buildout will also result in elimination of natural drainage and runoff. The result, loss of a well established and vital source of water, which will dramatically impact availability. Final buildout may further result in unwanted residential drainage and runoff containing toxic/hazardous waste capable of contaminating and polluting Clementia's entire water supply. Are there any contingency plans in place if either situation occurs and are they subject to inclusion under IWMP study? Something else to consider is, with an additional 1,000 homes, reservoir levels will experience never before seen lows. At some point, levels will reach a condition of stagnation where their remaining water is unusable. Is there a factor or process to determine the exact percentage of unusable water?

As I previously informed the Board, I firmly believe an RFP amendment to secure a series of meetings and interactions between contractor and community is imperative to the overall evaluation, formulation and validity of the IWMP. Since the amendment represents only positive effects and returns from such a collaboration, why is the Board objecting to it's approval? Surely penning the amendment isn't overly taxing, plus there's still ample time remaining to modify the RFP, and the cost/effort would be minimal. So, the question still is...WHY? Because, personally I see no valid reason to abstain from such a constructive and conducive opportunity, especially given what's at RISK!

Of paramount importance as well, are the questions and concerns put forth by Mr. Brad Sample at the Dec 7th meeting. I'm in total agreement and support of every one of Mr. Sample's points, and extremely curious to hear and review Ms. Maddaus's responses to his

questions. Of particular interest were his inquiries regarding current and future negative effects on the existing customer base. Current water usage levels by, nor water availability for, existing District customers must not be comprised, penalized or diminished due to future IWMP consequences. This is a ZERO Acceptance requisite for the RFP and IWMP and includes both MINOR, as well as Major findings, presumptions and/or conclusions of a negative nature.

Lastly, no matter the direction of the assessment, you cannot ignore the conclusions and recommendations from two previous assessments for additional storage to support future development. Findings of the 2006 and 2010 IWMPs both identified a lack of sufficient water storage to adequately support future buildout. The recommendation, an additional reservoir be constructed to increase storage capacity in order to meet future demands. Since our storage capacity has only decreased, as noted above, it becomes borderline impossible to conclude why or how the District's reduced water capacity would suddenly NOW be capable of supporting buildout.

So, maybe existing water conditions require another reservoir before development proceeds. So be it. Or maybe, our overstated reservoir capacity cannot support buildout. So be it. Or maybe, the probability model for environmental factors proves there's a significant degree of concern to warrant a moratorium on development at this time. So be it. Or maybe a number of conditions and factors correlate to a finding of inadequacy in our water resources. So be it.

My point? Given the uniqueness and status of the District's current water sources, impacts upon it can easily turn critical, especially if increasing the customer base. There's both a known and unknown number of circumstances and factors that can immediately or over time cause unwanted effects of varying degrees. The assurance of ZERO Acceptance against these effects is what is being entrusted to you, the Board. There can be no bias, no compromise, no omissions, no uncertainty, no subjectiveness, and no conjecture involved with this IWMP. Your primary objective should be nothing short of ZERO Acceptance of any MINOR or major IWMP findings and/or indications of possible negative effects on the District's existing customer base, no matter how significant or SLIGHT.

In effect, by adopting and abiding by this premise the Board will virtually eliminate any potential negative effects that may have been detrimental or catastrophic to the District's future water resource. Furthermore, I urge the Board to follow this premise/strategy of least resistance when examining the finalized recommendations, determinations and conclusions outlined in the Integrated Water Master Plan. And during the review process always keep in mind, the SLIGHTEST effect identified today, has the potential for devastating impacts tomorrow.

Regards,

Patrick Reeves

## MEMORANDUM

Date: December 16, 2022  
To: Board of Directors  
From: Amelia Wilder, District Secretary  
Subject: Committee Appointments

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As is the District's normal practice, and on a yearly basis, for our December Board Meeting, the Directors indicate their preferences for Committee assignments for the upcoming year.

Standing Committee meetings are generally scheduled monthly, quarterly or annually depending on the needs of the District. Monthly Committee meetings occur on a fixed schedule (e.g., the first Tuesday and Thursday of each month). Committee meetings generally occur during the daytime work hours (from 8:00 a.m. to 5:00 p.m.)

It is recognized that some Directors are employed or conduct their own business during those hours and may have expected or unexpected conflicts in schedule between Committee meetings and their own employment or business needs.

The current members of the Board are content with their current assignments. Director Butler asked to be added to the Security Committee. There are Committee Vacancies in Communications and Finance, due to the resignation of John Merchant. Below are the current Committee assignments and vacancies.

<i>OFFICE / COMMITTEE</i>	COMMITTEE ASSIGNMENTS
<b>President</b>	<b>Tim Maybee</b>
<b>Vice President</b>	<b>Randy Jenco 2023 - Vacant</b>
<b>Communication &amp; Technology Committee</b>	<b>Linda Butler Vacant</b>
<b>Finance Committee</b>	<b>Martin Pohll Vacant</b>
<b>Improvements Committee</b>	<b>Randy Jenco Martin Pohll</b>
<b>Joint Security Committee</b>	<b>Tim Maybee</b>
<b>Personnel Committee</b>	<b>Tim Maybee Randy Jenco</b>
<b>Parks Committee</b>	<b>Linda Butler <i>Randy Jenco (alternate)</i></b>
<b>Security Committee</b>	<b>Tim Maybee</b>
<b>Regional Water Authority Representatives</b>	<b>Michael Fritschi <i>Tim Maybee (alternate)</i></b>

## MEMORANDUM

Date: December 21, 2022  
To: Board of Directors  
From: Travis Bohannon – Interim Director of Operations  
Subject: Rio Oso Pump Station Emergency Project

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### Recommended Action

Staff are requesting that the Board extend the emergency declaration for the Rio Oso Emergency Project.

### Background

Previously the Board adopted a resolution finding that an emergency existed in connection with the Rio Oso pressure station and the general manager was authorized to approve an emergency contract with Kirby Pump to perform the pump replacement work for \$37,800; and approve to contract with Prodigy Electric for a total of \$53,146 for procurement and replacement variable frequency drives (VFDs) for the District Rio Oso pressure pump station, and to allow a 15% contingency for a total emergency expenditure of \$104,588.

### Update

As of December 9<sup>th</sup>, the pump portion of the installation has been completed. The pump replacement project had experienced some issues that needed to be addressed immediately to keep the project going forward and to stay within the project schedule.

1. The first pump that was installed had motor bearings that were damaged. The pumps sat in the warehouse for about 9 months and the need to rotate the shafts on a monthly basis were not communicated to the Operations Department. Once the pump was put in service and operated overnight, it started to make loud sounds. It was determined that the noise was being caused by failed motor bearings. Muniquip, the supplier, has stated that it can be repaired under warranty.
2. Because of the issue with the first motor, staff are concerned that the same issue could happen to the second motor. It was decided that the best course of action would be to remove the motor from the second pump and send it to a shop and have it tested and potentially have the bearings replaced to prevent the same issue upon installation.
3. The motor that went to the shop was repaired by replacing the grease and the bearings. On November 30, 2022, the repaired motor was swapped out for the motor that was installed with the damaged bearings. The bad motor was taken to the same shop for repair under warranty. Due to this decision, there will be a change order to the original agreement for the

repair of the first motor, another crane mobilization, and staff to come out an extra time to do the work. These additional costs are not known at this time.

The VFD's are on order and will probably be about another 20 weeks before they arrive. Therefore, staff is requesting that the Board extend the emergency declaration for this project if the emergency extension is still required.

## MEMORANDUM

Date: December 21, 2022  
To: Board of Directors  
From: Travis Bohannon – Interim Director of Operations  
Subject: Lake 11 Emergency Storm Drain Re-Alignment Project Update

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### **Recommended Action**

Staff are requesting that the Board extend the emergency declaration for the Lake 11 Emergency Project.

### **Background**

Previously the Board adopted a resolution finding that an emergency existed in connection with Lake 11 and the general manager was authorized to approve an emergency contract with Lund Construction to perform the pipe replacement work for \$310,456.

### **Update**

As of December 14, 2022, the project has reached substantial completion, however there is still a couple of items that need to be finished on the punch list. The lid on the new drain still needs some work done on it to make it safe. Also, the fence needs to be installed around the new drain lid for safety. In addition, testing and acceptance will need to occur prior to paying the final contractor's pay request, therefore, staff are requesting that the Board extend the emergency declaration for this project.