



# 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 20, 2023**

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

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#### BOARD MEMBERS

Tim Maybee	President
Martin Pohll	Vice President
Linda Butler	Director
Randy Jenco	Director
Stephen Booth	Director

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#### STAFF

Mimi Morris	General Manager
Mark Matulich	Director of Finance and Administration
Michael Fritschi	Director of Operations
Andrew Ramos	District General Counsel
Amelia Wilder	District Secretary
Kelly Benitez	Security Supervisor

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

December 20, 2023  
REGULAR BOARD MEETING  
Call to Order  
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 – Vice President Pohll **(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. 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 15, 2023 Regular Board Meeting Minutes
2. December 5, 2023 Personnel Committee Meeting Minutes
3. December 5, 2023 Improvements Committee Meeting Minutes
4. December 5, 2023 Finance Committee Meeting Minutes
5. December 7, 2023 Communication & Technology Committee Meeting Minutes

- B. Bills Paid Listing
- C. Adoption of Resolution R2023-18 Surplus Property

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

- A. General Manager's Report
- B. Finance and Administration Report
- C. Security Report
- D. Utilities Report

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

- A. Special Improvements – January 9, 2023 at 8:00 a.m.
- B. Special Finance – January 9, 2023 at 10:00 a.m.
- C. Special Communications – January 16, 2023 at 8:30 a.m.
- D. Security – Committee will meet as needed
- E. Regular Board Meeting – January 17, 2023 - Open Session at 5:00 p.m.

#### **6. CORRESPONDENCE**

- A. Email from Janis Eckard
- B. Email from John Merchant
- C. Email from Brad Beer

#### **7. *Action Item* CONSIDER ADOPTION OF POLICY P2023-02 INVESTMENT POLICY** (Discussion/Action) (Motion) **(Roll Call Vote)**

#### **8. *Action Item* CONSIDER APPROVAL OF INFORMATION TECHNOLOGY MANAGER JOB DESCRIPTION** (Discussion/Action) (Motion) **(Roll Call Vote)**

#### **9. *Discussion Item* CONSIDER 2024-2025 COMMITTEE ASSIGNMENTS** (Discussion/Action) (Motion) **(Roll Call Vote)**

#### **10. 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 agendaized. Members of the public wishing to address a specific agendaized 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 speak during Comments from the Public or would like to comment regarding an item appearing on the meeting agenda, please complete a public comment card and submit to the Board Secretary prior to the point in the meeting at which the item is called. Speakers presenting individual opinions shall have 3 minutes to speak. Speakers presenting opinions of groups or organizations shall have 5 minutes per group.*

#### **11. 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.*

## **12. 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 15, 2023. Posting locations are: 1) District Office; 2) Rancho Murieta Post Office; 3) Rancho Murieta Association; 4) Murieta Village Association.



# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

## REGULAR BOARD MEETING MINUTES

November 15, 2023

Closed Session 4:00/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. Directors present at the District office were Timothy Maybee, Martin Pohll, Randy Jenco, Linda Butler and Stephen Booth. Also present at the District office were Mimi Morris, General Manager; Mark Matulich, Director of Finance; Michael Fritschi, 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: Booth, Butler, Jenco, Maybee, Pohll. Noes: None. Absent: None. Abstain: None.**

### 3. BOARD ADJOURNED TO CLOSED SESSION TO DISCUSS THE FOLLOWING ITEMS:

- A. *Conference with General Manager as real property negotiator concerning price and terms of payment (Gov. Code 54956.7). Property: Pedestrian Bridge Site. Negotiating Party: Rancho Murieta Association.*
- B. *Public employee performance evaluation of the General manager (Gov. Code section 54957)*
- C. *Conference with legal counsel concerning significant exposure to litigation pursuant to Gov. Code 54956.9(d)(2) and (e)(1) (two cases) and potential initiation of litigation pursuant to Gov. Code 54956.9(d)(4) (one case)*

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

Director Maybee reported that direction was given to Staff. No decisions were made.

### 5. WELCOME MARK MATULICH, DIRECTOR OF FINANCE AND ADMINISTRATION

Mimi Morris, General Manager, introduced Mark Matulich.

### 6. CONSENT CALENDAR

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

### 7. STAFF REPORTS

Under Agenda Item 7A, Mimi Morris, General Manager, gave a summary of activities during the previous month, highlighting the following topics:

- Administration
  - Customer Service Update
  - Staffing
  - Financial Update
  - Exams Passed
  - Operations
  - Development
  - Security

- Outreach & Regional Communication

Director Maybee asked for a mid-year Budget by the December 20, 2023 Board Meeting which staff indicated they had committed to during the Finance Committee meeting and would be producing (through 11/30/23).

Under Agenda Item 7B Mark Matulich, Director of Finance and Administration updated Board on the following items:

- Audit Update
- Financial Reports
- Financial Management Policies and Objectives
- Financial Accounting System Analysis
- District FY24-25 Budget

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

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

Mr. Benitez shared a video of a golf cart and vehicle collision. Director Maybee asked staff to ensure that "Stop the Bleed Kits" were supplied in all District vehicles and those kits have been ordered.

Mr. Benitez also gave an update on the Fourth of July arson incident.

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

- Aurora Rincon, Intern
- Water Treatment Facility
- Water Consumption
- Raw Water Storage & Delivery
- Wastewater Facility
- Utility Crew Report
- Capital Projects
  - Cal POLY SLO Student Project
  - Integrated Water Master Plan
  - Capital Improvement and Rate Study
  - Granlees Safety Project
  - Water Treatment Facility Chlorine Gas to Sodium Hypochlorite
  - Wastewater Facility Chlorine Gas to Sodium Hypochlorite and Contact Tank Project
  - Lift Stations
    - 3B
    - Alameda & Starter Shack
    - Cantova & FAA

▪ 6B

- Development
  - Retreats North
  - Residences of Murieta Hills East & West
  - Riverview Phase 2
  - Murieta Gardens Commercial

John Merchant and Staff participated in a discussion about the Granlees Safety Project. He also asked about the discrepancy in the amount of water that we store vs what we produce.

## 8. REVIEW DISTRICT MEETING DATES/TIMES FOR DECEMBER 2023

No changes.

## 9. CORRESPONDENCE

None.

## 10. CONSIDER APPROVAL OF RESOLUTION R2023-16, CHANGING AUTHORIZED USER TITLES TO LOCAL AREA INVESTMENT FUND

Ms. Morris presented the topic to the Board. **Motion/Maybee** to approve Resolution R2023-16 Changing Authorized User Titles to Local Area Investment Fund. **Second/Jenco. Roll Call Vote: Ayes: Booth, Butler, Jenco, Maybee, Pohll. Noes: None. Absent: None. Abstain: None.**

## 11. CONSIDER AN AUGMENTATION OF THE FY23-24 OPERATIONS WATER BUDGET IN THE AMOUNT OF \$200,000 AND AUTHORIZE THE PURCHASE OF BOTH 15 MEMBRANE MODULES AND ONE 87 MODULE CASSETTE FOR WATER TREATMENT PLANT # 1

Mr. Fritschi led a detailed discussion about the membrane modules needed for Water Treatment Plant #1, including where the funds to purchase the modules and cassette would come from. Staff were instructed to take this to the Finance Committee and determine whether the expense would be considered operating or capital outlay. **Motion/Maybee** to approve purchase of 15 membrane modules and one 87 module cassette for Water Treatment Plant #1 in the amount of \$200,000, with instruction to Staff to report back to the Board what fund(s) the money will come from. **Second/Jenco. Roll Call Vote: Ayes: Booth, Butler, Jenco, Maybee, Pohll. Noes: None. Absent: None. Abstain: None.**

John Merchant asked about Developer funds that are being held as part of the 670 FSA.

## 12. CONSIDER ADOPTION OF RESOLUTION R2023-17 DECLARING CERTAIN PROPERTY EXEMPT SURPLUS LAND UNDER THE SURPLUS LANDS ACT

Andrew Ramos, District General Counsel, informed the Board about the need to declare the property under the footings of the Wooden Bridge exempt from the Surplus Land Act. This property is exempt from the Act because it is not suitable for affordable housing due to the fact that it has a bridge on it. **Motion/Maybee** to approve Resolution R2023-17 declaring certain property exempt surplus land under the Surplus Land Act. **Second/Booth. Roll Call Vote: Ayes: Booth, Butler, Jenco, Maybee, Pohll. Noes: None. Absent: None. Abstain: None.**

## 13. COMMENTS FROM THE PUBLIC

John Merchant discussed the January 20, 2016 Board Minutes, Item 13:

“John Merchant asked if this report is guaranteeing that the District will provide water in the future. Richard Shanahan stated that this report does not guarantee anything; it just states that at the current time, under the current conditions, the District can provide water. The Board does have the authority to make changes as needed. The commitment to provide water is made when a permit is issued.”  
He would like to understand how this statement, particularly the last sentence, relates to what we say about the Financing and Services Agreement.

#### **14. DIRECTOR COMMENTS/SUGGESTIONS**

Director Butler requested a correction be made to the last Pipeline Newsletter for the article, “Filling the Reservoirs” to make it clear that Clementia is not being used for drinking water.

Director Booth commented that at the Town Hall meeting Mr. Van Dorn brought a question about the District’s legal obligations to provide water and indicated that the District ~~we~~ made a commitment to research this and respond. Director Maybee said we would need discussion from Counsel.

Director Maybee reminded Staff not to take others’ behaviors personally. He also commented on a Security incident at the equestrian center.

#### **15. ADJOURNMENT**

**Motion/Maybee to adjourn at 7:16 p.m. Second/Butler. Roll Call Vote: Ayes: Booth, Butler, Jenco, Maybee, Pohl. Noes: None. Absent: None. Abstain: None.**

Respectfully submitted,

Amelia Wilder  
District Secretary



## MEMORANDUM

Date: December 13, 2023  
To: Board of Directors  
From: Personnel Committee Staff  
Subject: December 5, 2023 Personnel Committee Meeting Minutes

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### 1. CALL TO ORDER

Director Maybee called the meeting to order at 7:30 a.m. Present were Director Maybee and Director Jenco. Present from District staff were Mimi Morris, General Manager, and Amelia Wilder, District Secretary.

### 2. DISCUSS ADDITION OF PART-TIME INFORMATION TECHNOLOGY SPECIALIST POSITION

Mimi Morris, General Manager, discussed the current situation with the external IT services provider the District uses, and suggested adding a part-time Information Technology Specialist position, limited to 20 hours a week. Director Maybee commented on the camera program. The Committee recommended this item be moved to the Board. ***This item will be on the December 20, 2023 Board Meeting Agenda.***

### 3. PUBLIC COMMENT

None.

### 4. DIRECTOR COMMENTS

Director Maybee mentioned that he is working on updating the General Manager Evaluation Form.

**5. ADJOURNMENT** The meeting was adjourned at 7:41 a.m.

## MEMORANDUM

Date: December 13, 2023  
To: Board of Directors  
From: Improvements Committee Staff  
Subject: December 5, 2023 Improvements Committee Meeting Minutes

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### 1. CALL TO ORDER

Director Jenco called the meeting to order at 8:00 a.m. Present were Director Jenco and Director Pohll. Present from District staff were Michael Fritschi, Director of Operations; Travis Bohannon, Chief Plant Operator; and Amelia Wilder, District Secretary.

### 2. IMPROVEMENTS STAFF REPORT

#### A. 39 Acre Parcel Easements

Mr. Fritschi introduced Mike Robertson, President of Baker-Williams Engineering Group, who addressed the Committee with a sketch of the proposed map site for the 39-acre parcel adjacent to CSD's District office. The developer, Rancho Murieta North, as listed on the site plan, would like to have an easement to access the driveway on District property. There was a discussion. Director Jenco asked what the benefit would be to the District.

John Merchant commented that we should wait until Sacramento County Department of Transportation has commented on the proposed improvements to the intersection.

#### B. Granlees Raw Water Intake Improvements

Mr. Fritschi discussed the progress of the design phase of the project. Director Pohll would like to have an estimated cost of all three projects that were included in the SB170 funds before the Board makes a decision on which to complete first.

#### C. Lumos & Associates Capital Improvements Program

Mr. Fritschi updated the Committee on the progress of this project.

#### D. Integrated Water Master Plan

Mr. Fritschi updated the Committee on the progress of this project, stating that Staff is working on updating the list of FAQs from the last town hall meeting.

#### E. Van Vleck Tank Repair Investigation Task Order

Mr. Fritschi discussed the contract to investigate potential methods and/or necessity of repairs to the Van Vleck Tank. In the event that the tank would need to be temporarily shut down, the District would provide adequate bypass and rerouting of the water during the repair.

#### F. Approval for Work on East and West Dissolved Air Flotation (DAF)

Mr. Fritschi updated the Committee on the progress of the project which was approved as part of last year's budget CIP #23-15-02.

#### G. Surplus Property

Mr. Fritschi informed the Committee that the District has five vehicles which are recommended to be taken to the Board and declared surplus property. The vehicles have all been replaced. The Committee agreed. ***This item will be on the December 20, 2023 Board Meeting Agenda.***

### 3. COMMENTS FROM THE PUBLIC

John Merchant recommended that the District look at the agreement with Mr. Van Vleck regarding the Van Vleck Tank. He continued by asking for a report on seepage and evaporation from the reservoirs.

**4. DIRECTOR AND STAFF COMMENTS**

None.

**5. ADJOURNMENT**

The meeting was adjourned at 8:50 a.m.

DRAFT

## MEMORANDUM

Date: December 13, 2023  
To: Board of Directors  
From: Finance Committee Staff  
Subject: December 5, 2023 Finance Committee Meeting Minutes

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### 1. CALL TO ORDER

Director Pohll called the meeting to order at 10:00 a.m. Present were Director Pohll and Director Booth. Present from District staff were Mimi Morris, General Manager, Mark Matulich, Director of Finance and Administration, Michael Fritschi, Director of Operations, and Amelia Wilder, District Secretary.

### 2. AUDIT UPDATE

Mimi Morris, General Manager, updated the Committee with the status of pending audit items, stating there are two items left for the District to provide. Director Booth asked if we could submit the audit with these items incomplete and accept the audit finding from the Auditor. A discussion followed. The Committee agreed it is time to submit what we have and move on to the FY21-22 audit.

### 3. FINANCIAL REPORTS

- **Budget to Actuals, Operating Budget**

Ms. Morris began with a discussion about the complexity of the Organization's finances, and informed the Committee that we will be moving forward with a new Payroll Processing company, which will save the District approximately \$30,000 a year.

- i. FY23-24

Ms. Morris presented a Budget to Actual Comparison for July – November 2023. There was a discussion about a reassessment of the cost allocations. After further research, Staff determined that the Membrane purchase discussed at the November 15, 2023 Board meeting is an operating expense. The presentation continued with a detailed look at the funds the District has on deposit at different financial institutions.

- ii. FY22-23

Staff are working to produce this report.

- **Budget to Actuals, Capital Outlay Projects**

- i. By Project

### 4. FINANCIAL MANAGEMENT POLICIES AND OBJECTIVES

Ms. Morris led a discussion with the recommended revisions to the Investment policy. The Committee agreed with the updates. ***This item will be on the December 20, 2023 Board Agenda.***

### 5. FINANCIAL ACCOUNTING SYSTEM ANALYSIS

Ms. Morris gave the Committee a brief update on Great Plains. Staff believe that this system is adequate to meet the needs of the District.

## **6. DISTRICT 24-25 BUDGET**

- i. Indirect Cost Rate Analysis
- ii. Service Rates

Ms. Morris stated that she hopes to have a FY24-25 Draft Budget by late February - early March of 2024. The rate study will not be completed until the FY24-25 Budget cycle.

## **7. DISCUSS LETTER FROM BRAD BEER**

Ms. Morris stated that she would respond to the letter from Brad Beer.

## **8. PUBLIC COMMENT**

Richard Gehrs asked to see the letter from Brad Beer. It will be included in the Packet.

## **9. DIRECTOR COMMENTS**

None.

**10. ADJOURNMENT** The meeting was adjourned at 11:29 a.m.

# MEMORANDUM

Date: December 14, 2023  
To: Board of Directors  
From: Communication & Technology Committee Staff  
Subject: December 7, 2023, 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. Present were Director Butler and Director Booth. Present from District staff were Mimi Morris, General Manager, Mark Matulich, Director of Finance and Administration, and Amelia Wilder, District Secretary.

## **2. UPDATE ON WEBSITE AND SOCIAL MEDIA**

Amelia Wilder, District Secretary, gave an update on Google for website statistics. She continued with statistics related to the number of visits per page to Facebook, and a definition of the common terms used to evaluate Facebook statistics.

## **3. CONSIDER DRAFT COMMUNICATION STRATEGY**

Ms. Morris presented the Committee with a draft Communication Strategy. Topics one through eight were discussed. There was an in-depth discussion of Policies and Procedures and a need to have a consolidated approach. Topics nine through fifteen were tabled until a future meeting.

## **4. PROPOSED LIST OF COMMUNICATION TOPICS**

This topic was tabled until a future meeting.

## **5. IMPROVE COMMUNICATION VEHICLES**

This topic was tabled until a future meeting.

## **6. IMPROVE COMMUNICATION TRACKING**

This topic was tabled until a future meeting.

## **7. COMMENTS FROM THE PUBLIC**

None.

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

None.

## **9. Adjournment**

The meeting was adjourned at 9:50 a.m.

## MEMORANDUM

DATE: December 15, 2023  
TO: Board of Directors  
FROM: Mark Matulich, Director of Finance and Administration  
SUBJECT: Receive and File Check Journal

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Attached is a list of checks numbered 11603 through 11685 issued between November 1, 2023 and November 30, 2023. Invoices were presented by departments, reviewed by administration staff and subsequent checks were issued. All checks were in conformity with the District's policies and procedures. Monies were available to pay the amounts listed.

The Board is asked to receive and file this information.

### FISCAL ANALYSIS

Eighty-three checks totaling 317,038.12 were issued and one was voided between November 1, 2023 and November 30, 2023.

### ATTACHMENT

Accounts Payable Vendor Check Register Report from November 1, 2023 and November 30, 2023.

Ranges: From: To: From: To:  
 Check Number First Last Check Date 11/1/2023 11/30/2023  
 Vendor ID First Last Checkbook ID First Last  
 Vendor Name First Last

Sorted By: Checkbook ID

\* Voided Checks

Check Number	Check Date	Vendor	Checkbook ID	Amount
0011603	11/6/2023	A&D Automatic Gate and Access	CSD CHECKING	\$2,373.12
0011604	11/6/2023	Adkins Consulting Engineering, LLP	CSD CHECKING	\$4,028.75
0011605	11/6/2023	Aqua-Metric Sales Company	CSD CHECKING	\$12,070.16
0011606	11/6/2023	Aramark Uniform & Career Apparel, LLC	CSD CHECKING	\$1,360.22
0011607	11/6/2023	Arnolds For Awards	CSD CHECKING	\$74.61
0011608	11/6/2023	California Special Districts Association	CSD CHECKING	\$9,000.00
0011609	11/6/2023	CWEA	CSD CHECKING	\$319.00
0011610	11/6/2023	Chemtrade Chemicals US LLC	CSD CHECKING	\$3,834.39
0011611	11/6/2023	Cisco Air Systems, Inc	CSD CHECKING	\$2,095.50
0011612	11/6/2023	CIT	CSD CHECKING	\$475.22
0011613	11/6/2023	Clark Pest Control	CSD CHECKING	\$739.00
0011614	11/6/2023	Concentra DBA Occupational Health Centers	CSD CHECKING	\$229.00
0011615	11/6/2023	County of Sacramento	CSD CHECKING	\$168.00
0011616	11/6/2023	Crime Alert Security	CSD CHECKING	\$224.68
0011617	11/6/2023	CUES, Inc.	CSD CHECKING	\$5,149.54
0011618	11/6/2023	Hastie's Capitol Sand and Gravel Co.	CSD CHECKING	\$1,233.03
0011619	11/6/2023	HDR Engineering, Inc	CSD CHECKING	\$3,343.26
0011620	11/6/2023	LUXURY CLEANING SERVICE	CSD CHECKING	\$2,000.00
0011621	11/6/2023	Municipal Resource Group, LLC	CSD CHECKING	\$5,230.02
0011622	11/6/2023	Pace Supply Corp	CSD CHECKING	\$483.62
0011623	11/6/2023	Professional Lock & Safe, Inc.	CSD CHECKING	\$324.69
0011624	11/6/2023	Rancho Murieta Association	CSD CHECKING	\$460.25
0011625	11/6/2023	Secretary of State	CSD CHECKING	\$40.00
* 0011626	11/6/2023	S. M. U. D.	CSD CHECKING	\$21,939.05
0011627	11/6/2023	State of California	CSD CHECKING	\$96.00
0011628	11/6/2023	State of California	CSD CHECKING	\$850.00
0011629	11/6/2023	Streamline	CSD CHECKING	\$375.00
0011630	11/6/2023	Univar Solutions USA Inc	CSD CHECKING	\$4,965.00
0011631	11/6/2023	UPS	CSD CHECKING	\$77.37
0011632	11/6/2023	Wagner & Bonsignore Consulting Civil Engine	CSD CHECKING	\$2,801.25
0011633	11/6/2023	Walker's Office Supplies, Inc	CSD CHECKING	\$152.52
0011634	11/6/2023	West Yost Associates	CSD CHECKING	\$1,987.00
0011635	11/6/2023	W.W. Grainger Inc.	CSD CHECKING	\$2,089.01
0011636	11/8/2023	Aramark Uniform & Career Apparel, LLC	CSD CHECKING	\$260.89
0011637	11/8/2023	California Laboratory Services	CSD CHECKING	\$3,195.20
0011638	11/8/2023	California Waste Recovery Systems	CSD CHECKING	\$105,215.04
0011639	11/8/2023	Charlie Sue Back	CSD CHECKING	\$210.49
0011640	11/8/2023	Greenfield Communications	CSD CHECKING	\$329.00
0011641	11/8/2023	Intelligent Technical Solutions, LLC	CSD CHECKING	\$7,567.64
0011642	11/8/2023	KWA Safety & Hazmat Consultants, Inc.	CSD CHECKING	\$1,760.00
0011643	11/8/2023	Muniquip,LLC	CSD CHECKING	\$8,432.26
0011644	11/8/2023	Old Republic Title	CSD CHECKING	\$76.33
0011645	11/8/2023	Rancho Murieta Country Club	CSD CHECKING	\$700.00
0011646	11/8/2023	Streamline	CSD CHECKING	\$375.00
0011647	11/8/2023	Todd Smith	CSD CHECKING	\$107.89
0011648	11/15/2023	A&D Automatic Gate and Access	CSD CHECKING	\$802.50
0011649	11/15/2023	Aqua-Metric Sales Company	CSD CHECKING	\$7,196.36
0011650	11/15/2023	Aztec Construction	CSD CHECKING	\$10,425.14
0011651	11/15/2023	Bartkiewicz, Kronick & Shanahan	CSD CHECKING	\$31,843.50
0011652	11/15/2023	Best Best & Krieger	CSD CHECKING	\$1,914.00
0011653	11/15/2023	Caltronics	CSD CHECKING	\$270.02
0011654	11/15/2023	Crime Alert Security	CSD CHECKING	\$75.95
0011655	11/15/2023	Galls/Quartermaster	CSD CHECKING	\$120.71
0011656	11/15/2023	Kelly Benitez	CSD CHECKING	\$40.00
0011657	11/15/2023	Mel Outram	CSD CHECKING	\$376.46
0011658	11/15/2023	Pace Supply Corp	CSD CHECKING	\$1,461.17



\* Voided Checks

Check Number	Check Date	Vendor	Checkbook ID	Amount
0011659	11/15/2023	Solitude Lake Management LLC	CSD CHECKING	\$2,275.00
0011660	11/15/2023	State of California	CSD CHECKING	\$503.00
0011661	11/15/2023	Underground Service Alert of N. Cal and Nev	CSD CHECKING	\$422.43
0011662	11/15/2023	Vitaliy Perepelka	CSD CHECKING	\$59.99
0011663	11/15/2023	Wagner & Bonsignore Consulting Civil Engine	CSD CHECKING	\$828.75
0011664	11/15/2023	Walker's Office Supplies, Inc	CSD CHECKING	\$200.32
0011665	11/15/2023	Warlito Gabriel	CSD CHECKING	\$102.34
0011666	11/16/2023	Travis Bohannon	CSD CHECKING	\$800.00
0011667	11/29/2023	ABS Direct	CSD CHECKING	\$2,970.51
0011668	11/29/2023	Adkins Consulting Engineering, LLP	CSD CHECKING	\$13,246.62
0011669	11/29/2023	Applications By Design, Inc.	CSD CHECKING	\$2,520.00
0011670	11/29/2023	Aramark Uniform & Career Apparel, LLC	CSD CHECKING	\$243.39
0011671	11/29/2023	California CAD Solutions inc.	CSD CHECKING	\$9,750.00
0011672	11/29/2023	California Waste Recovery Systems	CSD CHECKING	\$1,598.37
0011673	11/29/2023	CIT	CSD CHECKING	\$475.22
0011674	11/29/2023	Concrete Equipment Services, Inc	CSD CHECKING	\$436.68
0011675	11/29/2023	County of Sacramento	CSD CHECKING	\$42.00
0011676	11/29/2023	HDR Engineering, Inc	CSD CHECKING	\$1,419.20
0011677	11/29/2023	Ken Grady Company, Inc.	CSD CHECKING	\$875.00
0011678	11/29/2023	Liebert Cassidy Whitmore	CSD CHECKING	\$1,394.00
0011679	11/29/2023	NTU Technologies, Inc.	CSD CHECKING	\$17,038.20
0011680	11/29/2023	Pace Supply Corp	CSD CHECKING	\$398.45
0011681	11/29/2023	River City Rentals	CSD CHECKING	\$240.88
0011682	11/29/2023	State of California	CSD CHECKING	\$32.00
0011683	11/29/2023	State of California	CSD CHECKING	\$4,263.61
0011684	11/29/2023	Walker's Office Supplies, Inc	CSD CHECKING	\$61.80
0011685	11/29/2023	Univar USA Inc.	CSD CHECKING	\$3,435.60
				-----
Total Checks:	83		Total Amount of Checks:	\$317,038.12

## MEMORANDUM

Date: November 29, 2023  
To: Board of Directors  
From: Improvements Committee Staff  
Subject: Consider Moving Resolution R2023-18, Surplus District Equipment to the Board for Consideration

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### RECOMMENDED ACTION

Consider moving Adopt Resolution R2023-18 declaring one 2001 Ford F-250 vehicle number 214, one 2006 Ford Explorer vehicle number 517, one 2016 Jeep Patriot vehicle number 521, one 2016 Jeep Patriot vehicle number 522, and one 1994 Ford F-450 vehicle number 809 as District surplus equipment.

### BACKGROUND

The District purchased these vehicles many years ago, and they all have countless run hours on them. The Patriots and Explorer were originally purchased for the Security Department and have already been far beyond their depreciated life of nine years. The F-250 was purchased for use by the Sewer Department and F-450 was purchased for the Water Department. These have both been used far beyond their depreciated life of nine years and have countless run hours on them. All of these vehicles are in constant need of repairs. Costs to maintain these vehicles are running too high to keep as a valuable assets.

**The Improvements Committee approves of this Resolution.**

## RESOLUTION R2023-18

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT AUTHORIZING SALE OF DISTRICT SURPLUS EQUIPMENT

**WHEREAS**, in the past, the Rancho Murieta Community Services District has purchased equipment to be used in the provision of water, sewer, drainage, solid waste, and security services to the community of Rancho Murieta; and

**WHEREAS**, the equipment listed below has become obsolete and its useful life has been consumed:

<u>No.</u>	<u>Description</u>
1	2001 Ford F-250 (vehicle #214)
2	2016 Jeep Patriot (vehicle #521)
3	2016 Jeep Patriot (vehicle #522)
4	2006 Ford Explorer (vehicle # 517)
5	1994 Ford F-450 (vehicle #809)

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of Rancho Murieta Community Services District declares this equipment surplus to the needs of the District and no longer necessary for the District's uses. The Board authorizes the General Manager to sell the equipment for fair value with procedures, terms and conditions that he/she finds appropriate or, if the General Manager determines that any equipment has no substantial value, to dispose of the equipment.

**PASSED AND ADOPTED** this 20<sup>st</sup> day of December 2023 by the following roll call vote:

**Ayes:**  
**Noes:**  
**Absent:**  
**Abstain**

---

Timothy E. Maybee, President of the Board  
Rancho Murieta Community Services District

[SEAL]

Attest:

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Amelia Wilder, District Secretary

## MEMORANDUM

**DATE:** DECEMBER 20, 2023  
**TO:** BOARD OF DIRECTORS  
**FROM:** MIMI MORRIS, GENERAL MANAGER  
**SUBJECT:** GENERAL MANAGER'S REPORT

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### **COMMUNICATION**

Staff have been working with the Communications Committee to develop a comprehensive communications strategy in order to restore the community's confidence in the District. This strategy is still under development, but some good conversations have been had about some communication fundamentals. In addition, staff have been developing some basic data tracking tools to better manage all requests for information from the District, including PRA Requests, Correspondence and General Inquiries.

### **PRA REQUESTS**

Since 2019, the District has received 149 Public Record Act requests. The bulk of the requests came in 2021 and 2022. In 2023, we have had a total of 9 PRA requests. A Summary Report and corresponding Detail report of the requests is attached for your consideration. The cost of the reviewing attorneys alone exceeds \$56,000. The cost of staff time on PRAs has been over \$10,000. The cost of the review by the District's counsel has not yet been tabulated. Staff understand the conditions that led to requests for information and hope to restore confidence in District operations so as to reduce the cost burden of these inquiries.

### **GENERAL INQUIRIES/QUESTIONS**

Starting with the November Board Meeting, staff are capturing questions posed at these meetings and bringing back responses and posting responses to the website. See the attached report of four questions brought to the Board meeting last month.

### **TENTATIVE AGREEMENT ON MOU BETWEEN REPRESENTED EMPLOYEES & DISTRICT**

An action item on today's Special Meeting agenda (which will follow the Open Session of the Regular Meeting) addresses the progress on a new MOU between the District and represented employees. The current MOU expires on December 31, 2023. The new MOU addresses a few specific concerns for both parties, including more rewarding longevity pay and a more specific drug policy and wage increases over the next three years. Details when we discuss that item.

### **FINANCIAL UPDATE**

The 2020-2021 CSD Audit is frustrating to both staff and the community. There is one outstanding item remaining – the Audit Adjustment Account has a balance of \$123,000 that needs to be assigned to the correct revenue or expense account. Staff continues to review journal entries to unravel this last mystery and final obstacle to a completed 20-21 audit. The attached report outlines the one remaining item and the long list of items already completed.

A high-level Budget to Actual Report for the first five months of 23-24 is attached which shows the District spending at a lower rate than budgeted for the entire year; however, the 23-24 projected revenues and expenditures comingled Capital Revenues and Expenditures and Restricted Resources, all of which have to receive their share of the budget before the fiscal year end. More info regarding the District's finances will be shared by Mark Matulich.

Staff negotiated with its current credit card provider to ensure equally beneficial rebates are provided to the District.

**GENERAL OVERSIGHT**

Staff transferred over 120 boxes of very old Accounts Payable, Accounts Receivable, and Payroll records from a rented storage unit into the main headquarters of the District in order to relinquish the monthly expense of the storage unit. Staff will be going through all the records and determining which may be destroyed according to the District's Record Retention policy. Staff will maintain documentation regarding which records were destroyed and when. This action is part of the staff's commitment to prudent use of District resources.

# Summary Report of 145 PRA Requests

**2023:** 9 Requests

8 with Completed Status

1 with In Process Status

**2022:** 63 Requests

41 with Completed Status

4 with In Process Status

18 with NRR Status

**2021:** 58 Requests

52 with Completed Status

6 with NRR Status

**2020:** 13 Requests

10 with Completed Status

3 with NRR Status

**2019:** 2 Requests

2 with Completed Status

# Report of 145

## PRA Requests Completed

Year:2023, 9 Requests

ID	Name of Requester	Status	Requested Information
2023.001	Richard Gehrs	<input type="radio"/> NRR <input type="radio"/> In Process <input checked="" type="radio"/> Completed	copy of the document that Janis Eckard provided to the board at the 6/21 board meeting
Assigned			
.Date Requested.001	PRA Process001.001		
6/26/2023	Date Acknowledged		
DATE SENT TO REQUESTER		6/26/2023	
2023.002	John Merchant	<input type="radio"/> NRR <input type="radio"/> In Process <input checked="" type="radio"/> Completed	1. Any email correspondence and attachments originating from any employee of Wagner & Bosignore (consulting engineers) to District employees: Michael Fritschi, Travis Bohannon or Paul Seibensohn
Assigned			
.Date Requested.001	PRA Process001.001		
7/2/2023	Date Acknowledged		
DATE SENT TO REQUESTER		8/1/2023	
2023.003	John Merchant	<input type="radio"/> NRR <input type="radio"/> In Process <input checked="" type="radio"/> Completed	2. Any email correspondence and attachments originating from Mr. Jesse Barton of Gallery and Barton Law to any District employees Michael Fritschi, Travis Bohannon or Paul Seibensohn
Assigned			
.Date Requested.001	PRA Process001.001		
7/2/2023	Date Acknowledged		
DATE SENT TO REQUESTER		8/1/2023	
2023.004	John Merchant	<input type="radio"/> NRR <input type="radio"/> In Process <input checked="" type="radio"/> Completed	3. Any email correspondence and attachments originating from Director or Interim Manager Michael Fritschi to any employee of Wagner & Bosignore and/or Mr Jesse Barton
Assigned			
.Date Requested.001	PRA Process001.001		
7/2/2023	Date Acknowledged		
DATE SENT TO REQUESTER		8/1/2023	
2023.005	John Merchant	<input type="radio"/> NRR <input type="radio"/> In Process <input checked="" type="radio"/> Completed	4. Any email correspondence and attachments originating from former Director Paul Siebensohn to any employee of Wagner & Bosignore and/or Mr Jesse Barton
Assigned			
.Date Requested.001	PRA Process001.001		
7/2/2023	Date Acknowledged		
DATE SENT TO REQUESTER		8/1/2023	

2023.006 John Merchant  NRR  
 In Process  
Assigned  Completed

5. Any email correspondence and attachments originating from CSD employee Travis Bohannon to any employee of Wagner & Bosignore

.Date Requested.001 PRA Process001.001  
7/2/2023 Date Acknowledged

DATE SENT TO REQUESTER 8/1/2023

2023.012 Special District  NRR  
 In Process  
Assigned  Completed

an accounting, by full name and job title, of total gross wages paid to each employee and the total cost incurred by the employer for providing retirement and health benefits.

.Date Requested.001 PRA Process001.001  
9/19/2023 Date Acknowledged

DATE SENT TO REQUESTER 12/12/2023

2023.013 Fay Bidlack  NRR  
 In Process  
Assigned  Completed

Final executed copy of the 670 Financing and Services Agreement

.Date Requested.001 PRA Process001.001  
11/8/2023 Date Acknowledged

DATE SENT TO REQUESTER 11/9/2023

2023.007 Mike Martel  NRR  
 In Process  
Assigned Mark  Completed

What are the unfunded pension liabilities for all employees in the District?

.Date Requested.001 PRA Process001.001  
9/21/2023 Date Acknowledged

DATE SENT TO REQUESTER

## Year:2022, 63 Requests

ID	Name of Requester	Status	Requested Information
2022.001	Crystal Matter	<input type="radio"/> NRR <input type="radio"/> In Process <input checked="" type="radio"/> Completed	Any and all policies, procedures, protocols, resolutions, memorandums, notes, and documents concerning COVID-19 enacted and/or implemented by Rancho Murieta Community Service District's (hereinafter referred to as "RMCS D") from March 2019 to the present.
.Date Requested.001	PRA Process001.001	Date Acknowledged	
4/20/2022			
DATE SENT TO REQUESTER	5/13/2022		

2022.002 Crystal Matter  NRR  
 In Process  
Assigned  Completed

All documents related to or concerning violation of those policies, procedures, protocols and resolutions from 2019 to the present.

.Date Requested.001 PRA Process001.001  
4/20/2022 Date Acknowledged

DATE SENT TO REQUESTER 5/13/2022



2022.004 Crystal Matter  NRR  
 In Process  
Assigned Paula  Completed  
.Date Requested.001 PRA Process001.001  
6/9/2022 Date Acknowledged  
DATE SENT TO REQUESTER 8/1/2022

All credit card statements from March 1, 2018 through the current June 2022 billing cycle for credit cards issued to CSD. This production is to include credit cards issued to CSD for use by current and former CSD employees and current and former CSD Board Members for the time period identified. You may provide the June 2022 statement when it becomes available.

2022.006 Crystal Matter  NRR  
 In Process  
Assigned Paula  Completed  
.Date Requested.001 PRA Process001.001  
6/9/2022 Date Acknowledged  
DATE SENT TO REQUESTER 8/22/2022

Documents sufficient to identify the terms, conditions and interest rates for each revolving debt account (including credit cards). If the terms and conditions changed during the time period requested (March 1, 2018 through June 2022), please produce each set of terms and conditions.

2022.007 Crystal Matter  NRR  
 In Process  
Assigned Paula  Completed  
.Date Requested.001 PRA Process001.001  
6/9/2022 Date Acknowledged  
DATE SENT TO REQUESTER 8/22/2022

Documents sufficient to identify the amounts paid on the interest for the debts incurred during each month of the time period requested.

2022.008 Crystal Matter  NRR  
 In Process  
Assigned Paula  Completed  
.Date Requested.001 PRA Process001.001  
6/9/2022 Date Acknowledged  
DATE SENT TO REQUESTER 8/22/2022

All documents identifying and related to the policies, procedures, protocols from March 1, 2018 through June 2022 for purchases and payments made with CSD credit cards.

2022.009 Crystal Matter  NRR  
 In Process  
Assigned Tom  Completed  
.Date Requested.001 PRA Process001.001  
6/9/2022 Date Acknowledged  
DATE SENT TO REQUESTER unknown

All documents identifying and related to the policies, procedures and protocols for evaluating the validity of proposition 218 protest letters for the time period of 2020-2022.

2022.010 Crystal Matter  NRR  
 In Process  
Assigned  Completed  
.Date Requested.001 PRA Process001.001  
6/9/2022 Date Acknowledged  
DATE SENT TO REQUESTER unknown

All documents identifying and related to whether the Rancho Murieta CSD Board approved the policies, procedures and protocols for evaluating the validity of proposition 218 protest letters in 2022. To be clear here, I want to know what policies, protocols and procedures CSD has put into place to determine the validity of the protest letter and whether the board approved of these policies, protocols and procedures. If they have been approved, please identify the meeting minutes containing the approval.

2022.014 Crystal Matter  NRR  
 In Process  
Assigned Amelia  Completed  
.Date Requested.001 PRA Process001.001  
6/9/2022 Date Acknowledged  
DATE SENT TO REQUESTER unknown

Produce the complete MP3 files for the April 20, 2022 RMCS D board meeting. Specifically, the initial version, the redacted version, and then the "corrected" version that was uploaded to the CSD website. I am specifically interested in all metadata included with these files.

2022.015 Crystal Matter  NRR  
 In Process  
Assigned All  Completed  
.Date Requested.001 PRA Process001.001  
6/9/2022 Date Acknowledged  
DATE SENT TO REQUESTER unknown

All documents related to communications between CSD and anyone from the River Valley Times – including but not limited to Gail Bullen – between March 1, 2020 through June 9, 2022. Documents responsive to this request should include communications and documents with the River Valley Times by employees of CSD as well as Board Members but only insofar as it concerns CSD business for the time period requested.

2022.016 Crystal Matter  NRR  
 In Process  
Assigned Amelia  Completed  
.Date Requested.001 PRA Process001.001  
6/14/2022 Date Acknowledged  
DATE SENT TO REQUESTER unknown

A copy of each 2022 Prop 218 letter rejected by CSD personnel.

2022.017 Crystal Matter  NRR  
 In Process  
Assigned Amelia  Completed  
.Date Requested.001 PRA Process001.001  
6/14/2022 Date Acknowledged  
DATE SENT TO REQUESTER Unknown

A copy of each 2021 Prop 218 letter tabulated by CSD and identification of each letter rejected.

2022.021 Crystal Matter  NRR  
 In Process  
Assigned Amelia  Completed  
.Date Requested.001 PRA Process001.001  
6/14/2022 Date Acknowledged  
DATE SENT TO REQUESTER 9/13/2023

Documents identifying the uniform/dress requirements for CSD security. I am specifically curious about dress requirements for the Security Supervisor and Gate personnel.

2022.022 Crystal Matter  NRR  
 In Process  
Assigned Paula  Completed  
.Date Requested.001 PRA Process001.001  
8/4/2022 Date Acknowledged  
DATE SENT TO REQUESTER 9/30/2022

Documents sufficient to identify the amount of bonus pay awarded to the General Manager, by year, for years 2019-2022.

2022.023 Crystal Matter  NRR  
 In Process  
Assigned Paula  Completed

Documents sufficient to identify the amount of bonus pay awarded to the Director of Administration, by year, for years 2019-2022.

.Date Requested.001 PRA Process001.001  
8/4/2022 Date Acknowledged

DATE SENT TO REQUESTER 9/30/2022

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2022.024 Crystal Matter  NRR  
 In Process  
Assigned Paula  Completed

Documents sufficient to identify the amount of overtime pay awarded to the General Manager in each year from 2019-2022.

.Date Requested.001 PRA Process001.001  
8/4/2022 Date Acknowledged

DATE SENT TO REQUESTER 9/30/2022

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2022.025 Crystal Matter  NRR  
 In Process  
Assigned Paula  Completed

Documents sufficient to identify the amount of overtime pay awarded to the Director of Administration in each year from 2019-2022.

.Date Requested.001 PRA Process001.001  
8/4/2022 Date Acknowledged

DATE SENT TO REQUESTER 9/30/2022

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2022.027 Crystal Matter  NRR  
 In Process  
Assigned Paula  Completed

copy of the Management Letter to the Board from Bain to CSD that has to do with year-end 06/30/2020.

.Date Requested.001 PRA Process001.001  
8/4/2022 Date Acknowledged

DATE SENT TO REQUESTER unknown

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2022.028 Crystal Matter  NRR  
 In Process  
Assigned Amelia  Completed

All documents evidencing communications between Rancho Murieta Community Services District Board Members from November 1, 2018 through August 4, 2022.

.Date Requested.001 PRA Process001.001  
8/4/2022 Date Acknowledged

DATE SENT TO REQUESTER 12/14/2023

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2022.029 Crystal Matter  NRR  
 In Process  
Assigned Amelia  Completed

All documents evidencing communications involving Rancho Murieta Community Services District Board Member(s) and Thomas Hennig from November 2018 through August 4, 2022.

.Date Requested.001 PRA Process001.001  
8/4/2022 Date Acknowledged

DATE SENT TO REQUESTER 12/14/2023

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2022.030 Crystal Matter  NRR  
 In Process  
Assigned Amelia  Completed  
.Date Requested.001 PRA Process001.001  
8/4/2022 Date Acknowledged  
DATE SENT TO REQUESTER 12/14/2023

All documents evidencing communications between Rancho Murieta Community Services District Board Member(s) and Rancho Murieta Association Board members concerning district business from March 1, 2020 through August 4, 2022.

2022.031 Crystal Matter  NRR  
 In Process  
Assigned Amelia  Completed  
.Date Requested.001 PRA Process001.001  
8/4/2022 Date Acknowledged  
DATE SENT TO REQUESTER 12/14/2023

All documents evidencing communications between Rancho Murieta Community Services District Interim General Manager/General Manager, Thomas Hennig, and Rancho Murieta Association Board members concerning district business from March 1, 2020 through August 4, 2022.

2022.033 Crystal Matter  NRR  
 In Process  
Assigned Andrew  Completed  
.Date Requested.001 PRA Process001.001  
8/4/2022 Date Acknowledged  
DATE SENT TO REQUESTER unknown

All documents sufficient to identify whether the Rancho Murieta Community Services District, to include employees and Board Members, have self-reported any Brown Act violations from 2018 through the present.

2022.034 Crystal Matter  NRR  
 In Process  
Assigned Amelia  Completed  
.Date Requested.001 PRA Process001.001  
10/19/2022 Date Acknowledged  
DATE SENT TO REQUESTER 9/13/2023

All GSRMA renewal notices from 2018 to the present

2022.036 Janis Eckard  NRR  
 In Process  
Assigned  Completed  
.Date Requested.001 PRA Process001.001  
1/16/2022 Date Acknowledged  
DATE SENT TO REQUESTER 1/16/2022

January 20, 2010 Board Packet

2022.037 Richard Gehrs  NRR  
 In Process  
Assigned  Completed  
.Date Requested.001 PRA Process001.001  
1/24/2022 Date Acknowledged  
DATE SENT TO REQUESTER 4/6/2022

All agreements between Rancho Murieta Murieta Association and CSD pertaining to CSD's enforcement of RMA's CC&R's or other rules and any documents that discuss or modify those agreements.

2022.038	Richard Gehrs	<input type="radio"/> NRR <input type="radio"/> In Process <input checked="" type="radio"/> Completed	Alls bills or invoices from CSD to RMA relating to services provided by CSD's Security Department for the calendar year 2021
Assigned			
.Date Requested.001	PRA Process001.001		
1/24/2022	Date Acknowledged		
DATE SENT TO REQUESTER	4/14/2022		
2022.039	Richard Gehrs	<input type="radio"/> NRR <input type="radio"/> In Process <input checked="" type="radio"/> Completed	All public record requests received by CSD (including its Security Department) since January 1, 2020.
Assigned			
.Date Requested.001	PRA Process001.001		
1/24/2022	Date Acknowledged		
DATE SENT TO REQUESTER	4/6/2022		
2022.040	Deltek Public	<input type="radio"/> NRR <input type="radio"/> In Process <input checked="" type="radio"/> Completed	Concerning Software and Implementation Services for an Enterprise Resource Planning (ERP): Awarded Vendor Name, Address, Phone, Amount, Award Date, Start Date, End Date, Contract Terms, Contract Document, Winning Vendor Proposal and any attachment or addendums, Bid Tabulation/Scoring Sheet, Purchase Order Issued or Contract Value.
Assigned			
.Date Requested.001	PRA Process001.001		
1/24/2022	Date Acknowledged		
DATE SENT TO REQUESTER			
2022.041	Richard	<input type="radio"/> NRR <input type="radio"/> In Process <input checked="" type="radio"/> Completed	1. Letters of Complaint, commendation, and or appreciation
Assigned			
.Date Requested.001	PRA Process001.001		
5/20/2022	Date Acknowledged		
DATE SENT TO REQUESTER	10/10/2022		
2022.042	Richard	<input type="radio"/> NRR <input type="radio"/> In Process <input checked="" type="radio"/> Completed	2. All notification of pending discipline, and or discipline served.
Assigned			
.Date Requested.001	PRA Process001.001		
5/20/2022	Date Acknowledged		
DATE SENT TO REQUESTER	10/10/2022		
2022.043	Richard	<input type="radio"/> NRR <input type="radio"/> In Process <input checked="" type="radio"/> Completed	3. All training, outside or in-house, CSD provided pertaining to administration and or supervisor training also written requests, by me, for same training. This includes enter office memos and or emails sent by me requesting training.
Assigned			
.Date Requested.001	PRA Process001.001		
5/20/2022	Date Acknowledged		
DATE SENT TO REQUESTER	10/10/2022		

2022.044 Richard  NRR  
Assigned  In Process  Completed  
.Date Requested.001 PRA Process001.001  
5/20/2022 Date Acknowledged  
DATE SENT TO REQUESTER 10/10/2022

4. All equipment training certificates and update training certificates CSD provided district employees including camera operation and understanding, and legal restriction and operating uses and regulations pertaining to BWC (Body Worn Cameras) and all fixed and PTZ (Pan, Tilt, and Zoom) surveillance cameras in and around the district.

2022.045 Richard  NRR  
Assigned  In Process  Completed  
.Date Requested.001 PRA Process001.001  
5/20/2022 Date Acknowledged  
DATE SENT TO REQUESTER 10/10/2022

5. All performance evaluation, scoring and pay raises that I received in the past 8 years. All documents pertaining to raises, request for investigation of pay and action taken, with an explanation for each action and denial taken by the district regarding pay for performance as Sergeant and regular pay evaluation pre Sergeant promotion.

2022.047 Richard Gehrs  NRR  
Assigned  In Process  Completed  
.Date Requested.001 PRA Process001.001  
7/23/2022 Date Acknowledged  
DATE SENT TO REQUESTER 7/29/2022

A copy of the document which was referred to as 'New Director Reference Book' by Linda Butler at the July 7, 2022 meeting of the Communication and Technology Committee.

2022.048 Richard Gehrs  NRR  
Assigned  In Process  Completed  
.Date Requested.001 PRA Process001.001  
8/11/2022 Date Acknowledged  
DATE SENT TO REQUESTER 8/22/2022

The settlement agreement for the lawsuit by Deborah Bradberry against CSD for wrongful termination which was reported following the executive session March 17, 2021 board meeting.

2022.049 Richard Gehrs  NRR  
Assigned  In Process  Completed  
.Date Requested.001 PRA Process001.001  
8/17/2022 Date Acknowledged  
DATE SENT TO REQUESTER 8/29/2022

Copy of the Management Letter to the Board from Bain to CSD that has to do with year-end 06/30/2020.

2022.056 Richard  NRR  
Assigned  In Process  Completed  
.Date Requested.001 PRA Process001.001  
9/2/2022 Date Acknowledged  
DATE SENT TO REQUESTER 9/20/2022

1. All contracts between RMCS D and Rob Brown, aka Robert Lee Brown, California BSIS License number 1299PRIN-54771, and/or Brown Professional Investigative Services;

2022.057	Richard	<input type="radio"/> NRR <input type="radio"/> In Process <input checked="" type="radio"/> Completed	2. All invoices and payments issued to Rob Brown, aka Robert Lee Brown, California BSIS License number 1299PRIN-54771, and/or Brown Professional Investigative Services between January 1, 2020 to present;
.Date Requested.001	PRA Process001.001		
9/2/2022	Date Acknowledged		
DATE SENT TO REQUESTER			9/20/2022
2022.058	Richard	<input type="radio"/> NRR <input type="radio"/> In Process <input checked="" type="radio"/> Completed	3. Any and all documents sufficient to identify the names of individuals CSD has requested that Rob Brown, aka Robert Lee Brown, California BSIS License number 1299PRIN-54771, and/or Brown Professional Investigative Services investigate, query, and/or research;
.Date Requested.001	PRA Process001.001		
9/2/2022	Date Acknowledged		
DATE SENT TO REQUESTER			9/20/2022
2022.060	Richard	<input type="radio"/> NRR <input type="radio"/> In Process <input checked="" type="radio"/> Completed	Any and all correspondence between RMCS D (staff and/or Board Members) and Rob Brown, aka Robert Lee Brown, California BSIS License number 1299PRIN-54771, and/or Brown Professional Investigative Services between January 1, 2020 to present;
.Date Requested.001	PRA Process001.001		
9/2/2022	Date Acknowledged		
DATE SENT TO REQUESTER			
2022.050	Richard Gehrs	<input type="radio"/> NRR <input checked="" type="radio"/> In Process <input type="radio"/> Completed	All documents evidencing communications between Rancho Murieta Community Services District Board Members from November 1, 2018 through August 4, 2022.
.Date Requested.001	PRA Process001.001		
8/17/2022	Date Acknowledged		
DATE SENT TO REQUESTER			
2022.051	Richard Gehrs	<input type="radio"/> NRR <input checked="" type="radio"/> In Process <input type="radio"/> Completed	All documents evidencing communications involving Rancho Murieta Community Services District Board Member(s) and Thomas Hennig from November 2018 through August 4, 2022.
.Date Requested.001	PRA Process001.001		
8/17/2022	Date Acknowledged		
DATE SENT TO REQUESTER			
2022.052	Richard Gehrs	<input type="radio"/> NRR <input checked="" type="radio"/> In Process <input type="radio"/> Completed	All documents evidencing communications between Rancho Murieta Community Services District Board Member(s) and Rancho Murieta Association Board members concerning District business from March 1, 2020 through August 4, 2022.
.Date Requested.001	PRA Process001.001		
8/17/2022	Date Acknowledged		
DATE SENT TO REQUESTER			



2022.053	Richard Gehrs	<input type="radio"/> NRR <input checked="" type="radio"/> In Process <input type="radio"/> Completed	All documents evidencing communications between Rancho Murieta Community Services District Interim General Manager/General Manager, Thomas Hennig, and Rancho Murieta Association Board members concerning district business from March 1, 2020 through August 4, 2022.
Assigned			
.Date Requested.001	PRA Process001.001		
8/17/2022	Date Acknowledged		
DATE SENT TO REQUESTER			
2022.003	Crystal Matter	<input checked="" type="radio"/> NRR <input type="radio"/> In Process <input type="radio"/> Completed	All documents related to or concerning destruction/vandalism by YOU in 2020 of Rancho Murieta Country Club property. Specifically, I am requesting documents concerning YOUR destruction/vandalism of one of the country club golf carts that includes but is not limited to the investigation by CSD, reports and witness statements as well as efforts to terminate the investigation against YOU.
Assigned			
.Date Requested.001	PRA Process001.001		
4/20/2022	Date Acknowledged		
DATE SENT TO REQUESTER N/A			
2022.005	Crystal Matter	<input checked="" type="radio"/> NRR <input type="radio"/> In Process <input type="radio"/> Completed	All other revolving debt account statements from March 1, 2018 through the current billing cycle for credit cards issued to CSD and used by current and former CSD employees and current and former CSD Board Members for the time period identified. You may provide the June 2022 statement when it becomes available.
Assigned	Paula		
.Date Requested.001	PRA Process001.001		
6/9/2022	Date Acknowledged		
DATE SENT TO REQUESTER N/A			
2022.011	Crystal Matter	<input checked="" type="radio"/> NRR <input type="radio"/> In Process <input type="radio"/> Completed	All documents identifying every unfilled patrol shift from October 1, 2021 through June 9, 2022
Assigned	Kelly		
.Date Requested.001	PRA Process001.001		
6/9/2022	Date Acknowledged		
DATE SENT TO REQUESTER N/A			
2022.012	Crystal Matter	<input checked="" type="radio"/> NRR <input type="radio"/> In Process <input type="radio"/> Completed	Documents sufficient to identify each patrol shift filled by Security Supervisor Kelly Benitez since he accepted the position as security supervisor. To be clear, I am asking for CSD to identify the shifts that would have been unfilled but for Kelly manning that patrol shift.
Assigned	Kelly		
.Date Requested.001	PRA Process001.001		
6/9/2022	Date Acknowledged		
DATE SENT TO REQUESTER N/A			
2022.013	Crystal Matter	<input checked="" type="radio"/> NRR <input type="radio"/> In Process <input type="radio"/> Completed	Documents sufficient to identify the fulfillment of the patrol duties by Kelly Benitez on each shift CSD claims Kelly filled. To be clear, I am aware that patrol utilizes a check point system to verify that a few dozen locations are checked each shift and those check points are manually entered into a system as the checkpoint location is visited. I am specifically requesting the data verifying that Kelly fulfilled those checkpoint stops and information sufficient to identify that the fulfillment of those obligations was logged at or around the time of the event.
Assigned	Kelly		
.Date Requested.001	PRA Process001.001		
6/9/2022	Date Acknowledged		
DATE SENT TO REQUESTER N/A			



2022.018 Crystal Matter  NRR  
Assigned Paula  In Process  
 Completed

Documents sufficient to identify which of the errors identified on last year's audit report for 2020 were remedied in calendar year 2021.

.Date Requested.001 PRA Process001.001  
6/14/2022 Date Acknowledged

DATE SENT TO REQUESTER N/A

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2022.019 Crystal Matter  NRR  
Assigned Amelia  In Process  
 Completed

The call records and audio related to calls to CSD on June 10, 2022 between 11:00 a.m-1:00 p.m. related to the accident at the Plaza.

.Date Requested.001 PRA Process001.001  
6/14/2022 Date Acknowledged

DATE SENT TO REQUESTER N/A

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2022.020 Crystal Matter  NRR  
Assigned Kelly  In Process  
 Completed

As a follow-up to my June 9 PRA request, please produce documents identifying unfilled patrol shifts from June 10, 2022 to June 14, 2022 and the time period of the shift (e.g. 8-hour shift on 6/10/2022).

.Date Requested.001 PRA Process001.001  
6/14/2022 Date Acknowledged

DATE SENT TO REQUESTER N/A

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2022.026 Crystal Matter  NRR  
Assigned Amelia  In Process  
 Completed

identify what that cost is when admin overhead is added in per patrol officer/per gate officer separate from the direct employee costs.

.Date Requested.001 PRA Process001.001  
8/4/2022 Date Acknowledged

DATE SENT TO REQUESTER Email "July"

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2022.032 Crystal Matter  NRR  
Assigned Tom  In Process  
 Completed

All recordings involving RMCSO business in the possession of the current General Manager. This request specifically excludes any recording from body worn cameras of RMCSO security officers that may be in the General Manager's possession.

.Date Requested.001 PRA Process001.001  
8/4/2022 Date Acknowledged

DATE SENT TO REQUESTER N/A

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2022.033 Crystal Matter  NRR  
Assigned Amelia  In Process  
 Completed

All RMCSO employee surveys from 2021, including but not limited to, the employee surveys in November 2021 and related documents;

.Date Requested.001 PRA Process001.001  
10/19/2022 Date Acknowledged

DATE SENT TO REQUESTER N/A

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2022.035 Crystal Matter  NRR  
Assigned Amelia  In Process  
 Completed  
.Date Requested.001 PRA Process001.001  
10/19/2022 Date Acknowledged  
DATE SENT TO REQUESTER 9/13/2023

Documents sufficient to identify the reason(s) for rate increases including, but not limited to: risk assessments, exposure assessments & effect of settlements on those renewal rates.

2022.046 Richard Gehrs  NRR  
Assigned  In Process  
 Completed  
.Date Requested.001 PRA Process001.001  
7/21/2022 Date Acknowledged  
DATE SENT TO REQUESTER 8/8/2022

Copy of the resolution adopted by the CSD BOD in executive session of July 20, 2022 which decided the appeal by Rick Tompkins of his termination.

2022.054 Richard Gehrs  NRR  
Assigned  In Process  
 Completed  
.Date Requested.001 PRA Process001.001  
8/17/2022 Date Acknowledged  
DATE SENT TO REQUESTER

All recordings involving RMCS D business in the possession of the current General Manager. This request specifically excludes any recording from body worn cameras of RMCS D security officers that may be in the General Manager's possession.

2022.055 Richard Gehrs  NRR  
Assigned  In Process  
 Completed  
.Date Requested.001 PRA Process001.001  
8/17/2022 Date Acknowledged  
DATE SENT TO REQUESTER 8/29/2022

All documents sufficient to identify whether the Rancho Murieta Community Services District, to include employees and Board Members, have self-reported any Brown Act violations from 2018 through the present.

2022.059 Richard  NRR  
Assigned  In Process  
 Completed  
.Date Requested.001 PRA Process001.001  
9/2/2022 Date Acknowledged  
DATE SENT TO REQUESTER 9/9/2022

4. Any and all documents sufficient to identify the RFP/RFQ process for contracting with Rob Brown, aka Robert Lee Brown, California BSIS License number 1299PRIN-54771, and/or Brown Professional Investigative Services;

2022.061 Richard  NRR  
Assigned  In Process  
 Completed  
.Date Requested.001 PRA Process001.001  
9/2/2022 Date Acknowledged  
DATE SENT TO REQUESTER 9/9/2022

6 & 7. agreements between District and other background investigator from 1/1//2020 to present.

2022.062 Richard  NRR  
 In Process  
 Completed  
Assigned  
.Date Requested.001 PRA Process001.001  
9/20/2022 Date Acknowledged  
DATE SENT TO REQUESTER 9/30/2022

Any and all documents related to the discussion(s)/incident/ and/or interaction (s) between RMCS D General Manager Thomas Hennig, Anne Wheeler, and Crystal Matter on August 17, 2022, following the open session of the Rancho Murieta Community Service District Board Meeting, including, but not limited to, any and all emails, text messages, letters, and notes regarding the aforementioned incident/discussion/interaction, which shall include any such documents and communications from August 17, 2022 to Present.

## Year:2021, 58 Requests

ID	Name of Requester	Status	Requested Information
2021.001	Crystal Matter	<input type="radio"/> NRR <input type="radio"/> In Process <input checked="" type="radio"/> Completed	Current contract with PDF or PDF Tactical.
Assigned	unknown		
.Date Requested.001	PRA Process001.001	Date Acknowledged	
1/1/2021			
DATE SENT TO REQUESTER	1/7/2021		

2021.002	Crystal Matter	<input type="radio"/> NRR <input type="radio"/> In Process <input checked="" type="radio"/> Completed	Invoices to CSD for contract security services in 2020 and the amount paid on those invoices YTD.
Assigned	Liz		
.Date Requested.001	PRA Process001.001	Date Acknowledged	
1/1/2021			
DATE SENT TO REQUESTER	9/30/2021		

2021.003	Crystal Matter	<input type="radio"/> NRR <input type="radio"/> In Process <input checked="" type="radio"/> Completed	Amount of funds collected from Measure J for tax year 2019, 2018, 2017 (year by year, not aggregate).
Assigned	Paula		
.Date Requested.001	PRA Process001.001	Date Acknowledged	
1/1/2021			
DATE SENT TO REQUESTER	8/22/2022		

2021.004	Crystal Matter	<input type="radio"/> NRR <input type="radio"/> In Process <input checked="" type="radio"/> Completed	Amount spent on gate officers YTD, then in 2019, 2018 and 2017 (year by year, not aggregate). What I am looking for here is the amount spent on salaries and the amount spent on benefits, year over year from 2017-present.
Assigned	Cindy		
.Date Requested.001	PRA Process001.001	Date Acknowledged	
1/1/2021			
DATE SENT TO REQUESTER	9/30/2021		

2021.005	Crystal Matter	<input type="radio"/> NRR <input type="radio"/> In Process <input checked="" type="radio"/> Completed	Amount spent on patrol officers YTD, then in 2019, 2018 and 2017 (year by year, not aggregate). What I am looking for here is the amount spent on salaries and the amount spent on benefits, year over year from 2017-present.
Assigned	Cindy		
.Date Requested.001	PRA Process001.001	Date Acknowledged	
1/1/2021			
DATE SENT TO REQUESTER	9/30/2021		

2021.006 Crystal Matter  NRR  
 In Process  
Assigned Amelia  Completed  
.Date Requested.001 PRA Process001.001  
1/1/2021 Date Acknowledged  
DATE SENT TO REQUESTER 1/19/2021

Unaudited and audited security logs from January 2020- November 2020. (I am not looking for a graph or list identifying the calls for service that resulted in citations being issued but rather a complete log of calls to security for service in Rancho Murieta.)

2021.007 Crystal Matter  NRR  
 In Process  
Assigned Paula  Completed  
.Date Requested.001 PRA Process001.001  
1/1/2021 Date Acknowledged  
DATE SENT TO REQUESTER 9/30/2021

Rancho Murieta Community Services District budget by year for last three years (current 2020, 2019, 2018). I would like all budget categories identified.

2021.008 Crystal Matter  NRR  
 In Process  
Assigned Paula  Completed  
.Date Requested.001 PRA Process001.001  
1/1/2021 Date Acknowledged  
DATE SENT TO REQUESTER 1/27/2021

The amounts invoiced by PDF Tactical to CSD and paid in 2019, 2018 and 2017 (year by year, not aggregate).

2021.009 Crystal Matter  NRR  
 In Process  
Assigned Tom  Completed  
.Date Requested.001 PRA Process001.001  
1/1/2021 Date Acknowledged  
DATE SENT TO REQUESTER 1/27/2021

All current and former contracts between RMA and CSD.

2021.010 Crystal Matter  NRR  
 In Process  
Assigned Amelia  Completed  
.Date Requested.001 PRA Process001.001  
1/1/2021 Date Acknowledged  
DATE SENT TO REQUESTER 9/30/2021

RMCSO documents that identify the roles and responsibilities of the Security Department from 2010 to the present (or as far back as the statute will permit)

2021.011 Crystal Matter  NRR  
 In Process  
Assigned Amelia  Completed  
.Date Requested.001 PRA Process001.001  
1/1/2021 Date Acknowledged  
DATE SENT TO REQUESTER 1/19/2021

Job Posting, dates and location of postings for the Interim Chief, Patrol Officers, Gate Officers, and General Manager positions for calendar year 2020.

2021.012 Crystal Matter  NRR  
Assigned Paula  In Process  Completed  
Current total pay (including salary and full explanation of benefits) for all CSD positions.  
.Date Requested.001 PRA Process001.001  
1/1/2021 Date Acknowledged  
DATE SENT TO REQUESTER unknown

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2021.013 Crystal Matter  NRR  
Assigned Tom  In Process  Completed  
WRITINGS provided to Clear Source Financial to be utilized for the Allocation Survey provided in 2020.  
.Date Requested.001 PRA Process001.001  
1/1/2021 Date Acknowledged  
DATE SENT TO REQUESTER 9/30/2021

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2021.015 Crystal Matter  NRR  
Assigned Paula  In Process  Completed  
Rancho Murieta Community Services District expenditures by year for last three years (current 2020, 2019, 2018). Specifically, I am looking for the documents necessary to analyze the budgeted items v. actual expenditures for the time period identified.  
.Date Requested.001 PRA Process001.001  
1/1/2021 Date Acknowledged  
DATE SENT TO REQUESTER unknown

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2021.016 Crystal Matter  NRR  
Assigned Tom  In Process  Completed  
All documents supporting and relating to any position taken by CSD in 2020 that a BB Gun is a firearm (11/10/20 to 1/8/21)  
.Date Requested.001 PRA Process001.001  
1/1/2021 Date Acknowledged  
DATE SENT TO REQUESTER unknown

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2021.017 Crystal Matter  NRR  
Assigned Tom  In Process  Completed  
Communications between current CSD GM/Interim GM and the RMA GM, Assistant Manager and Compliance Officer related to and regarding the BB Gun incident in November 2020 (11/10/20 - 1/8/21)  
.Date Requested.001 PRA Process001.001  
1/1/2021 Date Acknowledged  
DATE SENT TO REQUESTER unknown

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2021.018 Crystal Matter  NRR  
Assigned Tom  In Process  Completed  
All communications between current CSD Board members and RMA GM< Assistant Manager and Compliance Department related to and regarding the BB Gun incident in November 2020 (11/10/20 to 1/8/21)  
.Date Requested.001 PRA Process001.001  
1/1/2021 Date Acknowledged  
DATE SENT TO REQUESTER unknown

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2021.019 Crystal Matter  NRR  
 In Process  
Assigned Tom  Completed All communications between CSD Board Members and RMA GM, Assistant Manager and Compliance Department related to and regarding the BB Gun incident in November 2020 (11/10/20 to 1/8/21)

.Date Requested.001 PRA Process001.001  
1/1/2021 Date Acknowledged

DATE SENT TO REQUESTER unknown

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2021.020 Crystal Matter  NRR  
 In Process  
Assigned Tom  Completed Communications between CSD GM and CSD Board Members related to and regarding the BB Gun incident in November 2020 (11/10/20 to 1/8/21)

.Date Requested.001 PRA Process001.001  
1/1/2021 Date Acknowledged

DATE SENT TO REQUESTER unknown

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2021.021 Crystal Matter  NRR  
 In Process  
Assigned Tom  Completed All CSD documents related to the inclusion of the new line item on the security spreadsheet concerning discharge of a firearm (11/10/20 to 1/8/21)

.Date Requested.001 PRA Process001.001  
1/1/2021 Date Acknowledged

DATE SENT TO REQUESTER unknown

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2021.023 Crystal Matter  NRR  
 In Process  
Assigned Tom  Completed the contract between CSD and GSRMA

.Date Requested.001 PRA Process001.001  
1/7/2021 Date Acknowledged

DATE SENT TO REQUESTER 1/19/2021

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2021.024 Crystal Matter  NRR  
 In Process  
Assigned Paula  Completed The amounts paid to GSRMA for the past three years as this may include premiums and any additional amount

.Date Requested.001 PRA Process001.001  
1/7/2021 Date Acknowledged

DATE SENT TO REQUESTER 9/30/2021

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2021.025 Crystal Matter  NRR  
 In Process  
Assigned Tom  Completed Any document related to disputes/settlements/lawsuits etc pending with GSRMA from 2017 to the present not falling within a PRA exemption

.Date Requested.001 PRA Process001.001  
1/7/2021 Date Acknowledged

DATE SENT TO REQUESTER 10/4/2021

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2021.026 Crystal Matter  NRR  
 In Process  
Assigned Amelia  Completed  
Any document related to disputes/settlements/lawsuits etc resolved by GSRMA from 2017 to the present not falling within a PRA exemption  
.Date Requested.001 PRA Process001.001  
1/7/2021 Date Acknowledged  
DATE SENT TO REQUESTER 10/4/2021

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2021.027 Crystal Matter  NRR  
 In Process  
Assigned Amelia  Completed  
The 2020 Rancho Murieta CSD General Manager contract  
.Date Requested.001 PRA Process001.001  
9/15/2021 Date Acknowledged  
DATE SENT TO REQUESTER 9/30/2021

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2021.028 Crystal Matter  NRR  
 In Process  
Assigned N/A  Completed  
The 2021 Rancho Murieta CSD General Manager contract - Same as 2020 contract  
.Date Requested.001 PRA Process001.001  
9/15/2021 Date Acknowledged  
DATE SENT TO REQUESTER unknown

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2021.029 Crystal Matter  NRR  
 In Process  
Assigned Amelia  Completed  
All Rancho Murieta CSD General Manager job descriptions from 2019 to the present  
.Date Requested.001 PRA Process001.001  
9/15/2021 Date Acknowledged  
DATE SENT TO REQUESTER 9/30/2021

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2021.030 Crystal Matter  NRR  
 In Process  
Assigned Paula  Completed  
All salary, bonus, and benefit amounts associated with the Rancho Murieta CSD General Manager position from 2018 to the present  
.Date Requested.001 PRA Process001.001  
9/15/2021 Date Acknowledged  
DATE SENT TO REQUESTER SP

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2021.032 Crystal Matter  NRR  
 In Process  
Assigned Amelia  Completed  
The current contract security agreement and any prior versions of the agreement with that company, to include any exhibits that are part of the agreement  
.Date Requested.001 PRA Process001.001  
9/15/2021 Date Acknowledged  
DATE SENT TO REQUESTER 1/27/2021

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2021.046 Mike Martel  NRR 2/21/2018 BOD Packet  
 In Process  
Assigned  Completed

.Date Requested.001 PRA Process001.001  
12/15/2021 Date Acknowledged

DATE SENT TO REQUESTER 12/29/2021

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2021.047 Mike Martel  NRR 2/21/2018 BOD Minutes  
 In Process  
Assigned  Completed

.Date Requested.001 PRA Process001.001  
12/15/2021 Date Acknowledged

DATE SENT TO REQUESTER 12/29/2021

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2021.048 Mike Martel  NRR 1/17/2018 BOD Packet  
 In Process  
Assigned  Completed

.Date Requested.001 PRA Process001.001  
12/15/2021 Date Acknowledged

DATE SENT TO REQUESTER 12/29/2021

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2021.049 Mike Martel  NRR 1/17/2018 BOD Minutes  
 In Process  
Assigned  Completed

.Date Requested.001 PRA Process001.001  
12/15/2021 Date Acknowledged

DATE SENT TO REQUESTER 12/29/2021

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2021.050 Mike Martel  NRR 11/15/2017 BOD Packet  
 In Process  
Assigned  Completed

.Date Requested.001 PRA Process001.001  
12/15/2021 Date Acknowledged

DATE SENT TO REQUESTER

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2021.051 Mike Martel  NRR 11/15/2017 BOD Minutes  
 In Process  
Assigned  Completed

.Date Requested.001 PRA Process001.001  
12/15/2021 Date Acknowledged

DATE SENT TO REQUESTER 12/29/2021

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2021.052 Mike Martel  NRR 10/18/2017 BOD Packet  
 In Process  
Assigned  Completed

.Date Requested.001 PRA Process001.001  
12/15/2021 Date Acknowledged

DATE SENT TO REQUESTER 12/29/2021

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2021.053 Mike Martel  NRR 10/18/2017 BOD Minutes  
 In Process  
Assigned  Completed

.Date Requested.001 PRA Process001.001  
12/15/2021 Date Acknowledged

DATE SENT TO REQUESTER 12/29/2021

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2021.056 Mike Martel  NRR 6. Goals, objectives, mission statements and similar  
 In Process  
Assigned  Completed

.Date Requested.001 PRA Process001.001  
12/15/2021 Date Acknowledged

DATE SENT TO REQUESTER 12/29/2021

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2021.057 Mike Martel  NRR 7. Applications to LAFCO or other agencies  
 In Process  
Assigned  Completed

.Date Requested.001 PRA Process001.001  
12/15/2021 Date Acknowledged

DATE SENT TO REQUESTER 12/29/2021

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2021.058 Mike Martel  NRR 8. Resolution 2005-17 - Confirming latent Powers with LAFCo  
 In Process  
Assigned  Completed

.Date Requested.001 PRA Process001.001  
12/15/2021 Date Acknowledged

DATE SENT TO REQUESTER 12/29/2021

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2021.014 Crystal Matter  NRR Documents that support the prior allocation of administration expenses to the  
Assigned Tom  In Process various CSD departments (pre-2019)  
 Completed

.Date Requested.001 PRA Process001.001  
1/1/2021 Date Acknowledged

DATE SENT TO REQUESTER N/A

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2020.00399	Richard Gehrs	<input type="radio"/> NRR <input type="radio"/> In Process <input checked="" type="radio"/> Completed	The settlement agreement in the case CSD refers to as "G. Ansari v. Rancho Murieta Community Services District" which was announced following the closed session at the May 20, 2020 CSD Board meeting.
Assigned			
.Date Requested.001	PRA Process001.001		
5/20/2020	Date Acknowledged		
DATE SENT TO REQUESTER	6/19/2020		
2020.00500	Richard Gehrs	<input type="radio"/> NRR <input type="radio"/> In Process <input checked="" type="radio"/> Completed	All letters received by CSD concerning the 2020/2021 budget including letters of protest
Assigned			
.Date Requested.001	PRA Process001.001		
6/5/2020	Date Acknowledged		
DATE SENT TO REQUESTER	6/19/2020		
2020.00600	Richard Gehrs	<input type="radio"/> NRR <input type="radio"/> In Process <input checked="" type="radio"/> Completed	The resignation letter of CSD board president Les Clark
Assigned			
.Date Requested.001	PRA Process001.001		
6/5/2020	Date Acknowledged		
DATE SENT TO REQUESTER	6/19/2020		
2020.00700	Richard Gehrs	<input type="radio"/> NRR <input type="radio"/> In Process <input checked="" type="radio"/> Completed	The employment agreement with any amendments with Tom Hennig as CSD General Manager
Assigned			
.Date Requested.001	PRA Process001.001		
6/5/2020	Date Acknowledged		
DATE SENT TO REQUESTER	6/19/2020		
2020.008	Richard Gehrs	<input type="radio"/> NRR <input type="radio"/> In Process <input checked="" type="radio"/> Completed	The employment agreement with any amendments with Mark Martin as CSD General Manager
Assigned			
.Date Requested.001	PRA Process001.001		
6/5/2020	Date Acknowledged		
DATE SENT TO REQUESTER	6/19/2020		
2020.009	Richard Gehrs	<input type="radio"/> NRR <input type="radio"/> In Process <input checked="" type="radio"/> Completed	Letters of interest, answers to questionnaire and any other documents submitted by Martin Pohll and Morrison Graf in application for the open position on the CSD BOD
Assigned			
.Date Requested.001	PRA Process001.001		
6/10/2020	Date Acknowledged		
DATE SENT TO REQUESTER	6/19/2020		

2020.010	Special District	<input type="radio"/> NRR <input type="radio"/> In Process <input checked="" type="radio"/> Completed	Rancho Murieta Community Services District's Employee Compensation Report for the 2019 calendar year under the provisions of California Govt. Code §§ 6250 - 6270, the California Public Records Act
Assigned			
.Date Requested.001	PRA Process001.001		
7/29/2020	Date Acknowledged		
DATE SENT TO REQUESTER			
2020.01199	Richard Gehrs	<input type="radio"/> NRR <input type="radio"/> In Process <input checked="" type="radio"/> Completed	Any letter of letters or other communication with the resident concerning this situation (building mountain bike trails)
Assigned			
.Date Requested.001	PRA Process001.001		
10/5/2020	Date Acknowledged		
DATE SENT TO REQUESTER 10/6/2020			
2020.01299	Richard Gehrs	<input type="radio"/> NRR <input type="radio"/> In Process <input checked="" type="radio"/> Completed	All other email, correspondence, or the documents concerning this situation (building mountain bike trails)
Assigned			
.Date Requested.001	PRA Process001.001		
10/5/2020	Date Acknowledged		
DATE SENT TO REQUESTER 10/6/2020			
2020.002	Richard Gehrs	<input checked="" type="radio"/> NRR <input type="radio"/> In Process <input type="radio"/> Completed	Copy of letter from CSD to Sac County (probably planning department) regarding CSD's role as administrator of private roads maintenance agreement
Assigned			
.Date Requested.001	PRA Process001.001		
2/21/2020	Date Acknowledged		
DATE SENT TO REQUESTER 3/5/2020			
2020.00299	Richard Gehrs	<input checked="" type="radio"/> NRR <input type="radio"/> In Process <input type="radio"/> Completed	Copies of Murieta Village Maps before and after
Assigned			
.Date Requested.001	PRA Process001.001		
2/21/2020	Date Acknowledged		
DATE SENT TO REQUESTER 3/5/2020			
2020.01399	Richard Gehrs	<input checked="" type="radio"/> NRR <input type="radio"/> In Process <input type="radio"/> Completed	Copy of the easements which were referenced by Director Maybee (He said, "...we already know that there are easements that the district has that we have assumed liability for trails...")
Assigned			
.Date Requested.001	PRA Process001.001		
10/5/2020	Date Acknowledged		
DATE SENT TO REQUESTER 10/6/2020			

## Year:2019, 2 Requests

ID	Name of Requester	Status	Requested Information
2019.001	Richard Gehrs	<input type="radio"/> NRR <input type="radio"/> In Process <input checked="" type="radio"/> Completed	audio recording of November 7, 2019 Communication & Technology Committee meeting
.Date Requested.001	PRA Process001.001		
11/14/2019	Date Acknowledged		
DATE SENT TO REQUESTER	11/21/2019		
2019.002	Richard Gehrs	<input type="radio"/> NRR <input type="radio"/> In Process <input checked="" type="radio"/> Completed	audio recording of the November 7, 2019 Security Committee meeting
.Date Requested.001	PRA Process001.001		
11/14/2019	Date Acknowledged		
DATE SENT TO REQUESTER	11/21/2019		

# Report of 4 Board Meeting Questions

2023.008 Crystal Matter What is the Board's projection of the 2021 Audit completion? Board Meeting Question Completed 2023

Status  
 NRR  
 In Process ,Answer  
 Completed Staff is working to resolve the final elements of the 20-21 CSD Audit. The Board is hoping for completion in January.

2023.009 Crystal Matter Where are my PRA Requests? Board Meeting Question Completed 2023

Status  
 NRR  
 In Process ,Answer  
 Completed All of the 76 PRA Requests you have submitted to the District have been addressed as of 12/15/23.

2023.010 Crystal Matter In regards to a surplus, Security was cut. How much of the surplus is our Measure J Tax Dollars not being used to provide security services? Given the projected surplus, does the Board intend to restore patrol services? Board Meeting Question Completed 2023

Status  
 NRR  
 In Process ,Answer  
 Completed All Measure J Tax Dollars are used for security services. Reductions to Security were made to ensure Property Tax Revenues were available for reserves. It's premature to anticipate any surplus.

2023.011 John Merchant How does the \$200K we are spending on the Modules translate into the \$540,000 that we are holding from the Developer to increase capacity for the Developer? We took \$540,000 from the Developer to increase capacity when it was needed. In light of the fact that we have placed demand on our water production, is it time to look at using that? Board Meeting Question Completed 2023

Status  
 NRR  
 In Process ,Answer  
 Completed The Membrane Modules do not increase water treatment plant capacity. The \$540,000 held by the District is to be used for future WTP expansion. Accordingly, it is not a valid use of those funds.



# Status Sheet of 2 Audit Tasks

12/4/2023

Task 004	District	#56
Support for activity posted to net position/retained earnings, ex. CY income/loss, during year. Resolve any unbalanced Audit Adjustment Accounts. Fund balances should roll forward; Update \$123,000 in Audit Adjustment Accounts are not yet resolved. Working to correct the journal entries		Incomplete

Task 006	District	#76
Copy of the Management Discussion and Analysis, when available. Update pending finalization of Richardson report		Incomplete

**Rancho Murieta CSD**  
**FY 2023-24 Budget and Actual Summary - By Fund**  
**As of November 30, 2023**  
**All Funds**

	<u>Budget</u> <u>2023-2024</u>	<u>YTD</u> <u>Total</u> <u>2023-2024</u>	<u>% of</u> <u>Budget</u>	<u>Remaining</u> <u>Budget</u> <u>2023-2024</u>
<b>REVENUES</b>				
100 - Administration	\$ 860,450	\$ 483,570	56.20%	\$ 376,880
200 - Water	4,271,112	1,900,554	44.50%	2,370,558
250 - Wastewater	2,594,401	1,034,228	39.86%	1,560,173
260 - Drainage	240,000	93,389	38.91%	146,611
400 - Solid Waste	1,416,427	582,789	41.15%	833,638
500 - Security	1,587,960	634,919	39.98%	953,041
<b>Total Revenues</b>	<u>10,970,350</u>	<u>4,729,449</u>	<u>43.11%</u>	<u>6,240,901</u>
<b>EXPENDITURES</b>				
100 - Administration	2,046,308	759,377	37.11%	1,286,931
200 - Water	4,054,025	1,041,676	25.69%	3,012,349
250 - Wastewater	2,282,405	947,998	41.54%	1,334,407
260 - Drainage	221,694	32,923	14.85%	188,771
400 - Solid Waste	1,394,424	593,888	42.59%	800,536
500 - Security	1,254,124	623,568	49.72%	630,556
<b>Total Expenditures</b>	<u>11,252,980</u>	<u>3,999,430</u>	<u>35.54%</u>	<u>7,253,550</u>
<b>Increase (Decrease) in Net Position</b>	<u>\$ (282,630)</u>	<u>\$ 730,020</u>		

**Rancho Murieta CSD**  
**FY 2022-23 Budget and Actual - By Account**  
**As of November 30, 2023**  
**AGENCY - WIDE**

Projected Beginning Available Fund	Budget 2023-2024	100 Administrative	200 Water	250 Wastewater	260 Drainage	400 Solid Waste	500 Security	Year to Date Total	% of Budget	Remaining Budget 2023-2024
<b>REVENUES</b>										
Property Tax	\$ 818,000	340,833	-	-	-	-	-	340,833	41.67%	\$ 477,167
Charges for Services										
Residential Fees	7,151,819	-	1,243,573	710,910	81,133	582,789	526,205	3,144,611	43.97%	4,007,208
Commercial Fees	978,610	-	242,911	77,866	12,256	-	106,698	439,731	44.93%	538,879
Reserves Fees	896,280	-	190,850	203,783	-	-	-	394,632	44.03%	501,648
WTP Debt Service Fee	196,400	-	78,348	-	-	-	-	78,348	39.89%	118,052
Late Fees & Penalties	38,100	-	-	-	-	-	-	-	0.00%	38,100
Connection and Permit Fees	555,320	-	132,637	41,670	-	-	1,142	175,449	31.59%	379,871
<b>Other Revenue</b>										
Misc Revenue	290,471	-	12,234	-	-	-	-	13,109	4.51%	277,362
Interest Income	45,350	142,736	-	-	-	-	-	142,736	314.74%	(97,386)
<b>Total Revenues</b>	<b>10,970,350</b>	<b>483,570</b>	<b>1,900,554</b>	<b>1,034,228</b>	<b>93,389</b>	<b>582,789</b>	<b>634,919</b>	<b>4,729,449</b>	<b>43.11%</b>	<b>6,240,901</b>
<b>EXPENDITURES</b>										
Salaries	2,956,858	285,618	258,816	240,181	12,249	-	347,148	1,144,012	38.69%	1,812,846
Benefits & Pension	1,440,066	173,073	128,129	99,863	11,487	-	155,434	567,985	39.44%	872,081
Insurance	41,081	-	-	-	-	40,580	-	40,580	98.78%	501
Professional Services	873,100	170,645	24,732	20,740	6,996	-	1,170	224,283	25.69%	648,817
Materials & Supplies	500,700	9,885	68,090	41,200	-	-	403	119,579	23.88%	381,121
Maintenance & Repairs	638,100	39,538	158,066	109,534	1,912	-	27,829	336,879	52.79%	301,221
Contract Sub-hauler	1,259,167	-	-	-	-	508,080	-	508,080	40.35%	751,087
County Surcharge	94,176	-	-	-	-	45,228	-	45,228	48.02%	48,948
Utilities	440,000	10,237	95,492	42,088	175	-	15,412	163,405	37.14%	276,595
Other Expenses	701,481	67,381	89,936	103,596	-	-	76,171	337,084	48.05%	364,397
Water Studies	425,000	-	134,774	-	-	-	-	134,774	31.71%	290,226
Capital Improvement	1,883,251	3,000	218,416	290,794	105	-	-	512,315	27.20%	1,370,936
<b>Total Expenditures</b>	<b>11,252,980</b>	<b>759,377</b>	<b>1,176,450</b>	<b>947,998</b>	<b>32,923</b>	<b>593,888</b>	<b>623,568</b>	<b>4,134,204</b>	<b>36.74%</b>	<b>7,118,776</b>
<b>RESULTS FROM OPERATIONS</b>	<b>(282,630)</b>	<b>(275,807)</b>	<b>724,104</b>	<b>86,230</b>	<b>60,466</b>	<b>(11,099)</b>	<b>11,352</b>	<b>595,246</b>		

**Notes**

(A) Property taxes are received in three installments during the year 55% (Dec), 40% (Apr), and 5% (End of year).

(B) Loan payments and proceeds of \$159,651 are included in Misc Revenue and Other Expenses in the budget column above. These items are not reflected in the actual YTD operating results by fund.

**Rancho Murieta CSD  
FY 2023-24 Budget and Actual  
As of November 30, 2023  
100 Administration Fund**

		<b>Budget 2023-2024</b>	<b>2023-2024 Actual YTD</b>	<b>% of Budget</b>	<b>Remaining Budget 2023-2024</b>
<b>REVENUES</b>					
100	Property Tax	\$ 818,000	340,833	41.7%	\$ 477,167
	<b>Charges for Services</b>		-		
	Misc Revenue	42,000	-	0.0%	42,000
	Interest Income	450	142,736	31719.2%	(142,286)
	<b>Total Revenues</b>	<b>860,450</b>	<b>483,570</b>	<b>56.2%</b>	<b>376,880</b>
<b>EXPENDITURES</b>					
	Salaries	877,606	285,618	32.5%	591,988
	Benefits & Pension	570,002	173,073	30.4%	396,929
	Professional Services	435,000	170,645	39.2%	264,355
	Materials & Supplies	57,700	9,885	17.1%	47,815
	Maintenance & Repairs		39,538	0.0%	(39,538)
	Utilities		10,237	0.0%	(10,237)
	Other Expenses	106,000	67,381	63.6%	38,619
	Capital Improvement		3,000	0.0%	(3,000)
	<b>Total Expenditures</b>	<b>2,046,308</b>	<b>759,377</b>	<b>37.1%</b>	<b>1,286,931</b>
	<b>RESULTS FROM OPERATIONS</b>	<b>(1,185,858)</b>	<b>(275,807)</b>		

**Notes to Budget and Actual:**

- (a) Property taxes are received in three installments during the year 55% (Dec), 40% (Apr), and 5% (End of year). For the purposes of this presentation, property tax revenues are recognized on the straight line basis.
- (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.

**Rancho Murieta CSD**  
**FY 2023-24 Budget and Actual**  
**As of November 30, 2023**  
**200 Water Fund**

200	Budget 2023-2024	2023-2024 Actual YTD	% of Budget	Remaining Budget 2023-2024
<b>REVENUES</b>				
<b>Charges for Services</b>				
Residential Fees	2,567,000	1,243,573	48.4%	1,323,427
Commercial Fees	427,000	242,911	56.9%	184,089
Reserves Fees	449,232	190,850	42.5%	258,382
WTP Debt Service Fee	196,400	78,348	39.9%	118,052
Late Fees & Penalties	10,000	-	0.0%	10,000
Connection and Permit Fees	544,320	132,637	24.4%	411,683
<b>Other Revenue</b>				
Other Users	8,400	-		
Misc Revenue	68,760	12,234	17.8%	56,526
<b>Total Revenues</b>	<b>4,271,112</b>	<b>1,900,554</b>	<b>44.5%</b>	<b>2,362,158</b>
<b>EXPENDITURES</b>				
<b>01 Supervision</b>				
Salaries	176,098	42,700	24.2%	133,398
Benefits & Pension	49,226	16,634	33.8%	32,592
Professional Services	150,000	14,045	9.4%	135,955
Materials & Supplies	48,600	1,754	3.6%	46,846
Maintenance & Repairs	60,000	23,463	39.1%	36,537
Other Expenses	242,800	89,936	37.0%	152,864
Capital Improvement	993,552	218,416	22.0%	775,136
Water Studies	425,000	134,774	31.7%	290,226
Water Plant Debt	159,651	-		
<b>Total</b>	<b>2,304,927</b>	<b>406,946</b>	<b>17.7%</b>	<b>1,313,330</b>
<b>02 Source of Supply</b>				
Salaries	25,220	2,968	11.8%	22,252
Benefits & Pension	10,498	22,533	214.6%	(12,035)
Professional Services	50,000	-	0.0%	50,000
Materials & Supplies	27,500	19	0.1%	27,481
Maintenance & Repairs	40,000	16,736	41.8%	23,264
Utilities	93,000	20,008	21.5%	72,992
Other Expenses	5,000	-	0.0%	5,000
<b>Total</b>	<b>251,218</b>	<b>62,264</b>	<b>24.8%</b>	<b>188,954</b>
<b>03 Treatment</b>				
Salaries	284,806	88,130	30.9%	196,676
Benefits & Pension	120,934	47,832	39.6%	73,102
Professional Services	20,000	10,687	53.4%	9,313
Materials & Supplies	155,000	56,458	36.4%	98,542
Maintenance & Repairs	150,000	64,341	42.9%	85,659
Utilities	140,000	52,838	37.7%	87,162
Other Expenses	5,000	-	0.0%	5,000
<b>Total</b>	<b>875,740</b>	<b>320,285</b>	<b>36.6%</b>	<b>555,455</b>
<b>04 Transmission &amp; Delivery</b>				
Salaries	284,806	125,018	43.9%	159,788
Benefits & Pension	105,334	41,131	39.0%	64,203
Professional Services	15,000	-	0.0%	15,000
Materials & Supplies	47,000	9,859	21.0%	37,141
Maintenance & Repairs	80,000	53,526	66.9%	26,474
Utilities	85,000	22,646	26.6%	62,354
Other Expenses	5,000	-	0.0%	5,000
<b>Total</b>	<b>622,140</b>	<b>252,180</b>	<b>40.5%</b>	<b>369,960</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>4,054,025</b>	<b>1,041,676</b>	<b>25.7%</b>	<b>2,427,698</b>
<b>RESULTS FROM OPERATIONS</b>	<b>217,087</b>	<b>858,878</b>		

**Rancho Murieta CSD**  
**FY 2023-24 Budget and Actual**  
**As of November 30, 2023**  
**250 Wastewater Fund**

	<b>Budget 2023-2024</b>	<b>2023-2024 Actual YTD</b>	<b>% of Budget</b>	<b>Remaining Budget 2023-2024</b>
<b>Projected Beginning Available Fund</b>				
<b>250</b>				
<b>REVENUES</b>				
<b>Charges for Services</b>				
Residential Fees	1,694,592	710,910	42.0%	983,682
Commercial Fees	228,610	77,866	34.1%	150,744
Reserves Fees	447,048	203,783	45.6%	243,265
WTP Debt Service Fee		-	0.0%	-
Late Fees & Penalties	20,000	-	0.0%	20,000
Connection and Permit Fees	2,000	41,670	2083.5%	(39,670)
<b>Other Revenue</b>				
Loan Proceeds	159,651	-		159,651
Interest Income	42,500	-	0.0%	42,500
<b>Total Revenues</b>	<b>2,594,401</b>	<b>1,034,228</b>	<b>39.9%</b>	<b>1,560,173</b>
<b>EXPENDITURES</b>				
<b>01 Supervision</b>				
Salaries	75,659	42,842	56.6%	32,817
Benefits & Pension	31,361	9,967	31.8%	21,394
Professional Services	65,000	12,032	18.5%	52,968
Materials & Supplies	41,500	-	0.0%	41,500
Maintenance & Repairs	75,500	15,639	20.7%	59,861
Other Expenses	125,380	103,596	82.6%	21,784
Capital Improvement	889,699	290,794	32.7%	598,905
<b>Total</b>	<b>1,304,099</b>	<b>474,871</b>	<b>36.4%</b>	<b>829,228</b>
<b>Collection</b>				
<b>05</b>				
Salaries	176,537	146,876	83.2%	29,661
Benefits & Pension	77,155	57,780	74.9%	19,375
Professional Services	3,000	-	0.0%	3,000
Materials & Supplies	3,000	290	9.7%	2,710
Maintenance & Repairs	100,000	24,467	24.5%	75,533
Utilities	72,000	30,023	41.7%	41,977
<b>Total</b>	<b>431,692</b>	<b>259,436</b>	<b>60.1%</b>	<b>172,256</b>
<b>Treatment</b>				
<b>06</b>				
Salaries	214,367	50,463	23.5%	163,904
Benefits & Pension	87,247	32,116	36.8%	55,131
Professional Services	2,000	8,708	435.4%	(6,708)
Materials & Supplies	90,000	40,910	45.5%	49,090
Maintenance & Repairs	100,000	69,428	69.4%	30,572
Utilities	50,000	12,066	24.1%	37,934
Other Expenses	3,000	-	0.0%	3,000
<b>Total</b>	<b>546,614</b>	<b>213,691</b>	<b>39.1%</b>	<b>332,923</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>2,282,405</b>	<b>947,998</b>	<b>41.5%</b>	<b>1,334,407</b>
<b>RESULTS FROM OPERATIONS</b>	<b>311,996</b>	<b>45,356</b>		

**Rancho Murieta CSD  
FY 2023-24 Budget and Actual  
As of November 30, 2023  
260 Drainage Fund**

	<b>Budget 2023-2024</b>	<b>2023-2024 Actual YTD</b>	<b>% of Budget</b>	<b>Remaining Budget 2023-2024</b>
<b>Projected Beginning Available Fund</b>				
<b>260</b>				
<b>REVENUES</b>				
<b>Charges for Services</b>				
Residential Fees	191,000	81,133	42.5%	109,867
Commercial Fees	49,000	12,256	25.0%	36,744
<b>Total Revenues</b>	<b>240,000</b>	<b>93,389</b>	<b>38.9%</b>	<b>146,611</b>
<b>EXPENDITURES</b>				
Salaries	113,488	12,249	10.8%	101,239
Benefits & Pension	29,806	11,487	38.5%	18,319
Professional Services	33,500	6,996	20.9%	26,504
Materials & Supplies	19,400	-	0.0%	19,400
Maintenance & Repairs	12,000	1,912	15.9%	10,088
Other Expenses	13,500	-	0.0%	13,500
Capital Improvement		105	0.0%	(105)
<b>TOTAL OPERATING EXPENDITURES</b>	<b>221,694</b>	<b>32,923</b>	<b>14.9%</b>	<b>188,771</b>
<b>RESULTS FROM OPERATIONS</b>	<b>18,306</b>	<b>60,466</b>		

**Rancho Murieta CSD**  
**FY 2023-24 Budget and Actual**  
**As of November 30, 2023**  
**400 Solid Waste Fund**

	<b>Budget 2023-2024</b>	<b>2023-2024 Actual YTD</b>	<b>% of Budget</b>	<b>Remaining Budget 2023-2024</b>
<b>Projected Beginning Available Fund</b>				
<b>400</b>				
<b>REVENUES</b>				
<b>Charges for Services</b>				
Residential Fees	1,415,227	582,789	41.2%	832,438
<b>Other Revenue</b>				
Interest Income	1,200	-	0.0%	1,200
<b>Total Revenues</b>	<b>1,416,427</b>	<b>582,789</b>	<b>41.1%</b>	<b>833,638</b>
<b>EXPENDITURES</b>				
Contract Sub-hauler	1,259,167	508,080	40.4%	751,087
Insurance	41,081	40,580	98.8%	501
County Surcharge	94,176	45,228	48.0%	48,948
<b>TOTAL OPERATING EXPENDITURES</b>	<b>1,394,424</b>	<b>593,888</b>	<b>42.6%</b>	<b>800,536</b>
<b>RESULTS FROM OPERATIONS</b>	<b>22,003</b>	<b>(11,099)</b>		



**Rancho Murieta CSD**  
**FY 2023-24 Budget and Actual**  
**As of November 30, 2023**  
**500 Security Fund**

	Budget 2023-2024	2023-2024 Actual YTD	% of Budget	Remaining Budget 2023-2024
<b>Projected Beginning Available Fund</b>				
<b>500</b>				
<b>REVENUES</b>				
<b>Charges for Services</b>				
Residential Fees	\$ 1,284,000	526,205	41.0%	757,795
Commercial Fees	274,000	106,698	38.9%	167,302
Late Fees & Penalties	8,100	-	0.0%	8,100
Connection and Permit Fees	9,000	1,142	12.7%	7,858
<b>Other Revenue</b>				
Misc Revenue	11,660	875	7.5%	10,785
Interest Income	1,200	-	0.0%	1,200
<b>Total Revenues</b>	<b>1,587,960</b>	<b>634,919</b>	<b>40.0%</b>	<b>953,041</b>
<b>EXPENDITURES</b>				
<b>01 Supervision</b>				
Salaries	113,580	62,740	55.2%	50,840
Benefits & Pension	56,998	27,741	48.7%	29,257
Professional Services	5,900	653	11.1%	5,247
Materials & Supplies	1,000	-	0.0%	1,000
Maintenance & Repairs	2,000	1,082	54.1%	918
Other Expenses	2,150	68,501	3186.1%	(66,351)
<b>Total</b>	<b>181,628</b>	<b>160,718</b>	<b>88.5%</b>	<b>20,910</b>
<b>07 Gate</b>				
Salaries	424,227	208,353	49.1%	215,874
Benefits & Pension	197,326	92,234	46.7%	105,092
Professional Services	50,900	145	0.3%	50,755
Materials & Supplies	5,000	12	0.2%	4,988
Maintenance & Repairs	7,600	8,058	106.0%	(458)
Utilities	-	11,083	0.0%	(11,083)
Other Expenses	17,000	6,410	37.7%	10,590
<b>Total</b>	<b>702,053</b>	<b>326,295</b>	<b>46.5%</b>	<b>375,758</b>
<b>08 Patrol</b>				
Salaries	190,464	76,055	39.9%	114,409
Benefits & Pension	104,179	35,458	34.0%	68,721
Professional Services	42,800	372	0.9%	42,428
Materials & Supplies	5,000	391	7.8%	4,609
Maintenance & Repairs	11,000	18,690	169.9%	(7,690)
Utilities	-	4,328	0.0%	(4,328)
Other Expenses	17,000	1,260	7.4%	15,740
<b>Total</b>	<b>370,443</b>	<b>136,555</b>	<b>36.9%</b>	<b>233,888</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>1,254,124</b>	<b>623,568</b>	<b>49.7%</b>	<b>630,556</b>
<b>RESULTS FROM OPERATIONS</b>	<b>333,836</b>	<b>11,352</b>		

## MEMORANDUM

Date: December 20, 2023  
To: Board of Directors  
From: Mark Matulich, Director of Finance and Administration  
Subject: December Finance Report

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### **AUDIT UPDATE**

Staff are working with external auditors to complete the FY 20/21 financial statement audit. Out of 79 initial audit tasks, 76 have been completed, 1 was removed as it was a duplicate item, and 2 items are in progress. In progress items include unresolved audit adjustments, and Management Discussion and Analysis (“MD&A”) on the FY 20/21 financial statements. MD&A will be completed once the unresolved audit adjustments are resolved and a final set of financial statements are completed.

### **FINANCIAL REPORTS**

Staff presented financial reports to the Finance Committee for the first five months of FY23-24 and will begin presenting financial results monthly.

- FY23-24: YTD results from operations show revenues in excess of expenditures of \$595k. When considering any excess revenues over expenditures, it is important to note that significant portions of the District’s revenues are designated for reserves and debt service (\$1.1 million in the FY23-24 budget) or restricted for water augmentation and capital improvements (\$555k in the FY23-24 budget). Cost management has been a priority of the district in FY23-24 and this is evidenced by YTD operating expenditures which are approximately 2.7% below budget through the first five months of the year. Savings like this are important to the success of the District and will help offset the current year’s budgeted deficit of \$283k which includes expected capital improvement projects of \$1.9 million.
- FY22-23: Staff are working to ensure all transactions are posted to FY22-23 before presenting a financial report for this fiscal year. Once all transactions are posted and reviewed, a financial report will be presented in the new preferred format.
- Capital Improvement Projects: Staff is reviewing all capital improvement projects (“CIP”) and amounts spent on each project. Once spending on each active project has been reviewed and all transactions are properly recorded, a budget to actual report depicting progress on each project will be presented.

### **FINANCIAL MANAGEMENT POLICIES AND OBJECTIVES**

Staff are conducting a comprehensive review of the District’s financial accounts to ensure that these accounts are structured to maximize investment earnings and streamline internal processes. There is a request to consider allowing the District to place funds in CA CLASS which is an investment pool authorized under CA Code Section 53601.

### **FINANCIAL ACCOUNTING SYSTEM ANALYSIS**

Staff believes the Great Plains ("GP") accounting system is adequate to meet the current needs of the District. Staff's evaluation of the system and all peripheral systems is ongoing, and Staff is continuously looking for opportunities to maximize quality and efficiency in the most cost-effective way possible.

### **DISTRICT FY24-25 BUDGET**

Staff are projecting a draft budget will be completed by mid-March 2024.

## MEMORANDUM

Date: December 20, 2023  
To: Board of Directors  
From: Kelly Benitez, Security Supervisor  
Subject: Security Update Report for November

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### **OPERATIONS UPDATES**

The Department is currently working on the following projects:

- Currently we have 8 full-time and 3 part-time gate officers.
- 3 full-time patrol officers and 3 vacant positions.
- We had 90 Patrol shifts in October and 38 were not covered.
- Fleet Update (2) Toyota Trucks and (1) Ford Ranger.
- Dash Camera for truck waiting on delivery. (2024)
- CSD Lost and Found Policy (Theft-SSD)
- Trauma Kits for CSD.

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

We continue to work with the RMA Leadership regularly. Our focus is 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.
- Met with Compliance Officer (swing set vandalized)
- Law Enforcement traffic violations (policy)
- South Gate complaint regarding vendors
- Wildlife incident and domestic cat issues

### **Rancho Murieta Community Members:**

Met with Lt. Greg Coauette SSD. (Property issue)  
Construction staff animal hospital (Theft).  
Resident doorbell ditch incident. (Clip to review)

**Rancho Murieta Association**  
**Violation Item Summary Report -- 2023**  
(This report includes RMA & CSD issued violations)

	Jan		Feb		March		April		May		June		July	
<b>Violation Item Summary Report</b>	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA
<b>Motor vehicle violations:</b>														
Motorcycle														
No drivers license			0	1					1	0	0	1	1	1
Speeding	0	37	16	70	19	47	29	48	25	27	7	9	6	3
Speeding - twice speed limit														
Stop signs	17	7	35	18	11	9	29	1	18	9	9	3	5	4
Bus stop signs														
Use of streets							0	1	1	0				
<b>Parking:</b>														
Driveway parking	0	3			10	16	4	7	0	13			1	2
Guest parking					3	0	2	4	1	4			1	1
Overnight street parking	0	1			2	13	12	4	27	7	18	1	9	0
Unauthorized Vehicle (24 hr pass)			1	0	1	6	0	3	0	1			0	4
Accumulation/dumping of debris			0	2			0	1	0	1			1	0
Boat Usage					1	0	2	0	3	0	3	0	3	0
Barbeques, open fires, bonfires														
Carrying passengers/overloaded cart									0	1				
Clothes lines														
Commercial vehicle lettering	0	1							0	1				
Construction overnight parking														
Park hours / curfew			2	0			1	0			3	0	5	0
Decorative lights														
Discharge of firearm														
Chickens					0	1	0	1	0	3				
Dwelling exterior alterations														
Failure to identify														
Golf Cart Decals													6	0
Guest w/o resident in comm areas			1	0					0	1			1	0
Home business activities														
Noxious activities									1	0			1	1
Open garage doors									9	0				
Pets - off leash / teathered / noise	0	1	1	0	0	1	1	0					1	0
Property maintenance			0	4	0	3	0	28	0	22	0	9	0	22
Sign rules					0	1								
Sports equip/trampoline/basketball	0	2	0	2	0	6	0	5	0	8	0	5	0	1
Storage of building materials														
Stored vehicles							0	1	0	5	0	2	0	4
Trash containers			0	2	0	3	0	1	0	4				
Use of common areas & facilities	0	2	0	2							0	1		
Use of Fireworks													2	3
Vandalism														
Vehicle repair or maintenance														
Interference-Identification RMA/RMCSD													0	1
Working days & hours														
<b>Total Violations</b>	<b>17</b>	<b>54</b>	<b>56</b>	<b>101</b>	<b>47</b>	<b>106</b>	<b>80</b>	<b>105</b>	<b>86</b>	<b>107</b>	<b>40</b>	<b>31</b>	<b>43</b>	<b>47</b>
Citations written by RMCSD		17		56		47		80		86		40		43
Citations written by RMA		54		101		106		105		107		31		47
<b>Total Violations</b>		<b>71</b>		<b>157</b>		<b>153</b>		<b>185</b>		<b>193</b>		<b>71</b>		<b>90</b>

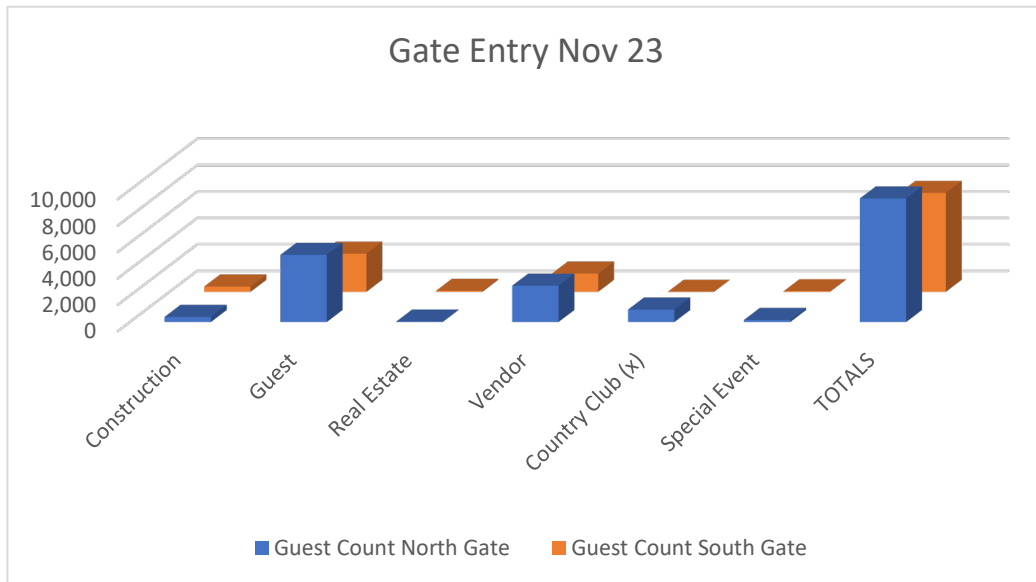
	August		September		October		November		December		Totals	
Violation Item Summary Report	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA
<b>Motor vehicle violations:</b>												
Motorcycle											0	0
No drivers license	1	1					4	0			7	4
Speeding	0	16	2	3	3	28	0	30			107	318
Speeding - twice speed limit											0	0
Stop signs	48	0	17	3	21	0	32	2			242	56
Bus stop signs											0	0
Use of streets	1	0									2	1
<b>Parking:</b>												
Driveway parking	0	2	1	5	1	1	2	3			19	52
Guest parking	1	2	12	1	8	0	4	0			32	12
Overnight street parking	9	1	22	1	10	4	24	5			133	37
Unauthorized Vehicle (24 hr pass)	0	4	5	2	8	0	5	0			20	20
Accumulation/dumping of debris			0	1			0	1			1	6
Boat Usage	3	0	1	0			1	0			17	0
Barbeques, open fires, bonfires											0	0
Carrying passengers/overloaded cart	1	0					1	0			2	1
Clothes lines											0	0
Commercial vehicle lettering											0	2
Construction overnight parking											0	0
Park hours / curfew	3	0	5	0			0	1			19	1
Decorative lights											0	0
Discharge of firearm											0	0
Chickens			0	2	0	1					0	8
Dwelling exterior alterations											0	0
Failure to identify											0	0
Golf Cart Decals											6	0
Guest w/o resident in comm areas											2	1
Home business activities											0	0
Noxious activities			0	1							2	2
Open garage doors	0	2	0	2							9	4
Pets - off leash / teathered / noise					1	1					4	3
Property maintenance	0	5	0	17	0	10	0	21			0	141
Sign rules											0	1
Sports equip/trampoline/basketball											0	29
Storage of building materials	0	1									0	1
Stored vehicles	0	3	2	2							2	17
Trash containers											0	10
Use of common areas & facilities	0	1	0	2			0	1			0	9
Use of Fireworks											2	3
Vandalism											0	0
Vehicle repair or maintenance											0	0
Interference-Identification RMA/RMCSD	0	1	1	0							1	2
Working days & hours											0	0
<b>Total Violations</b>	<b>67</b>	<b>40</b>	<b>68</b>	<b>42</b>	<b>52</b>	<b>45</b>	<b>73</b>	<b>64</b>	<b>0</b>	<b>0</b>	<b>629</b>	<b>741</b>
Citations written by RMCSD		67		68		52		73		0		629
Citations written by RMA		40		42		45		64		0		742
<b>Total Violations</b>		<b>107</b>		<b>110</b>		<b>97</b>		<b>137</b>		<b>0</b>		<b>1371</b>

# Gate Entries by Type

November 1-30, 2023

Pass Type	Guest Count North Gate	Guest Count South Gate	Count by Pass Type
Construction	386	402	788
Guest	5,086	2,886	7,972
Real Estate	37	75	112
Vendor	2,751	1,385	4,136
Country Club (x)	942	1	943
Special Event	156	46	202
<b>TOTALS</b>	<b>9,358</b>	<b>7,495</b>	<b>16,853</b>

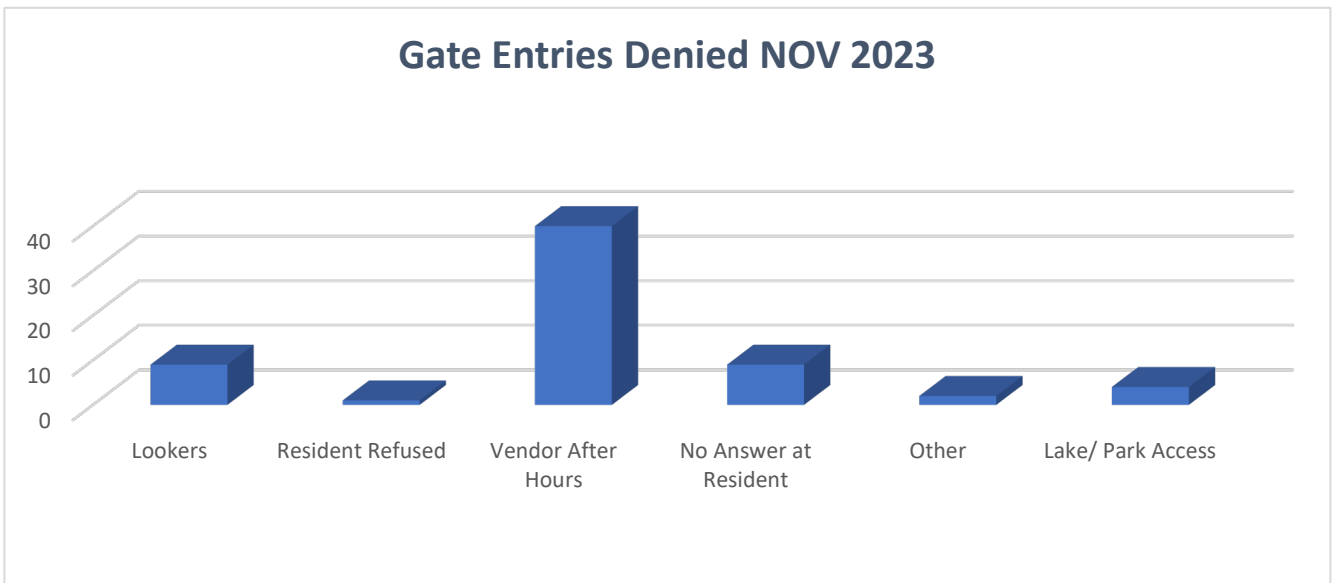
Prior Month Totals: 10,488 4,806 15,294



## Gate Entries Denied November 1 – 30, 2023

	Lookers	Resident Refused	Vendor After Hours	No Answer at Resident	Other	Lake/ Park Access	TOTAL
<b>All Gates</b>	9	1	40	9	2	4	65

**Prior Month Totals:**                      6                      5                      22                      5                      6                      4                      48







**Rancho Murieta CSD Security**

15160 Jackson Rd  
Rancho Murieta, CA 95662

**Cases - Breakdown by Type**

ALARM	7
ANIMAL COMPLAINT	7
ASSIST OTHER AGENCY	1
CITATION	49
DISTURBANCE	3
ESCORT	1
EXTRA PATROL	71
FOLLOW UP	1
GUN SHOTS	2
INTOXICATED PERSON	1
JUVENILE DELIQUENCY	1
LOST/FOUND PROPERTY	3
MEDICAL AID	1
MISCELLANEOUS	8
OPEN DOOR	2
PARKING	1
REFUSED ENTRY	65
RESIDENT COMPLAINT	8
RMA RULE VIOLATION	7
SPEEDING COMPLAINT	1
STOP SIGN VIOLATION	6
SUSPICIOUS ACTIVITY	3
SUSPICIOUS PERSON	3
TRAFFIC ENFORCEMENT	2
TRESPASSING	2

VANDALISM	3
VEHICLE ACCIDENT	4
WATER LEAK	3
WELFARE CHECK	2
Total	268



## **NOTES OF INTEREST**

On Tuesday, November 14, 2023, at approximately 1215 hours, CSD security was requested to conduct a follow-up investigation with RMA compliance officers to conduct a welfare check of an elderly couple on Ventana Drive. The officers attempted to contact the residents with negative results. The officers noticed a strong odor emerging from the home in question and contacted the Sacramento County Sheriff for an investigation. The Officer canvassed the area for additional information and attempted to make telephonic contact with the residence with negative results. The Sacramento County Sheriff arrived on the scene and was able to verify there were no residents in the home. The foul odor emerging from the residence was due to approximately 25 unattended domestic cats left in the home without food or water. Sacramento County Animal Control was contacted and rescued the cats.

On Tuesday November 15, at 1230am, a resident from the south reported that she was the victim of a doorbell ditching incident. The resident stated that she has been the victim in the past of doorbell ditching in the past from juveniles who generally ranged in age from 12-15 years old. This latest incident caused her great concern because the suspect was an adult whom she didn't recognize. The resident observed this male along with other males drive away in a white golf cart. SSD was contacted and CSD and RMA are actively looking to identify this person. (See video)

**MEMORANDUM**

Date: December 20, 2023  
To: Board of Directors  
From: Michael Fritschi, Director of Operations  
Subject: November Utility Staff Report

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**WATER**

Water Treatment Facility

Plant 1 is in operation and is currently producing potable water at a rate of 1.0 million gallons per day. Plant 2 is currently offline for continuing maintenance.

Water Consumption

As of December 1, 2023, cumulative potable water production for the current year is 1,499 acre-ft, with 106.3 acre-ft used in the month of November.

Raw Water Storage & Delivery

The total water currently stored between Clementia, Chesbro, and Calero totaled 3,200 acre-ft as of December 6, 2023. The District began pumping from the Cosumnes on the 6<sup>th</sup> of November at a rate of 125 hp (about 11-18 acre-ft per day) and has pumped a season total of 225 acre-ft as of November 30, 2023.

*Table 1. Current water and wastewater storage as of December 6, 2023*

	<b>acre-ft December</b>	<b>acre-ft full</b>	<b>%full</b>
Clementia Storage	893.2	907.1	98%
Chesbro Storage	883.0	1027.0	86%
Calero Storage	1420.7	2323.3	61%
<b>Total of all Raw Water Reservoirs</b>	<b>3196.9</b>	<b>4257.4</b>	<b>75%</b>
Wastewater Storage Reservoir available for production	173.8	796.3	22%

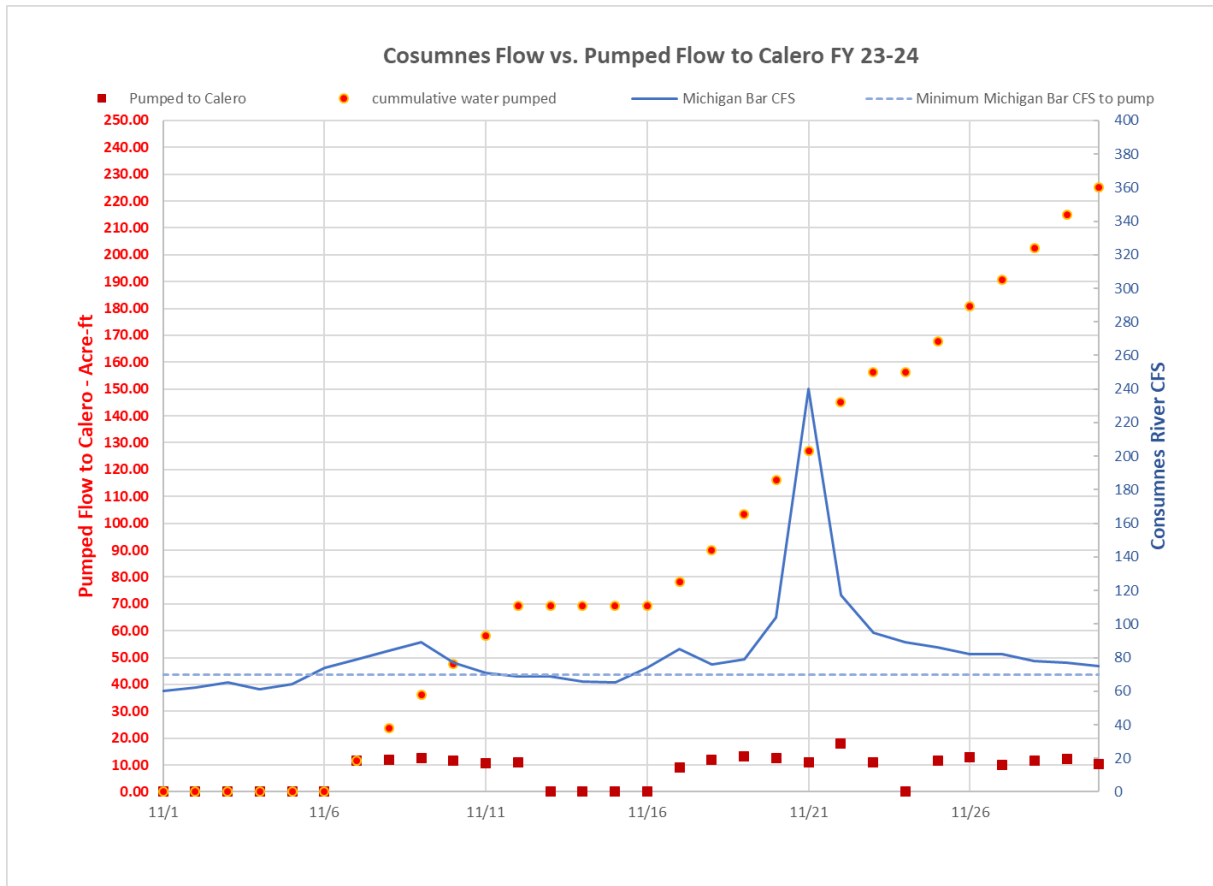


Figure 1. Cumulative Raw Water Pumping and Cosumnes River Flow

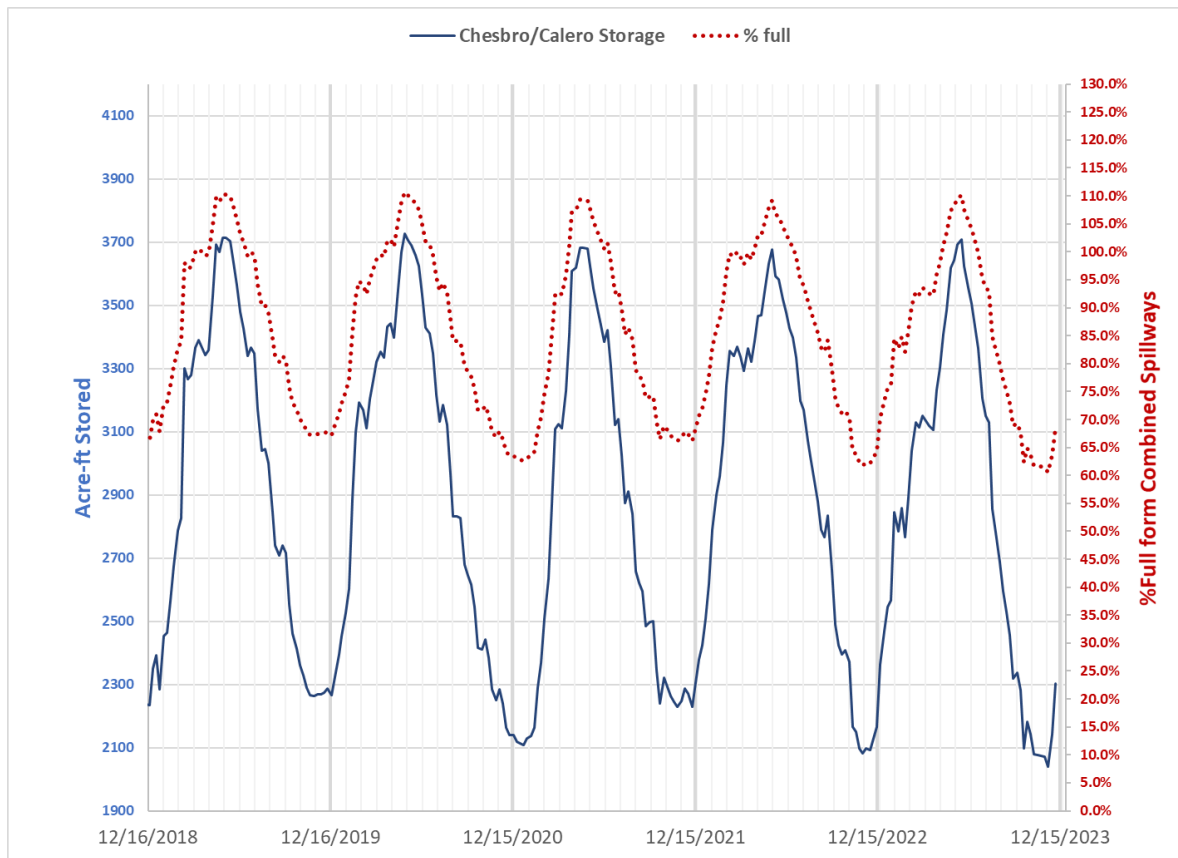


Figure 2. Five-year Chesbro / Calero Storage Curves

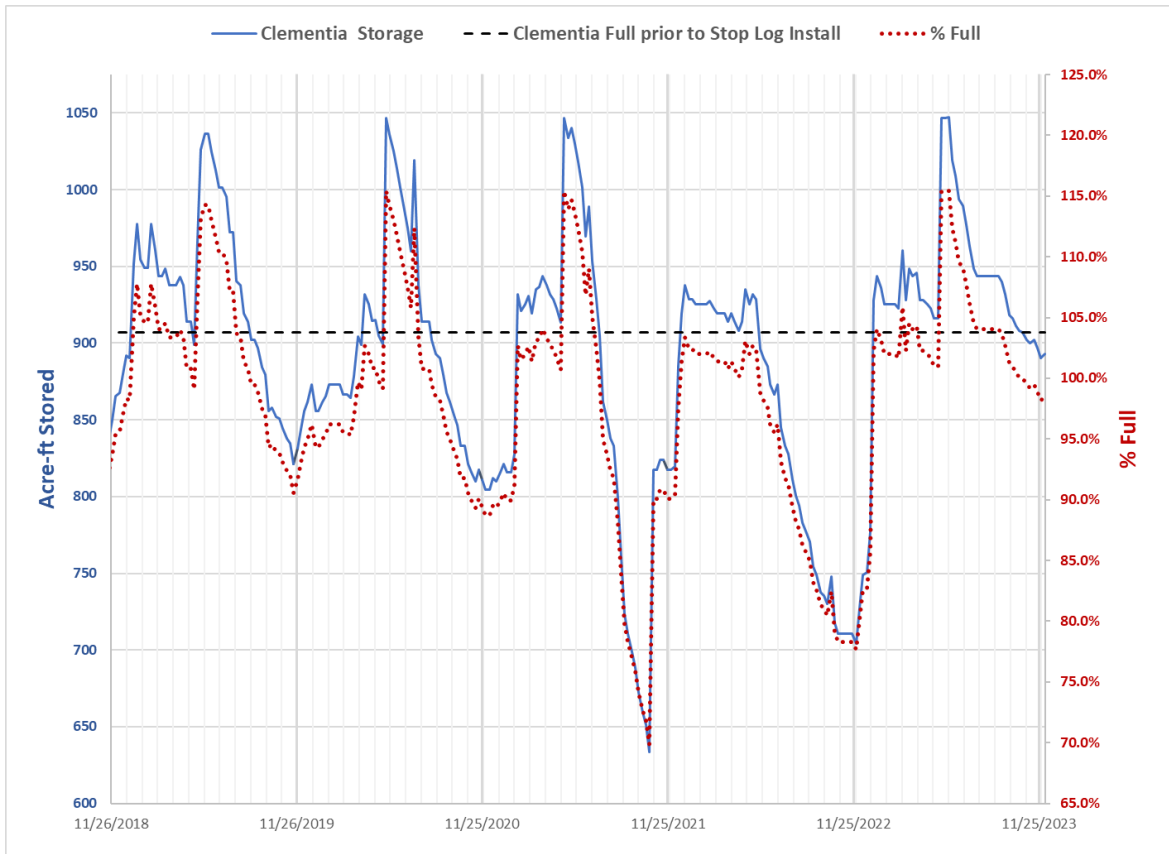


Figure 3. Five-year Clementia Storage Curves

## SEWER

### Wastewater Facility

The tertiary process of the wastewater facility is currently offline for the season. The current average dry weather influent flow to the wastewater facility for September was 0.36 MGD.

## UTILITY CREW WORK

### Utility Crew Report November 2023

- 1) The crew had six Tyler work orders completed in the month of November. Tyler work orders are generated by the front office from a call from a resident with a complaint or for information for the front office staff and are for final reads, rebates, meter swaps request, issues with homeowner water usage concerns and are doing water lock offs and or restore a water service.
- 2) Seven field markings for 811 USA locations were completed.
- 3) There were three homeowner calls responded to for water related issues related to high water usage. Two of these were for irrigation issues shown from the meter usage report and the other was just high indoor usage.
- 4) The District has identified fire service backflow devices that will need to be updated. This has been discussed internally and the notices will be sent to the commercial customers at the first of the year.
- 5) The utility crew completed a fire flow test on De La Cruz on 11/21/2023. While doing this it stirred up the water in the pipes and caused some temporary brown water issues. Staff flushed

the system for about 35 minutes and flushed about 28,000 gallons of water out of the distribution system.

- 6) There were three water leaks in the month of November. One leak was repaired, and lines were replaced on the other two leaks.
- 7) One water meter was replaced in November along with 1 SMART point sending unit being replaced. Four new meters and SMART point units were added to the system as well.
- 8) Two sewer issues were investigated in the month of November. The first issue was investigating a possible sewer leak in the common area behind a house located at 6511 Via Del Cerrito. Staff completed a video inspection of the line and did not observe any problems with the sewer line at this time. Staff will return to CCTV the line at a time of lower flow to try to get a more complete look at the inside of the pipe.

The second sewer issue happened on 11/29/2023 between Playa Del Rey and the Chesbro protection ditch (V-ditch) when sewer started seeping out of a homeowner clean-out, the service lateral was jetted, and the blockage was opened. On 11/30/2023 the crew went back and located a manhole that had been covered with artificial turf and buried by about 12 inches of dirt. After getting to the manhole cover, the crew found a mass of roots in the manhole and pipe and removed roots, jetted the line, and removed more roots. After root removal, a video inspection of the line was conducted, and flow was restored to normal.



- 9) The crew completed 4,473 feet of jetting as preventative maintenance in Murieta North. These jetted lines are typically not accessible in the wintertime due to location in the common area.

- 10) The sewer lateral located behind 6884 Terreno park 11 that was left exposed in a drainage ditch due to erosion the plastic pipe has been replaced with ductile iron pipe. Staff will come back and place a concrete slurry cap over the pipe for protection.
- 11) While the California conservation core (CCC) completed the cutting of weeds and cattails in the ditches, several piles of cattails were left. The District received several calls about the piles and the CSD crew responded and removed the piles.
- 12) The drainage pipe that was previously buried without an end cap on Cantova has been capped with a concrete plug. The excavation area is on a list with other excavation areas for paving.

Additional work planned for December

- a) Electrical work at Basin 5 dig trenches for electrical work.
- b) Program main line 2-way meter recently installed at the airport completed.

## **CAPITAL PROJECTS**

### Integrated Water Master Plan

District is working on the next stage of the project which is to provide alternatives to meet the projected demands with the projected supplies.

### Capital Improvement Study

The District is currently working with Lumos & Associates to identify and provide information on District infrastructure based on the data gaps identified by the consultant. The District will review the resulting infrastructure list completed by Lumos. When this portion of the project is complete, the consultant will then provide replacement values over a twenty-year period and identify the annual infrastructure funding required over that timeline.

### Granlees Safety Project

Drafting and the assembly of the contract documents is in the process of being completed. The District Engineer is projected to complete the project design by mid-January, after which an updated Construction Cost Opinion will be provided. The preliminary Construction Cost Opinion from HDR was initially provided at \$720k. With the design fee and allowance for contingencies, the amount allocated in the CIP is \$822k.

### Wastewater Facility Chlorine Gas to Sodium Hypochlorite and Contact Tank Project

The District has completed the first phase of in-house testing of the ability of the tertiary facility to remove particles with and without the aid of pre-chlorination. The District has a design meeting scheduled for the 20<sup>th</sup> of December to discuss moving a disinfection alternative forward into design.

### Lift Stations

**Alameda & Starter Shack Stations** – This project is currently in the preliminary design phase.

**Cantova & FAA Stations** – The drawings are 75% complete. The Engineer is looking to subcontract the recording of the easement at the FAA station.



**Lift 6B** – The District has been notified that the developer improvements to Lift Station 6B will begin in January of 2024.

**DEVELOPMENT**

Retreats North – No Update

Residence of Murieta Hills East & West – No update

Riverview Phase 2 – The Developer has issued updated plans for the phase 2 development based on District comments. The phase 2 plans are currently under review.

Murieta Gardens Commercial – No Update

# Rancho Murieta Community Services District

## January

### Board/Committee Meeting Schedule

#### January 9, 2023

Special Improvements	8:00 a.m.
Special Finance	10:00 a.m.

#### January 16, 2023

Special Communications & Technology	8:30 a.m.
Security	Canceled

#### January 17, 2023

Regular Board Meeting - Open Session	5:00 p.m.
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*All meetings will be held in person at the District Office: 15160 Jackson Rd.*

Janis Eckard  
15417 De La Cruz Drive  
Rancho Murieta, Ca. 95683  
[janiseckard@ranchomurieta.org](mailto:janiseckard@ranchomurieta.org)  
(916) 799-2745 Cell  
(916) 354-2745 Home



November 16 2023

Board Members, Ms. Mimi Morris (General Manager) and Mr. Michael Fritschi  
Rancho Murieta Community Services District  
P. O. Box 1050  
Rancho Murieta, Ca. 95683

Dear Board Members, Ms. Mimi Morris and Mr. Michael Fritschi,

This letter is to address what I believe is a blatant misrepresentation of the facts, written in an attempt to mislead the community.

The Rancho Murieta CSD Pipeline, Volume 24 Issue 11, Page 4 states, "The Cosumnes River is the source of water for the Community. Th District diverts water into all three storage reservoirs (Calero, Chesbro, Clementia) for the Water Treatment Plants to process into drinking water for community use." (See attached)

Lake Clementia's State of California, State Water Resources Control Board License for Diversion and Use of Water, Permit #16765, clearly states "Recreational Use." It also says, "After the initial filling of the reservoir, licensee's right under this license extends only to water necessary to keep the storage reservoir full by replacing water lost by evaporation and seepage, and to refill if emptied for necessary maintenance or repair." The permit DOES NOT state the water can be used for potable purposes. (See attached permit)

The California Department of Public Health letter, written to the CSD on October 5, 2010 states, "The IWMP also appears to include all three reservoirs as permitted sources of drinking water. This is incorrect. Clementia is not presently authorized to be used as a source of public drinking water." (See attached letter)

Additional facts: 1) There is no infrastructure in place to transfer Lake Clementia's water to the treatment plants. 2) CSD's own studies state that Lake Clementia is fed almost entirely by runoff, resulting in poor water quality that the treatment plants may be unable to process without costly upgrades. 3) Years ago downstream farmers successfully sued to block Lake Clementia's potable water usage. Why does CSD think the farmers will support this usage, now?

All CSD studies since 1990 have incorrectly included Lake Clementia as a source of potable water, and in doing so have underestimated the impact the developer homes will have on the communities water supply. It is my understanding, based on conversations with Michael Fritsche, that the CSD is planning on including this capacity in their upcoming study.

If the CSD's next Pipeline does not fully recant the false Lake Clementia claim, I will go public with this letter and all supporting documents.

Sincerely,



Janis Eckard



## KEEP HOLIDAY F.O.G. OUT OF YOUR KITCHEN SINK

Turkey Day is just around the corner and Rancho Murieta Community Services District encourages you to keep your sink fat-free this holiday season:

Throughout the year, especially during the holidays, people pour the by-products of cooking down the sink drain. Fats, oils and grease (F.O.G.) can coat and clog pipes which can cause sewer lines to back up into homes. That could mean costly clean-up and repair costs.

F.O.G. can also cause blockages further down sewer lines. And that can result in overflows or sewage back-ups into yards or streets, creating a public health risk.

Oil making its way to wastewater treatment plants can disrupt the treatment process and increase the need for maintenance.

To prevent these problems, the District encourages you to dispose of your leftover F.O.G. properly. Here are some suggestions that many of your neighbors may already be following:

- Do not put fats, oil, grease or greasy food down the garbage disposal.
- Place small amounts of fat, oil, and grease in a brown paper bag and dispose of it in your organic waste container.
- Turkey fryers leave a large amount of oil. Rancho Murieta residents can call Cal-Waste Customer Service (916-354-4154) to request a 1-gallon container for disposal of used cooking oil, and separately, used motor oil. Cooking oil and motor oil cannot be collected in the same container. (In the instance that a resident would like a container for both cooking oil and motor oil, they would receive two containers.) The container will be dropped off on the day of waste collection. Residents can then fill the container at their leisure and set at the curb when the container is full on their next collection day.
- If you are soaking a greasy pan, first pour off grease into a container. Then place paper towels over the drain basket to catch grease and food as you pour the soaking water down the drain.



## FILLING THE RESERVOIRS

The Cosumnes River is the source of water for the Community. The District diverts water into all three storage reservoirs (Calero, Chesbro, Clementia) for the Water Treatment Plants to process into drinking water for community use.

Diversion from the river starts no sooner than November 1<sup>st</sup>, if flow levels are high enough. Typically river flow from the first storms is allowed to pass by, flushing out the river system of sediment and possible contaminants washed in from roadways and agricultural areas. Our goal is to pump the cleanest water possible while being able to fill our reservoirs to maximum capacity each year. We can pump until May 30<sup>th</sup>.

For more detail go to our website here:

<https://www.ranchomurieta.com/water-system-overview>

View Cosumnes River flows at the Michigan Bar gauging station on the web here: [https://waterdata.usgs.gov/ca/nwis/uv/?site\\_no=11335000](https://waterdata.usgs.gov/ca/nwis/uv/?site_no=11335000)



**The District Administration Office will be closed  
November 22, 23 & 24, 2023 for the Thanksgiving Holiday.**

## HOW TO CONTACT THE DISTRICT

Visit us on the web at [www.rmcsd.com](http://www.rmcsd.com)!

\*The District's Administration Office is located at: 15160 Jackson Road, Rancho Murieta

\*Our mailing address is: P.O. Box 1050, Rancho Murieta, CA 95683; Main Office: 916-354-3700

\*South Gate: 916-354-3743 *Contact the South Gate for after-hours water problems.*





STATE OF CALIFORNIA  
STATE WATER RESOURCES CONTROL BOARD  
DIVISION OF WATER RIGHTS

License for Diversion and Use of Water

Page 1 of 4  
APPLICATION 23419

PERMIT 16765

LICENSE 13285

**THIS IS TO CERTIFY, That**

Rancho Murieta Community Services District  
P.O. Box 1050  
Rancho Murieta, CA 95683

has made proof as of June 21, 1994 (the date of inspection) to the satisfaction of the State Water Resources Control Board of a right to the use of the water of an Unnamed Stream in Sacramento County

tributary to Cosumnes River thence Mokelumne River

for the purpose of Recreational use

under Permit 16765 of the Board and that the right to the use of this water has been perfected in accordance with the laws of California, the Regulations of the Board and the permit terms; that the priority of this right dates from December 19, 1969 and that the amount of water to which this right is entitled and hereby confirmed is limited to the amount actually beneficially used for the stated purposes and shall not exceed one thousand forty-seven (1,047) acre-feet per annum to be collected from November 1 of each year to May 31 of the succeeding year.

This license does not authorize collection of water to storage outside of the specified season to offset evaporation and seepage losses or for any other purpose.

(000005)

After the initial filling of the reservoir, licensee's right under this license extends only to water necessary to keep the storage reservoir full by replacing water lost by evaporation and seepage, and to refill if emptied for necessary maintenance or repair.

(000040)



MARK B HORTON, MD, MSPH  
Director

State of California—Health and Human Services Agency  
California Department of Public Health



ARNOLD SCHWARZENEGGER  
Governor

October 5, 2010

PWS No. 3410005

Mr. Ed Crouse, P.E.  
Rancho Murieta Community Services District  
P.O. Box 1050  
Rancho Murieta, CA 95683

**REVIEW OF RANCHO MURIETA CSD'S DRAFT 2010 INTEGRATED WATER  
MASTER PLAN UPDATE**

Dear Mr. Crouse:

We recently became aware of the Rancho Murieta Community Services District (RMCS D) Public Review Draft of the 2010 Integrated Water Master Plan Update (IWMPU). We apologize for the tardiness of these comments. We have very quickly reviewed the IWMPU. We have some major reservations about the assumptions used in the report and the long term adequacy of the RMCS D drinking water source capacity.

The IWMPU concludes that Calero and Chesboro reservoirs are capable of meeting the community's water supply needs under severe drought conditions; with the caveat "*provided the water use in the community is reduced 50 percent AND [emphasis added] and the 2020 compliance targets are achieved*". SB7 requires 20% reduction in water use by 2020 in urban areas. It is not reasonable to assume that the community will be able to achieve both a 20% and then an additional 50% reduction.

The above calculation is further compromised by the fact that the treated water production projection starts using 1710 ac-ft per year for 2010. This is an additional 8%; less than the average production for the last 5 years. NOTE: Title 22 regulations require that for other calculations, such as the Maximum Day Demand and Peak Hour Demand, the highest usage is used as a baseline rather than the average or latest number.

In reviewing the usage information on page 3-3 which explains the decision to use 1710 ac-ft per year as a baseline, the Report states: "*This [higher 5 year average demand] can be partially explained by higher demands due to dry year conditions in 2007, 2008 and 2009 that increased irrigation demands*". The fact that demand increased during low rainfall years does not support the presumption that 20% plus 50% reductions will be achievable.

The IWMPU also appears to include all three reservoirs as permitted sources of drinking water. This is incorrect. Clementia is not presently authorized to be used as a source of public drinking

Mr. Ed Crouse, P.E.  
October 5, 2010  
Page 2

water. If RMCS D wishes to have it considered as such, then body contact recreation would most likely have to be prohibited.

On page ES-6, the 4<sup>th</sup> bullet concludes that under the medium build-out scenario: *"If the community demand is only reduced to 25% drought curtailment under this scenario [in addition to the 20% SB7 reduction], all three reservoirs reach dead storage and 690 ac-ft per year of shortfall is estimated that would need to be added to supplemental supply options."* We believe that the 25% reduction, in addition to the 20% reduction, is a much more plausible scenario. That said, RMCS D appears to have a significant capacity shortfall even using the non-permitted Clementia reservoir (957 acre-ft of usable storage).

We concur and support your findings that the existing water treatment facilities need to be expanded. We recommend that the upgrades be timed so that additional capacity is on-line prior to a significant number of new service connections being added.

If you have any questions or we may be of assistance, please feel free to me at (916) 327-8302 or Michael Tolin by at (916) 552-9995 or by email at Michael.Tolin@cdph.ca.gov.

Sincerely,



Kim Wilhelm, P.E.  
Chief, Northern California Drinking Water Section  
Field Operations Branch

cc: Joyce Horizumi  
via email  
[HorizumiJ@saccounty.net](mailto:HorizumiJ@saccounty.net)

Trish Stevens  
via email  
[StevensT@saccounty.net](mailto:StevensT@saccounty.net)

To: RMCS D Board of Directors

Cc: Amelia Wilder (for inclusion in the December board packet\

December 5, 2023

Mr. Robertson, the RMN engineer and Ms Anderson have asked for a contribution of your time and participation to mitigate of the SR16/RM South intersection required by the JTS (Traffic) Study. This study was submitted by the RMN consultant and is a required technical study for the entire development project. This JTS study and County comments will be included in the EIR . *Note, importantly, that SACDOT, in its comments to the study, has made it clear that this mitigation must take place in front of occupancy.* The construction of the intersection is solely the responsibility of the developer. I suggest you ask Mr. Robertson to conform to this recommendation and suggested configuration of professional traffic analysts. There is no reason for RMCS D to be involved in this project. The JTS recommendation will result in a safe and modern intersection that will improve access to the CS D Building and to Rancho Murieta South. The intersection will also significantly benefit emergency evacuation.

The study can be found on the project viewer at Sacramento County Department of Planning and Environmental Review. It is one of the few completed technical studies necessary to initiate a Notice of Preparation for this project.

I am certain there are other changes to the project that we do not yet know about. There is no updated submittal to the project configuration since John last modified it into “two phases” in 2022.

I suggest you do nothing. I suggest you do not offer to spend any time or money on what will be a CALTRANS decision further down the road.

There are several other requirements that must be completed prior to occupancy. This is monumental and due in part to the input, monitoring and communication we have had with the SACDOT. If you would like us to review these with you, I am sure we can arrange to do so. In the meantime, please understand what is in place and that you have no obligation to contribute to the modernization of this intersection.

Jackson Road (SR 16)/Murieta South Parkway (Intersection #1) **prior to the occupancy of the commercial phase of the proposed project – The following intersection geometry is recommended by SACDOT staff:**



- N/B approach: one shared left/through/right-turn lane
- S/B approach: one shared left/through lane, one right-turn lane
- E/B approach: one left-turn lane, one through lane, one right-turn lane
- W/B approach: one left-turn lane, one shared through/right-turn lane

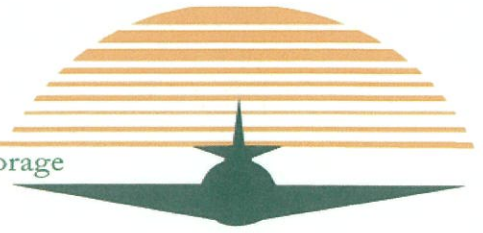
With the recommended lane geometry, the intersection is projected to operate at LOS C during the a.m. and p.m. peak hour (average delay of 22.2 seconds in the a.m., 29.5 seconds in the p.m.).

Addition of an exclusive right-turn lane on eastbound Jackson Road approaching the intersection with Murieta South Parkway that will provide access to the commercial portion of the proposed project; provision of a pedestrian path; and extension of the existing sidewalk on Murieta South Parkway (north of Jackson Road) to provide direct ADA-compliant pedestrian access to the existing crosswalk on the west leg of the intersection. The recommended right-turn lane shall include provisions to ensure the safety of bicyclists continuing east on Jackson Road. **The recommended improvements shall be pursuant to the County Improvements Standards and to the satisfaction of SACDOT. The improvements are also subject to review and approval by Caltrans.**

John Merchant  
916-761-2765  
merchant30@gmail.com



Rancho Murieta Airport, Inc.  
Airport, Self Storage, RV & Boat Storage



November 28, 2023

RMCS  
Beverly Sutliff  
P.O. Box 1050  
Rancho Murieta, CA 95683

Re: Account Number 001-008600300-000  
Rancho Murieta Airport, 7443 Murieta Drive

Ms. Sutliff,

We are in receipt of your letter dated November 16, 2023 regarding the balance due on the account. Please reach out to the General Manager, Mimi Morris regarding this issue as we are still awaiting a response from her and the Board of Directors to a letter sent on June 5, 2023. A copy of the letter, along with all correspondence between the Airport and the District over the last year are attached for your review.

As you can see by the attached, we have requested information with two General Managers and an Interim General Manager and were supposed to have had this resolved well over a year ago as mentioned herein. In addition, due to the lack of response from the District or its Board of Directors our next step will be to do a PRA Request for rate increase information across the entire District in those years where the rate increased more than the maximum amount allowed by Measure J to include copies of all billings across the entire District. We will also be filing a formal Grievance against the Board of Directors as they have continued to ignore this matter and have allowed staff to be non-responsive.

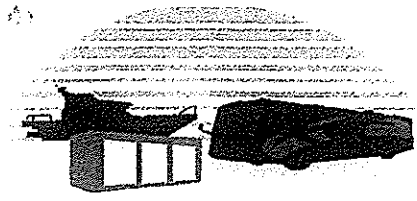
Rancho Murieta Airport has been patiently waiting for a response from the District for well over a year, if you can help facilitate a response it would be greatly appreciated.

Thank you,

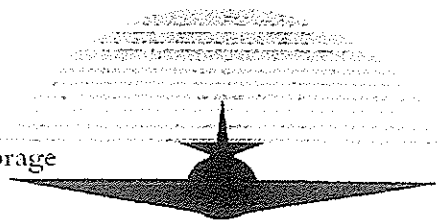
  
Bradley Beer

CC: Mimi Morris, General Manager  
RMCS Board of Directors  
Robert Pye, Attorney  
Kevin James, Attorney

7443 Murieta Drive, Rancho Murieta, CA 95683  
Phone: (916) 354-9889



Rancho Murieta Airport, Inc.  
Airport, Self Storage, RV & Boat Storage



June 5, 2023

RMCS  
Mimi Morris, General Manager  
P.O. Box 1050  
Rancho Murieta, CA 95683

Re: Account Number 8600300  
Rancho Murieta Airport, 7443 Murieta Drive

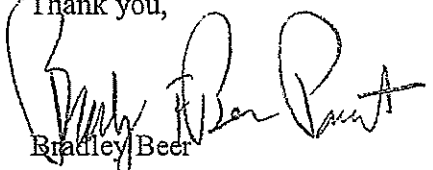
Ms. Morris,

As you have now taken over the position of managing the Rancho Murieta Community Services District, I would like to make you aware of an ongoing request that we have had with the district that is going on a year, to which there has been no response.

The Security Tax rate that is currently being charged to Rancho Murieta Airport is incorrect and I have requested documentation from the district on how the rate is calculated for the Airport. I have provided the district with all the information I have on the subject a multitude of times with no response from any of the district staff.

In addition, I have attended a meeting with district staff and was told the issue would be looked into and information would be provided, but to date there has been no response. I have included a copy of the most recent letter sent by our attorney regarding the matter.

I now ask that you step up, investigate the issue, determine how the Security Tax for the Airport is being calculated and to justify the current rate being charged, and provide that information to me.

Thank you,  
  
Bradley Beer

Law Offices Of  
**Robert B. Pye**  
6060 Sunrise Vista Drive, Suite 2140  
Citrus Heights, California 95610  
Tel (916) 834-7280

May 23, 2023

Mr. Michael Fritschi, General Manager  
Rancho Murieta Community Services District  
P.O. Box 1050  
Rancho Murieta, CA 95863

Re: April 11, 2023 Meeting  
District Security Fees

Dear Mr. Fritschi:

I am writing as a follow up to our meeting on April 11, 2023. At that meeting, which was attended by myself, Brad Beer, Tosha Van Vorst, yourself, Paula O'Keefe and the District's attorney, we discussed the Security Fees being billed to Rancho Murieta Airport (the "Airport") and the basis for those fees. We discussed the fact that on several occasions, the District had increased the rate charged to the Airport in excess of the allowable 2% annual increase as set forth in Measure J. Due to those unauthorized increases, the current rate is substantially in excess of the allowable statutory rate set forth in Measure J.

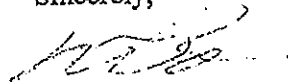
At the conclusion of the meeting, you requested some backup documentation, including four letters from the Airport to the District regarding protest of fees and requests for documentation regarding calculation of the security fees. Those items were delivered to the District office on April 17, 2023. We were told that you would review the information provided at the meeting and the additional documents and respond with an answer regarding the fee calculation.

As of this date, we have received no response to our request. Since approximately six weeks have passed and our request should be rather simple, i.e. how do you justify the current security fee and how was it calculated, the problem must be that there is no legitimate basis for the fee and the Airport has been overcharged for a long period of time. If not, please provide the requested documentation.

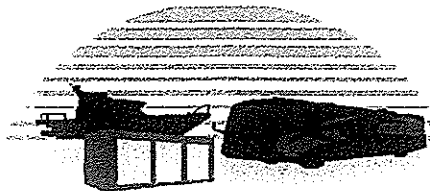
Please confirm at your earliest convenience that the security fees for the Airport will be adjusted in accordance with Measure J and that a refund of overcharges will be made in a timely manner.

Thank you for your prompt attention to this matter.

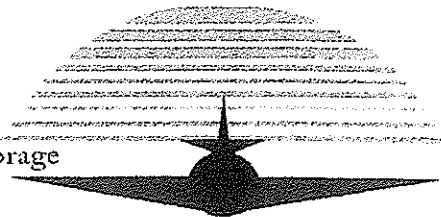
Sincerely,



Robert B. Pye



Rancho Murieta Airport, Inc.  
Airport, Self Storage, RV & Boat Storage



April 17, 2023

RMCS  
Michael Fritschi  
Paula O'Keefe  
P.O. Box 1050  
Rancho Murieta, CA 95683

Re: Account Number 8600300  
Rancho Murieta Airport, 7443 Murieta Drive

Enclosed as requested please find copies of all letter sent to Rancho Murieta Community Services District protesting the security tax amount and its calculation as you requested at our meeting on Tuesday, April 11, 2023. Rancho Murieta Airport has requested an explanation on how the security tax has been and currently is calculated multiple times, to date this information has not been provided. I ask that you please provide the information on how the rate is currently calculated and how it has been calculated in the past at the time of the large increases of the rate.

Thank you,

A handwritten signature in black ink, appearing to read "Tosha Van Vorst".

Tosha Van Vorst  
Operations Manager

## Security Tax

From: Bradley Beer (stor\_tec@yahoo.com)

To: mfritschi@rmcsd.com; rbpye@netscape.net; toshavanvorst@gmail.com

Date: Tuesday, March 7, 2023 at 09:56 AM PST

Mike, Lets meet and get this handled as you guys keep billing us an erroneous amount and I want it rectified. Please have your Counsel at the meeting because I am bringing mine! Pleas check with your people and lets come up with a date and time that fits for all parties.

Brad

Re: Meet to discuss Airport Property Tax

From: Robert Pye (rbpye@netscape.net)

To: stor\_tec@yahoo.com; pokeefe@rmcsd.com; ajr@bkslawfirm.com; mfritschi@rmcsd.com

Cc: toshavanvorst@gmail.com

Date: Thursday, March 9, 2023 at 11:28 AM PST

Good Morning

Either the 11th or 13 will work for me

Robert B. Pye  
Attorney at Law  
6060 Sunrise Vista Drive, Suite 2140  
Citrus Heights, CA 95610  
(916) 834-7280

THIS IS A PRIVILEGED AND CONFIDENTIAL COMMUNICATION THAT IS INTENDED TO BE VIEWED ONLY BY THE INTENDED RECIPIENT. IF YOU HAVE RECEIVED THIS MESSAGE IN ERROR, PLEASE DELETE IT AND NOTIFY THE SENDER IMMEDIATELY. ANY DISSEMINATION, DISTRIBUTION, OR COPYING OF THIS TRANSMISSION IS STRICTLY PROHIBITED.

On Thursday, March 9, 2023 at 08:55:14 AM PST, Michael Fritschi <mfritschi@rmcsd.com> wrote:

11<sup>th</sup>, 12<sup>th</sup> and 13<sup>th</sup> of April mornings (after 9) work best for me. First week of April are committee meetings all week.

**Michael T. Fritschi, P.E.**

Interim General Manager

Rancho Murieta Community Services District

*Direct Office* 916-354-3730

*Cell* 916-870-2991

[www.rmcsd.com](http://www.rmcsd.com)

From: Bradley Beer <stor\_tec@yahoo.com>

Sent: Thursday, March 9, 2023 8:33 AM

**To:** Paula O'Keefe <pokeefe@rmcsd.com>; Andrew Ramos <ajr@bkslawfirm.com>; Michael Fritschi <mfritschi@rmcsd.com>  
**Cc:** Tosha Van Vorst <toshavanvorst@gmail.com>; Robert Pye <rbpye@netscape.net>  
**Subject:** Re: Meet to discuss Airport Property Tax

Mike,

I did not realize the 29th was a Wednesday, Wednesdays do not work, there is a conflict for one of our attendees. Can we look at the first weeks in April?

Thanks,

Brad

On Wednesday, March 8, 2023 at 02:16:24 PM PST, Michael Fritschi <mfritschi@rmcsd.com> wrote:



Fw: Meeting

From: Bradley Beer (stor\_tec@yahoo.com)  
To: rbppe@netscape.net  
Date: Tuesday, March 7, 2023 at 03:59 PM PST

Can you do the 29th?

----- Forwarded Message -----  
**From:** Michael Fritschi <mfritschi@rmcsd.com>  
**To:** Bradley Beer <stor\_tec@yahoo.com>  
**Sent:** Tuesday, March 7, 2023 at 03:53:49 PM PST  
**Subject:** RE: Meeting

How about the 29<sup>th</sup>, same time?

**Michael T. Fritschi, P.E.**

Interim General Manager

Rancho Murieta Community Services District

*Direct Office* 916-354-3730

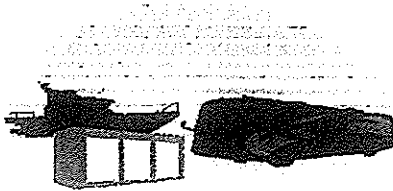
*Cell* 916-870-2991

**[www.rmcsd.com](http://www.rmcsd.com)**

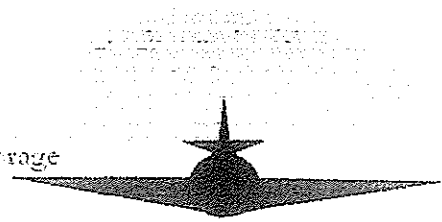
**From:** Bradley Beer <stor\_tec@yahoo.com>  
**Sent:** Tuesday, March 7, 2023 2:18 PM  
**To:** Michael Fritschi <mfritschi@rmcsd.com>; Robert Pye <rbppe@netscape.net>; Tosha Van Vorst <toshavanvorst@gmail.com>  
**Subject:** Meeting

We have a conflict, Can we do the 28th at 9AM?

Brad



Rancho Murieta Airport, Inc.  
Airport, Self Storage, RV & Boat Storage



November 7, 2022

RMCS  
Accounting  
P.O. Box 1050  
Rancho Murieta, CA 95683

Re: Account Number 8600300  
Rancho Murieta Airport, 7443 Murieta Drive

Enclosed please find the November payment for the above referenced account.

Please note the October payment was sent via Priority Mail and it was received by RMCS on October 7, 2022, please see the enclosed tracking information, therefore our payment does not include the "Late Charge" on the invoice received.

In addition, as there has been no response to letters sent by both myself and the President of the Airport, Mr. Bradley Beer, regarding the calculation of the security fee, we have continued to pay what from our calculations is the correct fee of \$2,253.35.

The Rate Collection Error was brought up at the last Board Meeting in October to Tim Maybe and he informed Mr. Bradley Beer that it was being worked on, on CSD's end. We ask that CSD please recalculate the security fee once and for all, so we can move forward without taking further action.

Should you have any questions we would be happy to discuss the Airport account and security fee calculation as we have requested just such since June of this year.

Thank you,

Tosha Van Vorst  
Operations Manager

7443 Murieta Drive, Rancho Murieta, CA 95683  
Phone: (916) 354-9889

Rancho Murieta Airport, Inc.  
 7443 MURIETA DR  
 RANCHO MURIETA, CA, 956839725  
 (916) 354-9889

El Dorado Savings Bank, F.S.B.  
 Rancho Murieta, CA 95683  
 90-7097/3211

7579

11/7/2022

Pay to the  
 Order of

RMCS D

\$ \*\*3,447.37

Three Thousand Four Hundred Forty-Seven and 37/100

Dollars

RMCS D  
 PO Box 1050  
 Rancho Murieta, CA 95683-1050

⑈007579⑈ ⑆321670978⑆ 44309911⑈

RANCHO MURIETA AIRPORT, INC.

7579

RMCS D

Date Type Reference  
 11/7/2022 Bill 8600300

Original Amt.  
 3,447.37

Balance Due  
 3,447.37

11/7/2022  
 Discount  
 Check Amount

Payment  
 3,447.37  
 3,447.37

El Dorado Savings - C

3,447.37

RANCHO MURIETA AIRPORT, INC.

7579

RMCS D

Date Type Reference  
 11/7/2022 Bill 8600300

Original Amt.  
 3,447.37

Balance Due  
 3,447.37

11/7/2022  
 Discount  
 Check Amount

Payment  
 3,447.37  
 3,447.37

El Dorado Savings - C

3,447.37

PAID BY BANK  
 11/10/2022



Rancho Murieta Community Services District  
 15160 Jackson Rd, PO Box 1050  
 Rancho Murieta, CA 95683  
 916-354-3700 www.rmcsd.com

**STATEMENT DATE**

10/25/2022

**STATEMENT PERIOD**

9/25/2022 - 10/25/2022

**SERVICE ADDRESS**

AIRPORT OFFICE

**ACCOUNT NUMBER**

8600300

**DUE DATE**

Due upon receipt



1699

RANCHO MURIETA AIRPORT, INC  
 7443 MURIETA DRIVE  
 RANCHO MURIETA CA 95683

S001699

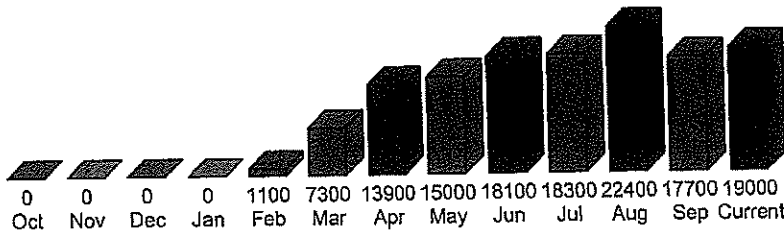
CUR. READING	DAYS	METER NBR	USAGE (CF)	RATE	AMOUNT
1332	30	90229195	19000	\$0.0217	\$412.30

**MESSAGE CENTER**

**WATER SHUT OFFS** - The District has resumed water shut offs. If you have a past due balance, we urge you to bring your account current by either paying in full or entering a payment installment plan. Please contact us at 916-354-3700 to discuss payment options. The District Board of directors would like to encourage businesses and residents to voluntarily reduce water use by 20%. Please view the this link from web page. <https://www.ranchomurietaacsd.com/be-water-smart>

WATER COM BASE	\$453.60
WATER COM USAGE	\$412.30
DRAINAGE TAX AIRPORT	\$176.03
LATE CHARGE	<del>\$267.50</del>
SEC TAX AIRPORT	2252.15 <del>\$3,196.26</del>
SEWER COMMERCIAL	\$145.59
WTP DEBT SERVICE-COMMERCIAL	\$6.00

**RECENT WATER USAGE**



Current Charges	\$4,389.78
Previous Bill	\$10,498.5
Penalties	\$267.50
Payments	(\$7,823.50)
Adjustments	

**Total Amount Due** \$7,332.30

*Due Upon Receipt - Terms on the reverse side.*

## Meeting Request

From: Crystal Matter (crystal@matterlawapc.com)

To: tmaybe@rmcsd.com

Cc: stor\_tec@yahoo.com

Date: Monday, October 3, 2022 at 08:22 AM PDT

Dear Tim:

Brad and I want to meet with you to discuss security fees.

Do you have availability this Friday 10/7 or Monday 10/10?

Regards,

Crystal L. Matter

## Security Fees

From: Bradley Beer (stor\_tec@yahoo.com)

To: tmaybe@rmcsd.com; toshavanvorst@gmail.com; rbpye@netscape.net; cgreisen@jps.net

Date: Tuesday, October 4, 2022 at 02:42 PM PDT

Tim, I would then formally ask for a meeting to discuss the Security Fee at the Airport. I have sent a request on June 13th of this year for an explanation to the General Manager but got no response. My staff went back to 2004 and calculated the fee forward and I believe our compilation to be accurate. If you wish to have your District Council at the meeting that's ok with me as I intend on bring mine to hopefully bring this issue to a conclusion. Please give me some times and dates that you are available to meet, as again I would like to resolve the Fee once and for all. Perhaps in the mean time you can also research the fees established and calculate the 2% maximum annual increase as we have done.

Brad Beer

President  
Rancho Murieta Airport Inc.

Re: Rancho Murieta Airport Security Fee

From: Bradley Beer (stor\_tec@yahoo.com)

To: tmaybe@rmcsd.com

Cc: rjenco@rmcsd.com; lbutler@rmcsd.com; jmerchant@rmcsd.com; mpohl@rmcsd.com; rbpye@netscape.net; toshavanvorst@gmail.com

Date: Thursday, October 6, 2022 at 11:56 AM PDT

Thank you for your prompt response, in the meantime please have your Book Keeping Department go back in your financial records and examine the charges that were imposed in 2002 as I am sure that they match up with ours as the Math does not lie. In doing this research ahead of our meeting will bring this matter to a resolution much quicker.

Bradley Beer

President Rancho Murieta Airport Inc.

On Thursday, October 6, 2022 at 11:36:48 AM PDT, Tim Maybee <tmaybe@rmcsd.com> wrote:

Hello Mr. Beer,

I will follow up with staff regarding this letter that you enclosed. I know staff is working with District legal counsel to set up dates for a meeting. As soon as the District gets some hard dates, we will reach out to you for our meeting.

Thank you for your time.

---

**From:** Bradley Beer <stor\_tec@yahoo.com>  
**Sent:** Thursday, October 6, 2022 10:22 AM  
**To:** Tim Maybee <TMaybee@rmcsd.com>  
**Cc:** Randy Jenco <rjenco@rmcsd.com>; Linda Butler <lbutler@rmcsd.com>; John Merchant <jmerchant@rmcsd.com>; Martin Pohl <MPohl@rmcsd.com>; Robert Pye <rbpye@netscape.net>; Tosha Van Vorst <toshavanvorst@gmail.com>  
**Subject:** Rancho Murieta Airport Security Fee

Mr. Maybee,

I ask that you please review the attached letter and enclosures, and respond.

Thank you,

Bradley Beer  
President  
Rancho Murieta Airport, Inc.

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(<https://reg.usps.com/xsell?app=UspsTools&ref=homepageBanner&appURL=https%3A%2F%2Finformeddelivery.usps.com/box/pages/intro/start.action>)

Tracking Number:

[Remove X](#)

## 9505513821422279289451

[Copy](#)

[Add to Informed Delivery \(https://informeddelivery.usps.com/\)](https://informeddelivery.usps.com/)

### Latest Update

Your item has been delivered and is available at a PO Box at 8:14 am on October 7, 2022 in SLOUGHHOUSE, CA 95683.

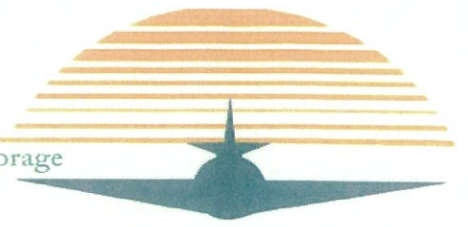
- Delivered**  
Delivered, PO Box  
SLOUGHHOUSE, CA 95683  
October 7, 2022, 8:14 am
- Arrived at Post Office**  
SLOUGHHOUSE, CA 95683  
October 7, 2022, 7:03 am
- Departed USPS Regional Facility**  
SACRAMENTO CA DISTRIBUTION CENTER  
October 7, 2022, 5:27 am
- Arrived at USPS Regional Facility**  
SACRAMENTO CA DISTRIBUTION CENTER  
October 6, 2022, 9:48 pm
- Departed Post Office**  
SLOUGHHOUSE, CA 95683  
October 6, 2022, 5:06 pm
- USPS in possession of item**  
SLOUGHHOUSE, CA 95683  
October 6, 2022, 10:15 am
- [Hide Tracking History](#)

Feedback





Rancho Murieta Airport, Inc.  
Airport, Self Storage, RV & Boat Storage



October 6, 2022

Rancho Murieta Community Services District  
Attention: President, Board of Directors, Tim Maybee  
P.O. Box 1050  
Rancho Murieta, CA 95683

Re: Account Number 8600300  
Rancho Murieta Airport

Dear Mr. Maybee:

Enclosed for your review please find a copy of a letter sent to the General Manager, Mr. Tom Hennig on September 19, 2022.

On June 13, 2022, Rancho Murieta Airport, Inc. sent the Rancho Murieta Community Services District correspondence requesting an explanation as to how the increased security fees were calculated by the District. Receiving no response, my office followed up in both July and August 2022 and we were advised that the District's response had been prepared and was pending approval by the General Manager. To date, no response has been received. It is the District's responsibility to respond to a rate payer in a timely fashion, to which Mr. Hennig has failed to do on numerous occasions which is completely unprofessional and frankly incompetent.

Due to the District's refusal to respond to my correspondence and subsequent follow-ups, we researched the historical security fee charged to the Airport. Based on our records, the Airport was charged \$760.68 per month from 2002-2004, so we used that as the starting point for our calculations.

Measure J allows for a maximum 2% per year increase in security fees charged to ratepayers. Measure J also permits the District to charge additional fees to the Airport for increased square footage. The enclosed spreadsheet calculates the allowable security fee based on a 2% increase and additional square footage as permitted by Measure J<sup>1</sup>. As you can see, the Airport was overcharged because they were invoiced for more than a 2% increase several times over the last 20 years (and at times potentially under billed). Based on our data, the maximum allowable amount the Airport should be paying is \$2,253.85 per month based on these calculations.

Accordingly, the Airport has paid \$2,253.85 for the security fee for the months of July through September. The Airport will continue to pay this amount until such time the District responds to our requests for an explanation on how the District is calculating the security fee charged and an audited fee calculation by the District is provided, as I know that the District

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<sup>1</sup> Assuming that the 2% per year increase was approved by the Board, which it was not.

has the same financial information that I have in my financial records from the 2002 date as indicated herein.

Mr. Hennig has publically announced that the District is reviewing past billings to find those customers both over and under charged, and the District will collect on under billed accounts, so it stands to reason that the District will also refund those accounts that have been overcharged. Based on the available financial records of payments made to the District from 2002 forward, the Airport has over paid for security in the amount of \$24,220.61, which does not include interest on the over paid amount, over the course of 20 years. The Airport hereby demands reimbursement for over paid Security Fees/Taxes the District billed in error or whether the District wishes for the Airport to apply these amounts to each of the invoices for security over a period of the next ten months.

I look forward to receiving your formal response in writing within the next ten days as it is important to me to resolve this matter once and for all.

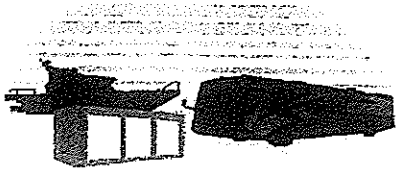
Sincerely,



Bradley Beer  
President

Enclosure(s): Copy of September 19, 2022 Letter to Mr. Tom Hennig

CC via email: Randy Jenco  
Linda Butler  
John Merchant  
Martin Pohl  
Robert Pye



Rancho Murieta Airport, Inc.  
Airport, Self Storage, RV & Boat Storage



June 13, 2022

RMCS  
Accounting  
P.O. Box 1050  
Rancho Murieta, CA 95683

Re: Account Number 8600300  
Rancho Murieta Airport, 7443 Murieta Drive

It has come to our attention that the Security Tax on the Airport has increased from \$1,370.60 to \$2,665.02 which seems to have taken effect on the March 25, 2022 invoice.

We received no notice of this increase and are hoping it is a billing error. If not, could you please provide the information and reasoning for the increase?

Thank you,

Tosha Van Vorst  
Operations Manager

7443 Murieta Drive, Rancho Murieta, CA 95683  
Phone: (916) 354-9889



## Rancho Murieta Community Services District

15160 Jackson Road • P.O. Box 1050 Rancho Murieta, CA 95683 • 916-354-3700 • Fax 916-354-2082

Visit our website [www.rmcsd.com](http://www.rmcsd.com)

December 8, 2023

(sent by email to: [stor\\_tec@yahoo.com](mailto:stor_tec@yahoo.com); [kjames@bncj-law.com](mailto:kjames@bncj-law.com); [rbpye@netscape.net](mailto:rbpye@netscape.net) )

Mr. Bradley Beer  
President  
Rancho Murieta Airport  
7443 Murieta Drive  
Rancho Murieta, CA 95683

RE: Account number 001-008600300-000  
(formerly Account Number: 8600300)

Dear Mr. Beer:

I am in receipt of your letters dated June 5, 2023, and November 28, 2023, and again extend my apologies for the delayed response from the District.

You requested that the District share its calculation methodology for the security rate assessment as you dispute the charges on your account.

I have completed a comprehensive review of Measure J (Ordinance 98-1) which was approved by the voters in 1998 and the District's billing history of the Airport.

Measure J, Section 3.00, *Security Tax*, authorizes the assessment of a monthly security tax on property within the District and Measure J, Section 5.00, *Annual Adjustment*, authorizes the annual increase of the assessment of 2% per year starting on July 1, 2009.

There are multiple factors used in our calculation methodology for this Non-Residential Property Security Assessment:

- 1) the Monthly Special (Security) Tax Rates (per square foot);
- 2) An annual 2% increase of the assessment;
- 3) the Building Square Footage; and
- 4) the tax year in which those buildings were built

The first factor is found in the District's Security Code (Chapter 21 of the District's overall Code), Section 5.03 (Security Tax) which lists the July 1, 2008, Monthly Special (Security) Tax Rates for Developed and Undeveloped Properties authorized pursuant to Measure J.

This section includes the Airport as a separate line item of the Non-Residential Developed Properties. The Airport's July 1, 2008 rate is \$.0155 per building square foot.

The second factor is found in the attached worksheet which shows the 2% annual escalation of the \$.0155 rate through July 1, 2023.

*Serving the Community for over 30 years*

Board of Directors: Tim Maybee, President • Martin Pohll, Vice-President • Randy Jenco • Linda Butler • Martin Pohll • Stephen Booth





## Rancho Murieta Community Services District

15160 Jackson Road • P.O. Box 1050 Rancho Murieta, CA 95683 • 916-354-3700 • Fax 916-354-2082

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The third factor has fluctuated over the years as the airport has added building square footage. Our attached worksheet shows the Airport's building square footage over the history of recordkeeping on the airport. This information was built from data provided by Sacramento County Assessor's Office a field audit of the new RV storage hangar built in June of 2022, and a document provided to the District on April 11, 2023, showing a total of 167,451 square feet.

The fourth factor shows the application of the corresponding rate to the square footage in place at the year of the assessment. The attached Airport Security Tax Assessment spreadsheet provides this calculation.

Our calculations show gross tax obligations over the 16-year period of \$415,258 and payments of \$284,032, for a net security assessment due to the District of \$131,225.77. If these figures do not align with your calculations, we welcome the opportunity to go over the four factors and determine if there are any mistaken figures or assumptions. Please submit your calculations supporting such assumptions to us at your convenience and we will schedule a meeting to go over the data.

Thank you for your assistance in this regard and best wishes for a peaceful and joyous holiday season.

Sincerely,

Mimi Morris  
General Manager

### Attachments

cc. District Board President Timothy Maybee  
District Board Member Stephen Booth  
District Board Member Linda Butler  
District Board Member Randy Jenco  
District Board Member Martin Pohll  
District Counsel Andrew J. Ramos  
Airport Attorneys: Kevin James and Robert Pye

**RANCHO MURIETA  
COMMUNITY SERVICES DISTRICT**

**"THE SECURITY CODE"**

**DISTRICT CODE**

**CHAPTER 21**

**POLICES REGULATING THE PROVISION  
OF AND CHARGES FOR SECURITY  
SERVICE BY THE DISTRICT**

**AMENDED DECEMBER 17, 2008  
ORDINANCE 2008-04**

special taxes; Government Code Section 61622<sup>4</sup> which authorizes the District to perform all acts necessary to carry out fully the provisions of the Community Services District law; Government Code Section 53978, et seq., which authorizes the District to impose a special tax for police protection services<sup>5</sup>, which includes security services; and Article XIII of the California Constitution. This tax is based, to the extent practicable, upon the cost of providing security services to the properties within the District and is not an ad valorem property tax.

5.03 **Security Tax:** Commencing July 1, 2008, property within the District shall be assessed a monthly security tax as follows.<sup>6</sup> The maximum rates shown reflect annual adjustments, per Section 5.00:

		Monthly Special Tax Rates Fiscal Year 2008-09	Monthly Special Tax Rates Maximum Ceiling Rate Year 2008-09
<b>DEVELOPED PROPERTY</b>			
<b>Residential</b>			
<b>Inside Gates</b>			
- Metered	Per Lot	\$ 23.89	23.89
- Unmetered	Per Lot	\$ 18.75	18.75
<b>Outside Gate</b>			
	Per Lot	\$ 5.76	5.76
<b>Non-Residential</b>			
- Highway Retail	Per Building Sq. Ft.	\$ 0.2153	0.2153
- Other Retail/Commercial	"	\$ 0.0231	0.0231
- Industrial/Warehouse/Lt Industrial	"	\$ 0.0507	0.0507
- Office	"	\$ 0.0121	0.0121
- Institutional	"	\$ 0.0122	0.0122
- Public Utility	"	\$ 0.0386	0.0386
- Equine Complex	"	\$ 0.0033	0.0033
- RMCC	"	\$ 0.0607	0.0607
- Airport	"	\$ 0.0155	0.0155
<b>UNDEVELOPED PROPERTY</b>			
- Inside Gates	Per Acre	\$ 20.2267	\$ 20.2267
- Outside Gates	Per Acre	\$ 3.0141	\$ 3.0141

Charges for property and/or units not identified herein shall be determined by the Board based upon the total actual cost of providing security services to that property or unit, not to exceed the maximum charge per lot, acre, or building square foot for property identified herein.

<sup>4</sup> Government Code § 61622 was repealed and replaced with Government Code § 61060(n) effective January 1, 2006.

<sup>5</sup> The citation to Government Code Section 53978 should be deleted.

<sup>6</sup> The rate structure was determined in the study prepared by Economic & Planning Systems and dated February 23, 1998, prior to the adoption of the security tax by the voters in 1998."

# 12 Buildings at RANCHO MURIETA AIRPORT with Total Building Square Footage of

Customer Account  
Number

Customer Name

165,750

001-008600300-000

RANCHO MURIETA AIRPORT

Year Finished

Building Name

Building Square Footage

1983

Hangar A

10,000

1983

Hangar E

13,650

1991

Hangar B

7,500

1991

Hangar D

7,500

1991

Hangar F

29,400

1994

Hangar C

7,500

2015

Hangar G

20,000

2016

Hangar H

20,000

2018

Hangar G-Expansion

13,000

2018

Hangar H-Expansion

13,000

2022

Hangar H West

12,100

2022

Hangar I

12,100



Non-Residential Developed Property: Airport										
Non-Residential - Airport	Fiscal Year	Rate Increase Authorized Per Measure J	Monthly Special Tax Rate-Max Rate per Building square foot with 2% increase per year	Building Square Footage per Fiscal Year	Monthly Security Assessment District was authorized to have charged	Annualized Security Assessment District was authorized to have charged	Actual Monthly Rate Charged by the District	Actual Annualized Security Assessment Charged by the District	Actual Monthly Amount District Undercharged Customer	Actual Annualized Amount District Undercharged Customer
Column	C	D	E	G	H	I	K	L	N	O
	Calculation		e.g. = E4x1.02 ; e5x1.02, etc.)		E x G	H x 12		K x 12	K-H	12 x (K-H)
2008-2009	08-09	2%	\$ 0.0155	76,990	\$ 1,193	\$ 14,320	\$ 1,062	\$ 12,747	\$ (131)	\$ (1,573.50)
2009-2010	09-10	2%	\$ 0.0158	76,990	\$ 1,217	\$ 14,607	\$ 1,062	\$ 12,747	\$ (155)	\$ (1,859.90)
2010-2011	10-11	2%	\$ 0.0161	76,990	\$ 1,242	\$ 14,899	\$ 1,069	\$ 12,829	\$ (172)	\$ (2,069.83)
2011-2012	11-12	2%	\$ 0.0164	76,990	\$ 1,266	\$ 15,197	\$ 1,090	\$ 13,076	\$ (177)	\$ (2,121.09)
2012-2013	12-13	2%	\$ 0.0168	76,990	\$ 1,292	\$ 15,501	\$ 1,131	\$ 13,569	\$ (161)	\$ (1,931.58)
2013-2014	13-14	2%	\$ 0.0171	76,990	\$ 1,318	\$ 15,811	\$ 1,144	\$ 13,733	\$ (173)	\$ (2,077.19)
2014-2015	14-15	2%	\$ 0.0175	96,990	\$ 1,693	\$ 20,316	\$ 1,186	\$ 14,227	\$ (507)	\$ (6,089.29)
2015-2016	15-16	2%	\$ 0.0178	116,990	\$ 2,083	\$ 24,996	\$ 1,206	\$ 14,474	\$ (877)	\$ (10,522.00)
2016-2017	16-17	2%	\$ 0.0182	116,990	\$ 2,125	\$ 25,495	\$ 1,206	\$ 14,474	\$ (918)	\$ (11,021.91)
2017-2018	17-18	2%	\$ 0.0185	142,990	\$ 2,649	\$ 31,785	\$ 1,261	\$ 15,131	\$ (1,388)	\$ (16,653.45)
2018-2019	18-19	2%	\$ 0.0189	142,990	\$ 2,702	\$ 32,421	\$ 1,288	\$ 15,460	\$ (1,413)	\$ (16,960.23)
2019-2020	19-20	2%	\$ 0.0193	142,990	\$ 2,756	\$ 33,069	\$ 1,316	\$ 15,789	\$ (1,440)	\$ (17,279.60)
2020-2021	20-21	2%	\$ 0.0197	142,990	\$ 2,811	\$ 33,730	\$ 1,343	\$ 16,118	\$ (1,468)	\$ (17,612.06)
2021-2022	21-22	2%	\$ 0.0201	167,190	\$ 3,352	\$ 40,228	\$ 1,834	\$ 22,004	\$ (1,519)	\$ (18,223.82)
2022-2023	22-23	2%	\$ 0.0205	167,190	\$ 3,419	\$ 41,032	\$ 3,196	\$ 38,355	\$ (223)	\$ (2,677.16)
2023-2024	22-24	2%	\$ 0.0209	167,190	\$ 3,488	\$ 41,853	\$ 3,275	\$ 39,300	\$ (213)	\$ (2,553.17)
						\$ 415,258		\$ 284,032		\$ (131,225.77)

The District has historically underbilled the Airport based on this analysis. The gross amount the District underbilled the Airport is \$131,225.77.

## MEMORANDUM

Date: December 14, 2023  
To: Board of Directors  
From: Finance Committee Staff  
Subject: Consider Adoption of District Policy #P2023-02, District Investment Policy

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### RECOMMENDED ACTION

Adopt District Policy #P2023-02, District Investment Policy. This policy supersedes District Policy P2016-01.

### BACKGROUND

Upon conducting our annual review of the District's Investment Policy, it was determined that adding, "Investment pool authorized under CA Account Statues governed by Government Code Section 53601, as a Liquid Investment, with an Investment Limit of Maximum permitted by State Treasurer," was a financially sound decision as the rate of return on our investment in this kind of account will yield a higher return than investment in LAIF.

**The Finance Committee recommends adoption.**

## RANCHO MURIETA COMMUNITY SERVICES DISTRICT

<b>Category:</b>	Financial	<b>Policy #</b> P20 <del>46</del> <b>23-</b>
<b>Title:</b>	District Investment Policy	

### PURPOSE

This statement is intended to provide policy and direction to the Finance Officer of the District for the prudent and beneficial use of all funds and monies of the District without regard to source or restrictions. Any reference to portfolio shall mean the total of District cash and securities under management by the Finance Officer. Permitted investments shall be listed in Exhibit A.

### AUTHORITY

The Government Code of the State of California (Government Code), primarily section 53601 and related subsections authorizes the types of investment vehicles allowed in a California local agency's portfolio. The investment vehicles emphasize preservation of capital and are a conservative set of investments. The authority to invest (as defined in the Government Code) is delegated to the local agency's legislative body for re-delegation to its finance officer. Under no circumstances is the local agency finance officer permitted to purchase an investment that is not specifically authorized by law and within the scope of investments delegated by the local agency's governing Board.

### BASIC POLICY AND OBJECTIVES

The Rancho Murieta Community Services District investment policy is a conservative policy guided by three principles of public fund management. In specific order of importance the three principles are:

- 1) Safety of Principal. Investments shall be undertaken in a manner which first seeks to preserve portfolio principal.
- 2) Liquidity. Investments shall be made with maturity dates that are compatible with cash flow requirements and which will permit easy and rapid conversion into cash, at all times, without a substantial loss of value.
- 3) Return on Investment. Investments shall be undertaken to produce an acceptable rate of return after first consideration for principal and liquidity.

### FOLLOWING ARE OBJECTIVES:

**DIVERSIFICATION** The District shall maintain a portfolio of authorized investments with diversified maturities, issuers and security types to avoid the risk inherent in over investing in any one sector. The Finance Officer shall evaluate or cause to have evaluated each potential investment, seeking quality of issuer, underlying security or collateral, potential negative effects of market volatility on the investment and shall diversify the portfolio to reduce exposure and assure adherence to the Basic Policy and Objectives paragraph of this policy.

**PRUDENT INVESTOR STANDARD** Investments will be made with the same standard of care that persons of prudence, discretion and intelligence exercise when managing their own affairs, not for speculation, but for investment with particular consideration for safety of capital as well as probable income derived.

**REPORTING REQUIREMENTS** Each month the Finance Officer shall prepare and submit a report of investment transactions to the Board of Directors. This report will be sufficiently detailed to provide information for investment evaluation.

**PERFORMANCE REVIEW** An annual appraisal of the investment portfolio shall be conducted to evaluate the effectiveness of the District's investment program. The purpose of this review, in addition to evaluation of performance, is to provide the platform for recommendations of change and improvements to the portfolio to the Board of Directors.

**GRANDFATHER CLAUSE** Any investment held by the District at the time of this policy is adopted shall not be sold to conform to any part of this policy unless its sale is judged to be prudent by the Finance Officer.

**CONFLICTS OF INTEREST** The Finance Officer shall perform his/her duties under this Investment Policy in accordance with the provisions of Section 1126 of the Government Code as well as any other state law referred to in this policy.

**EXCEPTIONS** When the Finance Officer determines that an exception to one of the numerical limits is in the best interest of the District, such exception is permitted as long as it is consistent with applicable State and Federal laws. Exceptions to this policy shall be reported to the Board of Directors within five working days along with a detailed explanation for the variance.

**CONFLICTS** In the event any provision of this Statement of Investment Policy is in conflict with any of the statutes referred to herein or any other State or Federal statute, the provisions of each statute shall govern.

**SAFEKEEPING** All securities purchased may be delivered against payment and held in safekeeping pursuant to a safekeeping agreement. All financial institutions shall be instructed to mail confirmations and safekeeping receipts directly to the Finance Officer of the District.

<p><b>Approved by Rancho Murieta Community Services District Board of Directors</b></p>	<p>April 20, 2016</p>
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EXHIBIT "A"

PERMITTED INVESTMENTS

	<u>Investment Type</u>	<u>Maximum Investment</u>	<u>Maximum Maturity</u>
1A)	Investment pool authorized under CA Account Statues governed by Government Code Sections 16429.1-16429.4	Maximum permitted by State Treasurer <sup>1</sup>	Liquid
<del>1B)</del>	<del>Investment pool authorized under CA Account Statues governed by Government Code Section 53601</del>	<del>Maximum permitted by State Treasurer<sup>1</sup></del>	<del>Liquid</del>
<del>2)</del>	<del>California Asset Management Program (CAMP)</del>	<del>Unlimited</del>	<del>—Liquid Account</del>
3)	U.S. Treasury Obligations	Unlimited	5 Years
4)	Bank Savings Account	25%	—Liquid Account
5)	Federal Agencies	75%	5 Years
6)	Commercial Paper	20%	270 Days
7)	Negotiable Certificates of Deposit	<del>2</del> 30%	2 Years
8)	Re-purchase Agreements	20%	180 Days
9)	Municipal Obligations	20%	5 Years
10)	Corporate Debt	25%	5 Years
11)	Supranational Debt	30%	5 Years

ADDITIONAL LIMITS ON INVESTMENTS:

1A) No notes.

~~1B) No notes.~~

3) U.S. Treasury Obligations are limited to Treasury Bills, Treasury Notes, and Treasury Bonds.

4) Bank Savings Accounts must be collateralized at 110% of account balance.

5) Federal agency or United States government–sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.

<sup>1</sup>Limits subject to change; established by State Treasurer.

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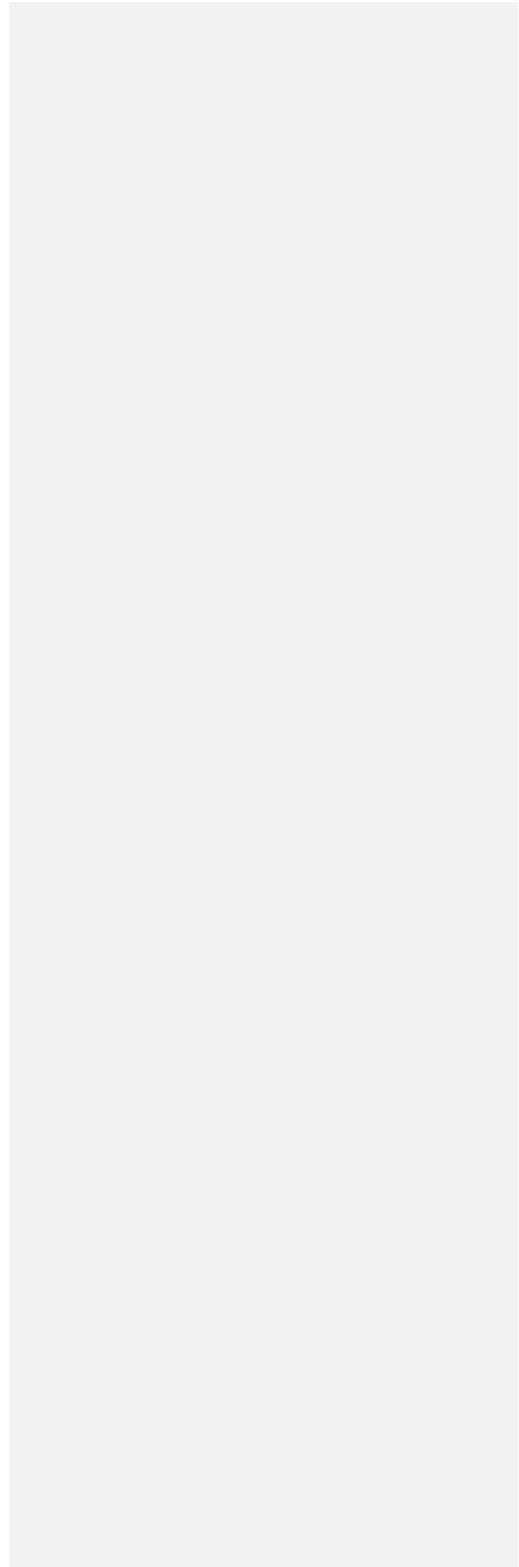
- 6) Must be a U.S. corporation with over \$500 million in assets. The commercial paper must be of the highest ranking or of the highest letter and number rating as provided for by a nationally recognized statistical-rating organization. The District may purchase no more than 10 percent of the outstanding commercial paper of any single issuer. Additionally, District purchases may not exceed 10% per issuer.
- 7) Negotiable certificates of deposit must be issued by a nationally or state-chartered bank, a savings association, or a federal association (as defined by Section 5102 of the Financial Code), or a state or federal credit union, or by a state-licensed branch of a foreign bank. Purchases are limited to institutions which have long-term debt rated in the "A" category or higher, or the equivalent, by a nationally recognized rating organization.
- 8) The District will enter into repurchase agreements only with primary government securities dealers as designated by the Federal Reserve Bank of New York. Repurchase agreements shall be governed by a master repurchase agreement adopted by the Public Securities Association. All securities underlying repurchase agreements shall be delivered to the District's custodial bank, or be handled under a properly executed "tri-party" custodial arrangement. Collateral for repurchase agreements is restricted to U.S. Treasury issues or Federal Agency issues.

The underlying collateral must be at least 102% of the repurchase agreement amount. If the value of securities held as collateral slips below 102% of the value of the cash transferred, then additional cash or acceptable securities must be delivered to the third party custodian. Market value shall be recalculated each time there is a substitution of collateral. For repurchase agreements with terms to maturity of greater than three days, the value of the collateral securities shall be marked to market weekly by the custodian, and if additional collateral securities is required, then that collateral must be delivered within two business days. If a collateral deficiency is not corrected within two days, the collateral securities will be liquidated.

A perfect first security interest in the collateral securities, under the Uniform Commercial Code, shall be created for the benefit of the District. Collateral securities shall be held free and clear of any lien and shall be an independent third party acting solely as an agent for the District, and such third party shall be (i) a Federal Reserve Bank, or (ii) a bank which is a member of the Federal Deposit Insurance Corporation and which has combined capital, surplus, and undivided profits of not less than \$50 million.

- 9) Obligations must be issued by the State of California or any local agency within the state, including bonds payable solely out of revenues from a revenue-producing property owned, controlled, or operated by the state or any local agency by a department, board, agency, or authority of the state or any local agency. Registered treasury notes or bonds issued by any of the other 49 states in addition to California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 states, in addition to California. Securities eligible for investment must be rated in the "A" category or its equivalent, or higher, by a nationally recognized statistical-rating organization. District purchases may not exceed 5% per issuer.
- 10) Purchases are limited to corporate and depository institution debt securities issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Notes eligible for investment shall be rated "A" or better by a nationally recognized rating service. District purchases may not exceed 10% per issuer.

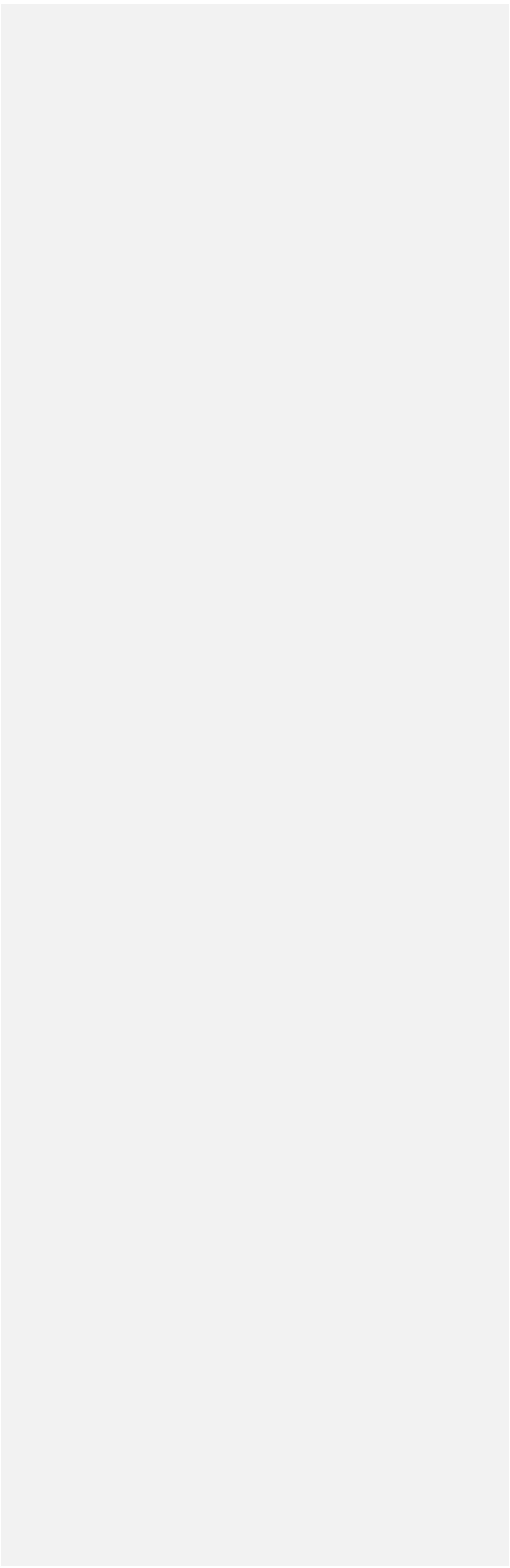
- 11) Must be United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and



Development, International Finance Corporation, or Inter-American Development Bank.  
Investments under this subdivision shall be rated "AA" or better by an NRSRO.



| ~~4Limits subject to change; established by State Treasurer.~~



# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

<b>Category:</b>	Financial	<b>Policy #</b> P2023-02
<b>Title:</b>	District Investment Policy	

## PURPOSE

This statement is intended to provide policy and direction to the Finance Officer of the District for the prudent and beneficial use of all funds and monies of the District without regard to source or restrictions. Any reference to portfolio shall mean the total of District cash and securities under management by the Finance Officer. Permitted investments shall be listed in Exhibit A.

## AUTHORITY

The Government Code of the State of California (Government Code), primarily section 53601 and related subsections authorizes the types of investment vehicles allowed in a California local agency's portfolio. The investment vehicles emphasize preservation of capital and are a conservative set of investments. The authority to invest (as defined in the Government Code) is delegated to the local agency's legislative body for re-delegation to its finance officer. Under no circumstances is the local agency finance officer permitted to purchase an investment that is not specifically authorized by law and within the scope of investments delegated by the local agency's governing Board.

## BASIC POLICY AND OBJECTIVES

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- 3) Return on Investment. Investments shall be undertaken to produce an acceptable rate of return after first consideration for principal and liquidity.

## FOLLOWING ARE OBJECTIVES:

**DIVERSIFICATION** The District shall maintain a portfolio of authorized investments with diversified maturities, issuers and security types to avoid the risk inherent in over investing in any one sector. The Finance Officer shall evaluate or cause to have evaluated each potential investment, seeking quality of issuer, underlying security or collateral, potential negative effects of market volatility on the investment and shall diversify the portfolio to reduce exposure and assure adherence to the Basic Policy and Objectives paragraph of this policy.

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**PERFORMANCE REVIEW** An annual appraisal of the investment portfolio shall be conducted to evaluate the effectiveness of the District's investment program. The purpose of this review, in addition to evaluation of performance, is to provide the platform for recommendations of change and improvements to the portfolio to the Board of Directors.

**GRANDFATHER CLAUSE** Any investment held by the District at the time of this policy is adopted shall not be sold to conform to any part of this policy unless its sale is judged to be prudent by the Finance Officer.

**CONFLICTS OF INTEREST** The Finance Officer shall perform his/her duties under this Investment Policy in accordance with the provisions of Section 1126 of the Government Code as well as any other state law referred to in this policy.

**EXCEPTIONS** When the Finance Officer determines that an exception to one of the numerical limits is in the best interest of the District, such exception is permitted as long as it is consistent with applicable State and Federal laws. Exceptions to this policy shall be reported to the Board of Directors within five working days along with a detailed explanation for the variance.

**CONFLICTS** In the event any provision of this Statement of Investment Policy is in conflict with any of the statutes referred to herein or any other State or Federal statute, the provisions of each statute shall govern.

**SAFEKEEPING** All securities purchased may be delivered against payment and held in safekeeping pursuant to a safekeeping agreement. All financial institutions shall be instructed to mail confirmations and safekeeping receipts directly to the Finance Officer of the District.

<p><b>Approved by Rancho Murieta Community Services District Board of Directors</b></p>	<p>April 20, 2016</p>
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**EXHIBIT "A"****PERMITTED INVESTMENTS**

	<b><u>Investment Type</u></b>	<b><u>Maximum Investment</u></b>	<b><u>Maximum Maturity</u></b>
1A)	Investment pool authorized under CA Account Statues governed by Government Code Sections 16429.1-16429.4	Maximum permitted by State Treasurer <sup>1</sup>	Liquid
1B)	Investment pool authorized under CA Account Statues governed by Government Code Section 53601	Maximum permitted by State Treasurer <sup>1</sup>	Liquid
2)	California Asset Management Program (CAMP)	Unlimited	Liquid Account
3)	U.S. Treasury Obligations	Unlimited	5 Years
4)	Bank Savings Account	25%	Liquid Account
5)	Federal Agencies	75%	5 Years
6)	Commercial Paper	20%	270 Days
7)	Negotiable Certificates of Deposit	30%	2 Years
8)	Re-purchase Agreements	20%	180 Days
9)	Municipal Obligations	20%	5 Years
10)	Corporate Debt	25%	5 Years
11)	Supranational Debt	30%	5 Years

**ADDITIONAL LIMITS ON INVESTMENTS:**

- 1A) No notes.
- 1B) No notes.
- 3) U.S. Treasury Obligations are limited to Treasury Bills, Treasury Notes, and Treasury Bonds.
- 4) Bank Savings Accounts must be collateralized at 110% of account balance.

<sup>1</sup>Limits subject to change; established by State Treasurer.

- 5) Federal agency or United States government–sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.
- 6) Must be a U.S. corporation with over \$500 million in assets. The commercial paper must be of the highest ranking or of the highest letter and number rating as provided for by a nationally recognized statistical-rating organization. The District may purchase no more than 10 percent of the outstanding commercial paper of any single issuer. Additionally, District purchases may not exceed 10% per issuer.
- 7) Negotiable certificates of deposit must be issued by a nationally or state-chartered bank, a savings association, or a federal association (as defined by Section 5102 of the Financial Code), or a state or federal credit union, or by a state-licensed branch of a foreign bank. Purchases are limited to institutions which have long-term debt rated in the “A: category or higher, or the equivalent, by a nationally recognized rating organization.
- 8) The District will enter into repurchase agreements only with primary government securities dealers as designated by the Federal Reserve Bank of New York. Repurchase agreements shall be governed by a master repurchase agreement adopted by the Public Securities Association. All securities underlying repurchase agreements shall be delivered to the District’s custodial bank, or be handled under a properly executed “tri-party” custodial arrangement. Collateral for repurchase agreements is restricted to U.S. Treasury issues or Federal Agency issues.

The underlying collateral must be at least 102% of the repurchase agreement amount. If the value of securities held as collateral slips below 102% of the value of the cash transferred, then additional cash or acceptable securities must be delivered to the third party custodian. Market value shall be recalculated each time there is a substitution of collateral. For repurchase agreements with terms to maturity of greater than three days, the value of the collateral securities shall be marked to market weekly by the custodian, and if additional collateral securities is required, then that collateral must be delivered within two business days. If a collateral deficiency is not corrected within two days, the collateral securities will be liquefied.

A perfect first security interest in the collateral securities, under the Uniform Commercial Code, shall be created for the benefit of the District. Collateral securities shall be held free and clear of any lien and shall be an independent third party acting solely as an agent for the District, and such third party shall be (i) a Federal Reserve Bank, or (ii) a bank which is a member of the Federal Deposit Insurance Corporation and which has combined capital, surplus, and undivided profits of not less than \$50 million.

- 9) Obligations must be issued by the State of California or any local agency within the state, including bonds payable solely out of revenues from a revenue-producing property owned, controlled, or operated by the state or any local agency by a department, board, agency, or authority of the state or any local agency. Registered treasury notes or bonds issued by any of the other 49 states in addition to California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 states, in addition to California. Securities eligible for investment must be rated in the “A” category or its equivalent, or higher, by a nationally recognized statistical-rating organization. District purchases may not exceed 5% per issuer.
- 10) Purchases are limited to corporate and depository institution debt securities issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United

States. Notes eligible for investment shall be rated "A" or better by a nationally recognized rating service. District purchases may not exceed 10% per issuer.

- 11) Must be United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank. Investments under this subdivision shall be rated "AA" or better by an NRSRO.

DRAFT

## MEMORANDUM

Date: December 14, 2023  
To: Board of Directors  
From: Personnel Committee Staff  
Subject: Review and Adopt Information Technology Specialist Job Description

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### **RECOMMENDATION:**

Adopt Information Technology Specialist Job Description.

### **DISCUSSION:**

The District currently contracts out for IT services and has a contract that has been in place since 2013. The cost is a minimum of \$7,500 a month. We have limited onsite assistance (approximately 6 hours a week). When Staff experiences an IT issue, they must call into a center dispatcher, and wait for a response from the next available technician. Staff recommend hiring a part-time (20 hours a week) IT Specialist to be on site as possible to handle all of the aspects of District's Information Technology, from Information Security to Network Administration to user support. We are hoping to get all of that at or below the current cost and get a much-improved service. Staff would like to add another position, with the cost to come from the savings realized from cancelling the current IT contract. There would potentially be an overlap of services for a month or two while the new person becomes familiar with the current system. It is anticipated that this new position would begin in Spring of 2024.

This position would be a represented position and eligible for OE-3 Union Representation, therefore the draft job description should be reviewed by OE-3. We do not anticipate any issues with their approval of the description.

**The Personnel Committee approves of this position.**

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

## INFORMATION TECHNOLOGY SPECIALIST

### Part-Time (NTE 20 hours per week)

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DEPARTMENT: ADMINISTRATION

FLSA OVERTIME STATUS: NON-EXEMPT BARGAINING

UNIT: OPERATING ENGINEERS LOCAL 3

APPROVED BY BOARD OF DIRECTORS – draft to committee 12/5/23

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**SUMMARY:** Manage a variety of professional, high-level, confidential and complex information technology duties for the District to optimize security, network administration and user support. Develop and modify technical specifications, develops and implements standards and controls, contribute to the planning of the overall organizational information technology strategy; coordinate infrastructure system design, modification, upgrade, and implementation.

**SUPERVISION:** Receives general direction from the General Manager.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Designs, operates and maintains systems including network, server, storage, operating system, database, program, hardware, and software
- Manages Business Technology - software licenses and required software
- Manages Information Security
- Manages Information Technology Projects
- Develops, operates and maintains software system engineering
- Plans for and helps to maintain and implement both immediate and long-term information technology needs, including various audio-visual resources and security camera infrastructure.
- Exercises discretion and independent judgment in the performance of complex information functions related to District operation and major assignments.



- Assists with data management program in coordination with other departments;

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of modern office methods, procedures and equipment; excellent English usage, spelling, grammar, and punctuation; intermediate skill level in database design and management (like FileMaker), Word, Excel, Adobe Acrobat Pro, PowerPoint, and Outlook.

Ability to manage the overall information management system of the District. Ability to manage all business technology resources; ability to develop and refine information policy and program development, information technology portfolio management, information technology procurement, service, performance management, process reengineering, business analysis, research and development, strategic planning, digital service use experience engagement, content design, and product and delivery strategy. Ability to manage the full lifecycle of end user device solutions, including evaluation, configuration, provisioning, training, security, tracking, and support for an end user computing environment.

Ability to manage all security aspects of the initiation, design, development, testing, operation, and defense of information technology data and environments to address sources of disruption, ranging from natural disasters to malicious acts. Ability to manage or oversee all phases of project management and system development life cycles to ensure efficient and effective delivery of a unique information technology product, service, or system. Ability to implement and oversee the architecture, development, operation, and maintenance of software systems including user research, user centric design, development or configuration, programming, enterprise architecture, service-oriented architecture, testing, and implementation of the business application services. Ability to implement and oversee the architecture, design, configuration, operation, and maintenance of systems discovery and planning, design, configure, administer, and sustaining the operation of a defined system. System elements can include network, server, storage, operating system, database, program, hardware, and software.

**EDUCATION AND/OR EXPERIENCE:** The following minimum combination of training and experience which would provide the required knowledge and ability, is qualifying.

Education: BA degree or equivalent college level coursework preferably in information technology or related field.

Ten years of extensive and increasingly responsible public or private agency information technology management.

**LICENSE AND/OR CERTIFICATES:** Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are a condition of continuing employment.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stoop, kneel, crouch, or crawl. The employee frequently is required to stand, walk, sit, and climb or balance. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must occasionally lift and/or move up to 25 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

## MEMORANDUM

Date: December 14, 2023  
To: Board of Directors  
From: Amelia Wilder, District Secretary  
Subject: Committee Assignments

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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 existing assignments. 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>Martin Pohll</b>
<b>Communication &amp; Technology Committee</b>	<b>Linda Butler Stephen Booth</b>
<b>Finance Committee</b>	<b>Martin Pohll Stephen Booth</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>Mimi Morris <i>Tim Maybee (alternate)</i></b>