



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

October 21, 2020

Call to Order Open Session 5:00 p.m.

This meeting will be held remotely in accordance with Governor Newsom Executive Order N-29-20.
See instructions on page two.

BOARD MEMBERS

| | |
|---------------|----------------|
| Tim Maybee | President |
| Randy Jenco | Vice President |
| Linda Butler | Director |
| John Merchant | Director |
| Martin Pohll | Director |

STAFF

| | |
|------------------|------------------------------|
| Tom Hennig | General Manager |
| Richard Shanahan | District General Counsel |
| Amelia Wilder | District Secretary |
| Jeff Werblun | Security Chief |
| Paul Siebensohn | Director of Field Operations |
| Cindy Chao | Controller |

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

October 21, 2020

REGULAR BOARD MEETING

Call to Order Open Session 5:00 p.m.

This meeting will be held via ZOOM video conference only pursuant to Governor Newsom Executive Order N-29-20. You can join the conference by (1) logging on to <https://us02web.zoom.us/j/86458606805>, entering Meeting ID no. 864 5860 6805, and using the audio on your computer, or (2) dialing into 1-669-900-9128 and entering the meeting code 864 5860 6805. Those wishing to join with audio only can simply call the telephone number above and enter the code. Participants wishing to join the call anonymously have the option of dialing *67 from their phone. **PLEASE NOTE – MOBILE DEVICE USERS MAY NEED TO INSTALL AN APP PRIOR TO USE AND MAC AND PC DESKTOP AND LAPTOP USES WILL REQUIRE YOU TO RUN A ZOOM INSTALLER APPLICATION – PLEASE FOLLOW DIRECTIONS AS PROVIDED BY ZOOM. IT IS RECOMMENDED YOU ATTEMPT TO LOGIN AT LEAST 5 MINUTES BEFORE THE START OF THE MEETING.**

AGENDA

ESTIMATED RUNNING TIME 5:00

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

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

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

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

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

A. Approval of Board Meeting and Committee Meeting Minutes

1. September 16, 2020 Regular Board Meeting Minutes
2. October 1, 2020 Communications and Technology Committee Meeting Minutes
3. October 1, 2020 Security Committee Meeting Minutes
4. October 2, 2020 Special Finance Committee Meeting Minutes
5. October 6, 2020 Improvements Committee Meeting Minutes

- B. Approval of Bills Paid Listing
- C. Adoption of Policy P2020-02 Updated Insurance Requirements
- D. Adoption of Resolution R2020-07 Surplus Property

4. STAFF REPORTS (Receive and File)

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

5. REVIEW DISTRICT MEETING DATES/TIMES FOR NOVEMBER 2020

- A. Personnel – November 3, 2020 at 7:30 a.m.
- B. Improvements – November 3, 2020 at 8:00 a.m.
- C. Finance – November 3, 2020 at 10:00 a.m.
- D. Communications – November 5, 2020 at 8:30 a.m.
- E. Security – November 5, 2020 at 10:00 a.m.
- F. Regular Board Meeting – November 18, 2020 - Open Session at 5:00 p.m.

6. CORRESPONDENCE

- A. Email from Katharina Pifari received September 28, 2020

7. 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 address the Board at this time or at the time of an agendaized item, as a courtesy, please state your name and address. Speakers presenting individual opinions shall have 3 minutes to speak. Speakers presenting opinions of groups or organizations shall have 5 minutes per group.

8. DISCUSS DIRECTOR INPUT ON PIPELINE (Discussion/Action)

9. REVIEW MONTHLY DELINQUENCY AND REINSTATEMENT OF LATE FEES AND INTEREST ON DELINQUENT ACCOUNTS (Discussion/Action) (Motion) **(Roll Call Vote)**

10. DISCUSS POTENTIAL REORGANIZATION/RENEGOTIATION OF THE 1984 AGREEMENT RELATED TO THE CIA DITCH (Discussion/Action)

11. AUTHORIZE PURCHASE OF NEW FORD F-150 TRUCK (Discussion/Action) (Motion) **(Roll Call Vote)**

12. 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.

13. 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 the Americans with Disabilities Act and Executive Order No. N-29-20, if you are an individual with a disability and you need a disability-related modification or accommodation to participate in this meeting or need assistance to participate in this teleconference meeting, please contact the District Office at 916-354-3700 or awilder@rmcsd.com. 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 October 16, 2020. 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

September 16, 2020

Call to Order Closed Session at 3:30/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 3:30 p.m. via ZOOM conference per Governor Newsom's Executive Order N-29-20. Directors present were Tim Maybee, Randy Jenco, Linda Butler, John Merchant, and Martin Pohll. Also present was Tom Hennig, General Manager; Paul Siebensohn, Director of Field Operations; Cindy Chao, Controller; Michelle Ammond, Interim Controller; Richard Shanahan, District General Counsel; and Amelia Wilder, District Secretary.

2. CONSIDER ADOPTION OF AGENDA

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

3. BOARD ADJOURNED TO CLOSED SESSION AT 3:32 P.M. TO DISCUSS THE FOLLOWING ITEMS:

Closed session conference with legal counsel for anticipated litigation (Government Code section 54956.9(d)(4)) - consider initiation of litigation involving five or more potential cases.

Under Government Code 54957: Public Employee Performance Evaluation of the General Manager.

4. BOARD RECONVENED TO OPEN SESSION AT 5:00 P.M. AND REPORTED THE FOLLOWING:

Nothing to report.

5. CONSENT CALENDAR

Motion/Maybee to adopt the consent calendar. This month's Consent Calendar included Approval of September's Board Meeting minutes and October's Committee Meeting minutes; Adoption of Updated Check Signing Requirements, increasing the amount needed for a Board Members signature on a check to \$10,000, until January 1, 2021, when only checks over \$25,000 will require a Board Members signature; Adoption of Resolution R2020-06 approving the Encroachment Agreement with Murieta Marketplace Associates, LLC and Cosumnes Irrigation Association and Approval of contract with Richardson and Company, LLP for Auditing Services. Second/Jenco. Roll Call Vote: Ayes: Maybee, Jenco, Merchant, Butler, Pohll. Noes: None. Absent: None. Abstain: None.

6. STAFF REPORTS

Under Agenda Item 5A, Tom Hennig, General Manager, gave a brief summary of activities during the previous month, including an update on the current COVID-19 situation and reported no additional cases of the virus confirmed in Staff. He continued with an update on the quality of water in Laguna Joaquin, and the current Midge Fly situation. He followed up with the residents who signed the petition last month, and believes the problem is being slightly reduced. The District continues to treat Laguna Joaquin every two weeks with midge control product, has added some water from Clementia to improve water quality and possibly avoid another fish kill, and has placed traps in the area to track the number and type of bugs. In addition, the District has

released a Request for Proposals for an Environmental Consulting Firm to review the situation and make suggestions for improving resident concerns. He continued with an update on development, stating that we are working closely with Murieta Gardens to complete this project, and he has met with the Developer and Coastland Engineering to identify opportunities for moving forward with Legacy Villa's and Suites.

He reported that the County had not included the unpaid CFD 2014-1 bond payments on the 2018-19 Teeter program, which would have allowed the District to begin foreclosure proceedings. On September 11, 2020 demand letters were sent, and the Developer paid the past due amounts on September 15, 2020.

Sadly, he finished his report by informing the Board that Graham Self, the District's intern from Folsom Lake College, had lost his battle with cancer on September 3, 2020. Director Maybee added that he had spoken with Graham's father who said that he enjoyed working with the District. He will be greatly missed.

Under Agenda Item 5B, Cindy Chao, Controller, updated the Board on the status of the District's finances, noting that the District had 76 more homes receiving water in August 2020 than August 2019, not 113 as reported in the Packet. Staff is reaching out to past due accounts and they are paying something each month.

Under Agenda Item 5C, Tom Hennig gave a brief overview of the operations updates and incidents of note, in Jeff Werblun's absence, noting that Chief Werblun may be gone for an extended period. He continued with a brief update on the Security Department stating that we are in the process of recreating the Security Report with statistics that are more meaningful to our partners. He continued with an update on the joint efforts we are making with RMA concerning bon fires, 24 hour citations and that he has been receiving positive feedback from RMA. He continued with a Security staffing update, explaining that we have a continuous posting for Patrol positions, with no recent qualified applicants.

In response to Mr. Hennig's report of a visit from 5 Sacramento County Sherriff's Deputies visiting on August 7, 2020, Richard Gehrs asked why they were here. Mr. Hennig responded that they heard we were having some trouble with golf cart thefts and elected to dispatch units to provide general patrol service.

Under Agenda Item 5D, Paul Siebensohn, Director of Field Operations, gave a brief summary of the utilities updates, including water use has increased due to the heat and people working from home. He reported a lightning strike that hit the Water Plant on August 24, causing the SCADA system to fail. The District staff was able to get the system up and running and is working on upgrading the procedures so it won't be affected should another lightning strike happen. He explained that Autumn is the time of year when staff focuses on clearing out drainage ditches. This work is challenging if the ditches are overgrown and full of excessive runoff from overwatering, resulting from residents overwatering adjacent parcels. The Department continues to issue door tags to residents, asking them to discontinue overwatering.

John Sullivan asked if we had transferred water to Van Vleck ranch from the secondary storage, and Mr. Siebensohn let him know that we had in an attempt to get down to dead storage and to accommodate a 100-year rain event.

The Retreats East and North tentative maps have been updated. Murieta Gardens Lots 4 & 5 have installed water meters. Coastland has provided reviews on the Riverview project.

President Maybee asked if anyone has looked at if the amount of water usage that has been reported may be higher than normal due to the number of people staying home. Mr. Siebensohn commented it had been reported, and Regional Water Authority is taking this into consideration when calculating water use. Legally the District does not have to comply with the Urban Water Policy because we are not yet an Urban Water District as we are under 3,000 connections.

Resident Crystal Matter asked if one Patrol Officer was adequate and were there any safety concerns. Mr. Hennig answered that if there were any safety concerns, we would not have staff patrolling alone.

Mr. Sullivan asked if the District reviewed the change to the crossing of the South golf course between the bathrooms and at the 8th green and 9th tee. Mr. Siebensohn responded that are looking at building temporary access. Mr. Sullivan asked for the plans, and Mr. Siebensohn put him in contact with the developer at Riverview. Mr. Sullivan said, "RMCC and Murieta Club Properties object to this change." President Maybee continued by asking Tom to follow up with RMA and the Country Club to see where they are at and asked Mr. Siebensohn to follow up at Improvements Committee.

7. REVIEW AUGUST 2020 BOARD/COMMITTEE MEETING DATES/TIMES

President Maybee noted a schedule change to the Finance Committee Meeting. It will be on October 2 instead of October 6 at 10:00.

8. CORRESPONDENCE

None.

9. COMMENTS FROM THE PUBLIC

None.

10. CONSIDERATION ADOPTION OF RESOLUTION TO AUTHORIZE THE DISTRICT TO INITIATE FORECLOSURE ON FIVE PROPERTIES RELATING TO MELLO-ROOS CFD NO. 2014-1

This item was removed from the agenda as no action was required. (See Item 5A, General Manager's Report.)

11. CONSIDER ADOPTION OF ORDINANCE O2020-03 AMENDING DISTRICT CODE CHAPTER 15 (SEWER CODE) REGARDING UPDATES AND REVISIONS TO VARIOUS PROVISIONS

Motion/Maybee to adopt Ordinance O2020-03 amending District Code Chapter 15 (Sewer Code) regarding updates and revisions to various provisions. **Second/ Jenco. Ayes: Maybee, Jenco, Merchant, Butler, Pohll. Noes: None. Absent: None. Abstain: None.**

12. DISCUSS SECURITY DEPARTMENT REVENUE, FUNDING, AND SERVICE OPTIONS

Tom Hennig gave a brief history of the Security Tax, which is limited to a 2% annual increase, including that the District has spent over \$1,000,000 over the last five years from unallocated general funds to support the Department. We are charging the maximum we can and are still \$450,000 over budget for FY2020-21. We need to consider using discretionary dollars to funding reserves.

Director Merchant than shared a “Roadmap” to revising the Security Department with the goal of remaining within our budget. His target date was June 2021, with a possible referendum at a special election. His main points included:

- Evaluate Patrol only – gate operations remain “status quo”
- Consolidate gate ownership
- Possible staffing solutions, including blended SSD/CSD patrol or a privatized patrol
- Separate Security operations inside and outside the gates
- Organizational structure – Chief vs. no Chief
- Hiring others to distribute citations – savings over trained Security employees
- Armed vs. unarmed

He recommended the following steps to achieve this goal

- Stakeholder meetings with RMA, Equestrian Center, Commercial, Murieta Village, Murieta Gardens
- Public Outreach
- Formulation of an organizational structure
- Identify costs including reserve contributions
- Prepare ballot measures
- Public Outreach
- Election

President Maybee thanked Director Merchant for his efforts on this project.

Director Butler asked how much property taxes go to fund Security. Mr. Hennig responded 65%.

Director Merchant stated that this was an extremely high number and that money should fund reserves.

A discussion followed, including comments from the public asking if we could fund just the gates with the Security Tax revenue. District Staff is looking into this. All of the information we find will be made publicly available.

President Maybee closed the discussion with a request to staff to create timelines working backward from June 2021 election, would like to know what it would look like without any property tax being used, and the cost of District Employees vs. privately contracted employees. We are obligated to do what it says in Measure J.

Director Jenco asked how much the gate costs to run and how much tax revenue we get from inside the gates.

Director Maybee continued with the realization that this will take Staff time to complete and asked for an idea of how many extra employees would be needed.

Richard Gehrs commented that he believed the residents of Murieta Village are contributing to gate operations.

Director Merchant assured him they are not.

13. DIRECTOR COMMENTS/SUGGESTIONS

Tom Hennig mentioned that he was invited to participate as a guest at the RMA Fire Safety Council meeting on September 29, 2020.

President Maybee thanked staff for their due diligence in preventing another fish kill, and thanked Tom Hennig for building a better relationship with RMA

14. ADJOURNMENT

Motion/Maybee to adjourn at 7:15 p.m. Second/Butler. Ayes: Maybee, Jenco, Butler, Merchant, Pohl. Noes: None. Absent: None. Abstain: None.

Respectfully submitted,

Amelia Wilder
District Secretary

DRAFT

MEMORANDUM

Date: October 5, 2020
To: Board of Directors
From: Communication & Technology Committee Staff
Subject: October 1, 2020 Communication & Technology Committee Meeting Minutes

1. CALL TO ORDER

Director Merchant called the meeting to order at 8:30 a.m via ZOOM video conference pursuant to Governor Newsom's Executive Order N-29-20. Present were Directors Merchant and Butler. Present from District staff were Tom Hennig, General Manager; Paul Siebensohn, Director of Field Operations; Cindy Chao, Controller; Michelle Ammond, Interim Controller; and Amelia Wilder, District Secretary.

2. COMMENTS FROM THE PUBLIC

Richard Gehrs clarified the meeting time and date for the Finance Committee meeting this month.

3. MONTHLY WEBSITE AND SOCIAL MEDIA UPDATE

Amelia Wilder, District Secretary, gave an update of the statistics related to the number of visits per page to Facebook and RMCSD.com. Michelle Ammond responded to Director Merchant's question from last month when he wondered if new users were counted in the users' column on the Google Analytics page. The new users are new sign-ins from different computers, so the same person can be counted multiple times by using different devices.

4. QUARTERLY UPDATE TO OUTREACH AND TECHNOLOGY PROJECTS

Tom Hennig, General Manager, updated the Committee on the status of IT projects at the District. There was a discussion about how long we want to keep a project on the list. The Committee decided to have a rolling 12 months on the list unless the project isn't complete, then leave it on the list. Mr. Hennig discussed the document management system, which is a project where the Interns scan escrow files. On the topic of our last Intern, Graham Self, Director Merchant, suggested that we name the Intern position after Graham. The conversation continued with a review of projects, including Share Point and Patrol Software management, which are completed. We are taking a closer look at the free Maintenance Management and Work Order system that we currently use, as it works with our current data management system, and will be a key to asset management.

Director Butler asked if we were communicating with residents that are having a water meter replaced. She would like a letter to go out. Paul Siebensohn invited her to join the maintenance crew when they replace a meter to see the process. We may add an article to the Pipeline. Mr. Hennig continued with a discussion about a new billing system the District is looking at, which will allow customers to view bills and usage online and pay bills online.

Mr. Siebensohn mentioned that his team is working on the SCADA system for the Wastewater Reclamation Plant chlorine.

Linda Butler asked how we're coming on a Customer Management System and if we needed it. The Directors agreed to remove this project from the list.

5. DISCUSS PIPELINE

Director Butler discussed the new template being used. Director Merchant suggested adding a square to the Pipeline that has links to the information on the website. Richard Gehrs stated that the Pipeline is too

often focused on people in RMA. Mr. Merchant suggested adding a focus on the other communities in the District.

6. DISCUSS CONTRACT WITH WECYBR

Tom Hennig updated the Committee on the contract the District entered into with WECybr, a Cyber Security Company who will monitor the District technology to prevent Cyber-attacks.

7. COMMUNICATION STRATEGIES CONCERNING LAGUNA JOAQUIN

Linda Butler began the discussion by stating that she liked what we put in the Pipeline. Mr. Siebensohn mentioned that we had created an RFP for an Environmental Consulting Firm to research the basin and offer solutions to help resolve the issues there. The topic of removing the game fish and stocking the basin with mosquito fish was discussed. A stakeholder meeting will be held once the Environmental Consulting report has been produced.

8. UPDATE ON RESERVOIR INFORMATION AND EDUCATION COMMITTEE (RIEC)

Director Butler updated the Committee on the progress of the RIEC, stating they will have their next meeting on October 8, 2020. The Committee will provide the Community with information on all things they are talking about, including water, reservoirs, and basins.

9. DIRECTOR AND STAFF COMMENTS

Tom Hennig commended District Secretary Amelia Wilder on her efforts with the Pipeline.

Director Butler would like to have different Pipeline sections about the other areas in the Community. Director Merchant discussed visibility from the median strip outside the Post Office. This is a private road. Those are the kinds of issues that come up on a daily basis, and awareness is an essential part of that.

Mr. Hennig announced that Jeff Werblun, Security Chief, will be out for a while, and the District has hired a retired annuitant on a part-time basis to cover his administrative duties. Her name is Angie Avila, and she comes from Corrections at Mule Creek.

10. Adjournment

The meeting was adjourned at 9:14 a.m.

MEMORANDUM

Date: October 5, 2020
To: Board of Directors
From: Security Committee Staff
Subject: October 1, 2020 Security Committee Meeting Minutes

1. CALL TO ORDER

Director Maybee called the meeting to order at 10:00 a.m. via ZOOM video conference pursuant to Governor Newsom's Executive Order N-29-20. Present was Director Maybee. Present from District staff were, Tom Hennig, General Manager; Cindy Chao, Controller; Michelle Ammond, Interim Controller, and Amelia Wilder, District Secretary.

2. COMMENTS FROM THE PUBLIC

None.

3. MONTHLY UPDATES

Tom Hennig, General Manager, explained that Chief Werblun is out on leave for a few more months. We have hired a retired annuitant on a part-time basis to take over the administrative duties of the Security Chief position while Chief Werblun is out. Angie Avila was a correctional officer at Mule Creek Prison and will take over the managerial functions of the Department. The District will work with RMA to produce meaningful statistics. We have hired contract Security to help with patrol, as we lost two officers over the last few months. While we continue to recruit, we do have minimum staffing per Measure J.

Richard Gehrs, Murieta Village resident, reported that he thinks he sees less patrol.

Crystal Matter asked if Ms. Avila will be on patrol and when will we be getting the Security Report and Data. Mr. Hennig responded that Ms. Avila would not be on patrol, and we will release data once we are getting accurate information to release.

4. SURVEILLANCE CAMERA POLICY

Mr. Hennig reported that we would have the policy next month.

5. DISCUSS LETTER TO RESIDENT CONCERNING BUILDING MOUNTAIN BIKE TRAILS

Mr. Hennig gave a brief overview of the reports that he has received concerning a resident who has been cutting mountain bike trails. He sent this resident a letter asking what permissions and authorities the resident had to make these improvements. The District has not had a response but will mail another letter next week. Mr. Maybee asked that this be a certified letter, copying the Country Club and the RMA. He also asked that we track staff time on this project.

Mark Pecotich said that the improvements were being made by a single individual, not the stewardship group that is working with the landowner.

Mr. Maybee mentioned that the District has easements for trails.

6. PROPOSED SECURITY SERVICES SURVEY

Mr. Hennig informed the Committee that at the request of the Board, we have decided to use the \$25,000 set aside to do a rate study to perform a Security service opinion survey to see how much residents are willing to pay for the services they currently receive. Measure J, passed in 1998, provided for a minimum of two gate officers and one patrol officer 24/7/365. The amount of special tax that the District can collect to fund the

Security Department falls short of the costs to run this program. We propose that the Finance Committee release a Request for Information (RFI) and receive bids from qualified companies to create and administer a survey. This will give the District an idea of how the residents will vote.

Mr. Pecotich added that he wanted us to be aware of the survey that the District performed and the town hall meeting we had a few years ago.

Mr. Hennig said that these would be included as informational material with the RFI.

Mr. Maybee added that this is not about the levels of service; it is about financing and staying inside what Measure J provides. That's the driving factor behind this. We have an aggressive timeline on this issue to get something for the District to vote on.

Crystal Matter commented that she disagreed that this was a finance issue. She realized that we have minimal staffing now and that she thinks there is a reduced service level, and we should find out what do the residents want in terms of service and what will that cost. She would like us to look at other ways of getting input from the Community.

President Maybee continued that this Board has decided to take the fiscal responsibility, and we will take action.

7. JOINT SECURITY COMMITTEE UPDATE

Mr. Hennig reported that he attended a quasi-meeting with RMA about four weeks ago. They are working on getting the next one scheduled. Director Maybee added that now that we have the Interim Chief online and with more direction from the Board, we will have more information for the Joint Security Committee.

Mark Pecotich commented that he thinks it is essential to provide a link on the website with the old survey.

Mr. Maybee reminded the Committee that residents should get information from the District website.

8. DIRECTOR & STAFF COMMENTS

Mr. Hennig welcomed Ms. Avila.

Mr. Maybee thanked staff for their time and focus.

6. ADJOURNMENT

The meeting adjourned at 10:36 a.m.

MEMORANDUM

Date: October 7, 2020
To: Board of Directors
From: Finance Committee Staff
Subject: October 2, 2020 Finance Committee Meeting Minutes

1. CALL TO ORDER

Director Merchant called the meeting to order at 10:00 a.m. via ZOOM video conference pursuant to Governor Newsom's Executive Order N-29-20. Present were Directors Merchant and Maybee. Present from District staff were Tom Hennig, General Manager; Paul Siebensohn, Director of Field Operations; Cindy Chao, Controller; Michelle Ammond, Interim District Controller; and Amelia Wilder, District Secretary.

2. COMMENTS FROM THE PUBLIC

None.

3. REVIEW MONTHLY DELINQUENCY AND REINSTATEMENT OF LATE FEES AND INTEREST ON DELINQUENT ACCOUNTS

Tom Hennig, General Manager reviewed the current situation with Committee members, explaining that due to the pandemic, Governor Newsom signed an Executive Order ordering water districts to discontinue water shutoffs for lack of payment and RMCSO discontinued water shutoffs as of the March 25, 2020 billing cycle. In addition, we also discontinued charging customers late fees and interest at the same time. While the Executive Order is still in effect, staff would like to reinstate the charging of late fees and interest as of the November 25 billing cycle. We will not charge late fees or interest on accounts that are previously past due. To date, there are 55 delinquent accounts owing \$43,636. The Committee approved this item. ***This item will be on the October 21, 2020 Board Meeting agenda.***

4. RANCHO MURIETA COUNTRY CLUB/GOLF COURSE AND RANCHO MURIETA PROPERTIES, LLC SECURITY AND DRAINAGE TAX APPEAL

Mr. Hennig reviewed the situation with the Committee, stating that in May of 2020 the District received a letter from Rancho Murieta Country Club/Golf Course, and Rancho Murieta Properties claiming they had been promised lower rates for certain types of properties in 1998. The District hired a consultant to work with us to study the documents related to this appeal and discovered there was no such agreement, and the claim was invalid. Director Merchant stated that this did not need to go to the Board.

5. SECURITY DETAILED BUDGET REVIEW

Mr. Hennig shared the new format for the Security Budget with the Committee and stated he would start using this format for Water, Sewer and Solid Waste. John Sullivan thought it would be valuable to include revenues inside and outside the gates in the detail in the categories. Resident Crystal Matter asked whether the new format presents the same information as the old report. Mr. Hennig confirmed that all of the same categories are listed, just in a different format. The cost allocation study that was received at the April 2020 Board meeting reallocated admin costs and showed that the Security Department had a larger admin expense than previously believed. The cost of admin was not factored into the original budget for the Department and had greatly added to the Department going over budget annually.

6. CFD 2014-1 RESERVE DRAWDOWN/BOND PAYMENT DETAILED HISTORY UPDATE

Mr. Hennig stated that we discovered that the special levy from the Mello-Roos were not being collected on a scheduled basis for the past three years for five of the properties. We turn this debt over to the County and they place it on their tax rolls, then the County collects the debt and reimburses it to the District. The FY 2018-19 and FY 2019-20 had not been added to the tax rolls and we took the debt back from the County. In the meantime, the District has made timely bond payments and we used reserve funds in our Wilmington Trust account. The District issued a demand letter for payment before initiating foreclosure, and the landowner paid \$851,812 in past due amounts, this amount includes \$689,286 in bond payments, \$161,526 in penalties and \$1,000 in fees. Mr. Hennig informed the committee that once the funds are reconciled, the District account will be reimbursed, and the correct amount of funds will be sent to Wilmington Trust. Mr. Hennig also informed the Committee that Finance staff is working with the County to begin moving funds directly to Wilmington Trust from the County. This will eliminate the requirement for the District to receive and transfer the bond payments. This process will be monitored by National Bond Services, (NBS) the bond administrator, and Wilmington Trust.

7. DISCUSS POTENTIAL REORGANIZATION/RENEGOTIATION OF THE 1984 AGREEMENT RELATED TO THE CIA DITCH

Mr. Hennig stated that we have requested that the District has a long-standing agreement with the CIA Ditch in which we are 1/3 owner. The agreement is not in the best financial interest of the District and we want to renegotiate the agreement. Director Maybee instructed staff to place this on the agenda for the next Board meeting. ***This item will be on the October 21, 2020 Board Meeting agenda.***

8. EXTERNAL AUDITOR RFP AWARD

Tom Hennig informed the Committee that we have chosen Richardson and Company from the five qualified firms that responded to the District's RFP for Auditing Services to perform the District's Audits for FY 2020-21, FY 2021-22 and FY 2022-23, with the option to use their services for two more years.

9. RANCHO MURIETA PROPERTY AND SECURITY SPECIAL TAX ESTIMATES

Tom Hennig discussed that in response to direction from the Board we have identified where the money allocated to the Security Department is coming from in the form of taxes. He reviewed the breakdown of taxes. John Sullivan suggested we expand the categories listed. Director Merchant discussed segregating security services by location. In response to comments from Crystal Matter expressing her concerns with having a survey, Director Maybee clarified that the expectation of the Security Department is to observe and report. The purpose of the survey will be to determine how much the Community is willing to pay for the services they currently receive. The Committee asked the General Manager to include the updates to the breakdown of taxes in his GM report at the next Board meeting.

10. DISCUSS SECURITY SERVICE LEVEL SURVEY

General Manager Hennig discussed Measure J and that the District wanted to have a professional company administer a survey to Residents to determine how they would vote should a referendum be presented with the intent of increasing the charges for the Security Department to continue providing the services that were voted on when Measure J was passed in 1998. He recommended releasing a Request for Information (RFI) to solicit bids for the work. Director Merchant reminded the Committee that a survey had been done in 2016. John Sullivan said that we need to do an engineer's report in order to go to the voters. Mr. Hennig assured everyone that after the survey we will hire another professional company to prepare the referendum for the ballot. The Committee instructed staff to pursue the RFI and bring it to the Board. ***This item will be on the November 18, 2020 Board Meeting agenda.***

11. DIRECTOR AND STAFF COMMENTS/SUGGESTIONS

Director Maybee said that we will all be more educated as we get more documents, and commended Staff for their work on presenting information.

Director Merchant echoed President Maybee's comments. He continued by saying that we have "miles" to go on the CIA Ditch project.

12. ADJOURNMENT

The meeting was adjourned at 12:06 p.m.

DRAFT

MEMORANDUM

Date: October 15, 2020
To: Board of Directors
From: Improvements Committee Staff
Subject: October 6, 2020 Improvements Committee Meeting Minutes

1. CALL TO ORDER

Director Jenco called the meeting to order at 8:00 a.m. via ZOOM video conference pursuant to Governor Newsom's Executive Order N-29-20. Present were Director Jenco and Director Pohll. Present from District staff were Tom Hennig, General Manager; Paul Siebensohn, Director of Field Operations; Cindy Chao, Controller; Michelle Ammond, Interim Controller, Laurie Loaiza, Coastland Engineering, and Amelia Wilder, District Secretary.

2. PUBLIC COMMENT

None.

3. MONTHLY UPDATES

Paul Siebensohn, Director of Field Operations, gave a brief overview of project updates. He noted that he sent John Sullivan the contact information for the Riverview Project, per a discussion at the September 16, 2020 Board meeting. District staff discovered upon inspection of one of the Water Plant drying beds that it was not working well because during the water treatment plant project, the expansion of this drying bed had been done incorrectly. It is being repaired and the approximate cost will be \$6,000 - \$8,000. It is important to correct the drying bed now because this will be used by the District in perpetuity. Director Pohll asked if there is any responsibility left on the contractor's part. Mr. Siebensohn responded that it is too late. The East dissolved air floatation (DAF) tank that had a corrosion blowout last summer and was banded needs to either be fixed or replaced and Mr. Siebensohn is working with vendors to find options. The next step in the Chlorine to Sodium Hypochlorite project has reached the step of getting the SCADA programming done. The cost of the project so far is \$126,697, with \$139,422 left to be spent. This is less than the engineering costs that would have been spent had the District contracted this project out.

During the Development Update, Mr. Siebensohn noted:

- There was an update to the packet - Retreats East and North extended their tentative maps.
- Rancho Murieta North reported they are continuing work on a traffic study, greenhouse gas study and schedule and notice of preparation.
- Murieta Gardens Lot 4 has requested water and irrigation services.
- Murieta Gardens Legacy Villas & Suites (lot 7) the Developer is planning to begin the project before winter weather impedes progress.
- Murieta Gardens Lot 11 (Circle K/carwash) has provided plan comment revisions.
- Murieta Business Park water meters have been installed, and the project owner is intent on having the project completed this calendar year.
- Riverview - Coastland is in the process of reviewing the Phase 1A plans, water study and storm drain study.
- Rancho Murieta Airport has added two more storage buildings "I" & "J" and requested plan review. The District discovered that the Airport's water use has exceeded their EDU allocation and is researching this matter.

4. LAGUNA JOAQUIN UPDATE

Mr. Siebensohn discussed Laguna Joaquin, noting that the District has been adding the Midge Fly control product at the maximum dosage and minimum legal time between treatments, using light traps, and has been pursuing other avenues of Midge Fly abatement.

5. NEW TRUCK PURCHASE

Mr. Siebensohn gave a brief review of the District's need to purchase a new truck to replace the 1997 Ford F-150 vehicle #211 with 94,783 miles. The lowest bid received was from Future Ford for \$27,287. Funding will come from Water Capital replacement reserves. The Committee recommended moving this item to the Board. ***This item will be on the October 21, 2020 Board Meeting agenda.***

6. REVIEW ACCEPTANCE OF MURIETA GARDENS DETENTION BASIN BOND

Laurie Loaiza, Coastland Engineering, reviewed the history of the detention basin at the Murieta Gardens development, which is specific to the Murieta Marketplace section of it, stating that this is a storm water basin servicing the development which was the Developer's responsibility. When the Developer wanted to complete and open Bel Air in the spring, there were outstanding items on the punch list including the completion of the basin. John Sullivan, Developer, wanted to use the basin as a temporary drainage basin while the rest of the project was completed. The District asked for a bond insuring completion of the basin. Director Jenco noticed that Mr. Sullivan had not signed the letter from Coastland Engineering which detailed the items that needed completion. Mr. Hennig noted that he did not believe Mr. Sullivan would sign the letter because he disputes that the pond needs any alteration because it is functioning properly now. Director Jenco said that the basin needs to be completed per the original plans accepted by the District. He instructed Mr. Hennig to demand that the Developer do this work. Resident Richard Gehrs stated that the District has been burned before, and it's time we learned our lesson.

7. DECLARE FOLDING MACHINE, AND VEHICLES 211 & 217 SURPLUS

Mr. Siebensohn informed the Committee that there are two 1997 Ford trucks, vehicle numbers 217 and 211, and a 2010 folding machine the District should declare surplus as they are continually in need of repair and have outlived their lifespan. The Committee recommended moving this item to the Board. ***This item will be on the October 21, 2020 Board Meeting agenda.***

8. DIRECTOR AND STAFF COMMENTS/SUGGESTIONS

District Secretary, Amelia Wilder, asked for more direction on the bond, if it should be moved to the Board for review and approval. The Committee agreed that the bond is approved after John Sullivan has signed the letter drafted by Coastland. Staff will send the letter to him for signature.

9. ADJOURNMENT

Director Jenco adjourned the meeting at 9:16 a.m.

MEMORANDUM

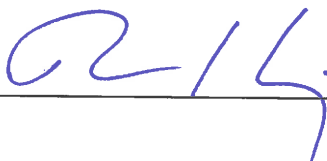
Date: October 5, 2020
To: Board of Directors
From: Cindy Chao, Controller
Subject: Bills Paid Listing

Enclosed is the Bills Paid Listing Report for September 2020. Please feel free to call me before the Board meeting regarding any questions you may have relating to this report. This information is provided to the Board to assist in answering possible questions regarding large expenditures.

The following major expense items for September:

| Vendor | Purpose | Amount | Funding |
|---|---|--------------|-------------------------------|
| California Waste Recovery Systems | Solid Waste Monthly Contract | \$ 53,753.34 | Operating Expense |
| California Public Employees' Retirement System | Payroll - PERS Medical | \$ 44,129.88 | Operating Expense |
| Watchdogs Surveillance | CIP Proj #21-09-3 Plate Reader and #21-10-03 Security Camera Memory | \$ 24,262.00 | Security Replacement Reserves |
| Golden State Flow Measurement | Water Meters/Boxes | \$ 23,670.98 | Operating Expense |
| Sacramento Metropolitan Air Quality Mgt. District | Permit Fees FY 20/21 | \$ 17,771.00 | Operating Expense |
| Domino Solar LTD | Solar - WTP & WWTP | \$ 13,622.53 | Operating Expense |
| S. M. U. D. | Utilities | \$ 11,873.78 | Operating Expense |
| California Public Employees' Retirement System | Payroll-PERS Retirement | \$ 11,156.09 | Operating Expense |
| California Public Employees' Retirement System | Payroll-PERS Retirement | \$ 11,141.40 | Operating Expense |
| Accountemps | Contract Staffing - Admin | \$ 10,263.75 | Operating Expense |
| Bartkiewicz, Kronick & Shanahan | Legal | \$ 10,175.30 | Operating Expense |

PREPARED BY: *Cindy Chao, Controller*

REVIEWED BY:  _____, *District Treasurer*

Rancho Murieta Community Services District
Bills Paid Listing for September 2020

| Check | Date | Vendor | Amount | Purpose |
|-------|-----------|---|-----------|---|
| Check | 9/3/2020 | A Leap Ahead IT | 4,751.65 | Monthly IT Service |
| Check | 9/3/2020 | ABS Direct | 2,546.95 | Monthly Statements Printing |
| Check | 9/3/2020 | Accountemps | 10,263.75 | Contract Staffing - Admin |
| Check | 9/3/2020 | Accounting & Association Software Group | 453.75 | Accounting Software Consulting |
| Check | 9/3/2020 | American Family Life Assurance Co. | 750.19 | Payroll -Aflac |
| Check | 9/3/2020 | Apple One Employment Services | 1,806.75 | Contract Staffing - Admin |
| Check | 9/3/2020 | Aramark Uniform & Career Apparel, LLC | 274.82 | Uniform |
| Check | 9/3/2020 | AT&T | 2,860.28 | Telephone |
| Check | 9/3/2020 | Bill Geller | 200.00 | Rebate |
| EFT | 9/3/2020 | California Public Employees' Retirement System | 44,129.88 | Payroll - PERS Medical |
| EFT | 9/3/2020 | California Public Employees' Retirement System | 700.00 | Fees for GASB-68 Valuation Report |
| Check | 9/3/2020 | California Waste Recovery Systems | 53,753.34 | Solid Waste Monthly Contract |
| Check | 9/3/2020 | Cell Energy Inc. | 115.19 | Battery for 6-B generator |
| Check | 9/3/2020 | Chrysler Capital | 156.80 | Patrol Vehicle Lease |
| Check | 9/3/2020 | Cisco Air Systems, Inc | 2,686.25 | Repairs & Maintenance |
| Check | 9/3/2020 | Clark Pest Control | 723.66 | Pest Control |
| Check | 9/3/2020 | Coastland Civil Engineering | 7,545.00 | Engineering |
| Check | 9/3/2020 | Concentra DBA Occupational Health Centers of CA, A Medical Corp | 490.50 | Pre Employment Screening |
| Check | 9/3/2020 | County of Sacramento | 42.00 | Pre Employment Screening |
| Check | 9/3/2020 | Digital Deployment | 300.00 | District Website |
| Check | 9/3/2020 | Domino Solar LTD | 13,622.53 | Solar - WTP & WWTP |
| Check | 9/3/2020 | Government Finance Officers Assoc. | 160.00 | Membership Renewal 2020-2021 |
| Check | 9/3/2020 | Guardian Life Insurance | 4,575.41 | Payroll - Dental/Life |
| Check | 9/3/2020 | J B Bostick Company | 4,950.00 | Water Leak Repair |
| Check | 9/3/2020 | Legal Shield | 11.95 | Payroll - Legal |
| Check | 9/3/2020 | Michael Martel | 100.00 | Rebate |
| Check | 9/3/2020 | Municipal Resource Group, LLC | 9,551.20 | Investigation Services |
| EFT | 9/3/2020 | Nationwide Retirement Solution | 2,369.05 | Payroll - Deferred Comp. |
| Check | 9/3/2020 | Operating Engineers Local Union No. 3 | 394.10 | Payroll -Union Dues |
| Check | 9/3/2020 | Pace Supply Corp | 311.86 | Repairs & Maintenance Supplies |
| Check | 9/3/2020 | Pape Machinery | 92.58 | Repair and Maintenance |
| Check | 9/3/2020 | Prodigy Electric & Controls Inc. | 900.00 | Wall Unit Electrical install-WWRP |
| Check | 9/3/2020 | Rancho Murieta Ace Hardware | 166.28 | Repairs & Maintenance Supplies |
| Check | 9/3/2020 | Rancho Murieta Association | 439.71 | SMUD @ N. Gate 6/12-7/13 |
| Check | 9/3/2020 | Romo Landscaping | 385.00 | Landscaping |
| Check | 9/3/2020 | S. M. U. D. | 11,873.78 | Utilities |
| Check | 9/3/2020 | Sacramento Metropolitan Air Quality Mgt. District | 17,771.00 | Permit Fees FY 20/21 |
| Check | 9/3/2020 | State of California | 850.00 | Master Water Right Extension |
| Check | 9/3/2020 | State of California | 735.00 | Portable Equipment Registration Fees |
| Check | 9/3/2020 | State of California | 450.00 | 7429 Lease Renewal 2020-2021 |
| Check | 9/3/2020 | State Water Resources Control Board | 3,543.20 | Certifications |
| Check | 9/3/2020 | Teichert Aggregates | 338.92 | Repairs & Maintenance Supplies |
| Check | 9/3/2020 | U.S. Bank Corp. Payment System | 3,908.26 | Training Classes |
| Check | 9/3/2020 | Univar Solutions USA Inc | 2,699.14 | Chemicals |
| Check | 9/3/2020 | UPS | 24.60 | Postage |
| Check | 9/3/2020 | USA Blue Book | 1,278.09 | Repairs & Maintenance Supplies |
| Check | 9/3/2020 | Vision Service Plan (CA) | 450.60 | Payroll - Vision |
| Check | 9/3/2020 | Watchdogs Surveillance | 24,262.00 | CIP Proj #21-09-3 Plate Reader and #21-10-03 Security Camera Memory |
| Check | 9/18/2020 | A&D Automatic Gate and Access | 414.20 | Gate Maintenance Supplies |
| Check | 9/18/2020 | Accountemps | 6,120.00 | Contract Staffing - Admin |
| Check | 9/18/2020 | American Family Life Assurance Co. | 705.91 | Payroll -Aflac |
| Check | 9/18/2020 | Anne H Long (DBA) Marion Leasing | 526.90 | Monthly Copier Lease |

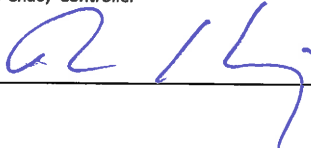
**Rancho Murieta Community Services District
Bills Paid Listing for September 2020**

| Check | Date | Vendor | Amount | Purpose |
|-------|-----------|---|-------------------|--|
| Check | 9/18/2020 | Apple One Employment Services | 2,725.00 | Contract Staffing - Admin |
| Check | 9/18/2020 | Aramark Uniform & Career Apparel, LLC | 412.23 | Uniform |
| Check | 9/18/2020 | AT&T | 5,295.12 | Telephone |
| Check | 9/18/2020 | AT&T | 986.81 | Cell Phone |
| Check | 9/18/2020 | Bartkiewicz, Kronick & Shanahan | 10,175.30 | Legal |
| Check | 9/18/2020 | Borges & Mahoney | 1,496.32 | Repair of WWRP Chlorinator |
| Check | 9/18/2020 | California Laboratory Services | 3,323.38 | Lab Testing |
| EFT | 9/18/2020 | California Public Employees' Retirement System | 11,156.09 | Payroll-PERS Retirement |
| EFT | 9/18/2020 | California Public Employees' Retirement System | 11,141.40 | Payroll-PERS Retirement |
| Check | 9/18/2020 | Caltronics Business Systems | 350.47 | Copier - Warehouse |
| Check | 9/18/2020 | Chemtrade Chemicals US LLC | 7,824.51 | Chemicals |
| Check | 9/18/2020 | Cisco Air Systems, Inc | 2,095.50 | Repair and Maintenance |
| Check | 9/18/2020 | CVCWA | 2,750.00 | Membership Renewal |
| Check | 9/18/2020 | Duloglo Enterprises Inc DBA Action Cleaning Systems | 1,445.00 | Janitorial Service |
| Check | 9/18/2020 | Galls/Quartermaster | 267.17 | Uniform |
| Check | 9/18/2020 | GM Crane Services, Inc | 665.00 | Annual Crane Inspections |
| Check | 9/18/2020 | Golden State Flow Measurement | 23,670.98 | Water Meters/Boxes |
| Check | 9/18/2020 | Hach Company | 1,969.46 | Repairs & Maintenance Supplies |
| Check | 9/18/2020 | KWA Safety & Hazmat Consultants, Inc. | 930.00 | SCBA Training 08/19/20 |
| Check | 9/18/2020 | Lee's Automotive Repair Inc | 1,523.83 | Inspection Fee for #521 |
| Check | 9/18/2020 | Legal Shield | 11.95 | Payroll -Legal |
| Check | 9/18/2020 | N.J. McCutchen, Inc., | 2,482.56 | Repairs & Maintenance @ N.Golf Course Pump |
| EFT | 9/18/2020 | Nationwide Retirement Solution | 2,274.53 | Payroll - Deferred Comp. |
| Check | 9/18/2020 | NTU Technologies, Inc. | 2,844.80 | Chemicals |
| Check | 9/18/2020 | Operating Engineers Local Union No. 3 | 365.95 | Payroll -Union Dues |
| Check | 9/18/2020 | PDF Tactical | 2,113.18 | Contract Staffing - Security |
| Check | 9/18/2020 | Prodigy Electric & Controls Inc. | 4,719.37 | Repair and Maintenance |
| Check | 9/18/2020 | Rancho Murieta Association | 398.77 | SMUD @ N. Gate 7/14-8/11 |
| Check | 9/18/2020 | Regional Water Authority | 4,978.00 | RWA Water Efficiency Dues 20/21 |
| Check | 9/18/2020 | Sprint | 189.95 | Monthly Air Cards Bill |
| Check | 9/18/2020 | Thatcher Company of California, Inc | 8,404.50 | Chemicals |
| Check | 9/18/2020 | Univar USA Inc. | 2,456.70 | Chemicals |
| Check | 9/18/2020 | USA Blue Book | 1,307.79 | Supplies |
| Check | 9/18/2020 | W.W. Grainger Inc. | 1,343.23 | Repairs & Maintenance |
| Check | 9/18/2020 | Wagner & Bonsignore Consulting Civil Engineers | 92.50 | Water Right Renewal |
| Check | 9/18/2020 | Walker's Office Supplies, Inc | 991.71 | Office Supplies |
| Check | 9/18/2020 | WECybr,LLC | 3,300.00 | SharePoint Project Development |
| | | Total | 377,011.09 | |

**Rancho Murieta Community Services District
Bills Paid Listing for September 2020**

| Check | Date | Vendor | Amount | Purpose |
|-----------------------------|-----------|--|-------------------|-----------------|
| | | CFD 2014-1 Bank of America Checking | | |
| Check | 9/18/2020 | NBS | 275.00 | CFD 2014-1 Fees |
| | | Total | 275.00 | |
| | | El Dorado Payroll | | |
| Direct Deposits by PayChex: | | | 114,213.37 | Payroll |
| | | Total | 114,213.37 | |

PREPARED BY: Cindy Chao, Controller

REVIEWED BY: , District Treasurer

**RANCHO MURIETA COMMUNITY SERVICES DISTRICT
INVESTMENT REPORT**

| <i>CASH BALANCE AS OF September 30, 2020</i> | |
|--|----------------|
| INSTITUTION | BALANCE |

CSD FUNDS

| | | |
|--|-----------|----------------------|
| EL DORADO SAVINGS BANK | | |
| SAVINGS | \$ | 2,304,010.32 |
| CHECKING | \$ | 669,956.17 |
| PAYROLL | \$ | 92,877.71 |
| BANNER BANK | | |
| EFT | \$ | 538,054.45 |
| LOCAL AGENCY INVESTMENT FUND (LAIF) | | |
| UNRESTRICTED | \$ | 267,572.43 |
| RESTRICTED RESERVES | \$ | 6,006,022.08 |
| CALIFORNIA ASSET MGMT (CAMP) | | |
| OPERATION ACCOUNT | | \$639,863.13 |
| US BANK | | |
| PARS GASB75 TRUST | | \$2,322,556.37 * |
| | \$ | 12,840,912.66 |

BOND FUNDS

COMMUNITY FACILITIES DISTRICT NO. 2014-1 (CFD)

| | | |
|-------------------------|-----------|----------------------|
| BANK OF AMERICA | | |
| CHECKING | \$ | 141,770.25 |
| WILMINGTON TRUST | | |
| BOND SPECIAL TAX FUND | \$ | 1.66 |
| BOND REDEMPTION ACCOUNT | \$ | - |
| BOND ACQ & CONSTRUCTION | \$ | 17,304.76 |
| BOND RESERVE FUND | \$ | 208,506.71 |
| BOND SURPLUS | \$ | 16,797.18 |
| BOND ADMIN EXPENSE | \$ | 22,001.14 |
| BOND COI | \$ | - |
| | \$ | 406,381.70 |
| | \$ | 13,247,294.36 |

**Investments comply with the CSD adopted investment policy.*

* BALANCE IS FOR AUGUST 31, 2020

PREPARED BY: *Cindy Chao, Controller*

REVIEWED BY: *[Signature]*, District Treasurer

MEMORANDUM

Date: October 8, 2020
To: Board of Directors
From: Tom Hennig, General Manager
Subject: Adopt District Policy P2020-02, District Insurance Requirements

RECOMMENDED ACTION

Adopt District Policy P2020-02, District Insurance Requirements.

BACKGROUND

The District's Legal Council updates our standard contracts annually, and with the latest update, they increased the minimum insurance requirements that we require from our vendors. This is an update to the District Insurance Requirements Policy the Board adopted March 21, 2012.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

| | | |
|------------------|---------------------------------|-------------------------|
| Category: | Finance | Policy # 2020-02 |
| Title: | District Insurance Requirements | |

PURPOSE

Rancho Murieta Community Services District (District) requires all vendors to maintain insurance, at coverage levels no less than specified herein, during the term of any and all contracts.

BASIC POLICY AND GUIDELINES

General Liability

\$2,000,000 per occurrence and \$4,000,000 aggregate for bodily injury, personal injury and property damage, and advertising injury. General Liability insurance shall endorse the District as an additional insured party.

Automobile Liability

\$1,000,000 per accident for bodily injury and property damage. Automobile Liability insurance shall cover "any" vehicle.

Workers' Compensation and Employer's Liability

Workers' Compensation limits as required by the Labor Code of the State of California. Employer's Liability limits of \$1,000,000 per accident for bodily injury or disease.

Professional Liability*

Professional Liability of \$1,000,000 per claim.

Acceptability of Insurers: All insurance must be placed with insurers with a current A.M. Best financial rating no less than A-VII, licensed to do business in California, and satisfactory to the District.

The insurance requirements specified in this policy are minimum requirements only. The District may require higher limits of liability or other additional insurance coverage when deemed by the District, in its sole discretion, to be in the District's best interest.

All insurance documents must be submitted and approved by the District's Director of Administration prior to executing any Agreement with the Rancho Murieta Community Services District.

| | |
|--|----------------|
| Approved by Rancho Murieta Community Services District's Board of Directors | March 21, 2012 |
|--|----------------|

* Required only if Contractor is a licensed engineer, land surveyor, geologist, architect, doctor, attorney, or accountant.

MEMORANDUM

Date: October 13, 2020
To: Board of Directors
From: Improvements Committee Staff
Subject: Consider Adoption of Resolution R2020-07, Surplus District Equipment

RECOMMENDED ACTION

Adopt Resolution R2020-07 declaring one 1997 Ford F-150 vehicle number 217, one Ford F-250 vehicle number 211, one Ford Escape vehicle number 520, and one Pitney Bowes Folder Inserter as District surplus equipment.

BACKGROUND

The District purchased these Ford trucks 23 years ago in 1997 which countless run hours on them. The trucks were originally purchased from the Water Budget and have already been far beyond their depreciated life of 9 years. The Ford Escape is a vehicle used by the Security Department, with countless run hours on it in constant need of repairs. Costs to maintain these vehicles are running too high to keep as a valuable assets. District assigned asset tag 518-1 for #217 517-1 for #211 and 698 for #520.

The Pitney Bowes Folder Inserter machine was purchased in 2010 and needed continuous repairs and maintenance. This machine is currently valued as \$0.00 in the District's fixed asset inventory. In late 2019, the District began using a third party to print and mail the monthly statements.

RESOLUTION R2020-07

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 | 1997 F-250 (vehicle #211) |
| 2 | 1997 F-150 (vehicle #217) |
| 3 | 2014 Ford Escape (vehicle #520) |
| 4 | Pitney Bowes Folder Inserter |

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 finds appropriate or, if the General Manager determines that any equipment has no substantial value, to dispose of the equipment.

PASSED AND ADOPTED this 21st day of October 2020 by the following roll call vote:

Ayes:
Noes:
Absent:
Abstain

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

[SEAL]

Attest:

Amelia Wilder, District Secretary

4A General Manager's Report - Pending

MEMORANDUM

Date: October 10, 2020
 To: Board of Directors
 From: Cindy Chao, Controller
 Subject: Administration / Financial Update

For your review is the summary of the September 2020 monthly Board Financial Report. Following are highlights from various internal financial reports. Please feel free to call me before the Board meeting regarding any questions you may have relating to these reports. We continue working with various financial system vendors to complete system integrations and upgrades as recommended by The Pun Group.

Residential Water Consumption – Residential water usage in September 2020 was 4% lower than September 2019 and 10% lower than August 2020. Listed below are year-to-date water consumption numbers using weighted averages. Listed below are the year-to-date water consumption numbers in cubic feet. There were one hundred and thirteen (113) more meters and seventy-one (71) more homes receiving water services than in September 2019. Murieta Gardens II residents have two meters – one for regular water and another one for recycled water.

| | | Last FY | Last FY | Last FY | Last FY | Last FY | Last FY | Last FY | Last FY | Last FY | Last FY | Last FY | Last FY | Last FY Same Period |
|---------------------|-----------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------------------|
| | | 2020 | 2020 | 2020 | 2020 | 2020 | 2020 | 2020 | 2020 | 2020 | 2019 | 2019 | 2019 | 2019 |
| | | Sep | Aug | Jul | Jun | May | Apr | Mar | Feb | Jan | Dec | Nov | Oct | Sep |
| Residences | 12 month rolling % increase | 2,660 | 2,662 | 2,659 | 2,657 | 2,647 | 2,643 | 2,632 | 2,620 | 2,602 | 2,600 | 2,594 | 2,587 | 2,546 |
| | Weighted Average | | | | | | | | | | | | | |
| Cubic Feet | 2,699 | 2,623 | 2,906 | 2,567 | 2,502 | 1,668 | 1,054 | 1,042 | 901 | 688 | 868 | 1,618 | 1,956 | 2,727 |
| Gallons Per Day | 676 | 654 | 725 | 648 | 624 | 386 | 263 | 260 | 225 | 172 | 217 | 404 | 488 | 680 |
| Same Period Last FY | 659 | | | | | | | | | | | | | |

Commercial/Other Water Consumption – Commercial water usage in September 2020 was down 30% over August 2020. Year-to-date commercial water usage was very close to projections. Raw water usage was unusually small compared with historical data. Staff is investigating the cause of that.

| | | Last FY | Last FY | Last FY | Last FY | Last FY | Last FY | Last FY | Last FY | Last FY | Last FY | Last FY | Last FY | Last FY Same Period | |
|------------|------------|-----------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------------------|---------|
| | | Jul-05 | 2020 | 2020 | 2020 | 2020 | 2020 | 2020 | 2020 | 2020 | 2019 | 2019 | 2019 | 2019 | |
| | | Sep | Aug | Jul | Jun | May | Apr | Mar | Feb | Jan | Dec | Nov | Oct | Sep | |
| Commercial | YTD Totals | 1,045,709 | 128,118 | 147,140 | 159,116 | 123,662 | 61,508 | 31,889 | 55,829 | 59,900 | 40,676 | 48,201 | 77,507 | 112,163 | 144,774 |
| Parks | | 395,140 | 55,279 | 80,900 | 75,722 | 72,521 | 28,660 | 1,821 | 11,799 | 7,600 | 501 | 2,459 | 24,858 | 33,020 | 58,660 |
| Raw Water | | 1,181,299 | 24,602 | 68,651 | 231,249 | 272,250 | 133,548 | 2,102 | 49,701 | 10,949 | 0 | 17,599 | 178,849 | 191,799 | 328,901 |
| CSD | | 41,671 | 3,008 | 3,686 | 4,095 | 5,218 | 6,537 | 2,274 | 1,492 | 2,226 | 1,721 | 1,464 | 2,655 | 7,295 | 13,981 |
| Totals | | 2,663,819 | 211,007 | 300,377 | 470,182 | 473,651 | 230,253 | 38,086 | 118,821 | 80,675 | 42,898 | 69,723 | 283,869 | 344,277 | 546,316 |

Lock-Offs – During the month of September 2020, there were zero (0) lock-offs.

Pay Agreements – One pay agreement is set up, but it is NOT due to COVID-19.

Connection Fees – There were no connection fees paid in September 2020.

Aging Report – Amounts past due of more than sixty (60) days total \$33,531. The drop in this amount is due to \$20,319 being turned over to the county to add to property tax rolls. \$2,481 of this total is owed by one (1) future development site. Accounting staff have identified residential accounts that have become delinquent but have not requested pay agreements. These accounts are broken down by the last month a payment was made. We are reaching out to delinquent customers to discuss setting up pay agreements.

- Six (6) properties made their last payment before February 2020 (total past due \$11,982)
- Four (4) properties made their last payment in February 2020. (total past due \$4,073)
- Eight (8) properties made their last payment in March 2020. (total past due \$7,060)
- Three (3) properties made their last payment in April 2020. (total past due \$1,689)
- Four (4) properties made their last payment in June 2020. (total past due \$2,016)
- Twelve (12) properties made their last payment in July 2020. (total past due \$3,796)
- Eight (8) properties made their last payment in August 2020. (total past due \$1,940)

Summary of Reserve Accounts as of September 30, 2020 – The ending balance of the District’s reserve accounts is \$6,590,736 as of September 30, 2020, and it is an increase of \$44,518 compared with last month. Staff continues to validate all reserve contributions and expects there will be additional adjustments as we continue to identify past practices for allocation of monthly interest and sales revenue. Staff continues to work on a detailed analysis of all reserve funds and plans to prepare a report for the Finance Committee to review.

Reserve Fund Balances

| <i>Reserve Descriptions</i> | <i>Fiscal Yr Beg Balance 7/1/2020</i> | <i>Increases</i> | <i>Decreases</i> | <i>Period End Balance 09/30/2020</i> |
|---|---|------------------|------------------|--|
| Water Capital Replacement (200-2505) | 1,790,096 | 74,783 | 21,459 | 1,843,420 |
| Sewer Capital Replacement (250-2505) | 3,109,804 | 123,132 | 130,385 | 3,102,550 |
| Drainage Capital Replacement (260-2505) | 12,409 | 82 | 82 | 12,409 |
| Security Capital Replacement (500-2505) | 84,523 | 507 | 20,843 | 64,187 |
| Admin Capital Replacement (xxx-2505-99) | 87,210 | 0 | 0 | 87,210 |
| Sewer Capital Improvement Connection (250-2500) | 4,308 | 22 | 22 | 4,308 |
| Capital Improvement (xxx-2510) | 745,286 | 14,352 | 2,995 | 756,644 |
| Water Supply Augmentation (200-2511) | 1,436,292 | 37,490 | 6,318 | 1,467,463 |
| WTP Construction Fund Reserve (200-2513) | -782,858 | 49,863 | 52,287 | -785,282 |
| Security Impact Fee Reserves (500-2513) | 37,827 | 74 | 74 | 37,827 |
| Total Reserves | 6,524,898 | 300,303 | 234,464 | 6,590,736 |

Inter-fund Borrowing Balances

| <i>Inter-fund Borrowing</i> | <i>Fiscal Yr Beg Balance 7/1/2020</i> | <i>YTD Interest</i> | <i>YTD Repayment</i> | <i>Period End Balance 9/30/2020</i> |
|--|---|-------------------------|--------------------------|---|
| WTP Construction Loan from Sewer | 714,876 | 1,402 | 35,255 | 679,621 |
| WTP Construction Loan from WSA | 238,298 | 467 | 11,752 | 226,546 |
| Security N. Gate Loan from Drainage Fund | 0 | 0 | 0 | 0 |
| <i>Total Inter-fund Borrowing</i> | 953,174 | 1,869 | 47,006 | 906,167 |

Budget to Actual Comparison Details (year-to-date through September 30, 2020)

Revenues

Water Charges, year-to-date, are **above** budget \$15,803 or **0.73%**

Sewer Charges, year-to-date, are **below** budget \$3,660 or **(0.27%)**

Drainage Charges, year-to-date, are **below** budget \$674 or **(0.37%)**

Solid Waste Charges, year-to-date, are **above** budget \$2,161 or **0.29%**

Security Charges, year-to-date, are **below** budget \$18,607 or **(1.46%)**

Expenses

The District's overall expenditures for FY 2020-21 are \$421,108 below budget through September 2020.

Reserve Fund Purchases authorized by the General Manager

- Security Replacement Reserves - \$24,262 for both CIP Project #21-09-3 Plate Reader and #21-10-03 Security Camera Memory.

RANCHO MURIETA CSD
Summary of All CSD Funds
For the Three Months Ending 9/30/2020
Budget to Actual Comparison Detail

| Description | Period Budget | Period Actual | YTD Budget | YTD Actual | YTD Budget (Over)/Under | Annual Budget |
|--------------------------------------|----------------|----------------|------------------|------------------|-------------------------|------------------|
| Charges for Services - Residential | \$528,854 | \$520,729 | \$1,573,799 | \$1,568,822 | \$4,977 | \$5,701,410 |
| Charges for Services - Commercial | 67,176 | 66,968 | 218,773 | 204,017 | 14,756 | 652,196 |
| Availability Charges | 0 | 0 | 0 | 0 | 0 | 420 |
| Sales Other | 700 | 855 | 2,100 | 2,904 | (804) | 8,400 |
| CIA Ditch Service Charges | 785 | 0 | 2,355 | 0 | 2,355 | 7,920 |
| Property Taxes | 0 | 0 | 0 | 0 | 0 | 701,750 |
| Total General Income | 597,515 | 588,552 | 1,797,026 | 1,775,743 | 21,283 | 7,072,096 |
| Interest Income | 320 | 0 | 360 | 0 | 360 | 8,840 |
| Total Earnings Income | 320 | 0 | 360 | 0 | 360 | 8,840 |
| Meter Installation Fee | 0 | 1,200 | 0 | 1,200 | (1,200) | 6,800 |
| Inspection Fees | 0 | 380 | 0 | 380 | (380) | 4,807 |
| Telephone Line Contracts | 600 | 610 | 1,800 | 1,219 | 581 | 7,200 |
| Fines/Rule Enforcement | 175 | 175 | 525 | 525 | 0 | 2,100 |
| Late Charges | 4,800 | 0 | 14,400 | 0 | 14,400 | 57,600 |
| Title Transfer Fees | 1,350 | 4,050 | 4,050 | 12,150 | (8,100) | 16,200 |
| Security Gate Bar Code Income | 650 | 680 | 1,950 | 2,040 | (90) | 7,800 |
| Project Reimbursement | 2,182 | 2,091 | 6,546 | 5,672 | 874 | 26,184 |
| Misc Income | 1,075 | 877 | 3,225 | 1,643 | 1,582 | 12,900 |
| Total Other Income | 10,832 | 10,062 | 32,496 | 24,828 | 7,668 | 141,591 |
| TOTAL REVENUE | 608,667 | 598,614 | 1,829,882 | 1,800,572 | 29,311 | 7,222,527 |
| Salaries & Wages | 182,630 | 158,357 | 613,134 | 450,719 | 162,415 | 2,486,091 |
| Employer Costs | 53,431 | 2,746 | 160,656 | 53,224 | 107,432 | 668,226 |
| Payroll Taxes | 14,258 | 2,391 | 42,559 | 6,851 | 35,709 | 200,314 |
| Other Employer Costs | 14,837 | 12,895 | 45,385 | 38,948 | 6,436 | 182,438 |
| Pension Expense | 39,312 | 67,970 | 117,832 | 119,652 | (1,820) | 491,733 |
| Tuition Reimbursement | 0 | 0 | 0 | 0 | 0 | 2,870 |
| Total Employee Services | 304,467 | 244,359 | 979,566 | 669,395 | 310,171 | 4,031,672 |
| Clerical Services | 5,100 | 19,478 | 15,300 | 79,869 | (64,569) | 61,350 |
| Recruitment | 1,505 | 0 | 4,515 | (692) | 5,207 | 18,060 |
| Travel/Meetings | 2,240 | 111 | 5,720 | 206 | 5,515 | 21,880 |
| Office Supplies | 2,420 | 2,770 | 9,860 | 9,242 | 618 | 31,640 |
| CWRS Contract Charges | 56,162 | 54,074 | 168,487 | 160,701 | 7,786 | 673,947 |
| Mail Machine Lease | 0 | 0 | 700 | 0 | 700 | 2,800 |
| Copy Machine Maintenance | 1,520 | 877 | 3,910 | 2,499 | 1,411 | 17,590 |
| Insurance | 12,796 | 14,943 | 38,388 | 44,419 | (6,031) | 153,553 |
| Postage | 1,500 | 1,100 | 4,500 | 3,270 | 1,230 | 18,000 |
| Telephones | 4,528 | 6,472 | 13,585 | 11,858 | 1,727 | 54,339 |
| Memberships | 945 | 2,750 | 5,715 | 4,470 | 1,245 | 17,370 |
| Audit | 0 | 0 | 0 | 0 | 0 | 25,000 |
| Legal | 11,400 | 8,938 | 34,200 | 23,410 | 10,790 | 98,550 |
| Training/Safety | 5,650 | 4,870 | 12,350 | 7,194 | 5,156 | 47,800 |
| Community Communications | 1,000 | 0 | 3,000 | 1,574 | 1,427 | 13,700 |
| Equipment Maint | 2,450 | 0 | 3,700 | (508) | 4,208 | 5,950 |
| Consulting | 31,500 | 4,913 | 80,450 | 49,286 | 31,164 | 145,750 |
| CIA Ditch Operations | 500 | 1,500 | 33,500 | 1,500 | 32,000 | 38,000 |
| Total Administrative Services | 141,217 | 122,795 | 437,880 | 398,298 | 39,582 | 1,445,279 |
| Election | 0 | 0 | 0 | 0 | 0 | 10,000 |
| Uniforms | 1,058 | 1,409 | 3,175 | 2,123 | 1,052 | 13,100 |
| Equipment Repairs | 400 | 0 | 1,200 | (60) | 1,260 | 4,800 |
| Building/Grounds Maint/Pest Cntr | 2,594 | 2,583 | 7,781 | 11,060 | (3,280) | 31,122 |
| Bar Codes | 0 | 0 | 2,300 | 0 | 2,300 | 6,900 |
| Vehicle Maint | 3,750 | 3,408 | 11,250 | 5,950 | 5,300 | 45,000 |
| Vehicle Fuel | 4,250 | 2,389 | 12,750 | 5,741 | 7,009 | 51,000 |
| Vehicle Lease | 397 | 139 | 1,190 | 434 | 756 | 4,762 |
| Off Duty Sheriff | 0 | 0 | 3,000 | 2,563 | 437 | 8,000 |
| Power | 27,126 | 33,202 | 78,942 | 102,555 | (23,613) | 329,812 |

RANCHO MURIETA CSD
Summary of All CSD Funds
For the Three Months Ending 9/30/2020
Budget to Actual Comparison Detail

| Description | Period Budget | Period Actual | YTD Budget | YTD Actual | YTD Budget (Over)/Under | Annual Budget |
|--------------------------------|------------------|------------------|------------------|------------------|----------------------------|------------------|
| Information System Maint | 14,758 | 9,098 | 44,275 | 28,686 | 15,589 | 177,099 |
| Supplies | 1,658 | 3,107 | 4,975 | 9,624 | (4,649) | 19,900 |
| Equipment Rental | 450 | 0 | 1,350 | 4,001 | (2,651) | 11,400 |
| Road Paving | 1,500 | 9,892 | 4,500 | 10,042 | (5,542) | 18,000 |
| Maintenance/Repairs | 28,017 | 54,840 | 82,550 | 101,360 | (18,810) | 329,450 |
| Non-routine Maint/Repair | 3,250 | 0 | 9,750 | 9,124 | 626 | 39,000 |
| Permits | 0 | 0 | 0 | 0 | 0 | 5,750 |
| Chemicals | 13,000 | 37,751 | 64,000 | 60,384 | 3,616 | 148,000 |
| Chemicals - T&O | 500 | 2,459 | 1,500 | 3,756 | (2,256) | 3,000 |
| Lab Tests | 4,500 | (1,550) | 12,500 | 1,299 | 11,201 | 41,000 |
| Removal (Hazardous Waste) | 0 | 0 | 0 | 0 | 0 | 24,000 |
| Permits | 0 | 0 | 29,000 | 31,401 | (2,401) | 81,550 |
| Tools | 950 | 155 | 2,700 | 5,208 | (2,508) | 11,200 |
| Dam Inspection Costs | 0 | 0 | 65,000 | 66,055 | (1,055) | 65,000 |
| Water Meters/Boxes | 0 | 23,671 | 11,250 | 22,141 | (10,891) | 45,000 |
| Drainage Improvements | 0 | 0 | 0 | 0 | 0 | 1,700 |
| Total Operational Costs | 108,157 | 182,551 | 454,937 | 483,446 | (28,509) | 1,525,545 |
| Miscellaneous | 7,609 | 8,534 | 22,828 | 21,188 | 1,640 | 92,061 |
| Admin Contingency | 0 | 0 | 0 | (6,688) | 6,688 | 35,000 |
| Director Exp/Reimbursements | 450 | 15 | 1,350 | 15 | 1,335 | 5,400 |
| Director Meeting Payments | 1,500 | 0 | 4,500 | 0 | 4,500 | 18,000 |
| Conservation | 600 | 5,678 | 7,440 | 5,731 | 1,709 | 13,260 |
| SACTO Regional Water Authority | 0 | 0 | 18,000 | 9,628 | 8,372 | 18,000 |
| SCGA Ground Water Authority | 0 | 0 | 13,980 | 11,000 | 2,980 | 13,980 |
| Interest Expense | 1,923 | 412 | 5,678 | 1,627 | 4,050 | 24,330 |
| Reserves Spent | 0 | 0 | 68,590 | 0 | 68,590 | 68,590 |
| Total Other Expenses | 12,082 | 14,639 | 142,365 | 42,502 | 99,864 | 288,621 |
| Total Operating Costs | 565,923 | 564,344 | 2,014,749 | 1,593,640 | 421,108 | 7,291,117 |

**RANCHO MURIETA CSD
ADMIN
For the Three Months Ending Wednesday, September 30, 2020
FISCAL YEAR 2020 - 21**

| <u>Description</u> | <u>Period Budget</u> | <u>Period Actual</u> | <u>YTD Budget</u> | <u>YTD Actual</u> | <u>YTD Budget (Over)/Under</u> | <u>Annual Budget</u> |
|---------------------------------------|--------------------------|--------------------------|-----------------------|-----------------------|------------------------------------|--------------------------|
| CIA Ditch Service Charges | \$785 | | \$2,355 | | \$2,355 | \$7,920 |
| Property Taxes | | | | | | 701,750 |
| Property Tax Allocation | | | | | | (528,498) |
| Interest Income | 20 | | 60 | | 60 | 240 |
| Title Transfer Fees | 900 | 2,700 | 2,700 | 8,100 | (5,400) | 10,800 |
| Misc Income | 125 | 531 | 375 | 531 | (156) | 1,500 |
| TOTAL REVENUE | 1,830 | 3,231 | 5,490 | 8,631 | (3,141) | 193,712 |
| EXPENDITURES | | | | | | |
| Administration | | | | | | |
| Salaries & Wages | 49,700 | 34,984 | 200,100 | 93,358 | 106,742 | 710,300 |
| Employer Costs | 14,923 | 1,131 | 44,769 | 14,238 | 30,531 | 186,509 |
| Payroll Taxes | 3,917 | 636 | 11,750 | 1,530 | 10,221 | 53,787 |
| Other Employer Costs | 6,539 | 5,217 | 19,967 | 15,628 | 4,339 | 81,668 |
| Pension Expense | 11,797 | 2,619 | 35,390 | 17,499 | 17,892 | 148,944 |
| Clerical Services | 4,250 | 15,645 | 12,750 | 68,411 | (55,661) | 51,000 |
| Recruitment | 800 | | 2,400 | (692) | 3,092 | 9,600 |
| Travel/Meetings | 1,500 | 111 | 4,500 | 206 | 4,295 | 18,000 |
| Office Supplies | 1,400 | 742 | 6,800 | 4,888 | 1,912 | 19,400 |
| Mail Machine Lease | | | 700 | | 700 | 2,800 |
| Copy Machine Maintenance | 1,500 | 867 | 3,850 | 2,459 | 1,391 | 17,350 |
| Insurance | 11,879 | 14,026 | 35,638 | 41,669 | (6,031) | 142,553 |
| Postage | 1,500 | 1,100 | 4,500 | 3,270 | 1,230 | 18,000 |
| Telephones | 775 | 625 | 2,325 | 1,844 | 481 | 9,299 |
| Memberships | 750 | | 2,250 | 1,434 | 816 | 10,750 |
| Audit | | | | | | 25,000 |
| Legal | 5,000 | 8,525 | 15,000 | 18,279 | (3,279) | 60,000 |
| Training/Safety | 1,250 | 945 | 3,750 | 1,913 | 1,837 | 15,000 |
| Community Communications | 1,000 | | 3,000 | 1,574 | 1,427 | 5,700 |
| Equipment Maint | 2,200 | | 2,950 | 93 | 2,857 | 2,950 |
| Consulting | | 3,582 | | 33,480 | (33,480) | |
| Election | | | | | | 10,000 |
| Building/Grounds Maint/Pest Cntr | 1,594 | 875 | 4,781 | 5,040 | (260) | 19,122 |
| Power | 150 | | 625 | | 625 | 1,900 |
| Information System Maint | 10,314 | 6,878 | 30,943 | 25,049 | 5,895 | 123,773 |
| Miscellaneous | 2,008 | 113 | 6,025 | 5,530 | 495 | 24,100 |
| Admin Contingency | | | | (6,688) | 6,688 | 35,000 |
| Director Exp/Reimbursements | 450 | 15 | 1,350 | 15 | 1,335 | 5,400 |
| Director Meeting Payments | 1,500 | | 4,500 | | 4,500 | 18,000 |
| TOTAL OPERATING COSTS | 136,696 | 98,636 | 460,614 | 350,025 | 110,588 | 1,825,905 |
| Administration Cost Allocation | | (98,636) | | (350,025) | | (1,825,904) |

**RANCHO MURIETA CSD
WATER
For the Three Months Ending Wednesday, September 30, 2020
FISCAL YEAR 2020 - 21**

| <u>Description</u> | <u>Period Budget</u> | <u>Period Actual</u> | <u>YTD Budget</u> | <u>YTD Actual</u> | <u>YTD Budget (Over)/Under</u> | <u>Annual Budget</u> |
|--------------------------|--------------------------|--------------------------|-----------------------|-----------------------|------------------------------------|--------------------------|
| Sales Residential | \$234,478 | \$232,963 | \$690,671 | \$706,474 | (\$15,803) | \$2,167,231 |
| Sales Commercial | 34,848 | 32,203 | 121,789 | 103,808 | 17,981 | 264,262 |
| Availability Charges | | | | | | 200 |
| Sales Other | 700 | 855 | 2,100 | 2,904 | (804) | 8,400 |
| Interest Income | | | | | | 3,800 |
| Meter Installation Fee | | 1,200 | | 1,200 | (1,200) | 6,800 |
| Inspection Fees | | 380 | | 380 | (380) | 3,036 |
| Telephone Line Contracts | 600 | 610 | 1,800 | 1,219 | 581 | 7,200 |
| Late Charges | 1,300 | | 3,900 | | 3,900 | 15,600 |
| Project Reimbursement | 2,000 | 1,909 | 6,000 | 5,126 | 874 | 24,000 |
| Misc Income | 600 | | 1,800 | 75 | 1,725 | 7,200 |
| TOTAL REVENUE | 274,526 | 270,120 | 828,060 | 821,185 | 6,875 | 2,507,729 |

EXPENDITURES

Water - SOS

| | | | | | | |
|----------------------|---------------|---------------|---------------|---------------|--------------|----------------|
| Salaries & Wages | 1,594 | 314 | 4,762 | 548 | 4,214 | 21,122 |
| Employer Costs | 306 | | 918 | 5 | 913 | 3,809 |
| Payroll Taxes | 122 | 5 | 364 | 8 | 356 | 1,707 |
| Other Employer Costs | 73 | | 218 | | 218 | 870 |
| Pension Expense | 328 | 29 | 982 | 47 | 935 | 4,093 |
| Clerical Services | | | | | | 150 |
| Power | 1,798 | 2,243 | 5,288 | 13,006 | (7,718) | 62,634 |
| Supplies | 625 | 646 | 1,875 | 646 | 1,229 | 7,500 |
| Equipment Rental | | | | | | 3,000 |
| Maintenance/Repairs | 2,500 | | 7,500 | 1,005 | 6,495 | 30,000 |
| Chemicals | | 700 | 2,000 | 700 | 1,300 | 3,000 |
| Chemicals - T&O | 500 | 2,459 | 1,500 | 3,756 | (2,256) | 3,000 |
| Dam Inspection Costs | | | 51,300 | 52,132 | (832) | 51,300 |
| Miscellaneous | | | | | | 250 |
| Admin Allocation | 5,934 | 3,847 | 17,803 | 13,651 | 4,152 | 71,210 |
| Subtotal | 13,780 | 10,243 | 94,509 | 85,506 | 9,003 | 263,646 |

Water - WT

| | | | | | | |
|----------------------|---------------|---------------|----------------|----------------|---------------|----------------|
| Salaries & Wages | 16,737 | 8,996 | 50,001 | 35,327 | 14,674 | 221,781 |
| Employer Costs | 3,213 | | 9,639 | 695 | 8,944 | 40,002 |
| Payroll Taxes | 1,280 | 130 | 3,824 | 556 | 3,268 | 17,932 |
| Other Employer Costs | 714 | | 2,142 | | 2,142 | 8,568 |
| Pension Expense | 3,442 | 817 | 10,308 | 3,299 | 7,009 | 42,979 |
| Power | 6,574 | 9,325 | 17,122 | 25,479 | (8,357) | 65,698 |
| Supplies | 100 | 251 | 300 | 1,544 | (1,244) | 1,200 |
| Equipment Rental | 50 | | 150 | | 150 | 600 |
| Maintenance/Repairs | 5,833 | 6,786 | 17,500 | 27,556 | (10,056) | 70,000 |
| Chemicals | 8,000 | 11,307 | 39,500 | 26,053 | 13,447 | 79,000 |
| Lab Tests | 2,500 | (834) | 8,000 | 733 | 7,267 | 23,000 |
| Miscellaneous | 400 | | 1,200 | (4) | 1,204 | 4,800 |
| Interest Expense | 1,860 | 395 | 5,490 | 1,591 | 3,899 | 23,580 |
| Admin Allocation | 18,716 | 12,132 | 56,147 | 43,053 | 13,093 | 224,586 |
| Subtotal | 69,419 | 49,305 | 221,322 | 165,882 | 55,440 | 823,726 |

**RANCHO MURIETA CSD
WATER
For the Three Months Ending Wednesday, September 30, 2020
FISCAL YEAR 2020 - 21**

| Description | Period Budget | Period Actual | YTD Budget | YTD Actual | YTD Budget (Over)/Under | Annual Budget |
|----------------------------------|------------------|------------------|----------------|----------------|----------------------------|------------------|
| Water - WT & D | | | | | | |
| Salaries & Wages | 16,737 | 12,814 | 50,001 | 35,677 | 14,324 | 221,781 |
| Employer Costs | 3,213 | | 9,639 | 569 | 9,070 | 40,002 |
| Payroll Taxes | 1,280 | 186 | 3,824 | 552 | 3,272 | 17,932 |
| Other Employer Costs | 714 | | 2,142 | | 2,142 | 8,568 |
| Pension Expense | 3,442 | 1,164 | 10,308 | 3,158 | 7,150 | 42,979 |
| Power | 3,930 | 3,710 | 11,768 | 14,975 | (3,207) | 41,353 |
| Supplies | 333 | 942 | 1,000 | 942 | 58 | 4,000 |
| Equipment Rental | 200 | | 600 | | 600 | 2,400 |
| Road Paving | 1,500 | 9,892 | 4,500 | 10,042 | (5,542) | 18,000 |
| Maintenance/Repairs | 3,000 | 4,470 | 9,000 | 15,246 | (6,246) | 36,000 |
| Removal (Hazardous Waste) | | | | | | 16,000 |
| Water Meters/Boxes | | 23,671 | 11,250 | 22,141 | (10,891) | 45,000 |
| Miscellaneous | 50 | | 150 | | 150 | 600 |
| Admin Allocation | 15,368 | 9,962 | 46,104 | 35,353 | 10,751 | 184,416 |
| Subtotal | 49,767 | 66,810 | 160,286 | 138,653 | 21,633 | 679,032 |
| Water Admin | | | | | | |
| Salaries & Wages | 7,970 | 23,345 | 36,310 | 65,846 | (29,536) | 118,110 |
| Employer Costs | 1,530 | 969 | 4,590 | 15,693 | (11,103) | 19,050 |
| Payroll Taxes | 610 | 338 | 1,822 | 1,024 | 798 | 8,539 |
| Other Employer Costs | 348 | 3,034 | 1,044 | 9,214 | (8,170) | 4,176 |
| Pension Expense | 1,639 | 22,722 | 4,909 | 31,939 | (27,030) | 20,210 |
| Tuition Reimbursement | | | | | | 810 |
| Clerical Services | 750 | | 2,250 | | 2,250 | 9,000 |
| Recruitment | 215 | | 645 | | 645 | 2,580 |
| Travel/Meetings | 140 | | 420 | | 420 | 1,680 |
| Office Supplies | 250 | 315 | 750 | 665 | 85 | 3,000 |
| Copy Machine Maintenance | 10 | 5 | 30 | 20 | 10 | 120 |
| Insurance | 917 | 917 | 2,750 | 2,750 | | 11,000 |
| Telephones | 1,708 | 2,819 | 5,125 | 4,410 | 715 | 20,500 |
| Memberships | 120 | 2,750 | 3,090 | 2,750 | 340 | 5,395 |
| Legal | 5,000 | 413 | 15,000 | 2,063 | 12,938 | 20,000 |
| Training/Safety | 2,100 | 955 | 3,600 | 1,353 | 2,247 | 13,200 |
| Consulting | 4,000 | 653 | 12,700 | 6,764 | 5,936 | 50,000 |
| CIA Ditch Operations | 500 | 1,500 | 33,500 | 1,500 | 32,000 | 38,000 |
| Uniforms | 400 | 397 | 1,200 | 732 | 468 | 4,800 |
| Building/Grounds Maint/Pest Cntr | 175 | 550 | 525 | 2,794 | (2,269) | 2,100 |
| Vehicle Maint | 1,750 | | 5,250 | 302 | 4,948 | 21,000 |
| Vehicle Fuel | 950 | 654 | 2,850 | 1,554 | 1,296 | 11,400 |
| Information System Maint | 2,055 | | 6,164 | 204 | 5,960 | 24,655 |
| Maintenance/Repairs | 600 | 222 | 1,800 | 222 | 1,578 | 7,200 |
| Non-routine Maint/Repair | 2,000 | | 6,000 | 9,124 | (3,124) | 24,000 |
| Permits | | | 13,000 | 9,320 | 3,680 | 30,300 |
| Tools | 500 | 58 | 1,500 | 1,542 | (42) | 6,000 |
| Miscellaneous | 725 | | 2,175 | | 2,175 | 8,700 |
| Conservation | 600 | 5,678 | 7,440 | 5,731 | 1,709 | 13,260 |
| Sacto Water Authority | | | 18,000 | 9,628 | 8,372 | 18,000 |
| CGWA/SE Area Water | | | 13,980 | 11,000 | 2,980 | 13,980 |
| Admin Allocation | 16,585 | 10,751 | 49,756 | 38,153 | 11,603 | 199,023 |
| Subtotal | 54,147 | 79,044 | 258,175 | 236,295 | 21,880 | 729,788 |

**RANCHO MURIETA CSD
WATER
For the Three Months Ending Wednesday, September 30, 2020
FISCAL YEAR 2020 - 21**

| <u>Description</u> | <u>Period Budget</u> | <u>Period Actual</u> | <u>YTD Budget</u> | <u>YTD Actual</u> | <u>YTD Budget (Over)/Under</u> | <u>Annual Budget</u> |
|----------------------------|--------------------------|--------------------------|-----------------------|-----------------------|------------------------------------|--------------------------|
| TOTAL COSTS | 187,112 | 205,402 | 734,292 | 626,336 | 107,956 | 2,496,192 |
| SURPLUS / (DEFICIT) | 87,414 | 64,717 | 93,768 | 194,849 | (101,081) | 11,537 |

RANCHO MURIETA CSD
SEWER
For the Three Months Ending Wednesday, September 30,
2020 FISCAL YEAR 2020 - 21

| <u>Description</u> | <u>Period</u> <u>Budget</u> | <u>Period</u> <u>Actual</u> | <u>YTD</u> <u>Budget</u> | <u>YTD</u> <u>Actual</u> | <u>YTD Budget</u> <u>(Over)/Under</u> | <u>Annual</u> <u>Budget</u> |
|-----------------------|--------------------------------|--------------------------------|-----------------------------|-----------------------------|--|--------------------------------|
| Sales Residential | \$112,133 | \$110,947 | \$336,398 | \$332,738 | \$3,660 | \$1,347,259 |
| Sales Commercial | 11,803 | 12,250 | 35,409 | 36,277 | (868) | 141,636 |
| Availability Charges | | | | | | 220 |
| Interest Income | | | | | | 2,500 |
| Inspection Fees | | | | | | 1,771 |
| Late Charges | 1,500 | | 4,500 | | 4,500 | 18,000 |
| Project Reimbursement | 182 | 182 | 546 | 546 | | 2,184 |
| TOTAL REVENUE | 125,618 | 123,379 | 376,853 | 369,560 | 7,293 | 1,513,570 |

EXPENDITURES

Sewer - SC

| | | | | | | |
|----------------------|---------------|---------------|----------------|---------------|---------------|----------------|
| Salaries & Wages | 11,158 | 1,445 | 33,334 | 4,200 | 29,134 | 147,854 |
| Employer Costs | 2,142 | | 6,426 | 73 | 6,353 | 26,664 |
| Payroll Taxes | 854 | 21 | 2,550 | 65 | 2,485 | 11,957 |
| Other Employer Costs | 478 | | 1,434 | | 1,434 | 5,736 |
| Pension Expense | 2,294 | 131 | 6,872 | 391 | 6,481 | 28,651 |
| Power | 1,450 | 1,243 | 4,327 | 4,176 | 151 | 18,291 |
| Supplies | 100 | | 300 | 15 | 285 | 1,200 |
| Equipment Rental | 100 | | 300 | | 300 | 1,200 |
| Maintenance/Repairs | 6,667 | 840 | 20,000 | 4,550 | 15,450 | 80,000 |
| Miscellaneous | 50 | 38 | 150 | 38 | 112 | 600 |
| Admin Allocation | 9,738 | 6,313 | 29,214 | 22,402 | 6,813 | 116,858 |
| Subtotal | 35,031 | 10,031 | 104,908 | 35,911 | 68,997 | 439,011 |

Sewer - ST & D

| | | | | | | |
|---------------------------|---------------|----------------|----------------|----------------|-----------------|----------------|
| Salaries & Wages | 13,788 | 19,388 | 41,191 | 56,151 | (14,960) | 182,705 |
| Employer Costs | 2,283 | | 7,213 | 960 | 6,253 | 29,751 |
| Payroll Taxes | 1,055 | 281 | 3,151 | 874 | 2,277 | 14,773 |
| Other Employer Costs | 589 | | 1,767 | | 1,767 | 7,068 |
| Pension Expense | 2,835 | 1,761 | 8,491 | 5,180 | 3,311 | 35,407 |
| Power | 11,861 | 15,488 | 35,794 | 40,449 | (4,655) | 121,707 |
| Supplies | 500 | 1,268 | 1,500 | 6,476 | (4,976) | 6,000 |
| Equipment Rental | 100 | | 300 | 4,001 | (3,701) | 1,200 |
| Maintenance/Repairs | 6,667 | 39,778 | 20,000 | 43,043 | (23,043) | 80,000 |
| Chemicals | 5,000 | 21,556 | 21,000 | 25,652 | (4,652) | 54,000 |
| Lab Tests | 1,250 | (716) | 3,750 | 566 | 3,184 | 15,000 |
| Removal (Hazardous Waste) | | | | | | 8,000 |
| Miscellaneous | | 5,177 | | 5,177 | (5,177) | 500 |
| Admin Allocation | 16,737 | 10,850 | 50,212 | 38,503 | 11,710 | 200,849 |
| Subtotal | 62,665 | 114,831 | 194,370 | 227,034 | (32,664) | 756,960 |

Sewer Admin

| | | | | | | |
|----------------------|-------|--------|--------|--------|----------|--------|
| Salaries & Wages | 4,782 | 4,454 | 14,286 | 12,392 | 1,894 | 63,366 |
| Employer Costs | 918 | | 2,754 | (645) | 3,399 | 11,430 |
| Payroll Taxes | 366 | 65 | 1,094 | 193 | 901 | 5,125 |
| Other Employer Costs | 203 | 511 | 1,134 | 1,596 | (462) | 3,211 |
| Pension Expense | 983 | 14,122 | 2,945 | 18,207 | (15,262) | 12,280 |

**RANCHO MURIETA CSD
SEWER
For the Three Months Ending Wednesday, September 30,
2020 FISCAL YEAR 2020 - 21**

| <u>Description</u> | <u>Period</u> <u>Budget</u> | <u>Period</u> <u>Actual</u> | <u>YTD</u> <u>Budget</u> | <u>YTD</u> <u>Actual</u> | <u>YTD Budget</u> <u>(Over)/Under</u> | <u>Annual</u> <u>Budget</u> |
|----------------------------------|--------------------------------|--------------------------------|-----------------------------|-----------------------------|--|--------------------------------|
| Tuition Reimbursement | | | | | | 560 |
| Recruitment | 200 | | 600 | | 600 | 2,400 |
| Travel/Meetings | 100 | | 300 | | 300 | 1,200 |
| Office Supplies | 250 | 361 | 750 | 741 | 9 | 3,000 |
| Copy Machine Maintenance | 10 | 5 | 30 | 20 | 10 | 120 |
| Telephones | 1,750 | 2,819 | 5,250 | 4,547 | 703 | 21,000 |
| Memberships | 75 | | 375 | 286 | 89 | 1,225 |
| Legal | 1,000 | | 3,000 | 1,815 | 1,185 | 12,000 |
| Training/Safety | 2,000 | 955 | 3,600 | 1,258 | 2,342 | 15,000 |
| Consulting | 2,500 | 518 | 30,800 | 5,393 | 25,407 | 53,300 |
| Uniforms | 400 | 397 | 1,200 | 732 | 468 | 4,800 |
| Building/Grounds Maint/Pest Cntr | 175 | 173 | 525 | 719 | (194) | 2,100 |
| Vehicle Maint | 1,250 | 1,864 | 3,750 | 3,065 | 685 | 15,000 |
| Vehicle Fuel | 2,000 | 654 | 6,000 | 1,618 | 4,382 | 24,000 |
| Information System Maint | 801 | | 2,404 | | 2,404 | 9,617 |
| Maintenance/Repairs | 2,000 | 2,317 | 6,000 | 6,206 | (206) | 24,000 |
| Non-routine Maint/Repair | 1,250 | | 3,750 | | 3,750 | 15,000 |
| Permits | | | 16,000 | 22,081 | (6,081) | 51,250 |
| Tools | 300 | 98 | 900 | 1,787 | (887) | 3,600 |
| Dam Inspection Costs | | | 13,700 | 13,923 | (223) | 13,700 |
| Miscellaneous | 192 | | 575 | | 575 | 2,300 |
| Admin Allocation | 11,260 | 7,299 | 33,779 | 25,902 | 7,877 | 135,117 |
| Subtotal | 34,765 | 36,612 | 155,501 | 121,836 | 33,666 | 505,701 |
| TOTAL COSTS | 132,460 | 161,473 | 454,779 | 384,781 | 69,998 | 1,701,672 |
| SURPLUS / (DEFICIT) | (6,843) | (38,094) | (77,926) | (15,221) | (62,706) | (188,102) |

**RANCHO MURIETA CSD
DRAINAGE
For the Three Months Ending Wednesday, September 30,
2020 FISCAL YEAR 2020 - 21**

| <u>Description</u> | <u>Period Budget</u> | <u>Period Actual</u> | <u>YTD Budget</u> | <u>YTD Actual</u> | <u>YTD Budget (Over)/Under</u> | <u>Annual Budget</u> |
|-------------------------|--------------------------|--------------------------|-----------------------|-----------------------|------------------------------------|--------------------------|
| Sales Residential | \$15,071 | \$14,861 | \$45,212 | \$44,538 | \$674 | \$180,846 |
| Sales Commercial | 3,029 | 2,786 | 9,086 | 8,297 | 789 | 36,345 |
| Property Tax Allocation | | | | | | 63,886 |
| TOTAL REVENUE | 18,099 | 17,646 | 54,298 | 52,835 | 1,463 | 281,078 |

EXPENDITURES

Drainage

| | | | | | | |
|----------------------------|----------------|---------------|-----------------|----------------|-----------------|----------------|
| Salaries & Wages | 6,934 | 3,692 | 20,714 | 13,724 | 6,990 | 91,882 |
| Employer Costs | 1,331 | | 3,993 | 267 | 3,726 | 16,572 |
| Payroll Taxes | 530 | 54 | 1,584 | 216 | 1,368 | 7,429 |
| Other Employer Costs | 294 | 243 | 882 | 840 | 42 | 3,528 |
| Pension Expense | 1,426 | 2,647 | 4,270 | 4,229 | 41 | 17,805 |
| Legal | | | | | | 1,750 |
| Training/Safety | | 490 | 500 | 1,145 | (645) | 1,000 |
| Community Communications | | | | | | 8,000 |
| Consulting | | 14 | 11,950 | 3,225 | 8,725 | 17,450 |
| Uniforms | | | | | | 400 |
| Power | 704 | 558 | 2,032 | 2,377 | (344) | 9,662 |
| Equipment Rental | | | | | | 3,000 |
| Maintenance/Repairs | 750 | 427 | 750 | 3,531 | (2,781) | 2,250 |
| Permits | | | | | | 5,750 |
| Chemicals | | 4,187 | 1,500 | 7,979 | (6,479) | 12,000 |
| Lab Tests | 750 | | 750 | | 750 | 3,000 |
| Tools | 150 | | 300 | 1,878 | (1,578) | 1,600 |
| Drainage Improvements | | | | | | 1,700 |
| Admin Allocation | 6,391 | 4,143 | 19,172 | 14,701 | 4,471 | 76,688 |
| TOTAL COSTS | 19,260 | 16,454 | 68,397 | 54,110 | 14,287 | 281,466 |
| SURPLUS / (DEFICIT) | (1,161) | 1,193 | (14,100) | (1,275) | (12,824) | (388) |

**RANCHO MURIETA CSD
SOLID WASTE
For the Three Months Ending Wednesday, September 30, 2020
FISCAL YEAR 2020 - 21**

| <u>Description</u> | <u>Period Budget</u> | <u>Period Actual</u> | <u>YTD Budget</u> | <u>YTD Actual</u> | <u>YTD Budget (Over)/Under</u> | <u>Annual Budget</u> |
|----------------------------|--------------------------|--------------------------|-----------------------|-----------------------|------------------------------------|--------------------------|
| Sales Residential | \$61,198 | \$62,184 | \$183,595 | \$185,756 | (\$2,161) | \$734,379 |
| Interest Income | | | | | | 1,100 |
| TOTAL REVENUE | 61,198 | 62,184 | 183,595 | 185,756 | (2,161) | 735,479 |
| EXPENDITURES | | | | | | |
| Solid Waste | | | | | | |
| Pension Expense | | 1,097 | | 1,097 | (1,097) | |
| CWRS Contract Charges | 56,162 | 54,074 | 168,487 | 160,701 | 7,786 | 673,947 |
| Miscellaneous | 3,480 | 3,206 | 10,440 | 11,550 | (1,110) | 41,761 |
| Admin Allocation | 3,043 | 1,973 | 9,130 | 7,001 | 2,129 | 36,518 |
| TOTAL COSTS | 62,686 | 60,350 | 188,057 | 180,349 | 7,708 | 752,226 |
| SURPLUS / (DEFICIT) | (1,487) | 1,834 | (4,462) | 5,407 | (9,869) | (16,747) |

**RANCHO MURIETA CSD
SECURITY
For the Three Months Ending Wednesday, September 30, 2020
FISCAL YEAR 2020 -21**

| <u>Description</u> | <u>Period Budget</u> | <u>Period Actual</u> | <u>YTD Budget</u> | <u>YTD Actual</u> | <u>YTD Budget (Over)/Under</u> | <u>Annual Budget</u> |
|-------------------------------|--------------------------|--------------------------|-----------------------|-----------------------|------------------------------------|--------------------------|
| Sales Residential | \$105,975 | \$99,773 | \$317,924 | \$299,317 | \$18,607 | \$1,271,694 |
| Sales Commercial | 17,496 | 19,729 | 52,488 | 55,636 | (3,147) | 209,953 |
| Property Tax Allocation | | | | | | 464,612 |
| Interest Income | 300 | | 300 | | 300 | 1,200 |
| Fines/Rule Enforcement | 175 | 175 | 525 | 525 | | 2,100 |
| Late Charges | 2,000 | | 6,000 | | 6,000 | 24,000 |
| Title Transfer Fees | 450 | 1,350 | 1,350 | 4,050 | (2,700) | 5,400 |
| Security Gate Bar Code Income | 650 | 680 | 1,950 | 2,040 | (90) | 7,800 |
| Misc Income | 350 | 346 | 1,050 | 1,037 | 13 | 4,200 |
| TOTAL REVENUE | 127,396 | 122,053 | 381,587 | 362,604 | 18,983 | 1,990,959 |

EXPENDITURES

Security - Gate

| | | | | | | |
|----------------------------------|---------------|---------------|----------------|----------------|---------------|----------------|
| Salaries & Wages | 24,316 | 25,768 | 72,870 | 63,538 | 9,333 | 325,042 |
| Employer Costs | 9,670 | 323 | 29,009 | 11,007 | 18,002 | 120,311 |
| Payroll Taxes | 2,031 | 351 | 6,010 | 858 | 5,152 | 29,860 |
| Other Employer Costs | 1,885 | | 5,655 | | 5,655 | 22,620 |
| Pension Expense | 5,175 | 1,599 | 15,516 | 4,848 | 10,668 | 64,316 |
| Clerical Services | 50 | 3,833 | 150 | 11,458 | (11,308) | 600 |
| Recruitment | 175 | | 525 | | 525 | 2,100 |
| Office Supplies | 10 | | 30 | 136 | (106) | 120 |
| Telephones | 30 | 21 | 90 | 186 | (96) | 360 |
| Training/Safety | 100 | 890 | 300 | 890 | (590) | 1,200 |
| Uniforms | 83 | 615 | 250 | 914 | (664) | 1,000 |
| Equipment Repairs | 300 | | 900 | (310) | 1,210 | 3,600 |
| Building/Grounds Maint/Pest Cntr | 300 | 746 | 900 | 1,610 | (710) | 3,600 |
| Bar Codes | | | 2,300 | | 2,300 | 6,900 |
| Power | 659 | 636 | 1,985 | 2,092 | (108) | 8,567 |
| Information System Maint | 1,249 | 2,170 | 3,747 | 3,483 | 264 | 14,988 |
| Miscellaneous | 604 | | 1,813 | (519) | 2,332 | 7,250 |
| Interest Expense | 29 | | 88 | | 88 | 350 |
| Admin Allocation | 20,998 | 13,612 | 62,994 | 48,304 | 14,690 | 251,975 |
| Subtotal | 67,664 | 50,564 | 205,131 | 148,495 | 56,636 | 864,759 |

Security - Patrol

| | | | | | | |
|-----------------------|--------|--------|--------|--------|---------|---------|
| Salaries & Wages | 22,255 | 22,579 | 66,087 | 52,845 | 13,242 | 292,078 |
| Employer Costs | 10,742 | 323 | 32,226 | 7,416 | 24,810 | 134,400 |
| Payroll Taxes | 1,703 | 174 | 5,056 | 538 | 4,518 | 24,316 |
| Other Employer Costs | 2,260 | | 6,780 | | 6,780 | 27,120 |
| Pension Expense | 4,587 | 1,239 | 13,749 | 6,901 | 6,848 | 57,187 |
| Tuition Reimbursement | | | | | | 1,500 |
| Clerical Services | 50 | | 150 | | 150 | 600 |
| Recruitment | 115 | | 345 | | 345 | 1,380 |
| Office Supplies | 10 | 1,352 | 30 | 2,663 | (2,633) | 120 |
| Telephones | 230 | 168 | 690 | 718 | (28) | 2,760 |
| Training/Safety | 100 | 636 | 300 | 636 | (336) | 1,200 |

**RANCHO MURIETA CSD
SECURITY
For the Three Months Ending Wednesday, September 30, 2020
FISCAL YEAR 2020 -21**

| <u>Description</u> | <u>Period Budget</u> | <u>Period Actual</u> | <u>YTD Budget</u> | <u>YTD Actual</u> | <u>YTD Budget (Over)/Under</u> | <u>Annual Budget</u> |
|----------------------------------|--------------------------|--------------------------|-----------------------|-----------------------|------------------------------------|--------------------------|
| Uniforms | 125 | | 375 | (255) | 630 | 1,500 |
| Equipment Repairs | 100 | | 300 | 250 | 50 | 1,200 |
| Building/Grounds Maint/Pest Cntr | 350 | 239 | 1,050 | 897 | 153 | 4,200 |
| Vehicle Maint | 750 | 1,544 | 2,250 | 2,583 | (333) | 9,000 |
| Vehicle Fuel | 1,300 | 1,081 | 3,900 | 2,569 | 1,331 | 15,600 |
| Vehicle Lease | 397 | 139 | 1,190 | 434 | 756 | 4,762 |
| Off Duty Sheriff | | | 3,000 | 2,563 | 437 | 8,000 |
| Information System Maint | 289 | | 866 | (200) | 1,066 | 3,466 |
| Miscellaneous | | | | (583) | 583 | |
| Interest Expense | 33 | 18 | 100 | 36 | 64 | 400 |
| Admin Allocation | 20,237 | 13,119 | 60,711 | 46,553 | 14,158 | 242,845 |
| Subtotal | 65,633 | 42,608 | 199,156 | 126,563 | 72,593 | 833,633 |
| Security Admin | | | | | | |
| Salaries & Wages | 6,659 | 577 | 23,478 | 17,114 | 6,363 | 90,070 |
| Employer Costs | 3,160 | | 9,480 | 2,947 | 6,533 | 39,726 |
| Payroll Taxes | 510 | 151 | 1,530 | 437 | 1,093 | 6,957 |
| Other Employer Costs | 740 | 3,890 | 2,220 | 11,671 | (9,451) | 9,305 |
| Pension Expense | 1,364 | 18,022 | 4,092 | 22,856 | (18,764) | 16,882 |
| Travel/Meetings | 500 | | 500 | | 500 | 1,000 |
| Office Supplies | 500 | | 1,500 | 149 | 1,351 | 6,000 |
| Telephones | 35 | 21 | 105 | 153 | (48) | 420 |
| Legal | 400 | | 1,200 | 1,254 | (54) | 4,800 |
| Training/Safety | 100 | | 300 | | 300 | 1,200 |
| Equipment Maint | 250 | | 750 | (601) | 1,351 | 3,000 |
| Consulting | 25,000 | 146 | 25,000 | 425 | 24,575 | 25,000 |
| Uniforms | 50 | | 150 | | 150 | 600 |
| Information System Maint | 50 | 50 | 150 | 150 | | 600 |
| Miscellaneous | 100 | | 300 | | 300 | 1,200 |
| Admin Allocation | 7,151 | 4,636 | 21,454 | 16,451 | 5,003 | 85,817 |
| Subtotal | 46,570 | 27,492 | 92,209 | 73,006 | 19,203 | 292,577 |
| TOTAL COSTS | 179,867 | 120,665 | 496,496 | 348,064 | 148,431 | 1,990,970 |
| SURPLUS / (DEFICIT) | (52,471) | 1,388 | (114,909) | 14,540 | (129,449) | (10) |

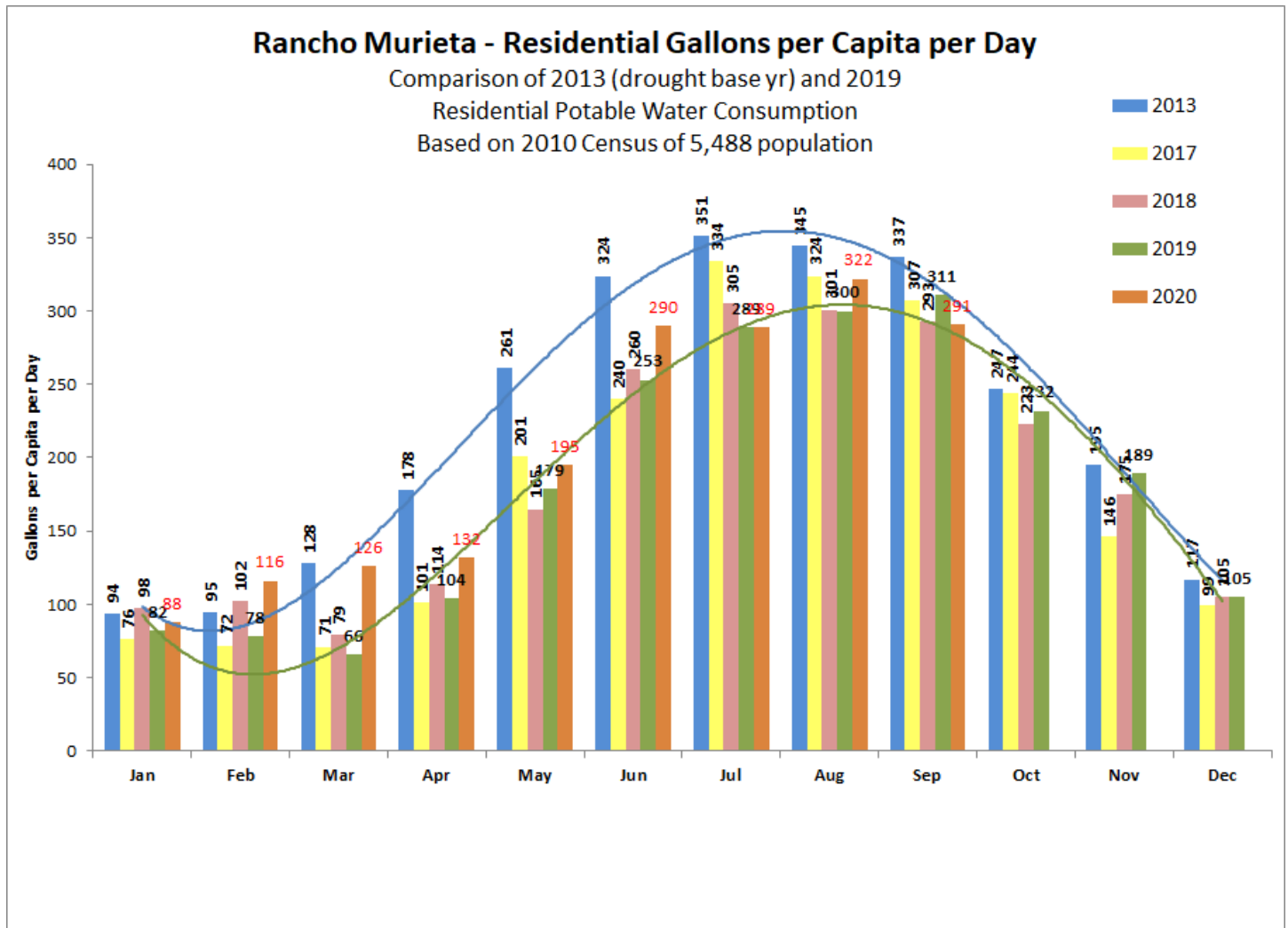
4C Security Report - Pending

MEMORANDUM

Date: October 14, 2020
To: Board of Directors
From: Paul Siebensohn, Director of Field Operations
Subject: Utilities Monthly Update

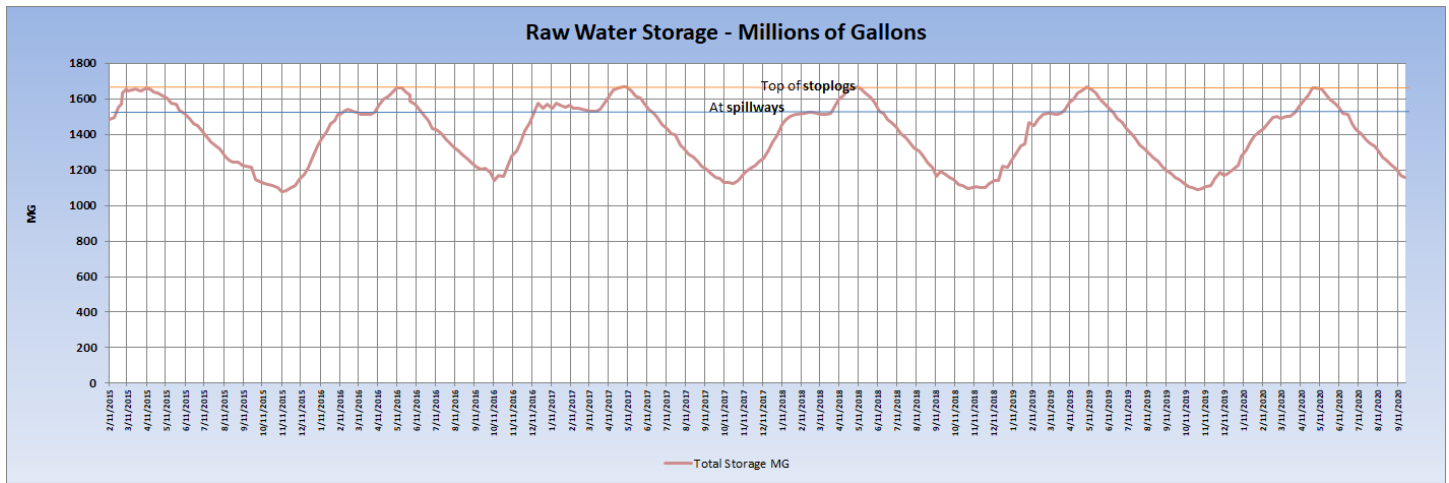
WATER TREATMENT

Plant #1 and Plant #2 are in operation to meet daily demands producing 1.88 million gallons per day (MGD). The water plants produced 64.39 million gallons (MG) of potable water in September. The production value per connection was 748 gallons per connection per day for September. Gallons of water used per capita per day was 291 vs 337 in 2013, a 7.8% decrease in use in the base comparison year of 2013 as shown in the updated graph below.



WATER SOURCE OF SUPPLY

On October 14, 2020, all raw water storage for Calero, Chesbro, and Clementia Reservoirs volume measured 1,158 million gallons (3,555 acre-feet [AF]). In September, no rain was received, and evaporation was measured at 6.90 inches. A graph of the raw water storage volumes is shown below.

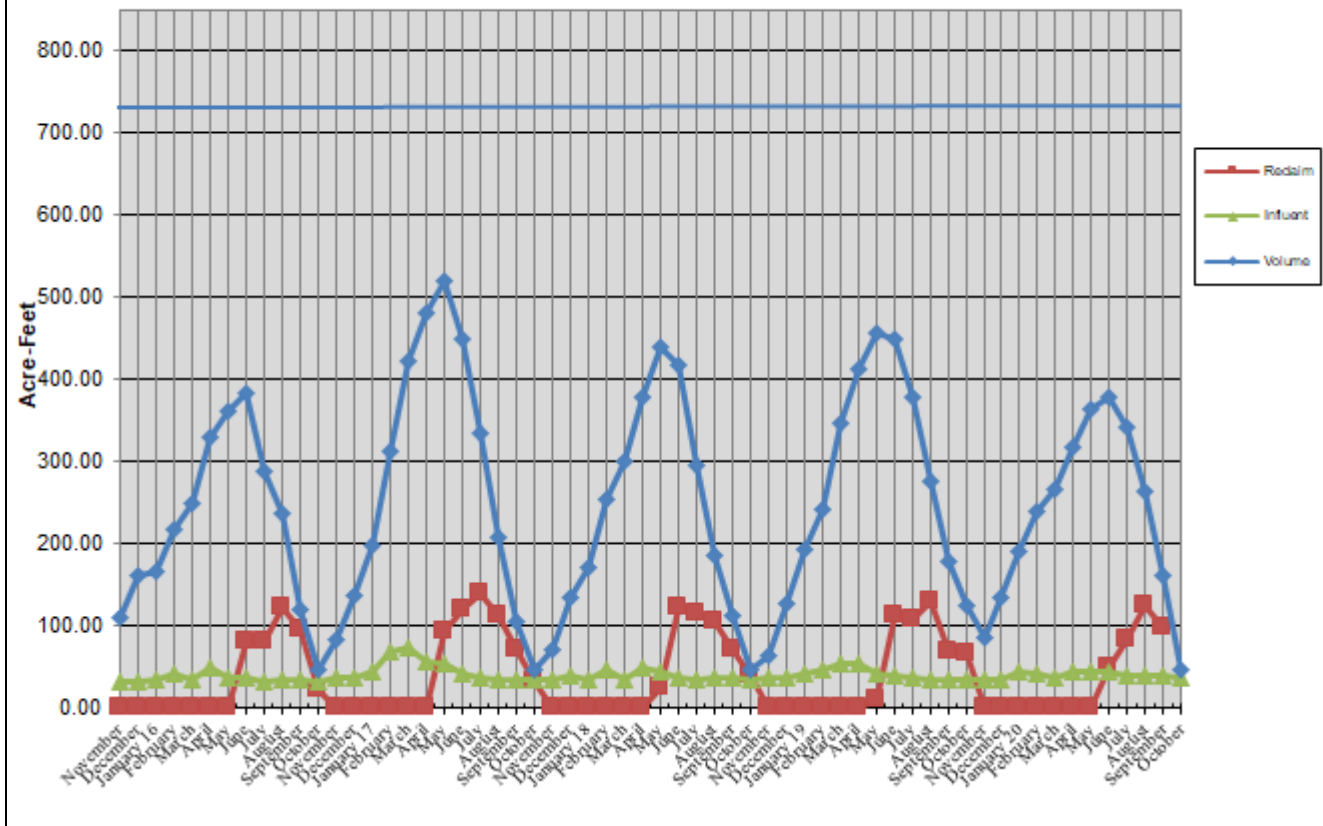


WASTEWATER COLLECTION, TREATMENT, AND RECLAMATION

For September, the influent wastewater flow averaged 402,733 gallons a day, for a total of 12.08 MG, (33.9 AF). This is approximately 153 GPD per sewer connection. On October 14, 2020, secondary wastewater storage measured 17 MG (55 AF), of which 13.06 MG (215.40 AF) is usable for reclamation due to dead storage. Staff and I discussed with Rancho Murieta Country Club staff to inquire how much longer they wish to receive recycled water, yet allow themselves time to draw down their recycled water storage ponds before winter rains arrive. RMCC staff noted they want recycled water through October 30th, 2020.

Below is a graph of the recent secondary wastewater storage volumes as of October 7, 2020.

Volume of Secondary Wastewater in Reservoirs 2015-2020



SEWER COLLECTION

There were no issues within the District’s sewer collection lines that occurred this past month. One call was received for a sewer line blockage. Staff troubleshot it for the homeowner and found roots in their private sewer line running down their sewer cleanout and showed the homeowner.

DRAINAGE

Utilities staff continued cutting weeds in the drainage system, spending approximately 73 hours in the drainage system in September. Staffing hours were cut back due to poor air quality. Staff continues to prepare drainages for winter flows, ensuring that entrances and exits of culverts are clear.

WATER METERING AND UTILITY STAFF WORK

In September, seven (7) ¾ -inch and two (2) 2-inch meters and three (3) MXU radio-read units were replaced as part of water metering maintenance. Also completed were five (5) Underground Service Alert markings and seventeen (17) utility star service orders for the administration department, which mainly consisted of high usage investigations.

Utilities staff repaired five (5) water leaks in September. They also had eight homeowner calls for various water-related complaints this last month. Six of these calls were for high usage complaints or possible water leak; three were diagnosed as water leaks, three had no leaks detected. Two calls were for water puddling in the yard one was due to a leak, and the other was from over-irrigation.

Items of note:

Board meeting discussion follow up:

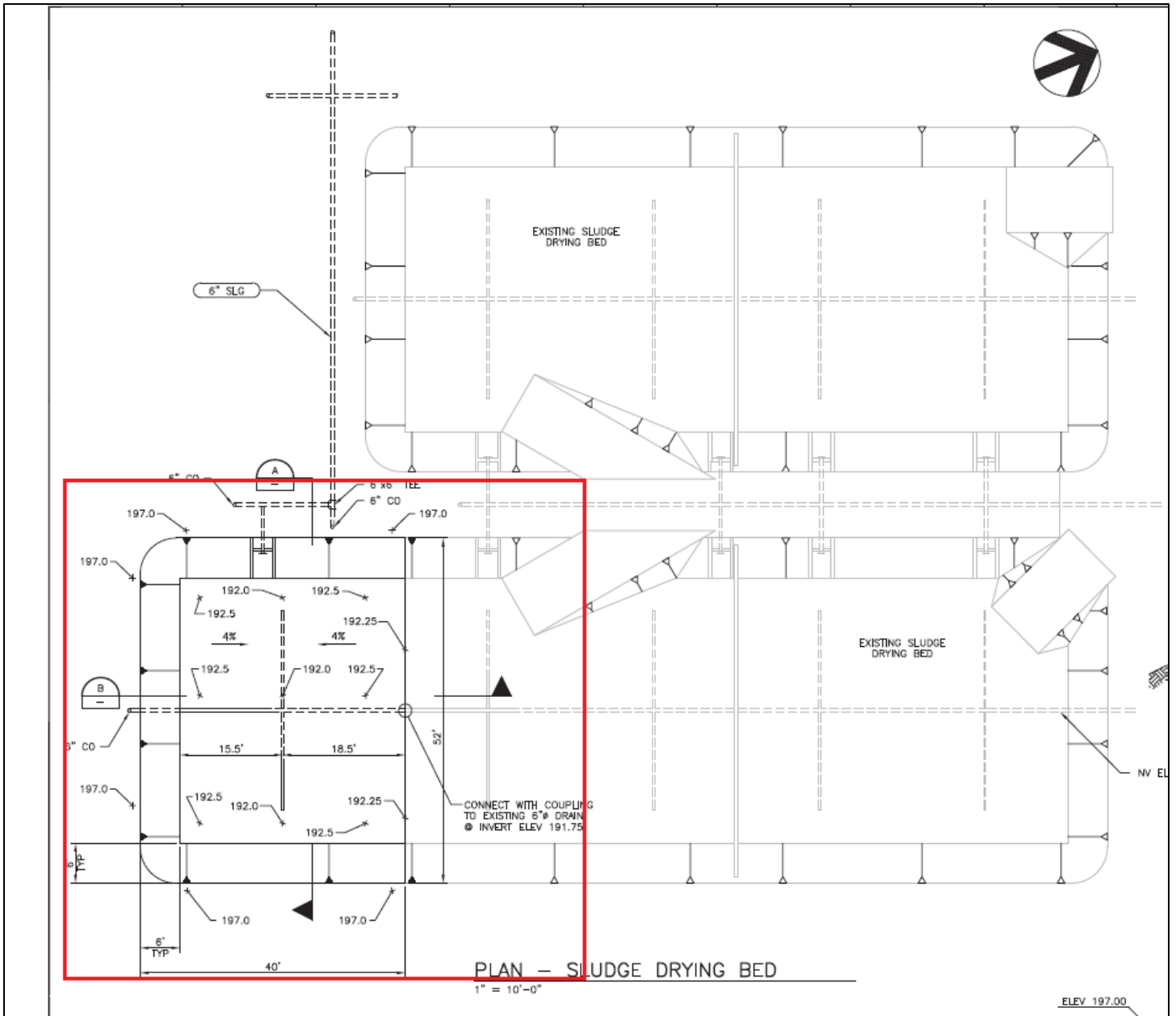
I provided John Sullivan with contact information for the Riverview project via email to directly discuss any concerns he has with that project.

Water Plant

The water treatment plant has drying beds to dry the solids removed from the treatment process. One of the drying beds was not working well, so I investigated it further with staff. The issue discovered was that during the water treatment plant project, the expansion of this drying bed was done incorrectly and not caught by staff or the construction management firm hired to oversee items like this.



The engineering plans show what should have been built, as shown below, which I outlined in red.



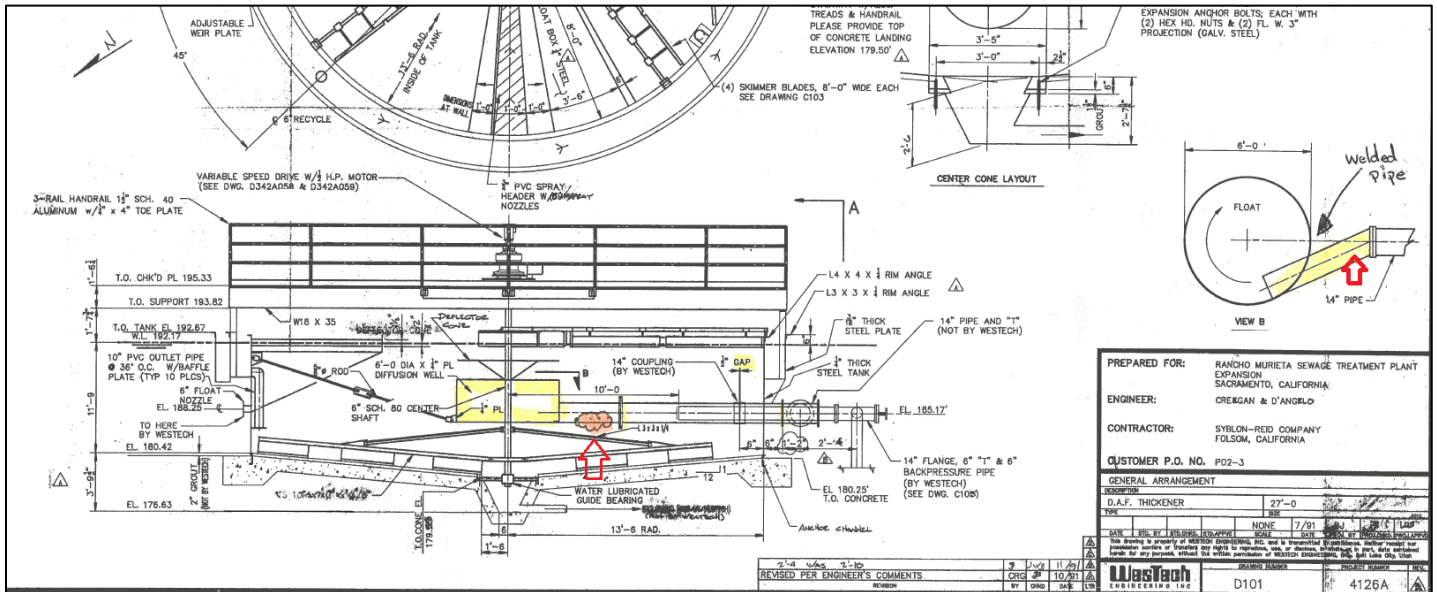
What was done is shown below in a construction photo that was discovered.



I had staff uncover what is existing to confirm, which is two 4" corrugated landscape drain pipe tied into the "Y" connection that is concreted there. I'm having staff work towards reconstructing it to be as engineered, so it functions correctly.

Wastewater Reclamation Plant – East DAF

To follow up on the corrosion blowout in the East dissolved air floatation (DAF) tank that we banded in summer, I have been in contact with vendors to begin the process to either fix or replace the tank and its components depending on costs to be received. It has been very slow getting responses from vendors, with Evoqua saying they cannot help us, Superior Tank looking into repairing, and the original supplier, WESTECH, responding that they will get back to me. The main issue existing is the pipe blowout that occurred in the area highlighted in orange, shown on the plan sheet section of the East DAF below.



There is also a lot of existing corrosion on the tie-rods, rake arms, and tank structure that is of great concern. My goal is to have a project put together as soon as possible to conduct maintenance or replacement over this upcoming winter to ensure a smooth operation for the next reclamation season in 2021.

PROJECTS

District Projects:

Water Rights Renewal

The application and fees have been submitted. Receipts of delivery have now been received back on the processing of the renewal application and payment of fees.

Recycled Water and Untreated Water Fee Study

No update. On hold until winter.

Chlorine Gas to Sodium Hypochlorite (bleach) conversion

Piping work is nearly completed, and the staff has installed the chemical tank ladders. Electrical panel and wiring for the chemical transfer pump and telemetry and ultrasonic level monitors for tank levels have been installed and routed back to the PLC at the wastewater control room. The next step is to have our SCADA/PLC vendor tie-in the telemetry information for tank level monitoring, create the programming for the control loops for the new chemical pumps to flow-pace chemical feeds to flow and chlorine residual, and build SCADA screens for

monitoring and control of the system. Costs incurred to date are \$126,697.11 out of the total project amount of \$266,140, with \$139,442.89 available remaining. Once the project is completed, I will then solicit costs to have an engineering firm draw up as-builts for the project.

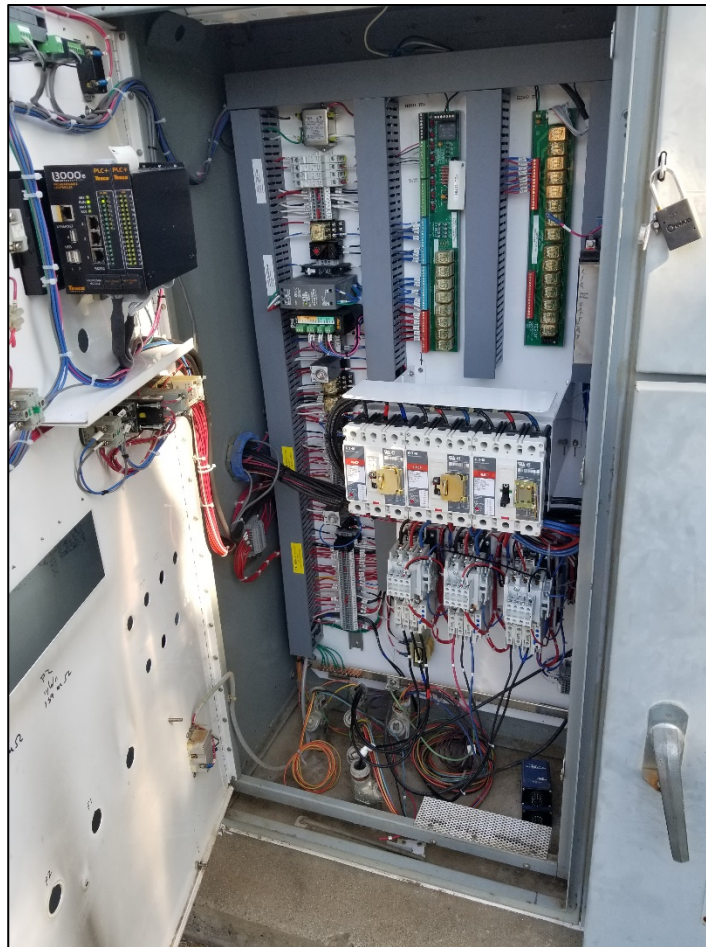


Dam Inundation Mapping and Emergency Action Plans

The required Emergency Action Plans for our Calero, Chesbro, and Michigan Bar 1 dams have been submitted to Sacramento County OES, and they have provided notice of receipt.

6B Sewer Lift Station PLC & Backpan replacement

TESCO has replaced the PLC and back panel components, and the site has remained in continual operation without any downtime. The project is nearly complete, pending some minor programming for a compressor and battery charger and providing the project as-built manual for the PLC. Photos of the new PLC and back panel below.



PROJECTS

Development

The Retreats East and North

This project extended its tentative map for development with Sacramento County.

Rancho Murieta North – Development Project

No new information has been submitted to the District; however, the project reports that they are continuing work on a traffic study, greenhouse gas study, and schedule and notice of preparation. A notice of preparation (NOP) is a brief notice sent by the lead agency to notify the responsible agencies that the lead agency plans to prepare an Environmental Impact Review, commonly referred to as EIR.

The Murieta Gardens (MG) – Highway 16 Off-Site Improvements

No update.

MG - Lot 4&5

The project has requested some water and irrigation services, which the District has installed meters. Minor updates to their recycled water irrigation box are pending the contractor receiving and installing proper recycled water box per District Recycled Water Standards. The project reports that Lot 4 is substantially complete with tenant improvements potentially proceeding in October, and roofing and stucco work is being completed for the Lot 5 building.

MG - Murieta Marketplace

Discussion between Coastland and our General Manager to approve bonding of some infrastructure and the drainage detention basin as complete are under review.

MG – Legacy Villas & Suites (lot 7)

The project submitted plans for review ahead of submitting an extension and deposit agreement or a deposit for review. We responded with their need to submit the required District forms available on our website at <https://www.ranchomurieta.com/forms-documents> and the need for a deposit. However, Mr. Sullivan as a representative of the project, had a contention with filling out the District forms and discussed them with a redlined markup of the form with our general manager. Mr. Hennig reported that he provided Mr. Sullivan's marked-up form to District counsel Dick Shanahan for review. He said Mr. Shanahan said the marked-up form was fine to use and not worth the time disputing it. In the meantime, the project has provided deposit funding for review and Coastland was directed to review the plans and has already provided back comments on the plans. The District forms were created by District counsel and the District's engineering firm to provide the project information for review and protect the District in relation to projects, functioning as a contract between the project and the District.

MG -Lot 10 (PDF Office)

No update.

MG – Lot 11 (Circle K Gas Station/carwash)

Plan comment revisions have been provided back to Coastland Engineering review who reports they should be done with them next week.

The Murieta Gardens I&II – Infrastructure

No update.

Murieta Business Park

The project requested and paid for water service with District staff installing requested meters.



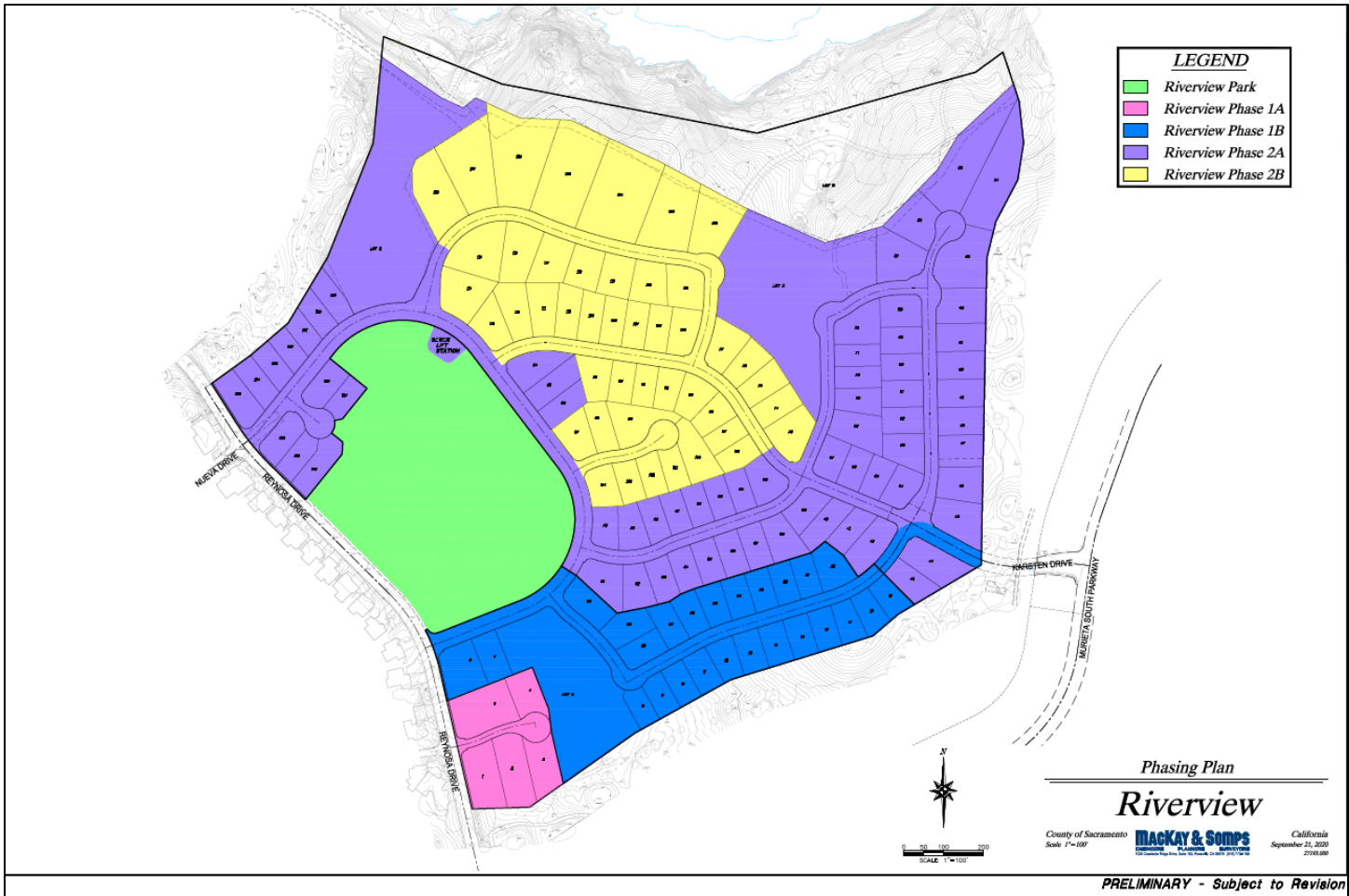
The project owner reports that they will be installing asphalt, landscaping, and completing the exteriors of the building soon and are intent on completing the project by the end of this calendar year.

The Residences of Murieta Hills East

No update. The project has not submitted an application to the District.

Riverview

The project has provided a second submittal of the Riverview's Phase 1A plans, water study, and storm drain study for review on September 22. Coastland is in the process of review. The preliminary phasing plan is shown below.



Rancho Murieta Community Services District

November 2020

Board/Committee Meeting Schedule

November 3, 2020

| | |
|--------------|------------|
| Personnel | 7:30 a.m. |
| Improvements | 8:00 a.m. |
| Finance | 10:00 a.m. |

November 5, 2020

| | |
|---------------------------|------------|
| Communications/Technology | 8:30 a.m. |
| Security | 10:00 a.m. |

November 18, 2020

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



From: noreply@getstreamline.com
To: [Amelia Wilder](#)
Subject: New form submission received: E-Mail Us Your Comments or Concerns
Date: Monday, September 28, 2020 10:37:34 AM

E-Mail Us Your Comments or Concerns

| | |
|--|--|
| Name: | KATHARINA M Pifari |
| Address: | 6719 PERA DR |
| Contact Phone Number: | 5419419506 |
| Concern/Complaint (be as specific as possible): | <p>DATE: September 28, 2020 TO: RANCHO MURIETA BOARD FROM: Kathy Pifari, 6719 Pera Drive RE: SPEED OF CARS I have written in the past regarding the speed of cars on Pera Drive. I was told you could not use the speed machine because of the hill. What are you going to do about the continued speeding of cars on Pera Drive? Even the UPS, Amazon, etc. truck speed by to leave the community. It does no good to station a RM Security car to check speed because the moment they see the car they slow down. I can see this problem multiplying if they add more homes near the park.</p> |
| E-Mail Address: | kathypifari@gmail.com |

[Log in to view your submissions](#)

MEMORANDUM

Date: October 13, 2020
To: Board of Directors
From: Tom Hennig, General Manager
Subject: Late Fees and Interest on Delinquent Accounts

RECOMMENDED ACTIONS

District Finance Staff recommends reinstating late fees on all new delinquent accounts beginning with the November 25, 2020 billing cycle. We are also recommending that we resume charging interest on all outstanding accounts with a past due balance as of the meter read on November 25, 2020.

BACKGROUND

Due to the Covid-19 Pandemic, beginning with the March 25, 2020 billing cycle, the District discontinued water meter shutoff's and charging late fees and interest on delinquent accounts. As of October 6, 2020, the District has 55 delinquent accounts with a current outstanding balance of \$43,363. *

- Eight (8) properties that last made a payment in March 2020. (total past due \$10,182)
- Four (4) properties that last made a payment in April 2020. (total past due \$3,909)
- One (1) property that last made a payment in May 2020. (total past due, \$1,001)
- Six (6) properties that last made a payment in June 2020. (total past due \$5,737)
- Eighteen (18) properties that last made a payment in July 2020. (total past due \$11,445)
- Eighteen (18) properties that last made a payment in August 2020. (total past due \$11,089)

At the beginning of the pandemic, the Governor issued an order which prohibited the District from shutting off water service for non-payment. At the time, we also instituted not charging the ten-percent penalties and one-percent interest on delinquent accounts. We are now seven months into the pandemic, and we are starting to see an influx of accounts becoming delinquent. To avoid creating a situation of mounting debt, which eventually may require placing the account balances on the County Tax Roll in August 2021, we recommend the reinstatement of charging the penalties and interest.

SUMMARY

This item was approved at the October 6 Special Finance Committee meeting and the Committee recommended moving it to the Board for discussion and approval.

* Current and 30 day amounts due are not calculated in the overdue accounts as stated in the Finance Report on page 30.

10 Discuss Potential Reorganization/Renegotiation of the
1984 Agreement Related to the CIA Ditch - Pending

MEMORANDUM

Date: October 15, 2020
To: Board of Directors
From: Paul Siebensohn, Director of Field Operations
Subject: Approve Purchase of Field Operations Truck

RECOMMENDED ACTION

Approve the proposal from Future Ford of Sacramento for the purchase of a F-150 truck, in an amount not to exceed \$27,288. Funding is to come from Water Capital Replacement Reserves.

BACKGROUND

A request for proposal sheet with general specifications was distributed to four area dealerships, for a new 2020 F-150 work truck with a toolbox. Three responded with inquiries but only two provided bids. The low bidder for a 2020 F-150 truck was Future Ford of Sacramento. Both bids attached. The truck being replaced is District vehicle #211, a 1997 F-150 with 94,783 miles and countless run hours on it. It had a 9-year depreciation term in the Water fund in our accounting. Increased maintenance needs with repeated mechanical issues make it an ideal time to declare it surplus.

This vehicle was not listed on the Capital Replacements Project list for this fiscal year. Water Capital replacement reserves are at \$1,840,571. This item was approved by the Improvements Committee on October 6, 2020.

REQUEST FOR PROPOSAL TO SUPPLY VEHICLE

to Rancho Murieta Community Services District

(Return a complete quote by October 1, 2020 by 11am to be considered)

YEAR - 2020

New Ford F-150 4x2 V-6

White exterior

Trailer hitch

Automatic Transmission

Air Conditioning

Electric Windows and Door Locks

Floor Mats

California Emissions

Standard Equipment package

Stock: 56409

Vin: 1FTMF1CB9LKF40362

\$30,721.00

Delta - Innerside Toolbox, Steel, white, 58 1/2"
mounted on driver's side

\$760.90

Government Discount Code "QU286"

-\$6500.00

Dealer Set-up Cost

\$0

California Sales Tax (% 7.75)

\$1936.10

Licensing & Registration

\$369.75

TOTAL DIRECT PURCHASE PRICE

\$27,287.75

Price Quoted: 09/22/2020

Dealer: FUTURE FORD OF SACRAMENTO

By: _____



Print Name: KEVIN ROSS

Contact Phone: 916-591-9136

Quotation Good Through: 12/31/2020

(Must be minimum of 45 days to allow processing)

Contact Paul Siebensohn at psiebensohn@rmcsd.com at (916) 354-3700

REQUEST FOR PROPOSAL TO SUPPLY VEHICLE

to Rancho Murieta Community Services District

(Return a complete quote by October 1, 2020 by 11am to be considered)

YEAR - 2020

New Ford F-150 4x2
White exterior
Trailer hitch
Automatic Transmission
Air Conditioning
Electric Windows and Door Locks
Floor Mats
California Emissions
Standard Equipment package

Delta - Innerside Toolbox, Steel, white, 58 1/2”
mounted on driver’s side (\$455): total truck \$31926

Government Discount Code “QU286” <\$6500>
Dealer Set-up Cost (doc fee, tire fee) \$93.75

California Sales Tax (% 7.75) \$1977.10

Licensing exempt

Registration exempt

TOTAL DIRECT PURCHASE PRICE \$27496.85

Price Quoted: 09 / 17 / 2020 Dealer: Folsom Lake Ford

By: _____

Print Name: Mark Higdon

Contact Phone: 916-351-4279

Quotation Good Through: / /
(Must be minimum of 45 days to allow processing)

Contact Paul Siebensohn at psiebensohn@rmcsd.com at (916) 354-3700