



# 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 18, 2023**

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

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#### BOARD MEMBERS

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

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#### STAFF

Mimi Morris	General Manager
Michael Fritschi	Director of Operations
Susan Wren	Interim Director of Administration
Andrew Ramos	District General Counsel
Amelia Wilder	District Secretary
Kelly Benitez	Security Supervisor

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

October 18, 2023

## REGULAR BOARD MEETING

Call to Order

Open Session 5:00 p.m.

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

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

## AGENDA

ESTIMATED RUNNING TIME 5:00

### 1. CALL TO ORDER - Determination of Quorum – 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 this agenda item will be approved as one motion if they are not excluded from the motion adopting the consent calendar.

#### A. Approval of Board Meeting and Committee Meeting Minutes

1. September 20, 2023 Board Meeting Minutes
2. October 3, 2023 Improvements Committee Meeting Minutes
3. October 10, 2023 Special Communication & Technology Committee Meeting Minutes
4. October 10, 2023 Special Finance Committee Meeting Minutes

#### B. Bills Paid Listing

C. Approval of Amended Resolution R2023-14 approving task order #2 with Adkins Engineering in the amount of \$72,631 and amending the FY23-24 Budget and appropriating funds

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

- A. General Manager's Report
- B. Security Report
- C. Utilities Report

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

- A. Communications – November 2, 2023 at 8:30 a.m.
- B. Security – Committee will meet as needed
- C. Improvements – November 7, 2023 at 8:00 a.m.
- D. Finance – November 7, 2023 at 10:00 a.m.
- E. Regular Board Meeting – November 15, 2023 - Open Session at 5:00 p.m.

#### **6. CORRESPONDENCE**

- A. Email from Stephen Booth
- B. Email from John Merchant

#### **7. *Action Item* CONSIDER APPROVAL OF DISTRICT POLICY P2023-01 CLAIMS PROCESSING POLICY**

#### **8. *Discussion Item* DISCUSS IWMP TOWNHALL MEETING NOVEMBER 2**

#### **9. COMMENTS FROM THE PUBLIC**

*Members of the public may comment on any item of interest within the subject matter jurisdiction of the District and any item specifically agendaized. Members of the public wishing to address a specific agendaized item are encouraged to offer their public comment during consideration of that item. With certain exceptions, the Board may not discuss or take action on items that are not on the agenda.*

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

#### **10. 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.*

#### **11. ADJOURNMENT (Motion)**

In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item and is distributed less than 24 hours prior to a special meeting, will be made available for public inspection in the District offices during normal business hours. If, however, the document is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting.

In compliance with federal and state laws concerning disabilities, if you are an individual with a disability and you need a disability-related modification or accommodation to participate in this meeting or need assistance to participate in this meeting, please contact the District Office at 916-354-3700 or [awilder@rmcsd.com](mailto:awilder@rmcsd.com). Requests must be made as soon as possible.

Note: This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of this posting is October 12, 2023. Posting locations are: 1) District Office; 2) Rancho Murieta Post Office; 3) Rancho Murieta Association; 4) Murieta Village Association.



# RANCHO MURIETA COMMUNITY SERVICES DISTRICT REGULAR BOARD MEETING MINUTES

September 20, 2023

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

## 1. CALL TO ORDER/ROLL CALL

President Maybee called the Regular Board Meeting of the Board of Directors of Rancho Murieta Community Services District to order at 4:00 p.m. in the District meeting room, 15160 Jackson Road, Rancho Murieta. Directors present at the District office were Timothy Maybee, Martin Pohll, Randy Jenco, and Linda Butler. Stephen Booth was absent. Also present at the District office were Mimi Morris, General Manager; Michael Fritschi, Director of Operations; Kelly Benitez, Security Supervisor; Andrew Ramos, District General Counsel; and Amelia Wilder, District Secretary.

## 2. CONSIDER ADOPTION OF AGENDA

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

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

- A. Conference with legal counsel concerning significant exposure to litigation pursuant to Gov. Code 54956.9(d)(2) and (e)(1) (one case) and potential initiation of litigation pursuant to Gov. Code 54956.9(d)(4) (one case)
- B. Conference with Legal Counsel – Existing Litigation (Gov. Code, § 54956.9(d)(1)) – *Tompkins v. Rancho Murieta CSD*
- C. Conference with General Manager as real property negotiator concerning price and terms of payment (Gov. Code 54956.7). Property: APN 073-0790-046. Negotiating Party: Elk Grove Bilby Partners, LP.

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

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

## 5. CONSENT CALENDAR

**Motion/Maybee to approve Consent Calendar. Director Butler discussed the West Yost contract that was discussed in the Improvements meeting. Director Maybee stated that Director Booth had shared concerns on the same topic with him. The Board decided to hear her questions during the Utility Report. Second/Jenco. Call Vote: Ayes: Maybee, Pohll, Jenco, Butler. Noes: None. Absent: Booth: Abstain: None.**

## 6. STAFF REPORTS

Under Agenda Item 6A, Mimi Morris, General Manager, gave a summary of activities during the previous month, highlighting the following topics:

- Administration
  - General Update
  - Financial Update
  - Exams Passed
  - Operations
  - Development and Security
  - Outreach & Regional Communication

- Committee Changes
  - Communications CommitteeThere was a discussion about moving the Communications Committee to the second Tuesday in October.

Under Agenda Item 6B, Kelly Benitez, Security Supervisor, updated the Board with a summary of August's activities in the Security Department, including:

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

Under Agenda Item 6C, Michael Fritschi, Director of Operations, gave a summary of the utility update, including:

- Water Treatment Facility
- Water Consumption
- Raw Water Storage & Delivery
- Wastewater Facility
- Utility Crew Report
- Capital Projects
  - Capital Improvement and Rate Study
  - Granlees Safety Project
  - Water Treatment Facility Chlorine Gas to Sodium Hypochlorite
  - Integrated Water Master Plan
  - Wastewater Facility Chlorine Gas to Sodium Hypochlorite and Contact Tank Project
  - Lift Stations
    - 3B
    - Alameda & Starter Shack
    - Cantova & FAA
    - 6B
- Development
  - Retreats North
  - Residences of Murieta Hills East & West
  - Riverview Phase 2
  - Murieta Gardens Commercial

The Board participated in a discussion about the tasks to be performed by West Yost for the Clementia Water Supply Source Feasibility Assessment.

## 7. REVIEW DISTRICT MEETING DATES/TIMES FOR SEPTEMBER 2023

Director Maybee asked that the Special Board Meeting be added to the schedule that is planned for October 18 for a closed session item *Public employee performance evaluation of the General Manager (Gov. Code section 54957)*. The Finance and Improvement Committee Meetings will be held on October 11<sup>th</sup> and Communications will be held on October 12<sup>th</sup>.

## 8. CORRESPONDENCE

None.

## 9. CONSIDER AND ACT ON GOVERNMENT CLAIMS ACT CLAIM BY C. MCCORMICK

Andrew Ramos, District Counsel, presented this topic. He recommended that the District deny the claim.

**Motion/Maybee to uphold General Manager's decision to deny the claim. The District officially denies the claim. Legal counsel will write a letter. Second/Pohll. Roll Call Vote: Ayes: Maybee, Pohll, Jenco, Butler. Noes: Booth. Absent: None. Abstain: None.**

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

This item was tabled until the position of Director of Finance and Administration is filled.

## 11. CONSIDER VOTING FOR SPECIAL DISTRICT REPRESENTATIVE TO LAFCo REGULAR SEAT #7 ELECTION

There was a discussion about the candidates. **Motion/Maybee to vote for Robert Wichert for Special District Representative to LAFCo regular seat #7. Second/Butler. Roll Call Vote: Ayes: Maybee, Pohll, Jenco, Butler. Noes: None. Absent: Booth. Abstain: None.**

## 12. COMMENTS FROM THE PUBLIC

Betty Ferraro asked about Measure J funding. She also asked that the Joint Security Committee be started again. A discussion followed.

Marilyn Haugen commented on a streetlight that is out on the corner of Murieta and De La Cruz. RMA will be informed. She also wondered if there could be a special rate for Sr. Citizens. Mr. Ramos discussed the possibility.

Richard Gehrs commented on subsidized rates, and discussed security.

## 13. DIRECTOR COMMENTS/SUGGESTIONS

Director Maybee asked Gail Bullen, River Valley Times to let Staff know what is going on with the newspaper.

## 14. ADJOURNMENT

**Motion/Butler to adjourn at 7:45 p.m. Second/Pohll. Roll Call Vote: Ayes: Maybee, Pohll, Jenco, Butler. Noes: None. Absent: Booth. Abstain: None.**

Respectfully submitted,

Amelia Wilder  
District Secretary

## MEMORANDUM

Date: October 11, 2023  
To: Board of Directors  
From: Improvements Committee Staff  
Subject: October 3, 2023 Improvements Committee Meeting Minutes

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### 1. CALL TO ORDER

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

### 2. MONTHLY UPDATE

Mr. Fritschi gave a summary of the Utilities Department Update with a discussion on the following topics:

- Integrated Water Master Plan Townhall
  - The Townhall will be held November 2, 2023 at 6:00 p.m. at the Country Club
- SB170 Project Update
  - Granlees Forebay Safety Improvements
  - Water Facility Chlorine as to NaOCl Improvements
  - Wastewater Facility Chlorine Gas to NaOCl and Contact Tank Improvements
- Electrical Quote – Lost Lake
- Lift Station 3B Upgrade
- Drainage Ditch Maintenance

### 3. PUBLIC COMMENT

None.

### 4. DIRECTOR AND STAFF COMMENTS/SUGGESTIONS

Director Pohll asked about the progress on the transfer of the wooden bridge.

### 5. ADJOURNMENT

The meeting was adjourned at 8:14 a.m.



# MEMORANDUM

Date: October 11, 2023  
To: Board of Directors  
From: Communication & Technology Committee Staff  
Subject: October 10, 2023, Special Communication & Technology Committee Meeting Minutes

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## **1. CALL TO ORDER**

Director Booth called the meeting to order at 8:30 a.m. Present was Director Booth. Director Butler was absent. Present from District staff were Mimi Morris, General Manager and Amelia Wilder, District Secretary.

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

Amelia Wilder, District Secretary, gave an update on the new report available from Google for website statistics. Requested changes will be implemented. She continued with statistics related to the number of visits per page to Facebook. Director Booth asked that we advertise the Townhall meeting and prepare FAQ's about the Integrated Water Master Plan for the website.

## **3. DISCUSSION REGARDING DEVELOPING A COMPREHENSIVE COMMUNICATIONS STRATEGY**

Mimi Morris, General Manager, discussed methods of communication. Staff are trying to get email address for all customers to expedite communications. The discussion continued.

## **4. COMMENTS FROM THE PUBLIC**

Richard Gehrs commented on communications.

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

None.

## **6. Adjournment**

The meeting was adjourned at 9:00 a.m.

## MEMORANDUM

Date: October 11, 2023  
To: Board of Directors  
From: Finance Committee Staff  
Subject: October 10, 2023 Special Finance Committee Meeting Minutes

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

Director Pohll called the meeting to order at 10:00 a.m. Present were Director Pohll and Director Booth. Present from District staff were Mimi Morris, General Manager, and Amelia Wilder, District Secretary.

### **2. AUDIT UPDATE**

Mimi Morris, General Manager, updated the Committee on the status of the FY20-21 Audit. Director Pohll asked about the strategy for completing the FY 21-22 audit.

### **3. FY22-23 BUDGET TO ACTUAL REPORT**

Ms. Morris informed the Committee that work is still being done on this report and it will be shared at a later date.

### **4. FY23-24 JULY TO SEPTEMBER FIRST QUARTER BUDGET TO ACTUAL REPORT**

Ms. Morris led a detailed discussion with the Committee on the prepared report. Director Booth asked for a report that included a detailed accounting by line item.

### **5. PUBLIC COMMENT**

None.

### **6. DIRECTOR COMMENTS**

Director Booth reiterated that he would like to see a detailed Budget to Actual report.

**7. ADJOURNMENT** The meeting was adjourned at 11:05 a.m.

**MEMORANDUM**

DATE: October 11, 2023  
TO: Board of Directors  
FROM: Chris Funakoshi, Accountant  
SUBJECT: Receive and File Check Journal

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OK hm  
OK GTF

Attached is a list of checks numbered 11447 through 11516 issued between September 1, 2023 and September 30, 2023. Invoices were presented by departments, reviewed by administration staff and subsequent checks were issued. All checks were in conformity with the District's policies and procedures. Monies were available to pay the amounts listed.

The Board is asked to receive and file this information.

**FISCAL ANALYSIS**

Seventy-eight checks totaling \$402,846.65 were issued and eight checks were voided between September 1, 2023 and September 30, 2023.

**ATTACHMENT**

Accounts Payable Vendor Check Register Report from September 1, 2023 through September 30, 2023.

Ranges: From: To: From: To:  
 Check Number First Last Check Date 9/1/2023 9/30/2023  
 Vendor ID First Last Checkbook ID First Last  
 Vendor Name First Last

Sorted By: Checkbook ID

\* Voided Checks

Check Number	Check Date	Vendor	Checkbook ID	Amount
0011447	9/6/2023	Bartkiewicz, Kronick & Shanahan	CSD CHECKING	\$16,510.00
0011448	9/6/2023	California Laboratory Services	CSD CHECKING	\$4,107.75
* 0011449	9/6/2023	CIT	CSD CHECKING	\$475.22
0011450	9/6/2023	Domino Solar LTD	CSD CHECKING	\$10,811.43
0011451	9/6/2023	Flat Jacks tire and wheels	CSD CHECKING	\$2,124.19
0011452	9/6/2023	Folsom Lake Ford, Inc.	CSD CHECKING	\$1,536.85
0011453	9/6/2023	Garrett Mendes	CSD CHECKING	\$100.00
0011454	9/6/2023	LUXURY CLEANING SERVICE	CSD CHECKING	\$2,000.00
0011455	9/6/2023	Robert Snellings	CSD CHECKING	\$100.00
0011456	9/6/2023	Sacramento Metropolitan Air Quality Mgt. Di	CSD CHECKING	\$20,678.00
0011457	9/6/2023	Steven Baker	CSD CHECKING	\$100.00
0011458	9/6/2023	Thatcher Company of California, Inc	CSD CHECKING	\$6,757.00
0011459	9/6/2023	Univar USA Inc.	CSD CHECKING	\$4,448.51
0011460	9/7/2023	County of Sacramento	CSD CHECKING	\$20,475.84
0011461	9/7/2023	Univar Solutions USA Inc	CSD CHECKING	\$3,272.00
0011462	9/20/2023	ABS Direct	CSD CHECKING	\$4,438.01
0011463	9/20/2023	Brower Mechanical, Inc	CSD CHECKING	\$650.10
0011464	9/20/2023	Chemtrade Chemicals US LLC	CSD CHECKING	\$3,824.76
0011465	9/20/2023	Domenichelli and Associates, Inc	CSD CHECKING	\$3,790.00
0011466	9/20/2023	Galls/Quartermaster	CSD CHECKING	\$165.06
0011467	9/20/2023	Greenfield Communications	CSD CHECKING	\$443.00
0011468	9/20/2023	Hastie's Capitol Sand and Gravel Co.	CSD CHECKING	\$1,513.27
0011469	9/20/2023	Industrial Electrical Company	CSD CHECKING	\$6,204.70
0011470	9/20/2023	Land Graphics Fencing Company	CSD CHECKING	\$1,500.00
0011471	9/20/2023	Lumos & Associates, Inc.	CSD CHECKING	\$19,965.00
0011472	9/20/2023	Manco	CSD CHECKING	\$994.75
0011473	9/20/2023	Mel Outram	CSD CHECKING	\$95.00
0011474	9/20/2023	Mobile Mini Solutions	CSD CHECKING	\$320.00
0011475	9/20/2023	Mobile Mini Solutions	CSD CHECKING	\$322.20
0011476	9/20/2023	Old Republic Title	CSD CHECKING	\$63.93
0011477	9/20/2023	Rancho Murieta Association	CSD CHECKING	\$509.73
0011478	9/20/2023	Richardson & Company, LLP	CSD CHECKING	\$19,220.00
0011479	9/20/2023	S. M. U. D.	CSD CHECKING	\$18,729.90
0011480	9/20/2023	Solitude Lake Management LLC	CSD CHECKING	\$8,125.00
* 0011481	9/20/2023	Univar USA Inc.	CSD CHECKING	\$7,124.71
* 0011482	9/20/2023	USA Blue Book	CSD CHECKING	\$1,095.78
* 0011483	9/20/2023	Vitaliy Perepelka	CSD CHECKING	\$119.00
* 0011484	9/20/2023	Wagner & Bonsignore Consulting Civil Engine	CSD CHECKING	\$3,972.80
* 0011485	9/20/2023	Walker's Office Supplies, Inc	CSD CHECKING	\$235.55
* 0011486	9/20/2023	Watchdogs Surveillance	CSD CHECKING	\$897.59
0011487	9/20/2023	American River College	CSD CHECKING	\$145.00
0011488	9/20/2023	Univar USA Inc.	CSD CHECKING	\$7,124.71
0011489	9/20/2023	USA Blue Book	CSD CHECKING	\$1,095.78
0011490	9/20/2023	Vitaliy Perepelka	CSD CHECKING	\$119.00
0011491	9/20/2023	Wagner & Bonsignore Consulting Civil Engine	CSD CHECKING	\$3,972.80
0011492	9/20/2023	Walker's Office Supplies, Inc	CSD CHECKING	\$235.55
0011493	9/20/2023	Watchdogs Surveillance	CSD CHECKING	\$897.59
0011494	9/28/2023	Adkins Consulting Engineering, LLP	CSD CHECKING	\$34,652.50
0011495	9/28/2023	Caltronics	CSD CHECKING	\$168.74
0011496	9/28/2023	California Waste Recovery Systems	CSD CHECKING	\$105,278.82
0011497	9/28/2023	CVCWA	CSD CHECKING	\$3,350.00
0011498	9/28/2023	CIT	CSD CHECKING	\$1,016.98
0011499	9/28/2023	Crime Alert Security	CSD CHECKING	\$7,120.00
0011500	9/28/2023	Domino Solar LTD	CSD CHECKING	\$4,480.11
0011501	9/28/2023	EDCO Enterprises	CSD CHECKING	\$3,000.00
0011502	9/28/2023	HDR Engineering, Inc	CSD CHECKING	\$10,991.68

\* Voided Checks

Check Number	Check Date	Vendor	Checkbook ID	Amount
* 0011503	9/28/2023	Intelligent Technical Solutions, LLC	CSD CHECKING	\$14,760.16
0011504	9/28/2023	NTU Technologies, Inc.	CSD CHECKING	\$4,211.20
0011505	9/28/2023	Onsolve, LLC	CSD CHECKING	\$500.00
0011506	9/28/2023	Sacramento Local Agency Formation Commissio	CSD CHECKING	\$970.00
0011507	9/28/2023	Sierra Office Supplies	CSD CHECKING	\$129.30
0011508	9/28/2023	Teichert Aggregates	CSD CHECKING	\$432.29
0011509	9/28/2023	Tesco Controls, Inc.	CSD CHECKING	\$1,210.25
0011510	9/28/2023	TNT Industrial Contractors Inc.	CSD CHECKING	\$1,876.00
0011511	9/28/2023	Wagner & Bonsignore Consulting Civil Engine	CSD CHECKING	\$8,867.70
0011512	9/28/2023	Walker's Office Supplies, Inc	CSD CHECKING	\$378.58
0011513	9/28/2023	Amelia Wilder	CSD CHECKING	\$78.61
0011514	9/28/2023	Xylem Water Solutions U.S.A., Inc.	CSD CHECKING	\$1,765.27
0011515	9/28/2023	Zenon Environmental Corporation	CSD CHECKING	\$122.05
0011516	9/28/2023	Intelligent Technical Solutions, LLC	CSD CHECKING	\$14,760.16
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Total Checks:	70		Total Amount of Checks:	\$402,846.65

**AMENDED RESOLUTION R2023-14**

**A RESOLUTION APPROVING TASK ORDER #2 WITH ADKINS ENGINEERING & SURVEYING IN THE AMOUNT OF \$72,631 AND TO AUTHORIZE THE GENERAL MANAGER TO EXECUTE TASK ORDER #2, AMEND FY 2023-24 BUDGET AND APPROPRIATE FUNDS**

**WHEREAS**, A contract was signed by the District and joint effort from Adkins Engineering & Surveying and Maddaus Water Management, Inc. to prepare an Integrated Water Master Plan on December 22, 2022; and

**WHEREAS**, The District previously approved the contract for the Integrated Water Master Plan and Amendment #1 from Adkins Engineering & Surveying and Maddaus Water Management in the amount of \$335,738; and

~~● **WHEREAS**, The District revised CIP # 23-09-01 to 23-20-01 for financial tracking purposes;~~

**WHEREAS**, The District received a supplemental Amendment #2 from Adkins Engineering & Surveying and Maddaus Water Management in the amount of \$72,631, and;

**NOW, THEREFORE, THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS**

1. Authorize the General Manager to execute Task Order #2 with Adkins Engineering & Surveying for public outreach efforts in the amount of \$72,631.
2. Amend the FY 2023-24 Budget in the amount of \$72,631 to increase CIP# 23-20-01 total project cost of \$408,369 and appropriate funds.
3. Authorize an transfer of funds in the amount of \$72,631 from Water Replacement Reserve (200-2505) to Water Operating Capital (200-7900-01).
4. The General Manager is authorized to take all necessary and appropriate actions to carry out the purpose and intent of this resolution.

**PASSED AND ADOPTED** this ~~16~~<sup>18</sup>th day of ~~August~~<sup>October</sup>, 2023 by the following roll call vote:

**Ayes:**

**Noes:**

**Absent:**

**Abstain:**

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

[SEAL]

Attest:

\_\_\_\_\_  
Amelia Wilder, District Secretary

● Removing line because of incorrect CIP #'s utilized.

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**AMENDED RESOLUTION R2023-14**

**A RESOLUTION APPROVING TASK ORDER #2 WITH ADKINS ENGINEERING & SURVEYING IN THE AMOUNT OF \$72,631 AND TO AUTHORIZE THE GENERAL MANAGER TO EXECUTE TASK ORDER #2, AMEND FY 2023-24 BUDGET AND APPROPRIATE FUNDS**

**WHEREAS**, A contract was signed by the District and joint effort from Adkins Engineering & Surveying and Maddaus Water Management, Inc. to prepare an Integrated Water Master Plan on December 22, 2022; and

**WHEREAS**, The District previously approved the contract for the Integrated Water Master Plan and Amendment #1 from Adkins Engineering & Surveying and Maddaus Water Management in the amount of \$335,738; and

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3. Authorize an transfer of funds in the amount of \$72,631 from Water Replacement Reserve (200-2505) to Water Operating Capital (200-7900-01).
4. The General Manager is authorized to take all necessary and appropriate actions to carry out the purpose and intent of this resolution.

**PASSED AND ADOPTED** this 18<sup>th</sup> day of October, 2023 by the following roll call vote:

**Ayes:**

**Noes:**

**Absent:**

**Abstain:**

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

[SEAL]

Attest:

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Amelia Wilder, District Secretary

## MEMORANDUM

**Date:** October 18, 2023  
**To:** Board Of Directors  
**From:** Mimi Morris, General Manager  
**Subject:** General Manager Report

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### **ADMINISTRATION**

#### **CUSTOMER SERVICE IMPROVEMENTS**

Staff hosted nine training sessions on September 26-28<sup>th</sup> to demonstrate the new billing website and to assist customers with the transition to automated “Bank Draft” bill payment. The new website allows customers to see bill history, track payments, and see water usage.

Staff is working to improve and expand direct communication with customers. We currently only have emails and cell phones for about 14% of our customers. We encourage all customers to send us an email at [pio@rmcsd.com](mailto:pio@rmcsd.com) with their account number and their email and cell phone so that we can interact more directly with them.

The new Statement format is expected to be ready for the 10/25 billing cycle and should eliminate the confusing dual column format that was implemented in April. We are returning to a look and feel of the old statements which more clearly laid out the Statement Date and other information. We look forward to feedback regarding the new format.

#### **STAFFING**

The District has filled the position of Finance and Administration Director and looks forward to welcoming Mark Matulich to the team on Monday, October 30, 2023. Mark Matulich has been a CPA for over 20 years and is joining the District after many years of distinguished service as a controller for multiple organizations.

Staff have not yet fully reconciled all Sick Leave Credits due to other obligations.

#### **FINANCIAL UPDATE**

The 2020-2021 CSD Audit has 1-2 outstanding items that are difficult to unravel.

The attached report outlines the two remaining items and the long list of items already completed.

Staff are working with the auditors to address these issues in the next few weeks.

A high level First Quarter Budget to Actual Report for 23-24 is attached which shows the District spending on track and slightly lower than budgeted. Staff is working to produce a more granular Budget to Actual report in coming months as we fine tune the labor cost coding so that all our expenses are accurately aligned with the appropriate enterprise activity.

#### **EXAMS PASSED**



## **OPERATIONS**

Operations Staff is organizing the Thursday, November 2nd Integrated Water Master Plan (IWMP) Town Hall which will be held at the Murieta Room of the Rancho Murieta Country Club. Director Booth will serve as the meeting facilitator. Staff are working to gather and publish all questions from the March Town Hall prior to the November event and has developed a specific email for community questions from this meeting. All questions and responses will be published on the District website as part of FAQs regarding the IWMP.

## **DEVELOPMENT**

Will be addressed at the Board Meeting by Michael Fritschi.

## **SECURITY**

Will be addressed by the GM, instead of Security Supervisor Kelly, because he is taking a well-deserved vacation.

## **OUTREACH & REGIONAL COMMUNICATION**

The GM is speaking to the Kiwanis on November 2<sup>nd</sup> and looks forward to more interactions with other community groups in the future.

A proposal has been received from the camera subcontractor Ojo Technologies for the relocation of one camera in Murieta Gardens and a more viable location for a receiver. We hope to bring the proposal to the board for consideration and approval by the November board meeting.

## **COMMITTEE CHANGES**

### **COMMUNICATIONS COMMITTEE**

The Communications Committee met on October 10<sup>th</sup> and discussed the importance of accessible, transparent, and clear communication. Both traditional methods of communication like the Pipeline and the website will be maintained, but staff also instituted the Message from the GM in the Pipeline and as mentioned previously, is working to gather emails and cell phones in order to establish a direct means of communicating with residents. Similarly, staff are publishing questions from the prior Town Hall and will share questions and answers from the November meeting so that all residents can see the conversations and read the District's responses.

The priority is to make it as easy as possible for residents to access information regarding the District's activities.

# Status Sheet of 79 Audit Tasks

## 2 Incomplete Tasks

District Task #	Task Name	Responsible Party	Task ID per Richardson
Task 004		District	#56
	Support for activity posted to net position/retained earnings, ex. CY income/loss, during year. Resolve any unbalanced Audit Adjustment Accounts. Fund balances should roll forward; \$210,923 in Audit Adjustment Accounts are not yet resolved. Working to correct the journal entries		Incomplete
Update			
Task 006		District	#76
	Copy of the Management Discussion and Analysis, when available. pending finalization of Richardson report		Incomplete
Update			

## 1 Pending Tasks

District Task #	Task Name	Responsible Party	Task ID per Richardson
Task015		District	#64
	Provide Explanations for significant variances (fluctuations) in Budget to Actual in 20-21. 10.6.23 Mimi received clarification on how to proceed.		Pending
Update			

## 75 Completed Tasks

District Task #	Task Name	Responsible Party	Task ID per Richardson
Task 007		Richardson	#11
	Computation of LAIF interest receivable at June 30. Richardson to look in the Pun Group papers recorded; no statement missing; all good		Completed
Update			
Task 008		Richardson	#16
	Schedule summarizing remaining maturity and credit rating for all investments and money market funds for GASB 40 disclosure (including amounts held by bond trustees). Richardson to find PY all good		Completed
Update			
Task 009		Richardson	#17
	Schedule of GASB 72 Hierarchy Level and industry classifications. all good		Completed
Update			

Task 010	Richardson	#19	Calculation of unbilled, metered water service as of June 30, 2021, including supporting reports from the billing system. Richardson to check on treatment in prior year.	Completed
Update			info in Richardson's hands; needs to be recorded---- per meeting on 9.22.23 - immaterial amount during period of time between 6.25 and 6.30.21	
Task 001	District	#20	Calculation of allowance for doubtful accounts.	Completed
Update			Per meeting on 9.22.23, Developers pay in advance; utility customers pay or are cut off.	
Task 011	Richardson	#38	Unapplied Credit Report from utility system supporting customer deposits recorded as of June 30, 2021. Richardson will look again through Pun Group workpapers.	Completed
Update			all good	
Task 002	District	#39	Detailed listing of retentions payable as of June 30.	Completed
Update			Pending location of 20-21 Tesco invoices to demonstrate no retention situation;	
Task 012	Richardson	#41	Detail listing of deposits payable, reconciled to the general ledger. VB may have in her workpapers; Richardson will check – maybe \$200K++	Completed
Update			all good	
Task 005	District	#62	Listing of contributed projects (supporting docs will be requested on a sample basis).	Completed
Update			Per 9.22.23 meeting: likely nothing other than the easement (for the Murieta Gardens Storm Drain Basin) in 20-21, but will be a finding bc of all the prior years when contributed assets were not	
Task 014	District	#65	Reconciliation of billing registers to the general ledger for fiscal year 2020/21. Richardson to provide a PY example	Completed
Update			Per Meeting on 9.22.23, Richardson to see if this is ok. the Pun Associate was working on this; had difficulties translating the ACH (electronic funds transfer statements; Utility Star printout shows Revenues	
Task 013	Richardson	#66	Calculation of unearned revenues related to utility billings received in advance, including supporting pages from billing register. Richardson to check PY	Completed
Update			all good	

Task016	District	#24
Detailed listings of capital assets & related accumulated depreciation as of June 30, 2021, including summary totals by type of asset, acquisition date, useful life, annual and accumulated depreciation expense.	Update 10.6.23 Richardson sending Pun info on Depreciation/Assets. Mimi to determine if elimination of cost basis was an attempt to demonstrate asset had been retired and to correct the approach.	Completed
Task 017	Final General Ledger Trial Balance (Excel format) as of June 30, 2021.	001
Update		Completed
Task 018	Balance sheet and income statement (including budget amounts) from system at June 30, 2021.	002
Update		Completed
Task 019	General Ledger detail for 2021 (electronic version).	003
Update		Completed
Task 020	Attorney letter request for attorneys consulted during the year regarding litigation. (Template letter to come to Mimi	004
Update		Completed
Task 021	Bank confirmation forms for all bank accounts and LAIF.	005
Update		Completed
Task 022	Confirmations of any long-term debt.	006
Update		Completed
Task 023	Cash and Investments: Bank reconciliations for all cash accounts as of June 30, 2021 and July 31, 2021.	007
Update		Completed

Task 024	008
Cash and Investments: Bank reconciliations for all cash accounts as of June 30, 2021, including outstanding check listings.	Completed
Update	
Task 025	009
Cash and Investments: Investment statements as of June 30, 2021, reconciled to the general ledger.	Completed
Update	
Task 026	010
Cash and Investments: Quarterly LAIF interest remittance advices.	Completed
Update	
Task 027	012
Cash and Investments: Schedule of deposits in excess of FDIC limit.	Completed
Update	
Task 028	013
Cash and Investments: Schedule of investments, including market values, terms and ratings as of June 30, 2021.	Completed
Update	
Task 029	014
Cash and Investments: Provide a calculation supporting the amount recorded as fair-value adjustment (summary showing original cost, market value and unrealized gain/loss) and journal	Completed
Update	
Task 030	015
Cash and Investments: Copy of investment policy.	Completed
Update	
Task 031	018
Receivables: Aged receivable trial balance from utility billing system at June 30, 2021, reconciled to the general ledger.	Completed
Update	

Task 032	020
Receivables: Support for taxes and assessments revenue for fiscal year 2021 received after June 30, 2021.	Completed
Update	
Task 033	021
Receivables: Detail listing of other receivables as of June 30, 2021.	Completed
Update	
Task 034	023
Receivables: Aged billed receivables report from the utility billing system at June 30, 2021 and September 30, 2021.	Completed
Update	
Task 035	025
Capital Assets: Rollforward of capital assets, including construction in progress for fiscal year 2020/21.	Completed
Update	
Task 036	026
Capital Assets: Listing of capital asset additions during 2020/21.	Completed
Update	
Task 037	027
Capital Assets: Detailed listings of all capital asset disposals during fiscal year 2020/21, including sales price, if sold, date disposed, accumulated depreciation, amount of gain or loss	Completed
Update	
Task 038	028
Capital Assets: Listing, including value, of infrastructure donated by developers.	Completed
Update	
Task 039	029
Capital Assets: Detail listing of construction in progress costs by project as of June 30, 2021 (identify which projects were completed during the year).	Completed
Update	

Task 040	030	Capital Assets: Detail listing of construction in progress costs by project as of June 30, 2021 (identify which projects were completed during the year). (Detail of expenditures for projects will be	Completed
Update			
Task 041	031	Capital Assets: Summary of capital project commitments (unexpended amounts) at June 30th supporting the footnote disclosure.	Completed
Update			
Task 042	032	Capital Assets: Information regarding capital assets that are impaired or are expected to be shut down in the near term, including cost, accumulated depreciation and expected shut down date.	Completed
Update			
Task 043	033	Other Assets: Schedule of prepaid expenses for the year ended June 30, 2021.	Completed
Update			
Task 044	034	AP & Other Liabilities: Detail listing supporting accounts payable as of June 30, 2021, reconciled to the general ledger.	Completed
Update			
Task 045	035	AP & Other Liabilities: Detail listing of accrued liabilities as of June 30, 2021.	Completed
Update			
Task 046	036	AP & Other Liabilities: Listing of all checks written from July 1, 2021to October 31, 2021. (Invoices will be selected on a sample basis.)	Completed
Update			
Task 047	037	AP & Other Liabilities: Calculation of accrued payroll and payroll check register for payroll incurred prior to June 30, 2021, but not paid until after June 30, 2021.	Completed
Update			

Task 048

042

AP & Other Liabilities: Detail listing of other current liabilities as of June 30, reconciled to the general ledger. Supporting documentation will be selected on a sample basis.

Completed

Update

Task 049

043

LTL: Rollforward of long-term debt for fiscal year 2020/21.

Completed

Update

Task 050

044

LTL: Calculation of accrued interest on debt.

Completed

Update

Task 051

045

LTL: Maturity schedule for long-term debt and related amortization schedules.

Completed

Update

Task 052

046

LTL: Computation of debt service coverage related to outstanding debt.

Completed

Update

Task 053

047

LTL: Rollforward of compensated absences.

Completed

Update

Task 054

048

LTL: Calculation of unpaid compensated absences including the current portion as of June 30, 2021, if any.

Completed

Update

Task 055

049

LTL: Actuarial valuation supporting the OPEB liability as of June 30, 2021.

Completed

Update



Task 056	050
LTL: OPEB trust statement showing amounts contributed during fiscal year 2019/20 and the asset balance at June 30, 2020.	Completed
Update	
Task 057	051
LTL: Census information provided to the actuary for the OPEB valuation, unless actuarial valuation is a rollover using prior year census information.	Completed
Update	
Task 058	052
LTL: Actuarial report supporting pension liability as of June 30.	Completed
Update	
Task 059	053
LTL: Total employer and employee pension contributions made during the year, from MyCalPERS, reconciled to general ledger. Identify contributions paid by the District on behalf of employees.	Completed
Update	
Task 060	054
LTL: Download from MyCalPERS showing reportable payroll for June 30, 2021.	Completed
Update	
Task 061	055
LTL: Please provide any information regarding changes to benefit provisions, plan amendments, plans to terminate plans, etc. that would affect the valuations.	Completed
Update	
Task 062	057
Net Position: Calculation of investment in capital assets.	Completed
Update	
Task 063	058
Net Position: Support for designation of net position (resolution or budget).	Completed
Update	

Task 064	059
Net Position: District Reserve Funds Policy	Completed
Update	
Task 065	060
Revenues/Unearned Revenues: Computer report from the billing system showing the number of flat residential, commercial fixed and metered residential customers as of June 30, 2021 and 2020 from	Completed
Update	
Task 066	061
Revenues/Unearned Revenues:: Statistics from billing system on water consumption for fiscal years 2020/21 and 2019/20.	Completed
Update	
Task 067	063
Revenues/Unearned Revenues:: Listing of revenues received for capital purposes.	Completed
Update	
Task 068	067
Revenues/Unearned Revenues:Support for amounts recorded as unearned revenues.	Completed
Update	
Task 069	068
Revenues/Unearned Revenues: Support for grant revenues received in fiscal year 2020/21, if any, including an analysis of grant expenses compared to revenue recorded.	Completed
Update	
Task 070	069
Expenses: Budget versus actual comparison for expenses, including explanations for significant variances.	Completed
Update	
Task 071	070
Expenses: Number of employees for each quarter end during 2021 and 2020.	Completed
Update	

Task 072	071
Interfund Balances ; Schedule of due to/from by fund.	Completed
Update	
Task 073	072
Interfund Balances: Schedule of transfers between funds for footnote disclosure.	Completed
Update	
Task 074	073
Interfund Balances: Loan agreements for any formal interfund loans, if any.	Completed
Update	
Task 075	074
General: Files of journal entries for fiscal year 2020/21 (including those made after June 30, 2021 that relate to fiscal year 2020/21 since items provided at interim).	Completed
Update	
Task 076	075
General: Summary of insurance coverage in effect during fiscal year 2020/21.	Completed
Update	
Task 077	077
State Controller's Report: Correspondence from the State Controller's Office containing password.	Completed
Update	
Task 078	078
Summary of receipts from the County for taxes and assessments.	Completed
Update	
Task 079	079
Sacramento County landfill contract to Richardson -Mimi	Completed
Update	

# 1 Removed Tasks

District Task #	Task Name	Responsible Party	Task ID per Richardson
Task 003	District		#40
	For any construction contracts outstanding at June 30, 2021, provide all invoices December to June showing retention balance on the contract		Removed
Update	Removed - same as #002; mimi to find invoices		

**RANCHO MURIETA CSD**  
**Summary of All CSD Funds**  
**For the Three Months Ending 9/30/23**  
**Budget to Actual Comparison Detail**

	Period	Period	Annual	Annual	Annual
	Budget	Actual	Budget	Projected	Budget (Over)/ Under
23-24 Budget	\$2,813,245	\$2,643,628	\$ 11,252,980	\$ 10,574,510	\$ 678,470

# Summarized First Quarter Expenses

**Total** \$2,643,628

100-:	All Estimated Payroll Expenses,	\$715,000
100-00x:	All Estimated Credit Card Expenses (fleet fuel, etc.),	\$30,000
100-4050-01:	Health, Dental, & Vision,	\$517
100-4053-01:	Other Employer Costs,	\$60,069
100-4100-01:	Part Time Employment,	\$79
100-4150-01:	Recruitment,	\$4,500
100-4250-01:	Office Supplies,	\$3,895
100-4375-01:	Administration-Refund-General,	\$100
100-4400-01:	Copy Machine Maintenance,	\$1,380
100-4500-01:	Postage,	\$2,007
100-4600-01:	Memberships,	\$970
100-4700-01:	Legal Services,	\$60,033
100-4750-01:	Training/Safety,	\$296
100-4800-01:	Community Communications,	\$1,561
100-4900-01:	Professional Services,	\$44,167
100-5200-01:	Building / Grounds Maint,	\$31,783
100-5400-01:	IT Maint Agreements,	\$24,432
100-6002-01:	Director Expenses/Reimbursements,	\$79
100-7900-01:	Capital Improvement Project Expense,	\$3,000
200-3500:	Water Misc. Income,	\$1,601
200-4053-01:	Other Employer Costs - WG,	\$12,053
200-4053-02:	Other Employer Costs - SOS,	\$21,220
200-4053-03:	Other Employer Costs - WT,	\$19,494
200-4250-02:	Water-Office Supplies -Source of Supply,	\$19
200-4250-03:	Water:Office Supplies -Treatment,	\$66
200-4250-04:	Water -Office Supplies-Transmission &	\$124
200-4375-01:	Water-Refund-General,	\$3,720

200-4400-01:	Copy Machine Maintenance - WG,	\$30
200-4450-01:	Insurance - WG,	\$93,617
200-4600-01:	Memberships - Water,	\$105
200-4750-01:	Training/Safety - WG,	\$3,939
200-4900-01:	Consulting - WG,	\$6,063
200-4950-01:	CIA Ditch Maintenance & Operations,	\$6,926
200-5100-01:	Uniforms - WG,	\$2,480
200-5250-01:	Vehicle Maint - WG,	\$11,366
200-5375-02:	Purchased Power - SOS,	\$12,401
200-5375-03:	Purchased Power - WT,	\$34,505
200-5375-04:	Purchased Power - WT&D,	\$13,902
200-5450-03:	Supplies - WT,	\$3,179
200-5450-04:	Supplies - WT&D,	\$473
200-5550-01:	Maintenance/Repairs - WG,	\$1,174
200-5550-02:	Maintenance/Repairs - SOS,	\$11,700
200-5550-03:	Maintenance/Repairs - WT,	\$55,211
200-5550-04:	Maintenance/Repairs - WT&D,	\$26,689
200-5600-03:	Chemicals - WT,	\$41,279
200-5650-03:	Lab Tests - WT,	\$8,288
200-5725-01:	Permits - WG,	\$7,042
200-5750-01:	Tools - WG,	\$372
200-5850-04:	Water Meters/Boxes - WT&D,	\$8,869
200-7003-01:	Regional Water Authority - WG,	\$5,127
200-7900-01:	Capital Improvement Project Expense,	\$182,164
250-4053-01:	Other Employer Costs - SG,	\$5,179
250-4053-05:	Other Employer Costs - SC,	\$12,083
250-4053-06:	Other Employer Costs - STD,	\$14,673
250-4250-05:	Sewer-Office Supplies -Collection,	\$290
250-4250-06:	Sewer- Office Supplies -Treatment & Disposal,	\$137
250-4450-01:	Insurance Sewer- -General,	\$82,617
250-4750-01:	Training/Safety - SG,	\$1,125

250-4900-01:	Consulting - SG,	\$4,049
250-5100-01:	Uniforms - SG,	\$2,135
250-5250-01:	Vehicle Maint - SG,	\$11,459
250-5375-05:	Purchased Power - SC,	\$21,759
250-5375-06:	Purchased Power - ST&D,	\$7,764
250-5450-06:	Supplies - ST&D,	\$1,078
250-5550-01:	Maintenance/Repairs - SG,	\$1,059
250-5550-05:	Maintenance/Repairs - SC,	\$19,653
250-5550-06:	Maintenance/Repairs - ST&D,	\$54,032
250-5600-06:	Chemicals - ST & D,	\$29,568
250-5650-06:	Lab Tests - ST&D,	\$5,287
250-5725-01:	Permits - SG,	\$32,715
250-7900-01:	Capital Improvement Project Expense,	\$104,703
260-4053-01:	Other Employer Costs-DR,	\$7,768
260-4900-01:	Consulting - Drainage,	\$3,092
260-5550-01:	Maintenance/Repairs - Drainage,	\$1,513
260-7900-01:	Capital Improvement Project Expense,	\$105
400-4300-01:	CWRS Contract Charges,	\$402,792
400-4450-01:	Insurance Solid Waste- -General,	\$48,974
400-6000-01:	Miscellaneous - Solid Waste,	\$31,824
500-4053-01:	Other Employer Costs - SG,	\$7,774
500-4053-07:	Other Employer Costs - Gate,	\$29,037
500-4053-08:	Other Employer Costs - Patrol,	\$13,037
500-4250-07:	Supplies - Security Gate,	\$12
500-4250-08:	Office Supplies - Security Patrol,	\$343
500-4375-01:	Security-Refund-General,	\$217
500-4450-01:	Insurance - Security Gen,	\$82,618
500-4750-01:	Training/Safety - Security Gen,	\$120
500-4750-07:	Training/Safety - Security Gate,	\$145
500-4750-08:	Training/Safety - Security Patrol,	\$254
500-4900-01:	Consulting - Security Gen,	\$32



500-5100-07:	Uniforms - Security Gate,	\$301
500-5150-07:	Equipment Repairs - Security Gate,	\$2,889
500-5150-08:	Equipment Repairs - Security Patrol,	\$80
500-5200-07:	Building/Grounds Maint - Security Gate,	\$1,068
500-5200-08:	Safety Center - Security Patrol,	\$800
500-5225-07:	Bar Codes - Security Gate,	\$5,150
500-5250-08:	Vehicle Maint - Security Patrol,	\$5,152
500-5375-07:	Purchased Power - Security Gate,	\$2,606
500-5400-07:	Information System Maint - Security Gate,	\$630
500-5400-08:	Information System Maint - Security Patrol,	\$630
960-5971-:	CFD 2014-1 Current Admin Costs,	\$4,234

# Detailed First Quarter Expenses

## FY 23-24

\$2,643,628

### 100- Total Expenses to Date for All Estimated Payroll Expenses

\$715,000

TRX Date	Account Number	Account Description	
9/30/2023	100-	All Estimated Payroll Expenses	\$715,000.00

### 100-00x Total Expenses to Date for All Estimated Credit Card Expenses (fleet fuel, etc.)

\$30,000

TRX Date	Account Number	Account Description	
9/30/2023	100-00x	All Estimated Credit Card Expenses (fleet fuel, etc.)	\$30,000.00

### 100-4050-01 Total Expenses to Date for Health, Dental, & Vision

\$517

TRX Date	Account Number	Account Description	
8/2/2023	100-4050-01	Health, Dental, & Vision	\$516.91

### 100-4053-01 Total Expenses to Date for Other Employer Costs

\$60,069

TRX Date	Account Number	Account Description	
7/20/2023	100-4053-01	Other Employer Costs	\$60,069.00

### 100-4100-01 Total Expenses to Date for Part Time Employment

\$79

TRX Date	Account Number	Account Description	
8/23/2023	100-4100-01	Part Time Employment	\$79.00

### 100-4150-01 Total Expenses to Date for Recruitment

\$4,500

TRX Date	Account Number	Account Description	
7/18/2023	100-4150-01	Recruitment	\$1,462.50
7/18/2023	100-4150-01	Recruitment	\$3,037.50

**100-4250-01 Total Expenses to Date for  
Office Supplies**

\$3,895

TRX Date	Account Number	Account Description	
8/8/2023	100-4250-01	Office Supplies	\$631.47
8/10/2023	100-4250-01	Office Supplies	\$255.00
8/10/2023	100-4250-01	Office Supplies	\$45.22
8/10/2023	100-4250-01	Office Supplies	\$69.53
9/6/2023	100-4250-01	Office Supplies	\$475.22
9/18/2023	100-4250-01	Office Supplies	\$1,500.00
9/18/2023	100-4250-01	Office Supplies	\$28.54
9/26/2023	100-4250-01	Office Supplies	\$541.76
9/26/2023	100-4250-01	Office Supplies	\$64.65
9/26/2023	100-4250-01	Office Supplies	\$283.51

**100-4375-01 Total Expenses to Date for  
Administration-Refund-General**

\$100

TRX Date	Account Number	Account Description	
9/6/2023	100-4375-01	Administration-Refund-General	\$100.00

**100-4400-01 Total Expenses to Date for  
Copy Machine Maintenance**

\$1,380

TRX Date	Account Number	Account Description	
7/13/2023	100-4400-01	Copy Machine Maintenance	\$158.80
7/18/2023	100-4400-01	Copy Machine Maintenance	\$475.22
7/18/2023	100-4400-01	Copy Machine Maintenance	\$475.22
8/17/2023	100-4400-01	Copy Machine Maintenance	\$113.37
9/26/2023	100-4400-01	Copy Machine Maintenance	\$157.37

**100-4500-01 Total Expenses to Date for Postage**

\$2,007

TRX Date	Account Number	Account Description	
7/13/2023	100-4500-01	Postage	\$1,500.00
7/13/2023	100-4500-01	Postage	\$506.70

**100-4600-01 Total Expenses to Date for Memberships**

\$970

TRX Date	Account Number	Account Description	
9/26/2023	100-4600-01	Memberships	\$970.00

**100-4700-01 Total Expenses to Date for Legal Services**

\$60,033

TRX Date	Account Number	Account Description	
7/13/2023	100-4700-01	Legal Services	\$6,987.50
7/13/2023	100-4700-01	Legal Services	\$3,036.00
7/18/2023	100-4700-01	Legal Services	\$5,566.00
8/23/2023	100-4700-01	Legal Services	\$24,457.38
8/23/2023	100-4700-01	Legal Services	\$3,476.00
9/6/2023	100-4700-01	Legal Services	\$16,510.00

**100-4750-01 Total Expenses to Date for Training/Safety**

\$296

TRX Date	Account Number	Account Description	
7/13/2023	100-4750-01	Training/Safety	\$110.04
8/10/2023	100-4750-01	Training/Safety	\$185.85

**100-4800-01 Total Expenses to Date for Community Communications**

\$1,561

TRX Date	Account Number	Account Description	
7/13/2023	100-4800-01	Community Communications	\$1,185.75
8/8/2023	100-4800-01	Community Communications	\$375.00

**100-4900-01 Total Expenses to Date for  
Professional Services**

\$44,167

TRX Date	Account Number	Account Description	
7/13/2023	100-4900-01	Professional Services	\$142.50
7/13/2023	100-4900-01	Professional Services	\$2,000.00
7/13/2023	100-4900-01	Professional Services	\$317.69
7/13/2023	100-4900-01	Professional Services	\$322.20
7/18/2023	100-4900-01	Professional Services	\$1,678.92
7/18/2023	100-4900-01	Professional Services	\$112.50
7/20/2023	100-4900-01	Professional Services	\$3,093.75
7/20/2023	100-4900-01	Professional Services	\$6,758.00
8/2/2023	100-4900-01	Professional Services	\$845.00
8/8/2023	100-4900-01	Professional Services	\$231.85
8/8/2023	100-4900-01	Professional Services	\$1,237.50
8/8/2023	100-4900-01	Professional Services	\$56.25
8/8/2023	100-4900-01	Professional Services	\$515.71
8/8/2023	100-4900-01	Professional Services	\$41.25
8/17/2023	100-4900-01	Professional Services	\$44.50
8/17/2023	100-4900-01	Professional Services	\$322.20
8/23/2023	100-4900-01	Professional Services	\$231.85
8/23/2023	100-4900-01	Professional Services	\$2,700.00
8/31/2023	100-4900-01	Professional Services	\$123.75
8/31/2023	100-4900-01	Professional Services	\$289.05
8/31/2023	100-4900-01	Professional Services	\$309.16
8/31/2023	100-4900-01	Professional Services	\$313.26
9/18/2023	100-4900-01	Professional Services	\$2,938.01
9/18/2023	100-4900-01	Professional Services	\$322.20

9/18/2023	100-4900-01	Professional Services	\$2,700.00
9/18/2023	100-4900-01	Professional Services	\$16,520.00

**100-5200-01 Total Expenses to Date for  
Building / Grounds Maint**

\$31,783

TRX Date	Account Number	Account Description	
7/13/2023	100-5200-01	Building / Grounds Maint	\$342.00
7/18/2023	100-5200-01	Building / Grounds Maint	\$260.00
8/8/2023	100-5200-01	Building / Grounds Maint	\$1,478.00
8/8/2023	100-5200-01	Building / Grounds Maint	\$1,200.00
8/8/2023	100-5200-01	Building / Grounds Maint	\$385.00
8/17/2023	100-5200-01	Building / Grounds Maint	\$18,866.00
8/23/2023	100-5200-01	Building / Grounds Maint	\$193.00
8/31/2023	100-5200-01	Building / Grounds Maint	\$739.00
9/6/2023	100-5200-01	Building / Grounds Maint	\$1,200.00
9/28/2023	100-5200-01	Building / Grounds Maint	\$7,120.00

**100-5400-01 Total Expenses to Date for  
IT Maint Agreements**

\$24,432

TRX Date	Account Number	Account Description	
7/13/2023	100-5400-01	IT Maint Agreements	\$448.99
7/13/2023	100-5400-01	IT Maint Agreements	\$117.45
7/13/2023	100-5400-01	IT Maint Agreements	\$7,350.08
7/18/2023	100-5400-01	IT Maint Agreements	\$375.00
8/17/2023	100-5400-01	IT Maint Agreements	\$437.01
9/18/2023	100-5400-01	IT Maint Agreements	\$443.00
9/26/2023	100-5400-01	IT Maint Agreements	\$7,380.08
9/26/2023	100-5400-01	IT Maint Agreements	\$7,380.08
9/26/2023	100-5400-01	IT Maint Agreements	\$500.00

**100-6002-01 Total Expenses to Date for  
Director Expenses/Reimbursements**

\$79

TRX Date	Account Number	Account Description	
9/26/2023	100-6002-01	Director Expenses/Reimbursements	\$78.61

**100-7900-01 Total Expenses to Date for  
Capital Improvement Project Expense**

\$3,000

TRX Date	Account Number	Account Description	
7/13/2023	100-7900-01	Capital Improvement Project Expense	\$3,000.00

**200-3500 Total Expenses to Date for  
Water Misc. Income**

\$1,601

TRX Date	Account Number	Account Description	
7/18/2023	200-3500	Water Misc. Income	\$901.48
7/18/2023	200-3500	Water Misc. Income	\$700.00

**200-4053-01 Total Expenses to Date for  
Other Employer Costs - WG**

\$12,053

TRX Date	Account Number	Account Description	
7/20/2023	200-4053-01	Other Employer Costs - WG	\$12,053.00

**200-4053-02 Total Expenses to Date for  
Other Employer Costs - SOS**

\$21,220

TRX Date	Account Number	Account Description	
7/20/2023	200-4053-02	Other Employer Costs - SOS	\$21,220.00

**200-4053-03 Total Expenses to Date for  
Other Employer Costs - WT**

\$19,494

TRX Date	Account Number	Account Description	
7/20/2023	200-4053-03	Other Employer Costs - WT	\$19,494.00

**200-4250-02 Total Expenses to Date for  
Water-Office Supplies -Source of Supply**

\$19

TRX Date	Account Number	Account Description	
8/10/2023	200-4250-02	Water-Office Supplies -Source of Supply	\$18.51

**200-4250-03 Total Expenses to Date for  
Water:Office Supplies -Treatment**

\$66

TRX Date	Account Number	Account Description	
8/10/2023	200-4250-03	Water:Office Supplies -Treatment	\$18.51
9/26/2023	200-4250-03	Water: Office Supplies -Treatment	\$47.54

**200-4250-04 Total Expenses to Date for  
Water -Office Supplies-Transmission & Distribution**

\$124

TRX Date	Account Number	Account Description	
8/10/2023	200-4250-04	Water -Office Supplies-Transmission & Distribution	\$37.86
8/10/2023	200-4250-04	Water -Office Supplies-Transmission & Distribution	\$60.62
9/18/2023	200-4250-04	Water -Office Supplies-Transmission & Distribution	\$25.22

**200-4375-01 Total Expenses to Date for  
Water-Refund-General**

\$3,720

TRX Date	Account Number	Account Description	
7/13/2023	200-4375-01	Water-Refund-General	\$314.28
7/19/2023	200-4375-01	Water-Refund-General	\$137.14
7/19/2023	200-4375-01	Water-Refund-General	\$192.40
8/2/2023	200-4375-01	Water-Refund-General	\$99.35
8/2/2023	200-4375-01	Water-Refund-General	\$185.89
8/2/2023	200-4375-01	Water-Refund-General	\$203.78
8/8/2023	200-4375-01	Water-Refund-General	\$322.99
8/10/2023	200-4375-01	Water-Refund-General	\$185.89
8/10/2023	200-4375-01	Water-Refund-General	\$977.54
8/17/2023	200-4375-01	Water-Refund-General	\$837.09
9/6/2023	200-4375-01	Water-Refund-General	\$100.00
9/6/2023	200-4375-01	Water-Refund-General	\$100.00
9/18/2023	200-4375-01	Water-Refund-General	\$63.93



**200-4400-01 Total Expenses to Date for  
Copy Machine Maintenance - WG**

\$30

TRX Date	Account Number	Account Description	
7/13/2023	200-4400-01	Copy Machine Maintenance - WG	\$9.29
8/17/2023	200-4400-01	Copy Machine Maintenance - WG	\$9.21
9/26/2023	200-4400-01	Copy Machine Maintenance - WG	\$11.37

**200-4450-01 Total Expenses to Date for  
Insurance - WG**

\$93,617

TRX Date	Account Number	Account Description	
7/20/2023	200-4450-01	Insurance - WG	\$82,617.00
8/2/2023	200-4450-01	Insurance - WG	\$11,000.00

**200-4600-01 Total Expenses to Date for  
Memberships - Water**

\$105

TRX Date	Account Number	Account Description	
7/13/2023	200-4600-01	Memberships - Water	\$105.00

**200-4750-01 Total Expenses to Date for  
Training/Safety - WG**

\$3,939

TRX Date	Account Number	Account Description	
8/8/2023	200-4750-01	Training/Safety - WG	\$750.00
9/26/2023	200-4750-01	Training/Safety - WG	\$3,188.75

**200-4900-01 Total Expenses to Date for  
Consulting - WG**

\$6,063

TRX Date	Account Number	Account Description	
7/13/2023	200-4900-01	Consulting - WG	\$255.00
7/13/2023	200-4900-01	Consulting - WG	\$752.50
7/18/2023	200-4900-01	Consulting - WG	\$512.50
7/18/2023	200-4900-01	Consulting - WG	\$63.00
7/18/2023	200-4900-01	Consulting - WG	\$105.00
7/18/2023	200-4900-01	Consulting - WG	\$1,170.00

7/18/2023	200-4900-01	Consulting - WG	\$1,710.00
8/31/2023	200-4900-01	Consulting - WG	\$747.50
9/28/2023	200-4900-01	Consulting - WG	\$747.50

**200-4950-01 Total Expenses to Date for  
CIA Ditch Maintenance & Operations**

\$6,926

TRX Date	Account Number	Account Description	
7/13/2023	200-4950-01	CIA Ditch Maintenance & Operations	\$820.00
7/18/2023	200-4950-01	CIA Ditch Maintenance & Operations	\$6,106.30

**200-5100-01 Total Expenses to Date for  
Uniforms - WG**

\$2,480

TRX Date	Account Number	Account Description	
7/13/2023	200-5100-01	Uniforms - WG	\$13.98
7/13/2023	200-5100-01	Uniforms - WG	\$13.98
7/13/2023	200-5100-01	Uniforms - WG	\$91.17
7/13/2023	200-5100-01	Uniforms - WG	\$100.42
7/13/2023	200-5100-01	Uniforms - WG	\$99.17
7/18/2023	200-5100-01	Uniforms - WG	\$553.99
7/18/2023	200-5100-01	Uniforms - WG	\$528.54
7/18/2023	200-5100-01	Uniforms - WG	\$99.18
7/18/2023	200-5100-01	Uniforms - WG	\$105.76
8/2/2023	200-5100-01	Uniforms - WG	\$174.95
8/10/2023	200-5100-01	Uniforms - WG	\$121.73
8/10/2023	200-5100-01	Uniforms - WG	\$117.98
8/17/2023	200-5100-01	Uniforms - WG	\$106.66
8/23/2023	200-5100-01	Uniforms - WG	\$106.66
8/31/2023	200-5100-01	Uniforms - WG	\$34.46
8/31/2023	200-5100-01	Uniforms - WG	\$105.65

8/31/2023	200-5100-01	Uniforms - WG	\$105.65
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**200-5250-01 Total Expenses to Date for  
Vehicle Maint - WG**

\$11,366

TRX Date	Account Number	Account Description	
7/13/2023	200-5250-01	Vehicle Maint - WG	\$99.19
8/10/2023	200-5250-01	Vehicle Maint - WG	\$1,086.53
8/10/2023	200-5250-01	Vehicle Maint - WG	\$1,878.34
8/10/2023	200-5250-01	Vehicle Maint - WG	\$843.10
8/17/2023	200-5250-01	Vehicle Maint - WG	\$3,625.49
8/17/2023	200-5250-01	Vehicle Maint - WG	\$2,296.33
9/6/2023	200-5250-01	Vehicle Maint - WG	\$1,536.85

**200-5375-02 Total Expenses to Date for  
Purchased Power - SOS**

\$12,401

TRX Date	Account Number	Account Description	
7/13/2023	200-5375-02	Purchased Power - SOS	\$8,056.29
8/8/2023	200-5375-02	Purchased Power - SOS	\$2,270.69
9/18/2023	200-5375-02	Purchased Power - SOS	\$2,073.80

**200-5375-03 Total Expenses to Date for  
Purchased Power - WT**

\$34,505

TRX Date	Account Number	Account Description	
7/13/2023	200-5375-03	Purchased Power - WT	\$2,107.86
8/8/2023	200-5375-03	Purchased Power - WT	\$4,357.42
8/10/2023	200-5375-03	Purchased Power - WT	\$18,094.79
9/18/2023	200-5375-03	Purchased Power - WT	\$5,464.43
9/26/2023	200-5375-03	Purchased Power - WT	\$4,480.11

**200-5375-04 Total Expenses to Date for  
Purchased Power - WT&D**

\$13,902

TRX Date	Account Number	Account Description	
7/13/2023	200-5375-04	Purchased Power - WT&D	\$4,535.56
8/8/2023	200-5375-04	Purchased Power - WT&D	\$4,732.23
9/18/2023	200-5375-04	Purchased Power - WT&D	\$4,634.57

**200-5450-03 Total Expenses to Date for  
Supplies - WT**

\$3,179

TRX Date	Account Number	Account Description	
7/13/2023	200-5450-03	Supplies - WT	\$323.37
7/18/2023	200-5450-03	Supplies - WT	\$443.89
8/10/2023	200-5450-03	Supplies - WT	\$1,193.88
9/18/2023	200-5450-03	Supplies - WT	\$1,095.78
9/28/2023	200-5450-03	Supplies - WT	\$122.05

**200-5450-04 Total Expenses to Date for  
Supplies - WT&D**

\$473

TRX Date	Account Number	Account Description	
7/18/2023	200-5450-04	Supplies - WT&D	\$214.70
7/18/2023	200-5450-04	Supplies - WT&D	\$134.40
8/10/2023	200-5450-04	Supplies - WT&D	\$123.96

**200-5550-01 Total Expenses to Date for  
Maintenance/Repairs - WG**

\$1,174

TRX Date	Account Number	Account Description	
8/10/2023	200-5550-01	Maintenance/Repairs - WG	\$764.74
9/18/2023	200-5550-01	Maintenance/Repairs - WG	\$325.05
9/26/2023	200-5550-01	Maintenance/Repairs - WG	\$84.70

**200-5550-02 Total Expenses to Date for  
Maintenance/Repairs - SOS**

\$11,700

TRX Date	Account Number	Account Description	
7/13/2023	200-5550-02	Maintenance/Repairs - SOS	\$5,850.00
9/18/2023	200-5550-02	Maintenance/Repairs - SOS	\$5,850.00

**200-5550-03 Total Expenses to Date for  
Maintenance/Repairs - WT**

\$55,211

TRX Date	Account Number	Account Description	
7/13/2023	200-5550-03	Maintenance/Repairs - WT	\$8,271.24
7/13/2023	200-5550-03	Maintenance/Repairs - WT	\$898.74
7/13/2023	200-5550-03	Maintenance/Repairs - WT	\$1,462.50
7/13/2023	200-5550-03	Maintenance/Repairs - WT	\$2,600.00
7/13/2023	200-5550-03	Maintenance/Repairs - WT	\$1,300.00
7/13/2023	200-5550-03	Maintenance/Repairs - WT	\$1,300.00
7/13/2023	200-5550-03	Maintenance/Repairs - WT	\$147.96
7/13/2023	200-5550-03	Maintenance/Repairs - WT	\$247.80
8/2/2023	200-5550-03	Maintenance/Repairs - WT	\$475.00
8/8/2023	200-5550-03	Maintenance/Repairs - WT	\$239.70
8/17/2023	200-5550-03	Maintenance/Repairs - WT	\$1,563.46
8/17/2023	200-5550-03	Maintenance/Repairs - WT	\$2,556.05
8/17/2023	200-5550-03	Maintenance/Repairs - WT	\$2,524.80
8/17/2023	200-5550-03	Maintenance/Repairs - WT	\$28,664.44
8/31/2023	200-5550-03	Maintenance/Repairs - WT	\$1,964.83
9/18/2023	200-5550-03	Maintenance/Repairs - WT	\$994.75

**200-5550-04 Total Expenses to Date for  
Maintenance/Repairs - WT&D**

\$26,689

TRX Date	Account Number	Account Description	
7/13/2023	200-5550-04	Maintenance/Repairs - WT&D	\$2,713.31

7/13/2023	200-5550-04	Maintenance/Repairs - WT&D	\$879.32
7/13/2023	200-5550-04	Maintenance/Repairs - WT&D	\$667.26
7/13/2023	200-5550-04	Maintenance/Repairs - WT&D	\$3,581.71
7/13/2023	200-5550-04	Maintenance/Repairs - WT&D	\$910.00
7/18/2023	200-5550-04	Maintenance/Repairs - WT&D	\$2,758.34
8/2/2023	200-5550-04	Maintenance/Repairs - WT&D	\$2,055.49
8/10/2023	200-5550-04	Maintenance/Repairs - WT&D	\$87.87
8/10/2023	200-5550-04	Maintenance/Repairs - WT&D	\$11,016.82
8/10/2023	200-5550-04	Maintenance/Repairs - WT&D	\$73.27
9/18/2023	200-5550-04	Maintenance/Repairs - WT&D	\$672.08
9/18/2023	200-5550-04	Maintenance/Repairs - WT&D	\$841.19
9/26/2023	200-5550-04	Maintenance/Repairs - WT&D	\$432.29

**200-5600-03 Total Expenses to Date for  
Chemicals - WT**

\$41,279

TRX Date	Account Number	Account Description	
7/13/2023	200-5600-03	Chemicals - WT	\$4,211.20
8/2/2023	200-5600-03	Chemicals - WT	\$1,770.17
8/10/2023	200-5600-03	Chemicals - WT	\$3,824.76
8/17/2023	200-5600-03	Chemicals - WT	\$5,066.00
8/31/2023	200-5600-03	Chemicals - WT	\$3,525.58
9/6/2023	200-5600-03	Chemicals - WT	\$4,448.51
9/7/2023	200-5600-03	Chemicals - WT	\$3,272.00
9/18/2023	200-5600-03	Chemicals - WT	\$3,824.76
9/18/2023	200-5600-03	Chemicals - WT	\$4,961.16
9/18/2023	200-5600-03	Chemicals - WT	\$2,163.55
9/26/2023	200-5600-03	Chemicals - WT	\$4,211.20

**200-5650-03 Total Expenses to Date for  
Lab Tests - WT**

\$8,288

TRX Date	Account Number	Account Description	
8/2/2023	200-5650-03	Lab Tests - WT	\$1,186.00
8/17/2023	200-5650-03	Lab Tests - WT	\$2,994.60
9/6/2023	200-5650-03	Lab Tests - WT	\$4,107.75

**200-5725-01 Total Expenses to Date for  
Permits - WG**

\$7,042

TRX Date	Account Number	Account Description	
8/17/2023	200-5725-01	Permits - WG	\$664.00
8/17/2023	200-5725-01	Permits - WG	\$6,378.00

**200-5750-01 Total Expenses to Date for  
Tools - WG**

\$372

TRX Date	Account Number	Account Description	
8/10/2023	200-5750-01	Tools - WG	\$372.34

**200-5850-04 Total Expenses to Date for  
Water Meters/Boxes - WT&D**

\$8,869

TRX Date	Account Number	Account Description	
7/13/2023	200-5850-04	Water Meters/Boxes - WT&D	\$8,868.92

**200-7003-01 Total Expenses to Date for  
Regional Water Authority - WG**

\$5,127

TRX Date	Account Number	Account Description	
7/18/2023	200-7003-01	Regional Water Authority - WG	\$5,127.00

**200-7900-01 Total Expenses to Date for  
Capital Improvement Project Expense**

\$182,164

TRX Date	Account Number	Account Description	
7/13/2023	200-7900-01	Capital Improvement Project Expense	\$25,131.25
7/13/2023	200-7900-01	Capital Improvement Project Expense	\$8,545.00
7/13/2023	200-7900-01	Capital Improvement Project Expense	\$12,634.89

7/18/2023	200-7900-01	Capital Improvement Project Expense	\$28,017.50
7/20/2023	200-7900-01	Capital Improvement Project Expense	\$700.00
8/2/2023	200-7900-01	Capital Improvement Project Expense	\$1,125.00
8/2/2023	200-7900-01	Capital Improvement Project Expense	\$18,381.42
8/10/2023	200-7900-01	Capital Improvement Project Expense	\$5,252.80
8/23/2023	200-7900-01	Capital Improvement Project Expense	\$2,662.55
8/31/2023	200-7900-01	Capital Improvement Project Expense	\$9,325.00
8/31/2023	200-7900-01	Capital Improvement Project Expense	\$2,625.00
9/18/2023	200-7900-01	Capital Improvement Project Expense	\$9,982.50
9/18/2023	200-7900-01	Capital Improvement Project Expense	\$3,972.80
9/26/2023	200-7900-01	Capital Improvement Project Expense	\$10,991.68
9/26/2023	200-7900-01	Capital Improvement Project Expense	\$5,678.95
9/26/2023	200-7900-01	Capital Improvement Project Expense	\$12,418.75
9/26/2023	200-7900-01	Capital Improvement Project Expense	\$18,253.75
9/26/2023	200-7900-01	Capital Improvement Project Expense	\$3,232.50
9/28/2023	200-7900-01	Capital Improvement Project Expense	\$3,232.50

**250-4053-01 Total Expenses to Date for  
Other Employer Costs - SG**

\$5,179

TRX Date	Account Number	Account Description	
7/20/2023	250-4053-01	Other Employer Costs - SG	\$5,179.00

**250-4053-05 Total Expenses to Date for  
Other Employer Costs - SC**

\$12,083

TRX Date	Account Number	Account Description	
7/20/2023	250-4053-05	Other Employer Costs - SC	\$12,083.00

**250-4053-06 Total Expenses to Date for  
Other Employer Costs - STD**

\$14,673

TRX Date	Account Number	Account Description	
7/20/2023	250-4053-06	Other Employer Costs - STD	\$14,673.00



**250-4250-05 Total Expenses to Date for  
Sewer-Office Supplies -Collection**

\$290

TRX Date	Account Number	Account Description	
8/10/2023	250-4250-05	Sewer-Office Supplies -Collection	\$74.14
8/10/2023	250-4250-05	Sewer-Office Supplies -Collection	\$168.74
9/26/2023	250-4250-05	Sewer-Office Supplies -Collection	\$47.53

**250-4250-06 Total Expenses to Date for  
Sewer- Office Supplies -Treatment & Disposal**

\$137

TRX Date	Account Number	Account Description	
8/10/2023	250-4250-06	Sewer- Office Supplies -Treatment & Disposal	\$60.62
8/10/2023	250-4250-06	Sewer- Office Supplies -Treatment & Disposal	\$51.48
9/18/2023	250-4250-06	Sewer- Office Supplies -Treatment & Disposal	\$25.22

**250-4450-01 Total Expenses to Date for  
Insurance Sewer- -General**

\$82,617

TRX Date	Account Number	Account Description	
7/20/2023	250-4450-01	Insurance Sewer- -General	\$82,617.00

**250-4750-01 Total Expenses to Date for  
Training/Safety - SG**

\$1,125

TRX Date	Account Number	Account Description	
8/8/2023	250-4750-01	Training/Safety - SG	\$750.00
8/17/2023	250-4750-01	Training/Safety - SG	\$375.00

**250-4900-01 Total Expenses to Date for  
Consulting - SG**

\$4,049

TRX Date	Account Number	Account Description	
7/13/2023	250-4900-01	Consulting - SG	\$89.00
7/13/2023	250-4900-01	Consulting - SG	\$950.00
7/18/2023	250-4900-01	Consulting - SG	\$1,170.00
7/18/2023	250-4900-01	Consulting - SG	\$1,710.00
7/19/2023	250-4900-01	Consulting - SG	\$130.00

**250-5100-01 Total Expenses to Date for  
Uniforms - SG**

\$2,135

TRX Date	Account Number	Account Description	
7/13/2023	250-5100-01	Uniforms - SG	\$91.18
7/13/2023	250-5100-01	Uniforms - SG	\$100.43
7/13/2023	250-5100-01	Uniforms - SG	\$99.18
7/18/2023	250-5100-01	Uniforms - SG	\$99.17
7/18/2023	250-5100-01	Uniforms - SG	\$105.76
8/2/2023	250-5100-01	Uniforms - SG	\$174.95
8/10/2023	250-5100-01	Uniforms - SG	\$121.73
8/10/2023	250-5100-01	Uniforms - SG	\$117.98
8/17/2023	250-5100-01	Uniforms - SG	\$106.66
8/23/2023	250-5100-01	Uniforms - SG	\$106.66
8/31/2023	250-5100-01	Uniforms - SG	\$105.65
8/31/2023	250-5100-01	Uniforms - SG	\$105.65
8/31/2023	250-5100-01	Uniforms - SG	\$400.00
8/31/2023	250-5100-01	Uniforms - SG	\$400.00

**250-5250-01 Total Expenses to Date for  
Vehicle Maint - SG**

\$11,459

TRX Date	Account Number	Account Description	
7/13/2023	250-5250-01	Vehicle Maint - SG	\$9,335.00
9/6/2023	250-5250-01	Vehicle Maint - SG	\$2,124.19

**250-5375-05 Total Expenses to Date for  
Purchased Power - SC**

\$21,759

TRX Date	Account Number	Account Description	
7/13/2023	250-5375-05	Purchased Power - SC	\$3,690.15
8/8/2023	250-5375-05	Purchased Power - SC	\$3,699.94
9/6/2023	250-5375-05	Purchased Power - SC	\$10,811.43

9/18/2023	250-5375-05	Purchased Power - SC	\$3,557.58
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**250-5375-06 Total Expenses to Date for  
Purchased Power - ST&D**

\$7,764

TRX Date	Account Number	Account Description	
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7/13/2023	250-5375-06	Purchased Power - ST&D	\$2,316.32
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8/8/2023	250-5375-06	Purchased Power - ST&D	\$2,720.44
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9/18/2023	250-5375-06	Purchased Power - ST&D	\$2,727.19
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**250-5450-06 Total Expenses to Date for  
Supplies - ST&D**

\$1,078

TRX Date	Account Number	Account Description	
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7/13/2023	250-5450-06	Supplies - ST&D	\$307.09
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7/18/2023	250-5450-06	Supplies - ST&D	\$85.34
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8/31/2023	250-5450-06	Supplies - ST&D	\$685.73
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**250-5550-01 Total Expenses to Date for  
Maintenance/Repairs - SG**

\$1,059

TRX Date	Account Number	Account Description	
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8/10/2023	250-5550-01	Maintenance/Repairs - SG	\$764.74
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9/18/2023	250-5550-01	Maintenance/Repairs - SG	\$210.00
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9/26/2023	250-5550-01	Maintenance/Repairs - SG	\$84.70
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**250-5550-05 Total Expenses to Date for  
Maintenance/Repairs - SC**

\$19,653

TRX Date	Account Number	Account Description	
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7/13/2023	250-5550-05	Maintenance/Repairs - SC	\$5,622.50
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7/18/2023	250-5550-05	Maintenance/Repairs - SC	\$1,300.00
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8/10/2023	250-5550-05	Maintenance/Repairs - SC	\$4,775.35
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8/31/2023	250-5550-05	Maintenance/Repairs - SC	\$1,980.00
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9/26/2023	250-5550-05	Maintenance/Repairs - SC	\$3,000.00
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9/26/2023	250-5550-05	Maintenance/Repairs - SC	\$1,210.25
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9/26/2023	250-5550-05	Maintenance/Repairs - SC	\$1,765.27
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**250-5550-06 Total Expenses to Date for  
Maintenance/Repairs - ST&D**

\$54,032

TRX Date	Account Number	Account Description	
7/13/2023	250-5550-06	Maintenance/Repairs - ST&D	\$4,612.75
7/13/2023	250-5550-06	Maintenance/Repairs - ST&D	\$1,300.00
7/13/2023	250-5550-06	Maintenance/Repairs - ST&D	\$1,300.00
7/13/2023	250-5550-06	Maintenance/Repairs - ST&D	\$2,275.00
7/18/2023	250-5550-06	Maintenance/Repairs - ST&D	\$475.00
8/2/2023	250-5550-06	Maintenance/Repairs - ST&D	\$2,110.54
8/8/2023	250-5550-06	Maintenance/Repairs - ST&D	\$630.00
8/10/2023	250-5550-06	Maintenance/Repairs - ST&D	\$3,477.00
8/10/2023	250-5550-06	Maintenance/Repairs - ST&D	\$2,146.14
8/10/2023	250-5550-06	Maintenance/Repairs - ST&D	\$887.41
8/17/2023	250-5550-06	Maintenance/Repairs - ST&D	\$420.00
8/17/2023	250-5550-06	Maintenance/Repairs - ST&D	\$2,275.00
8/17/2023	250-5550-06	Maintenance/Repairs - ST&D	\$2,641.19
8/23/2023	250-5550-06	Maintenance/Repairs - ST&D	\$8,500.00
8/23/2023	250-5550-06	Maintenance/Repairs - ST&D	\$8,568.00
8/31/2023	250-5550-06	Maintenance/Repairs - ST&D	\$300.00
8/31/2023	250-5550-06	Maintenance/Repairs - ST&D	\$143.46
9/18/2023	250-5550-06	Maintenance/Repairs - ST&D	\$325.05
9/18/2023	250-5550-06	Maintenance/Repairs - ST&D	\$5,994.70
9/18/2023	250-5550-06	Maintenance/Repairs - ST&D	\$1,500.00
9/18/2023	250-5550-06	Maintenance/Repairs - ST&D	\$2,275.00
9/26/2023	250-5550-06	Maintenance/Repairs - ST&D	\$1,876.00

**250-5600-06 Total Expenses to Date for  
Chemicals - ST & D**

\$29,568

TRX Date	Account Number	Account Description	
8/2/2023	250-5600-06	Chemicals - ST & D	\$3,641.79
8/10/2023	250-5600-06	Chemicals - ST & D	\$6,980.00
8/17/2023	250-5600-06	Chemicals - ST & D	\$3,861.67
8/17/2023	250-5600-06	Chemicals - ST & D	\$680.00
8/17/2023	250-5600-06	Chemicals - ST & D	\$7,648.00
9/6/2023	250-5600-06	Chemicals - ST & D	\$6,757.00

**250-5650-06 Total Expenses to Date for  
Lab Tests - ST&D**

\$5,287

TRX Date	Account Number	Account Description	
8/10/2023	250-5650-06	Lab Tests - ST&D	\$746.00
8/17/2023	250-5650-06	Lab Tests - ST&D	\$1,765.00
8/31/2023	250-5650-06	Lab Tests - ST&D	\$2,776.35

**250-5725-01 Total Expenses to Date for  
Permits - SG**

\$32,715

TRX Date	Account Number	Account Description	
8/17/2023	250-5725-01	Permits - SG	\$7,113.00
8/17/2023	250-5725-01	Permits - SG	\$664.00
8/17/2023	250-5725-01	Permits - SG	\$910.00
9/6/2023	250-5725-01	Permits - SG	\$20,678.00
9/26/2023	250-5725-01	Permits - SG	\$3,350.00

**250-7900-01 Total Expenses to Date for  
Capital Improvement Project Expense**

\$104,703

TRX Date	Account Number	Account Description	
7/13/2023	250-7900-01	Capital Improvement Project Expense	\$7,275.00
7/13/2023	250-7900-01	Capital Improvement Project Expense	\$3,964.50

7/13/2023	250-7900-01	Capital Improvement Project Expense	\$1,990.00
7/13/2023	250-7900-01	Capital Improvement Project Expense	\$41,646.00
7/18/2023	250-7900-01	Capital Improvement Project Expense	\$450.00
7/18/2023	250-7900-01	Capital Improvement Project Expense	\$1,970.00
8/2/2023	250-7900-01	Capital Improvement Project Expense	\$2,625.00
8/8/2023	250-7900-01	Capital Improvement Project Expense	\$3,172.50
8/23/2023	250-7900-01	Capital Improvement Project Expense	\$5,940.00
8/31/2023	250-7900-01	Capital Improvement Project Expense	\$10,005.00
8/31/2023	250-7900-01	Capital Improvement Project Expense	\$2,950.00
8/31/2023	250-7900-01	Capital Improvement Project Expense	\$12,732.50
9/18/2023	250-7900-01	Capital Improvement Project Expense	\$9,982.50

**260-4053-01 Total Expenses to Date for  
Other Employer Costs-DR**

\$7,768

TRX Date	Account Number	Account Description	
7/20/2023	260-4053-01	Other Employer Costs-DR	\$7,768.00

**260-4900-01 Total Expenses to Date for  
Consulting - Drainage**

\$3,092

TRX Date	Account Number	Account Description	
7/13/2023	260-4900-01	Consulting - Drainage	\$1,491.27
7/19/2023	260-4900-01	Consulting - Drainage	\$270.55
9/18/2023	260-4900-01	Consulting - Drainage	\$1,330.00

**260-5550-01 Total Expenses to Date for  
Maintenance/Repairs - Drainage**

\$1,513

TRX Date	Account Number	Account Description	
8/10/2023	260-5550-01	Maintenance/Repairs - Drainage	\$1,512.90

**260-7900-01 Total Expenses to Date for  
Capital Improvement Project Expense**

\$105

TRX Date	Account Number	Account Description	
7/18/2023	260-7900-01	Capital Improvement Project Expense	\$105.00

**400-4300-01 Total Expenses to Date for  
CWRS Contract Charges**

\$402,792

TRX Date	Account Number	Account Description	
7/13/2023	400-4300-01	CWRS Contract Charges	\$87,491.76
8/8/2023	400-4300-01	CWRS Contract Charges	\$105,081.23
9/18/2023	400-4300-01	CWRS Contract Charges	\$105,109.42
9/26/2023	400-4300-01	CWRS Contract Charges	\$105,109.42

**400-4450-01 Total Expenses to Date for  
Insurance Solid Waste- -General**

\$48,974

TRX Date	Account Number	Account Description	
7/20/2023	400-4450-01	Insurance Solid Waste- -General	\$48,974.00

**400-6000-01 Total Expenses to Date for  
Miscellaneous - Solid Waste**

\$31,824

TRX Date	Account Number	Account Description	
8/23/2023	400-6000-01	Miscellaneous - Solid Waste	\$11,348.04
9/7/2023	400-6000-01	Miscellaneous - Solid Waste	\$10,235.28
9/7/2023	400-6000-01	Miscellaneous - Solid Waste	\$10,240.56

**500-4053-01 Total Expenses to Date for  
Other Employer Costs - SG**

\$7,774

TRX Date	Account Number	Account Description	
7/20/2023	500-4053-01	Other Employer Costs - SG	\$7,774.00

**500-4053-07 Total Expenses to Date for  
Other Employer Costs - Gate**

\$29,037

TRX Date	Account Number	Account Description	
7/20/2023	500-4053-07	Other Employer Costs - Gate	\$29,037.00

**500-4053-08 Total Expenses to Date for  
Other Employer Costs - Patrol**

\$13,037

TRX Date	Account Number	Account Description	
7/20/2023	500-4053-08	Other Employer Costs - Patrol	\$13,037.00

**500-4250-07 Total Expenses to Date for  
Supplies - Security Gate**

\$12

TRX Date	Account Number	Account Description	
8/10/2023	500-4250-07	Supplies - Security Gate	\$12.34

**500-4250-08 Total Expenses to Date for  
Office Supplies - Security Patrol**

\$343

TRX Date	Account Number	Account Description	
8/10/2023	500-4250-08	Office Supplies - Security Patrol	\$37.86
8/10/2023	500-4250-08	Office Supplies - Security Patrol	\$48.49
8/10/2023	500-4250-08	Office Supplies - Security Patrol	\$35.08
9/18/2023	500-4250-08	Office Supplies - Security Patrol	\$156.57
9/26/2023	500-4250-08	Office Supplies - Security Patrol	\$64.65

**500-4375-01 Total Expenses to Date for  
Security-Refund-General**

\$217

TRX Date	Account Number	Account Description	
8/10/2023	500-4375-01	Security-Refund-General	\$98.56
8/23/2023	500-4375-01	Security-Refund-General	\$118.00

**500-4450-01 Total Expenses to Date for  
Insurance - Security Gen**

\$82,618

TRX Date	Account Number	Account Description	
7/20/2023	500-4450-01	Insurance - Security Gen	\$82,618.00

**500-4750-01 Total Expenses to Date for  
Training/Safety - Security Gen**

\$120

TRX Date	Account Number	Account Description	
8/23/2023	500-4750-01	Training/Safety - Security Gen	\$119.76



**500-4750-07 Total Expenses to Date for  
Training/Safety - Security Gate**

\$145

TRX Date	Account Number	Account Description	
9/18/2023	500-4750-07	Training/Safety - Security Gate	\$145.00

**500-4750-08 Total Expenses to Date for  
Training/Safety - Security Patrol**

\$254

TRX Date	Account Number	Account Description	
8/23/2023	500-4750-08	Training/Safety - Security Patrol	\$40.00
9/18/2023	500-4750-08	Training/Safety - Security Patrol	\$95.00
9/18/2023	500-4750-08	Training/Safety - Security Patrol	\$119.00

**500-4900-01 Total Expenses to Date for  
Consulting - Security Gen**

\$32

TRX Date	Account Number	Account Description	
8/2/2023	500-4900-01	Consulting - Security Gen	\$32.00

**500-5100-07 Total Expenses to Date for  
Uniforms - Security Gate**

\$301

TRX Date	Account Number	Account Description	
8/17/2023	500-5100-07	Uniforms - Security Gate	\$60.06
8/17/2023	500-5100-07	Uniforms - Security Gate	\$75.43
9/18/2023	500-5100-07	Uniforms - Security Gate	\$165.06

**500-5150-07 Total Expenses to Date for  
Equipment Repairs - Security Gate**

\$2,889

TRX Date	Account Number	Account Description	
7/18/2023	500-5150-07	Equipment Repairs - Security Gate	\$648.79
8/2/2023	500-5150-07	Equipment Repairs - Security Gate	\$1,342.81
9/18/2023	500-5150-07	Equipment Repairs - Security Gate	\$897.59

**500-5150-08 Total Expenses to Date for  
Equipment Repairs - Security Patrol**

\$80

TRX Date	Account Number	Account Description	
8/2/2023	500-5150-08	Equipment Repairs - Security Patrol	\$80.00

**500-5200-07 Total Expenses to Date for  
Building/Grounds Maint - Security Gate**

\$1,068

TRX Date	Account Number	Account Description	
8/8/2023	500-5200-07	Building/Grounds Maint - Security Gate	\$400.00
8/10/2023	500-5200-07	Building/Grounds Maint - Security Gate	\$267.50
9/6/2023	500-5200-07	Building/Grounds Maint - Security Gate	\$400.00

**500-5200-08 Total Expenses to Date for  
Safety Center - Security Patrol**

\$800

TRX Date	Account Number	Account Description	
8/8/2023	500-5200-08	Safety Center - Security Patrol	\$400.00
9/6/2023	500-5200-08	Safety Center - Security Patrol	\$400.00

**500-5225-07 Total Expenses to Date for  
Bar Codes - Security Gate**

\$5,150

TRX Date	Account Number	Account Description	
8/31/2023	500-5225-07	Bar Codes - Security Gate	\$5,150.00

**500-5250-08 Total Expenses to Date for  
Vehicle Maint - Security Patrol**

\$5,152

TRX Date	Account Number	Account Description	
8/2/2023	500-5250-08	Vehicle Maint - Security Patrol	\$377.11
8/10/2023	500-5250-08	Vehicle Maint - Security Patrol	\$2,009.70
8/10/2023	500-5250-08	Vehicle Maint - Security Patrol	\$189.74
8/17/2023	500-5250-08	Vehicle Maint - Security Patrol	\$2,575.00

**500-5375-07 Total Expenses to Date for  
Purchased Power - Security Gate**

\$2,606

TRX Date	Account Number	Account Description	
7/13/2023	500-5375-07	Purchased Power - Security Gate	\$233.51
7/18/2023	500-5375-07	Purchased Power - Security Gate	\$450.72
7/18/2023	500-5375-07	Purchased Power - Security Gate	\$405.09
8/8/2023	500-5375-07	Purchased Power - Security Gate	\$257.65
8/17/2023	500-5375-07	Purchased Power - Security Gate	\$476.80
9/18/2023	500-5375-07	Purchased Power - Security Gate	\$509.73
9/18/2023	500-5375-07	Purchased Power - Security Gate	\$272.33

**500-5400-07 Total Expenses to Date for  
Information System Maint - Security Gate**

\$630

TRX Date	Account Number	Account Description	
8/2/2023	500-5400-07	Information System Maint - Security Gate	\$630.00

**500-5400-08 Total Expenses to Date for  
Information System Maint - Security Patrol**

\$630

TRX Date	Account Number	Account Description	
8/2/2023	500-5400-08	Information System Maint - Security Patrol	\$630.00

**960-5971- Total Expenses to Date for  
CFD 2014-1 Current Admin Costs**

\$4,234

TRX Date	Account Number	Account Description	
7/18/2023	960-5971-	CFD 2014-1 Current Admin Costs	\$520.69
8/2/2023	960-5971-	CFD 2014-1 Current Admin Costs	\$1,857.78
8/2/2023	960-5971-	CFD 2014-1 Current Admin Costs	\$1,855.78

## MEMORANDUM

Date: October 18, 2023  
To: Board of Directors  
From: Kelly Benitez, Security Supervisor  
Subject: Security Update Report for the Month of September

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### **SECURITY OPERATIONS UPDATES**

- 8 full-time gate officers and 3 part-time gate officers.
- 3 full-time patrol officers 3 vacant positions.
- 90 Patrol shifts in September: 30 were not covered.
- Toyota Truck outfitted with lights by October 13<sup>th</sup>, 2023.
- Camera System update in the wash by North Gate: RMA installing power soon.
- South Gate Repairs in process (RV crash).
- Gate Repair at Northgate: in process (memory board failure).
- Paul Anderson completed Section 832 firearms training updates.
- One complaint received about the driving habits of a patrol officer.

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

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

- General non-arch rules enforcement (see Violation Summary Report):
- continue to attend RMA Compliance meetings.
- Met with Troy of RMA Maintenance (Camera System)
- Met with Chris Smith RMA Compliance (Parking and Vandalism in restrooms)

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

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

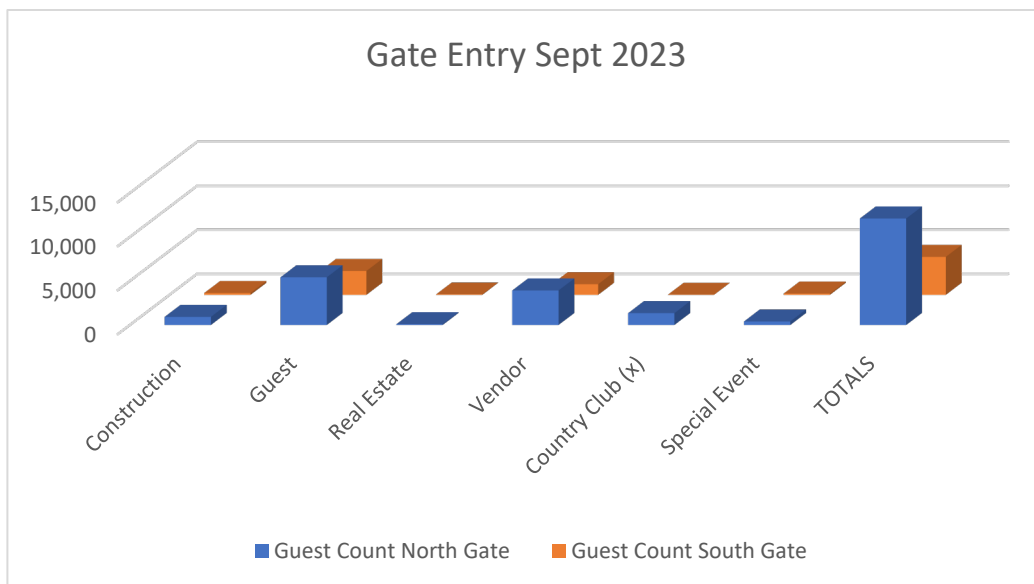
	August		September		October		November		December		Totals	
Violation Item Summary Report	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA
<b>Motor vehicle violations:</b>												
Motorcycle											0	0
No drivers license	1	1									3	4
Speeding	0	16	2	3							104	260
Speeding - twice speed limit											0	0
Stop signs	48	0	17	3							189	54
Bus stop signs											0	0
Use of streets	1	0									2	1
<b>Parking:</b>												
Driveway parking	0	2	1	5							16	48
Guest parking	1	2	12	1							20	12
Overnight street parking	9	1	22	1							99	28
Unauthorized Vehicle (24 hr pass)	0	4	5	2							7	20
Accumulation/dumping of debris			0	1							1	5
Boat Usage	3	0	1	0							16	0
Barbeques, open fires, bonfires											0	0
Carrying passengers/overloaded cart	1	0									1	1
Clothes lines											0	0
Commercial vehicle lettering											0	2
Construction overnight parking											0	0
Park hours / curfew	3	0	5	0							19	0
Decorative lights											0	0
Discharge of firearm											0	0
Chickens			0	2							0	7
Dwelling exterior alterations											0	0
Failure to identify											0	0
Golf Cart Decals											6	0
Guest w/o resident in comm areas											2	1
Home business activities											0	0
Noxious activities			0	1							2	2
Open garage doors	0	2	0	2							9	4
Pets - off leash / teathered / noise											3	2
Property maintenance	0	5	0	17							0	110
Sign rules											0	1
Sports equip/trampoline/basketball											0	29
Storage of building materials	0	1									0	1
Stored vehicles	0	3	2	2							2	17
Trash containers											0	10
Use of common areas & facilities	0	1	0	2							0	8
Use of Fireworks											2	3
Vandalism											0	0
Vehicle repair or maintenance											0	0
Interference-Identification RMA/RMCSD	0	1	1	0							1	2
Working days & hours											0	0
<b>Total Violations</b>	<b>67</b>	<b>40</b>	<b>68</b>	<b>42</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>504</b>	<b>632</b>
Citations written by RMCSD		67		68		0		0		0		504
Citations written by RMA		40		42		0		0		0		633
<b>Total Violations</b>		<b>107</b>		<b>110</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>1137</b>

## Gate Entries by Type

September, 2023

Pass Type	Guest Count North Gate	Guest Count South Gate	Count by Pass Type
Construction	918	206	1,124
Guest	5,422	2,713	8,135
Real Estate	87	45	132
Vendor	3,925	1,211	5,136
Country Club (x)	1,348	1	1,349
Special Event	402	138	540
<b>TOTALS</b>	<b>12,102</b>	<b>4,314</b>	<b>16,416</b>

Prior Month Totals: 10,876 4,200 16,283

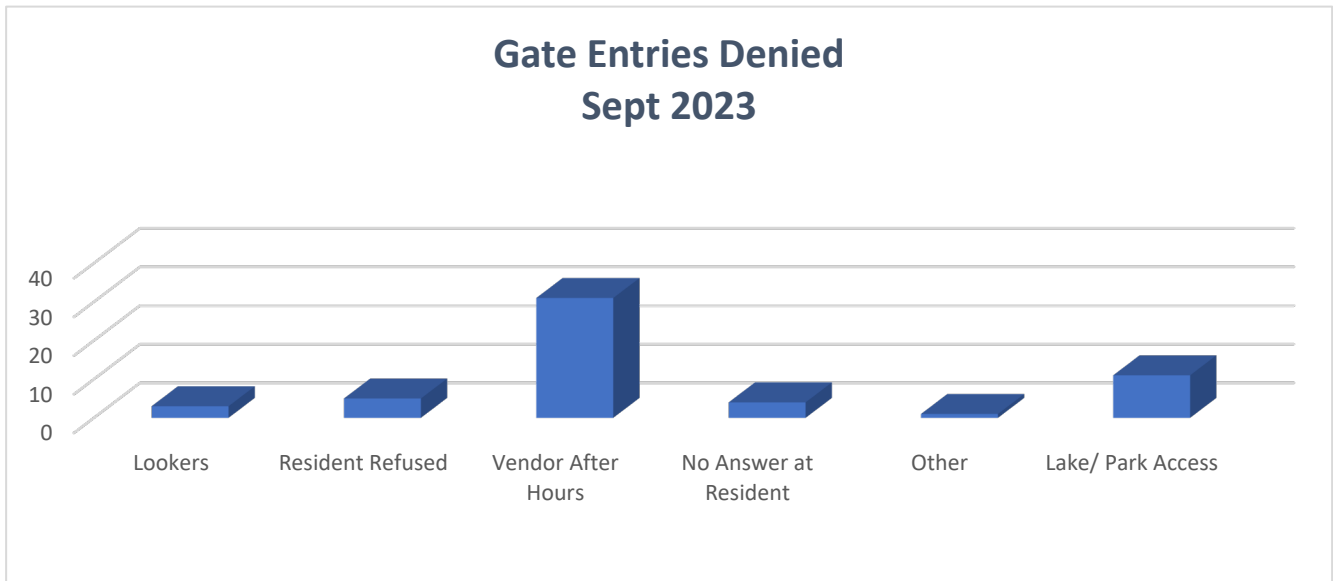


# Gate Entries Denied

## September, 2023

	Lookers	Resident Refused	Vendor After Hours	No Answer at Resident	Other	Lake/ Park Access	TOTAL
<b>All Gates</b>	3	5	31	4	1	11	58

**Prior Month Totals:**                      8                      5                      25                      11                      20                      15                      84







**Rancho Murieta CSD Security**

15160 Jackson Rd  
Rancho Murieta, CA 95662

**Cases - Breakdown by Type**

ALARM	6
ANIMAL COMPLAINT	13
ASSIST OTHER AGENCY	1
BURGLARY	1
CITATION	70
DISTURBANCE	5
ESCORT	5
EXTRA PATROL	59
FOLLOW UP	3
JUVENILE DELIQUENCY	1
LOST/FOUND PROPERTY	3
MISCELLANEOUS	14
OPEN DOOR	3
REFUSED ENTRY	60
RESIDENT COMPLAINT	26
RMA RULE VIOLATION	3
SAFETY ADVISAL	1
SPEEDING COMPLAINT	3
STOLEN/MISSING VEHICLE	1
STOP SIGN VIOLATION	11
SUSPICIOUS ACTIVITY	1
SUSPICIOUS VEHICLE	2
TRAFFIC ENFORCEMENT	9
TRESPASSING	2
VANDALISM	2

VEHICLE ACCIDENT	5
WATER LEAK	7
WELFARE CHECK	3
Total	320



## September Notes 2023

On Saturday, September 23<sup>rd</sup> at approximately 1140 pm, CSD security was dispatched to a report of a stranded juvenile in Rancho Murieta North. CSD Officer arrived on the scene and was advised by the resident that a 14-year-old female had knocked on his door and was lost and didn't know how to exit Rancho Murieta.

The juvenile stated that she arrived with her friend on Friday, September 22, at 4 p.m. on the local school bus. The juvenile stated she hung out with friends and got separated from them and ended up at the reporting party's residence because she was lost. The juvenile could not remember her friend's name or address in Rancho Murieta. The Juvenile also stated that her parents could not pick her up and she wanted a taxi home.

CSD Security transported the juvenile to the Northgate and contacted the Sacramento County Sheriff's Department (SSD). SSD contacted her parents and they responded and picked up the juvenile.

## Director of Operations - Utility Staff Report

Date: October 18, 2023  
To: Board of Directors  
From: Michael Fritschi, Director of Operations  
Subject: September Utility Report

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### WATER

#### Water Treatment Facility

Plant 1 and Plant 2 are both in operation and are currently producing potable water at a rate of 2.0 million gallons a day.

#### Water Consumption

As of September 30, 2023, cumulative potable water production for the current year is 402.3 million gallons, with 61.3 million gallons used in the month of September.

#### Raw Water Storage & Delivery

All stop logs were removed as of October 3. The total water currently stored between Clementia, Chesbro, and Calero totaled 3,014.5 acre-ft as of October 4, 2023.

*Table 1. Current water and wastewater storage as of October 4, 2023*

	<b>acre-ft October</b>	<b>acre-ft full</b>	<b>%full</b>
Clementia Storage	916.1	907.1	101%
Chesbro Storage	773.3	1027.0	75%
Calero Storage	1325.0	2323.3	57%
<b>Total of all Raw Water Reservoirs</b>	<b>3014.5</b>	<b>4257.4</b>	<b>71%</b>
Wastewater Storage Reservoir available for production	93.8	796.3	12%

The District utilized Solitude Lake Management to treat the section of Lake Chesbro that was exhibiting mats of algae containing Cyanobacteria. The treatment was successful, and the algae mats have receded. Additional samples have been taken to verify the eradication of the offending algae.

# Cosumnes R a Michigan Bar CA - 11335000

October 10, 2022 - October 10, 2023

Discharge, cubic feet per second



Figure 1 – Michigan Bar Flow Data (cfs) 2022 vs 2023

The Michigan Bar gauge station was at 61.8 cfs as of October 10, 2023. After November 1, and once the station flow reaches 70 cfs, the District will be able to resume pumping water from the Cosumnes. The above figure denotes a remarkable difference in river flows of close to 40 cfs from this time last year. A few minor rain events could bring the river flow to the required 70 cfs for some earlier pumping opportunities.

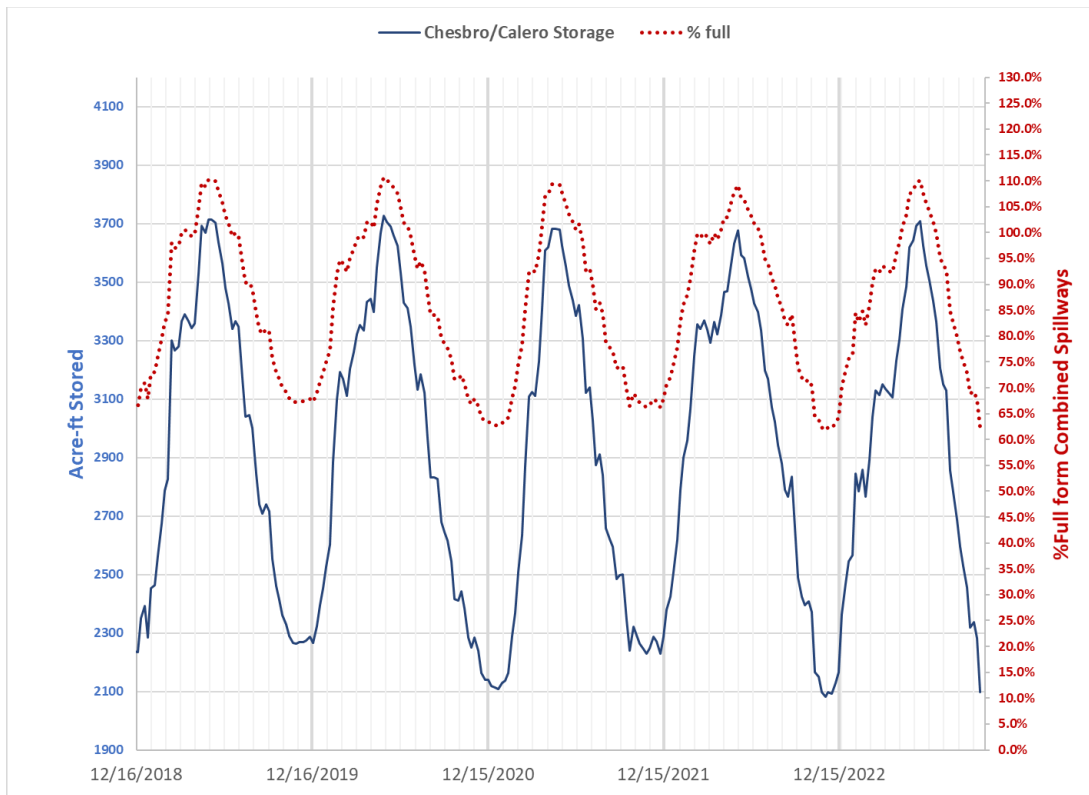


Figure 2. Five-year Chesbro / Calero Storage Curves



Figure 3. Five-year Clementia Storage Curves

## SEWER

### Wastewater Facility

The tertiary process of the wastewater facility is currently on-line and producing about 1.0 MGD of recycled water. The current average dry weather influent flow to the wastewater facility for September was 0.39 MGD. As of 10-4-23, the facility had 94 acre-ft (30.6 mgal) of treated wastewater available for recycled water production.

## UTILITY CREW WORK

### Utility Crew Report September 2023

- 1) The utility crew is still short-staffed due to one utility worker out with an expected time of that employee to return on November 8, 2023
- 2) The utility crew had one utility star work order completed in the month of September. Utility Star work orders are for final reads, rebates, meter swaps request, issues with homeowner water usage concerns, performing water lock offs, and/or restore a water service.
- 3) The utility crew completed 13 field markings for the 811 USA location orders.
- 4) There were three homeowner's calls for water related issues for high water usage, one was a wrong read from the re-read list and the other two were just high-water usage by the homeowner. It was suggested that they potentially check their irrigation uses.

- 5) Murieta Plaza needs to upgrade the fire service backflow device due to being out of compliance with new regulations. They are preparing to start with one that services the building by the Day Care. - No progress on this yet.
- 6) There were two water leaks in the month of September. One of these leaks was on Pera 1 Park. This has been an ongoing issue for the last several months with the line developing leaks behind the curb and they have been repaired. It was determined that it is time to replace two service lines in this location. The service lines will be replaced in the second week of October.
- 7) Eight valves were exercised, and 2,000 gallons of water flushed through hydrant, this was to isolate the water line at the airport to install a new inline water meter.
- 8) Three water meters were replaced in September along with 2 smart point meter sending units being replaced.
- 9) There was one sewer issue investigated in the month of September and it was a homeowner with roots in his lateral.
- 10) The California Conservation Corps (CCC) came out to start on weed abatement on September 25<sup>th</sup> completing two weeks of weed abatement getting about half of the drainage ditches cut. They are working four days a week and about six to seven hours a day in drainage ditches because of drive time.
- 11) The raw water line from Lake Clementia to the CIA ditch has a leaking valve by the CIA ditch. The upstream valve is closed off to prevent leaking until repairs can be made. This is on the list for repairs and will be worked on when the crew can be scheduled.
- 12) Work planned for October:
  - a) Three water leaks are planned for repairs.
  - b) Electrical work at basin 5 (Lost Lake) dig trenches for electrical work.
  - c) Finish up work at Granlees forebay. This was finished on October 9, 2023.
  - d) Working on getting crew from CCC to come in and do the weed abatement in drainage areas. CCC has started and completed two weeks and are planning on being back on October 16, 2023
  - e) The airport meter has been installed, but still needs to be programmed and grounded, after which, the permanent loop system will be restored.

## **CAPITAL PROJECTS**

### Capital Improvement & Rate Study

Staff held a data gap meeting with Lumos & Associates to identify and supply additional data needed to continue building the infrastructure lists for the Capital Improvements Program portion of the project.

### Granlees Safety Project

This project has been reviewed at the 75% level and comments have been provided to the Engineer – No update.

### Water Treatment Facility Chlorine Gas to Sodium Hypochlorite

This project is at the 100% design completion level and the previous updated opinion of probable construction cost is estimated between \$580,000 to \$670,000. – This design is currently being reviewed by staff and HDR will also be updating the opinion of probable construction cost .

## Integrated Water Master Plan

The consultant team is currently working on finishing up the water demand portion of the project story map. The townhall presentation of water supply and water demands is set for November 2, 2023 from 6:00 – 9:00 p.m. at the Murieta Room at the Country Club.

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

The District met with Dewberry & Associates to review chlorine contact tank requirements as provided in the preliminary design technical memorandum. The Engineer has provided additional alternatives investigations at staff's request. Staff have also requested that the consultant re-evaluate the use of ultraviolet disinfectant and compare these construction and lifecycle costs to the sodium hypochlorite system. After the alternatives are complete the consultant will provide the resulting lifecycle costs for the alternatives. District staff will then present the proposed alternative to the improvements committee, prior to moving forward with design.

## Lift Stations

**Lift 3B** – The contractor portion of the project has been completed, a successful start-up has occurred, and the station is up and running. District staff will be installing a valve box (in-house) to avoid a costly change order.

**Alameda & Starter Shack Stations** – This project is currently in the design phase – no update

**Cantova & FAA Stations** – This project is in the design phase. The District has requested an easement needed for facility access from the representative of the property bordering Cantova Way – no update.

**Lift 6B** – The District electrician has recently submitted final comments on the panel design and work is expected to be completed by December 2023.

## **DEVELOPMENT**

Retreats North – A total of (17) meters have been released per the terms of the Interim Security Agreement dated August 1, 2023.

Residence of Murieta Hills East & West – The District has reviewed the drainage study and the rough grading plans for Unit 1 of Residence East which consists of 61 out of 99 planned lots located in the south east portion of the proposed development, just east of Stonehouse park. The District provided comments to the initial drainage and grading plans and have received no recent communication from the developer.

Riverview Phase 2 – The cart path between hole 8 and hole 9 has been repaired - No other update.

Murieta Gardens Commercial – No Update.



# Rancho Murieta Community Services District

## November

### Board/Committee Meeting Schedule

#### November 2, 2023

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

#### November 7, 2023

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

#### November 15, 2023

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

**From:** Stephen Booth <sbooth@rmcsd.com>  
**Date:** September 28, 2023 at 9:28:26 AM PDT  
**To:** Melinda Morris <MMorris@rmcsd.com>  
**Cc:** Tim Maybee <TMaybee@rmcsd.com>, Andrew Ramos <AJR@bkslawfirm.com>, Michael Fritschi <mfritschi@rmcsd.com>  
**Subject: RE: West Yost Contract**

I would like this email communication to be treated as a communication to the Board and included in the next Board packet.

General Manager Mimi Morris and Fellow Board Members,

I believe that Maddaus-Adkins are under-performing at substantial additional cost to the District. Permitting them to shirk their responsibility under their contract is promoting a laissez faire attitude that has permeated leadership decisions in this District for years and has significantly contributed to the community's lack of confidence in that leadership.

In the prospectus presented to the Board last December, the consultants listed, *inter alia*, the following areas of expertise:

- Water Demand Forecasting
- Peak Day Demand Modeling
- Integrated Water Resource Planning
- Water Shortage Contingency Plans

The contract task list addended to the Maddaus-Adkins contract provides in relevant part:

## **2.2 Current and Projected Water Demands (Includes system model)**

The consultants represented during their presentation to the Board last December to have expertise in Water Demand Forecasting and Peak Day Modeling. As I argued at the August Board meeting when a contract amendment was presented, the FSA properties and lot designations had been established for an extended period prior to the IWMP implementation and should have been anticipated as figuring into the calculations of current and projected water demands, including Peak Day Demand Modeling. In essence the explanation for the amendment (aside from adding town hall meetings) was to consider the specific lot sizes of the yet to be developed FSA properties to obtain a “more accurate” projection of future water usage. Am I to understand, then, that the contractors were prepared originally to prepare a less than accurate calculation pursuant to this task item? <!--[if !vml]--><!--[endif]-->

## **2.3 Describe Preferred Water Supply Alternatives**

If I understand correctly, the West Yost contract is to determine to what extent and under what conditions water from Clementia may be used to supplement the water supply provided via Calero and Chesbro. It is not currently used to supply potable water to the community but is a well-known potential alternative and certainly qualifies as a piece of Integrated Water Resource Planning. The use of water from Clementia has been raised in the context of discussions about various causes of water shortage and should have been anticipated as a component of developing Water Shortage Contingency Plans. The explanation that Health Department concerns in June were “new” and not known at the time the consultant contract with Maddaus-Adkins was endorsed is not persuasive. The discussion as to whether and to what extent water from Clementia may be used is not a new topic. It has been a consistent topic of discussion and concern each time issues related to the IWMP have been raised over the past 10 months. This topic was specifically raised when Maddaus-Adkins addressed the Board last December and during the Town Hall meeting in March. As I stated in our phone conversation, if Maddaus-Adkins did not anticipate this assessment being needed then they are either incompetent or, lack the expertise to perform the assessment and misrepresented themselves last December. They should have sub-contracted to complete this piece of their work pursuant to their original contract.

## **2.4 Water System Analysis and Evaluations**

The discussion provided above relative to item 2.3 applies here as well. Clementia is part of our water system. Determining how, when and to what extent it may be used for potable water should have been anticipated under this task item. Requiring the District to issue a separate contract to a different consultant to perform this assessment brings the competence and commitment of Maddaus-Adkins into question.

Respectfully,  
Steve Booth  
Director

October 14, 2023

To: Tim Maybee President, Rancho Murieta Community Services District

cc: Amelia Wilder, District Secretary (correspondence for the October Board of Directors meeting packet), Michael Fritschi, Mimi Morris

From: John Merchant [merchant30@gmail.com](mailto:merchant30@gmail.com)

RMCS D's Integrated Water Master Plan (2023 IWMP) is inconsistent with the sections of the California Water Code which establish standards for a urban water master plan. RMCS D last conducted a water plan consistent with urban standards in 2010 (2010 IWMP). The 2023 IWMP is legally exempt from California water code, as the District presently services only 2,850 ratepayers. Urban districts (Districts with 3000 or more connections), are subject to a five year, rigorous examination of their water plan. *RMCS D is not.*

In 2009, the District's Board of Directors voted to prepare a 2010 IWMP in advance of significant new development. The Board of Directors elected to conduct an urban water plan, as it understood that development would elevate the District to the status of an urban district. The present board ignores these considerations and is preparing an IWMP accountable only to itself. It is doing so simultaneously with the renewal of its three principal water rights. *Forty years after its permits were issued, the District does not fully understand what the water rights allow it to divert and treat from the Cosumnes River.*

Both the written goal and specific content of the District's plan remain a mystery, which is a complete departure from the extensive 2010 IWMP (prepared by Maddaus) to an urban plan format. Understanding recent federal water studies and California water policy are critical to successfully avoiding and mitigating interruptions to our water supply. *It remains unclear how Maddaus intends to address these issues or if this plan (because of its exemptions), intends to address these issues at all.*

Urban water plans are governed by California water code and include requirements which:

- “Assess the *reliability* of water sources over a 20-year planning time frame”
- “Describe *demand management measures* and water shortage contingency plans”

*Will our 2023 IWMP do this? Accurately assessing the “reliability” of our water supply requires data and analysis which replace outdated traditional and historical methods. Maddaus, in the 2010 IWMP and the 2016 Water Supply Assessment, minimizes her concern for changes in the Cosumnes watershed. Climate impacts and forecasted changes in river flows and water storage are important elements of an evolving State water policy. These policy changes are supported by the conclusions of the American River Basin Study (ARBS). How will the 2023 IWMP consider these dynamic shifts in water policy? Will Maddaus consider the physical impacts on the Cosumnes watershed over the report’s twenty year reporting period? I have attached recent statements from policy makers and planners. (Attachment 1)*

The District’s initial experience with this evolving water policy occurred in May 2021. The State Water Resources Control Board (SWRCB) set aside the RMCS D’s diversion permit and ordered a curtailment of pumping from the Cosumnes River. Diversion permits are now discounted by state water policy. Understanding this and other new SWRCB water policy make a conservative risk assessment an imperative requirement. Minimizing risk to existing ratepayers must be a primary goal of a long-term water plan. *Will our plan do this?*

In both the 2010 IWMP and a subsequent 2016 Water Supply Assessment, Maddaus considers “normal water years” and 1977-1979 river history as a benchmark to establish water reliability. Ms. *Maddaus builds her studies around historical data and develops a “theme” that river interruption will continue to be regarded as a historical rarity.* Water planners and regulatory bodies now de-emphasize historical data as a primary forecasting tool. *The SWRCB views water reliability in the context of a*

“new normal.” In a 2021 statement, the SWRCB makes it clear that “historical data are no longer a reliable guide to future conditions”.

The SWRCB recognizes that seasonal changes in river flow, future sustained drought, reduced snowpack and wildfire devalue historical analysis. The conclusion of recent studies define (and alert water providers) to changing conditions which are directly relevant to the Cosumnes River. Current studies warn of late winter and early spring runoff and increased risks of frequent flooding. Large portions of the annual Cosumnes runoff will flow over the Granlee’s Dam in late winter and early spring, a time when water right #16762 allows river diversions to the Calero and Chesboro Reservoir. There is often no capacity in these reservoirs in early winter and there is no place to store this water! Late winter thaw and early spring rains (versus snowfall) are predicted to deprive the river of the consistent, timely river flows associated with spring snowpack. This threatens District diversions of water from the river in April and May, and increase the risks of intermittent and long term interruption of supply.

*I would appreciate Ms. Maddaus’ acknowledgement that she understands the severe consequences of a interruption of the annual flow of the Cosumnes River. I would also encourage her to explain how she will consider risk to existing ratepayers in her analysis. Severe conservation brings a severe economic impact to our community. I encourage the the Board to instruct district counsel and a qualified economic advisor to evaluate these economic impacts. The District must establish levels of tolerable risk, weighed against these economic consequences. The District has conducted four water plans since 1990 and and an economic analysis of long term drought and conservation is absent from each one of them.*

The 2023 IWMP must maximize our emergency water supply! An emergency supply of water is a stand alone water source. An emergency supply is not water that adds to a water inventory, and is stored as an emergency supply ONLY until it is needed to support additional development. It is not the responsibility of existing ratepayers to carry the burden of a minimal water inventory, simply to accommodate the needs of developers.

Attached are four examples of how the Bureau of Reclamation and the SWRCB believe warming air temperature will impact the Cosumnes watershed. Properly evaluating this risk is essential for the preservation of the community's economic value, lifestyle and quality of life. Long-term impacts on the watershed (also forecast in the ARBS) require an *extremely conservative* risk assessment in which, *interruption of our water supply is considered as a "when" and not if" scenario*. The community deserves a maximum "margin of safety," enhancing the District's ability to mitigate intermittent and long term drought.

*How does Ms. Maddaus analysis become consistent with the the SWRCB "new normal" policies and regulations? When will Maddaus explain her risk assessment plan and its results to the ratepayers, all of whom will be severely impacted by her decision? Is Maddaus (and the District) fully aware of what the State and Federal government are telling us? Does the District understand the economic and quality of life impacts that these forecasts represent?*

District management presently states a goal that *"my job here is to find water for development,"* because we are *"legally compelled to do so"*. This "goal" is without explanation or definition. What happens should the 2023 IWMP reveal actual flows of the river, recycled water, rainwater harvesting and groundwater do not support this goal of adequate water for development? If water is (somehow) available, *who is responsible for the infrastructure required to develop it? Is the District aware of its Policy 90-2, which defines developer responsibility? Does it believe that its legal responsibilities are different than its existing policy? Does the District anticipate that these infrastructure costs will be on the backs of the ratepayers?*

*What exactly are the goals of our water plan? Are we, the ratepayers, required to sacrifice the safety of a conservative water plan; a plan that best mitigates a water crisis? What constitutes a sufficient margin of safety? How much water will be dedicated to a backup water supply? Where will that water come from if other methods of water harvesting and groundwater wells are non productive?*

I have asked several times if the District will amend Policy 90-2 , which establishes automatic, severe levels of conservation. Policy 90-2 presently uses "windfall water savings," generated by mandatory 50% conservation,

to justify future development. This is particularly evident in the 2016 Water Supply Assessment, which informs Sacramento County that the District can provide every drop of water that is being asked for by development. This antiquated policy (90-2) is not a remedy allowing a lesser evaluation of risk and a minimal emergency water supply. A careful, conservative approach to water policy is necessary to sustain our community a water crisis. *I see no evidence that the District intends to provide one.*

I look forward to a complete explanation of these issues at the District's public meeting on November 2. I recommend you present the attendees with policy before you confuse us with data. *What, exactly, is the District goal? How do the District's stated objective of "finding water for development" conflict with the need for an emergency supply of water?*

### *Attachment 1.*

#### **Waterboard Notice Of Proposed Regulatory Action** SWRCB October 2023

...changing precipitation patterns – more rain instead of snow and an increase in the duration, frequency, and intensity of “atmospheric river” storms – may lead to greater flooding risks and reservoirs having to release more water early in the spring to fulfill flood control functions, meaning less of the precipitation we do get can be captured and stored. Toward the end of the century, warming temperatures in California could result in a 30 percent loss of snowpack and a 25 percent increase in rain, leading to a higher volume of water rushing from headwaters and washing out across the state (Huang et al., 2020). In other words, we will likely be grappling with floods and drought simultaneously, causing impacts to water storage and availability.

**the Bay-Delta Water Quality Control Plan**, September 2023....with high stakes for both wildlife and water providers serving cities and millions of acres of farms, a long-awaited, controversial report weighs updates to standards. The draft report weighs several approaches to update standards for most of the Bay-Delta watershed, including the Sacramento River and its tributaries; the Mokelumne, Cosumnes and Calaveras rivers.... Several of the strategies the report evaluates would set minimum amounts of water to remain in rivers and streams, which could ultimately require water suppliers and other water users to cut back on how much they divert for people and farms.

**Report of the US Bureau of Reclamation** AmericanRiver Basin Study 2022while projections of average annual precipitation are uncertain, climate projections indicate a



change in precipitation timing and variability. Precipitation is projected to be increasingly variable into the future with the timing of the moisture shifting with fall and spring precipitation declining and winter and summer precipitation increasing. In addition, the snowpack will decrease due to warming, moving the peak runoff by more than a month by the mid to late century.

### **Water Rights And Climate Change** SWRCB February 2021

historic data are no longer a reliable guide to future conditions. Regarding changes projected for California, the uncertainty lies only in the magnitude of warming, but not in whether warming will occur. Models indicate that due to warming alone, California will see less of its precipitation fall as snow, which will result in diminished mountain snow pack, less snow in lower and intermediate elevations, and less “natural water storage” in the form of snow. The wet season is projected to become wetter, and the dry season will become longer and drier.

## MEMORANDUM

Date: October 12, 2023  
To: Board of Directors  
From: Andrew Ramos, General Counsel  
Subject: District Claims Processing Policy P2023-01

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Occasionally the District receives claims for monetary damages under the Government Claims Act. Under current practice, all claims come to the Board of Directors for review and action based on recommendations from staff and legal counsel. However, this practice may be seen as inefficient and can jeopardize timely handling of claims, given that the Board meets monthly, and some claim-related deadlines are as short as twenty days.

District legal counsel recommends the Board consider delegating authority to the General Manager to act on claims when they are received. This type of delegation is common at other special districts, and it will make claim resolution more efficient and ensure claim-related deadlines are met. The General Manager will consult with District legal counsel as appropriate, and, if a claim is particularly complex or significant, the General Manager will retain the ability to seek Board guidance before taking action on the claim.

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

<b>Category:</b>	Claims	<b>Policy #</b> P2023-01
<b>Title:</b>	Claims Processing Policy	

## PURPOSE

The principal purpose of this policy is to provide the Rancho Murieta Community Services District (District) with a claims handling process that complies with the Government Claims Act (Act), Government Code sections 810 et seq. This process will be used by persons and entities that file claims seeking reimbursement from the District for damages incurred due to injuries to personal or real property, personal injuries, or breaches of contract alleged to be caused by District facilities or equipment, or its directors, officers, employees, or agents. Compliance with the procedures specified in the Act and this policy is mandatory in order for the claimant to maintain a judicial action against the District for monetary damages.

## POLICY STATEMENT

Pursuant to the authority granted by the Government Claims Act, the District must take action on each claim made by a person or entity against the District for damages incurred as a result of injuries to personal or real property, personal injuries, or breaches of contract before the person or entity is permitted to file legal action on such claims. Under this Policy, the Board of Directors grants the General Manager or the General Manager's designee the authority to review and to approve or reject a claim. The General Manager shall adopt and implement appropriate procedures to carry out this Policy and report to the District Board of Directors at its next regular meeting on each claim. The processing of all claims will be conducted in accordance with the Government Claims Act, including the time limits on claims processing and requirements for claims presentation.

## DELEGATION OF AUTHORITY

The Board of Directors delegates all actions required or allowed to be taken under the Government Claims Act to the District's General Manager. The General Manager may further designate a member of the District staff to complete the actions authorized by this Policy.

## TIME LIMITS FOR PRESENTATION OF CLAIMS

Claims for money or damages related to causes of action for death, injury to persons, or injury to personal property must be filed within six (6) months after the accrual of the cause of action. Claims for money or damages relating to any other cause of action must be filed within one (1) year after accrual of the cause of action.

## METHOD OF PRESENTATION OF CLAIM

The claimant may present the claim by either delivering the document to the District Secretary at the District's office or mailing it to the District Secretary at the address of the District's principal office. A mailed claim will be deemed filed effective on the date that a properly stamped and addressed envelope containing the claim is deposited in the mail.

## TENDER OF CLAIMS TO RISK POOL OR INSURER

Upon receipt of any claim, District staff will provide notice of the claim and all relevant documents to any risk pool or insurer from which the District may obtain any insurance coverage or indemnity for claims.

## NOTICE OF INSUFFICIENCY OF CLAIM

Within twenty (20) days after a claim has been presented, the District shall give the claimant written notice of any substantial defects or omissions in the content of the claim that prevents the claim from complying with the requirements of this policy.

### **ACTION ON CLAIM**

The District is authorized, within a period of forty-five (45) days after the claim has been presented to the District, to take any of the following actions: (1) reject the claim entirely; (2) allow the claim in full; (3) allow the claim in part and reject the balance of the claim; (4) compromise the claim or settle the claim if the liability or amount due is disputed; (5) take no action, thus permitting the claim to be denied by operation of law pursuant to Government Code Section 912.4(c).

### **NOTICE OF ACTION ON CLAIM**

Upon action by the District on any claim, written notice of the action shall be mailed to the claimant. The giving of such notice limits the statute of limitations applicable to any judicial action which the claimant may desire to file in the event of a rejected claim to six (6) months after the date of the written notice of the rejection of the claim from the District.

### **NOTICE AND RETURN OF LATE CLAIM**

When a claim that is required under this policy to be presented six (6) months after accrual of the cause of action is presented late, or when a claim is required under this policy to be presented within either six (6) months after the accrual of the cause of action, or one year after accrual of the cause of action is presented late, the General Manager shall give notice to the claimant that the claim was not timely filed and that the claim is being returned without further action. This notice shall be sent within forty-five (45) days after the receipt of the claim. The form of notice is specified by Government Code Section 911.3(a). The notice advises the claimant that the claimant's only recourse is to apply without delay for leave to present a late claim to the District for consideration.

### **LATE CLAIM PROCEDURE**

The late claim procedure is comprised of the following steps:

- A. The claimant must file an Application for Leave to File a Late Claim with the District. The application must be presented within a reasonable time not to exceed one year after the accrual of the cause of action.
- B. The District has forty-five (45) days in which to grant or deny the Application for Leave to File a Late Claim. Failure of the District to take any action within forty-five (45) days operates as a denial of the application. If the District approves the Application to File a Late Claim, the District will, upon its consideration, reject or accept the claim either in whole or in part.
- C. If the District denies the Application for Leave to File a Late Claim, the claimant has six (6) months in which to file a petition with the court for an order excusing the claimant from complying with these claim presentation requirements.

### **METHOD OF NOTICE**

All communications between the District and the claimant, after the date a Claim is filed with the District, shall be by first class mail postage prepaid mailed to the address of the claimant. In certain circumstances, the District may use Certified Mail-Return Receipt Requested to obtain evidentiary support for receipt of mailed documents from the District.

**Approved Rancho Murieta Community Services District  
Board of Directors**

**Adopted**