



**RANCHO MURIETA  
COMMUNITY SERVICES DISTRICT**

15160 JACKSON ROAD  
RANCHO MURIETA, CA 95683  
Phone: 916-354-3700  
Web: rmcsd.com

**Board of Directors**

Stephen Booth, President  
John Merchant, Vice President  
Linda Butler, Director  
Randy Jenco, Director  
Tim Maybee, Director

**Staff**

Mimi Morris, General Manager  
Mark Matulich, Director of Finance & Admin.  
Eric Houston, Director of Operations  
Patrick Enright, District General Counsel  
Amelia Wilder, District Secretary

**REGULAR MEETING  
of the  
BOARD OF DIRECTORS  
Wednesday, January 15, 2025  
Open Session 5:00 p.m.**

**AGENDA**

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

**2. APPROVAL OF AGENDA** (*Motion*)

**3. PUBLIC COMMENTS**

The Public Comments section is for the Board of Directors to receive comments; except for brief questions for clarification, no discussion or action may be taken on any item that is not listed on the agenda.

**4. 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. *December 18, 2024 Regular Board Meeting Minutes*
2. *January 2, 2025 Communications and Technology Committee Meeting Minutes*
3. *January 2, 2025 Security Committee Meeting Minutes*
4. *January 6, 2025 Special Board Meeting Minutes*
5. *January 7, 2025 Special Finance Committee Meeting Minutes*
6. *January 7, 2025 Improvements Committee Meeting Minutes*

**B.** Bills Paid Listing

**C.** Discontinuation of Emergency Repair of Recycled Water Line Leak in Pipe On Yellow Bridge

**5. REVIEW DISTRICT MEETING DATES/TIMES FOR FEBRUARY 2025**

- A.** Communications & Technologies Committee – February 6, 2025 at 9:00 a.m.
- B.** Security Committee – February 6, 2025 at 10:00 a.m.
- C.** Personnel Committee – February 4, 2025 at 7:30 a.m.
- D.** Improvements Committee – February 4, 2025 at 8:00 a.m.
- E.** Finance Committee Meeting – February 6, 2025 – 10:00 a.m.
- F.** Regular Board Meeting – February 19, 2025 - Open Session at 5:00 p.m.

## 6. CORRESPONDENCE

- A. Email from Eric Dutton, RMCC Board President – 12/31/2024
- B. Emails from residents protesting Barcode Fee Increase – 1/6/2025 – 1/8/2025
- C. Emails from residents supporting Barcode Fee Increase 1/6/2025
- D. Email from River Valley Times - 1/15/2025

## 7. STAFF REPORTS (Receive and File)

- A. Finance and Administration Report
- B. Operations Report
- C. Security Report

### **Discussion/Information Items**

## 8. *Discussion Item* COMMUNITY AND PEER REVIEWS OF DRAFT IWMP IN ADDITION TO THE TECHNICAL REVIEW

## 9. *Discussion Item* WATER 101

## 10. *Discussion Item* TIMELY PRODUCTION OF BOARD PACKET

## 11. *Information Item* BUDGET TIMELINE

## 12. *Information Item* IT CONTRACTORS EXPENSES FY23-24 vs FY24-25

### **Action Items**

## 13. *Action Item* APPROVE PROPOSAL WITH W.M. LYLES CO. FOR SCADA SERVER REPLACEMENT IN THE AMOUNT OF \$179,690

## 14. *Action Item* APPROVE PROPOSAL FOR BATHYMETRIC STUDY OF CLEMENTIA RESERVOIR FROM CINQUINI & PASSARINO, INC

## 15. *Action Item* AUTHORIZE PURCHASE OF SODIUM HYPOCHLORITE PUMP FOR WASTEWATER TREATMENT PLANT UPGRADE

## 16. *Action Item* APPROVAL OF ORDINANCE O2024-02 ADDING SECTION 10 TO CHAPTER 21 OF THE DISTRICT CODE TO IMPOSE A FEE FOR BARCODE STICKERS FOR THE SECURITY GATES AND MAKING A DETERMINATION OF EXEMPTION UNDER CEQA

## 17. *Action Item* APPROVE PAYMENT TO GOLDEN STATE RISK MANAGEMENT AUTHORITY FOR PAST DUE PROPERTY INSURANCE PREMIUM

## 18. *Action Item* APPROVE FUNDING TEMPORARY EMPLOYEES TO ASSIST WITH COMPLETION OF OUTSTANDING AUDITS

## 19. *Action Item* DISCUSS AND SCHEDULE STRATEGIC PLANNING SESSIONS FOR THE BOARD OF DIRECTORS

## 20. *Action Item* INTERIM REPORTING RELATIONSHIPS FOR DISTRICT SECRETARY

## 21. 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.*

## 22. 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. 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. Posting location is the District Office. The date and time of this posting is January 10, 2025 at 1:30 p.m.



**RANCHO MURIETA COMMUNITY SERVICES DISTRICT  
REGULAR BOARD MEETING MINUTES**

December 18, 2024

Closed Session 3:30 p.m./Open Session 5:00 p.m.

**1. CALL TO ORDER/ROLL CALL**

President Booth called the Regular Board Meeting of the Board of Directors of Rancho Murieta Community Services District to order at 3:30 p.m. in the District meeting room, 15160 Jackson Road, Rancho Murieta. Directors present at the District office were Stephen Booth, Linda Butler, Randy Jenco, Tim Maybee, and John Merchant. Also present at the District office were Mimi Morris, General Manager, Mark Matulich, Director of Finance and Operations; Eric Houston, Director of Operations; Patrick Enright, District General Counsel; and Amelia Wilder, District Secretary.

**2. ADOPT AGENDA**

**Motion/Butler to adopt the Agenda. Second/Merchant. All in favor, motion passed.**

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

**A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Significant Exposure to litigation pursuant to paragraphs (2) and (3) of subdivision (d) of Government Code section 54956.9 (Two Cases)

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

Mr. Enright stated there was no reportable action.

**5. PUBLIC COMMENT**

None.

**6. CONSENT CALENDAR**

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

**7. REVIEW DISTRICT MEETING DATES/TIMES FOR JANUARY 2025 AND DISCUSS 2025 COMMITTEE ASSIGNMENTS**

Director Maybee stated he did not wish to serve on the Security Committee. Director Butler will be the only Board Member to serve on this committee.

Tom Shewchuk commented that he would like to see a joint water committee with the District, RMA and the Country Club as members.

Director Merchant commented that the District needs a water plan.

**8. CORRESPONDENCE**

Director Booth acknowledged the correspondence in the packet. Nicole Romeo addressed the Board with questions regarding water intruding into her home. ***This item will be on the January 6, 2024 Improvements Committee Agenda.***

## 9. STAFF REPORTS

Complete Staff Reports can be found in the December 18, 2024 Regular board Meeting Packet on the District's website or by clicking [here](#).

Under Agenda Item 9A, Ms. Morris reviewed her report, highlighting the following topics:

- State of the District
- A list of the District's accomplishments since September 2023
- Operations
- Keeping the Entire Rancho Murieta Community Safe
- Accounting System Cleanup and Audits
- Organic Waste Update
- Communications
- Contracts
- Draft Strategic Plan
- Authorized Connection Fees by Year

There was a discussion about the cost of updating the water/sewer lines in the Village.

The Board also discussed where money will come from to fund future projects.

Director Merchant suggested adding temporary accounting staff to aid in the effort to complete the overdue audits. ***This item will be on the January 7, 2024 Finance Committee Meeting Agenda.***

Director Booth asked about the status of a recent PRA request he made.

Under Agenda Item 9B, Mr. Matulich gave a summary of the Finance and Administration update, including:

- Financial Results FY 24-25
- State of Accounting
  1. FY21-22 Audit is scheduled to begin December 16, 2024
  2. Accounting software package
- Cash and Investments

Director Booth asked that a proposal for the Accounting Software package be brought to the Finance Committee. ***This item will be on the January 7, 2024 Finance Committee Meeting Agenda.***

Under Agenda Item 9C, Mr. Houston gave a summary of the Utility update, including:

- Water Treatment Facility
- Water Consumption
- Raw Water Storage & Delivery

Director Merchant asked about Developer Deposits.

There was a discussion about seepage and evaporation. ***These items will be on the January 7, 2024 Improvements Committee Meeting Agenda.***

## 10. RECEIVE AND DISCUSS SOLOS PETITION CALLING FOR A TEMPORARY MORATORIUM ON WATER SERVICE CONNECTIONS

Cherly McElhany, SOLOS President, presented the Board with a letter from SOLOS discussing the 2,025 signatures they have collected on their Petition for a Moratorium on Future Development.

#### **11. BOARD REQUEST FOR UPDATE RE: POSSIBLE WATER SUPPLY AUGMENTATION FEE RATE STUDY**

Mr. Houston reported that the District has contracted with Lumos and Associates to do this study. The District will submit the data for completion of the study when the audits are complete.

#### **12. IT CONTRACTORS EXPENSES FY23-24 VS FY24-25**

Ms. Morris shared the original information that was presented to the Board in February of 2024, with the projected cost savings. Director Booth asked that Staff provide a list of IT vendors and their costs FY23-24 vs FY 24-25.

#### **13. WATER 101**

Mr. Houston gave a presentation about the District's water rights, storage, and conservation through tiered billing. The Board engaged in a discussion with audience members about how much water we use, where more water will come from, and how it should be reported.

#### **14. SECURITY UPDATE**

Mr. Matulich discussed the changes that have occurred in the Security Department during 2024, including the anticipated return to full staff coverage.

#### **15. RECEIVE AND FILE CFD 2014-1 FY24-25 ANNUAL REPORT**

The Board received the CFD 2014-1 FY24-25 Annual Report prepared by NBS.

#### **16. DOMENICHELLI & ASSOCIATES QUOTE FOR DESIGN OF MURIETA VILLAGE WATER AND SEWER SYSTEM**

Ms. Morris reviewed the contract with Domenichelli & Associates for the design of the water and sewer system at Murieta Village.

#### **17. APPROVE CONTRACT WITH CASELLE FOR FINANCIAL ACCOUNTING/UTILITY BILLING SOFTWARE**

This item was pulled from the Agenda.

#### **18. ACCEPT SETTLEMENT FROM SACRAMENTO COUNTY ENVIRONMENTAL DEPARTMENT FOR VIOLATIONS**

Ms. Morris informed the Board of the fines levied from Sacramento County Environmental Department (EMD) for past violations. The amount due was reduced to \$15,960. **Motion/Butler to accept settlement from EMD in the amount of \$15,960. Second/Merchant. Roll Call Vote: Ayes: Booth, Butler, Jenco, Maybee, Merchant. Noes: None. Absent: None. Abstain: None.**

#### **19. BOARD INTRODUCTION AND WAIVE READING OF ORDINANCE O2024-02 ADDING SECTION 10 TO CHAPTER 21 OF THE DISTRICT CODE TO IMPOSE A FEE FOR BARCODE STICKERS FOR THE SECURITY GATES AND MAKING A DETERMINATION OF EXEMPTION UNDER CEQA**

Mr. Matulich introduced the topic. **Motion/Butler to table this Ordinance. Second/Merchant.** Director Butler went on to explain that time was needed to get this information to the community. Director Merchant explained that he wanted to let ratepayers know about this potential fee increase so there were no surprises. Ms. Morris assured the Board that this would be communicated in the Pipeline. There was a discussion among the Board, who agreed that if the information was made available to the community the item could be introduced. **Motion/Booth to introduce Ordinance O2024-02 adding Section 10 to Chapter 21 of the District Code to impose a fee for Barcode Stickers for the security gates and make a determination of exemption under CEQA.**

**Second/Butler. Roll Call Vote: Ayes: Booth, Butler, Jenco, Maybee, Merchant. Noes: None. Absent: None. Abstain: None.**

## **20. REQUEST THE IMPROVEMENTS COMMITTEE SOLICIT QUOTES FOR BATHYMETRIC STUDY OF CLEMENTIA RESERVOIR**

**Motion/Butler** to instruct the Improvements Committee to solicit quotes for a bathymetric study of Clementia.  
**Second/Merchant. Roll Call Vote: Ayes: Booth, Butler, Jenco, Maybee, Merchant. Noes: None. Absent: None. Abstain: None.**

## **21. AUTHORIZE BASIN 5 MAINTENANCE REQUEST**

Mr. Houston led a discussion with residents about the design and use of Basin 5. **Motion/Butler** to authorize the contract with Solitude Lake Management for Mechanical Harvesting for Aquatic Vegetation for Basin 5 in the amount of \$10,100. **Second/Merchant. Roll Call Vote: Ayes: Booth, Butler, Jenco, Maybee, Merchant. Noes: None. Absent: None. Abstain: None.**

**Motion/Merchant** to authorize the contract with Solitude Lake Management to install 2-3/4 HP fountains in Basin 5 in the amount of \$5,896. **Second/Butler. Roll Call Vote: Ayes: Booth, Butler, Jenco, Maybee, Merchant. Noes: None. Absent: None. Abstain: None.**

## **22. REQUEST THE IMPROVEMENTS COMMITTEE CONSIDER COMMUNITY AND PEER REVIEWS OF DRAFT IWMP IN ADDITION TO THE TECHNICAL REVIEW DIRECTOR COMMENTS**

Mr. Houston led a discussion about the review of the IWMP. The Directors participated in a discussion about the parameters of the review. **Motion/Butler** to instruct the Improvements Committee to define the conditions for the review and bring that with quotes to the Board. **Second/Merchant. Roll Call Vote: Ayes: Booth, Butler, Maybee, Merchant. Noes: Jenco. Absent: None. Abstain: None.**

## **23. AUTHORIZE REPLACEMENT OF PAYMENT BOX AT RANCHO MURIETA ASSOCIATION (RMA)**

Ms. Moris informed the Committee that a new box has been purchased and will be installed as soon as it arrives.

## **24. DISCUSS AND SCHEDULE STRATEGIC PLANNING SESSIONS FOR THE BOARD OF DIRECTORS**

**Motion/Butler** to move this item to the next Board meeting. **Second/Merchant. All in favor. Motion passed.**

## **25. DIRECTOR COMMENTS**

Director Maybee thanked Staff.

Director Merchant feels better about what the Board is doing.

Director Butler echoed Director Merchant's comments, and wished everyone Happy Holidays.

Director's Jenco and Booth wished everyone a Merry Christmas.

## **26. ADJOURNMENT**

**Director Booth adjourned the meeting at 7:57 p.m.**

Respectfully submitted,

Amelia Wilder  
District Secretary

# MEMORANDUM

Date: January 8, 2025  
To: Board of Directors  
From: Communication & Technology Committee Staff  
Subject: January 2, 2025, Communication & Technology Committee Meeting Minutes

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## 1. CALL TO ORDER

Director Booth called the meeting to order at 9:00 a.m. Present were Director Booth and Director Butler. Present from District staff were Mark Matulich, Director of Finance and Administration, and Amelia Wilder, District Secretary.

## 3. STRATEGIC COMMUNICATIONS PLAN, INCLUDING THE PIPELINE AND ITEM #6 STRATEGIC PLANNING WORKSHOP (taken out of order)

Director Booth began the discussion with direction on the Strategic Planning Session. He will be working on a mission statement and two-year goal setting meeting. He is working with Mr. Enright to determine if this can be held and as a training exercise instead of an open meeting. He directed Ms. Wilder to contact Mr. Enright, and Liebert, Cassidy and Whitmore for suggestions of companies that offer facilitators who can come to the District to facilitate the meeting in late March or early April. Director Butler added that the Board has many topics to work on and the meeting should be a day to a day and a half. Director Booth recommended we set aside two days. ***The Strategic Planning Workshop will be on the January 15, 2025 Board Agenda.***

## 2. UPDATE ON WEBSITE AND SOCIAL MEDIA

Ms. Wilder gave an update on website and Facebook statistics. The Committee asked that an update on the Cal-Waste contract be included in the GM report.

Resident Beth Budures asked if Staff can see how many people click on the Pipeline from the website. Staff will look into this.

## 4. COMMUNICATIONS WITH THE COMMUNITY

Director Butler discussed the Communications Plan that is in place, and discussed ways to effectively communicate. Ms. Budures suggested the District email residents items of information. The District is working on acquiring more email address. There will be an article in the Pipeline on this topic.

## 5. COMMUNICATION ON BARCODE FEES TO COMMUNITY

Director Booth introduced this topic. There was a discussion about where the revenue will be spent. Director Booth commented that there were discussions for RMA to take over Security, and he would like to know what the end result was. He suggested a town hall to discuss this topic.

## 7. COMMENTS FROM THE PUBLIC

None.

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

Director Butler reiterated the action item to be placed on the January 15, 2025 Board agenda for the Strategic Planning Workshop.

## **9. ADJOURNMENT**

The meeting was adjourned at 10:32 a.m.



## MEMORANDUM

Date: January 8, 2025  
To: Board of Directors  
From: Security Committee Staff  
Subject: January 2, 2025 Security Committee Meeting Minutes

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

Director Butler called the meeting to order at 10:33 a.m. Present was Director Merchant. Present from District staff were Mark Matulich, Director of Finance and Administration; Eric Houston, Director of Operations, and Amelia Wilder, District Secretary.

### **2. REESTABLISHMENT OF REGULAR MONTHLY MEETINGS (DAY, TIME, CONTENT, ATTENDEES ETC.)**

Ms. Butler reestablished the regular meeting schedule for the Committee on the first Thursday of the month at 10:00 a.m.

### **3. SHORT REVIEW OF PAST 5 YEARS**

Ms. Butler reviewed the last five years of the Security Department.

### **4. SECURITY DEPT PAST AND CURRENT STRUCTURE**

Ms. Butler discussed the department's past and current structure. Mr. Matulich added that there would be a Security Sergeant, and the patrol officers would now be Community Service Officers (CSO). Their uniforms will consist of a polo shirt, and guidance on pants and shoes. The reports will be reinstated. Ms. Butler recommended that the CSO's mix up the patrol routine, focusing more on the reservoirs. Mr. Matulich discussed the new cameras that have been installed. Ms. Butler would also like to see the gates returned to the reservoir entrances.

### **5. SECURITY DEPARTMENT FINANCES/BUDGET.**

Mr. Matulich presented an overview of the department including the finances.

### **6. RELATIONSHIP WITH RMA**

Ms. Butler discussed the gates at the reservoirs.

### **7. PUBLIC COMMENT**

Beth Burdures stated that she thought the gates were taken down because of fire concerns.

### **8. DIRECTOR COMMENTS**

Director Butler thanked everyone.

### **9. ADJOURNMENT**

The meeting was adjourned at 11:24 a.m.



**RANCHO MURIETA COMMUNITY SERVICES DISTRICT  
SPECIAL BOARD MEETING MINUTES**

January 6, 2025  
Open Session 3:00 p.m.

**1. CALL TO ORDER/ROLL CALL**

Vice President Merchant called the Special Board Meeting of the Board of Directors of Rancho Murieta Community Services District to order at 3:00 p.m. in the District meeting room, 15160 Jackson Road, Rancho Murieta. Directors present at the District office were Linda Butler, Randy Jenco, Tim Maybee and John Merchant. Also present at the District office were Mimi Morris, General Manager, Mark Matulich, Director of Finance and Administration; Eric Houston, Director of Operations; Patrick Enright, District General Counsel; and Amelia Wilder, District Secretary.

**2. CONSIDER ADOPTION OF AGENDA**

**Motion/Butler to adopt the Agenda. Second/Merchant. All in favor. Motion passed.**

**3. PUBLIC COMMENTS**

None.

General Manager Morris read a prepared statement.

**4. BOARD ADJOURNED TO CLOSED SESSION TO DISCUSS THE FOLLOWING ITEMS:**

**A. PUBLIC EMPLOYMENT PERFORMANCE EVALUATION**

*Title: General Manager*

**B. PUBLIC EMPLOYMENT DISCIPLINE/DISMISSAL/RELEASE**

**C. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

*Significant Exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code section 54956.9 (One Case)*

**5. OPEN SESSION/REPORT BACK FROM CLOSED SESSION**

Mr. Enright stated there was no reportable action.

**6. DIRECTOR COMMENTS/SUGGESTIONS**

None

**7. ADJOURNMENT**

**Motion/Butler to adjourn at 4:33 p.m. Second/Merchant. Roll Call Vote: Ayes: Butler, Jenco, Maybee. Noes: Merchant. Absent: Booth. Abstain: None.**

Respectfully submitted,

Amelia Wilder  
District Secretary

## MEMORANDUM

Date: January 8, 2025  
To: Board of Directors  
From: Finance Committee Staff  
Subject: January 7, 2025 Special Finance Committee Meeting Minutes

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### 1. CALL TO ORDER

Director Booth called the meeting to order at 10:03 a.m. Present were Director Booth and Director Merchant. Present from District staff were Mark Matulich, Director of Finance and Administration, and Amelia Wilder, District Secretary.

### 2. FINANCE REPORTS

- **Budget to Actual – through 11/30/2024**

Mr. Matulich reviewed the Financial Report.

There was a discussion about the items that the Security Impact Fee can be used for.

### 3. GSRMA INSURANCE COVERAGE

Director Booth recalled the events that led to the cancelation of property insurance coverage for the District. He recommended that we pay the outstanding premium and bring this to the Board for approval.

***This item will be on the January 15, 2025 Board Meeting Agenda.***

Richard Gehrs expressed his concerns about this item being discussed in Closed Session.

### 4. IT VENDOR COST COMPARISONS FOR FY23-24 AND FY24-25

Director Booth instructed Staff to report on this item at the next Board meeting. ***This item will be on the January 15, 2025 Board Meeting Agenda.***

### 5. BARCODE STICKERS COST INCREASE AND USE OF RESULTANT REVENUE

Mr. Booth discussed his concerns over the protests he has received from the community. Mr. Merchant recommended that this item be tabled and included with the FY25-26 Budget. Mr. Booth added that he would like to know what happened with discussions about RMA taking over Security. **The Committee recommends this item be tabled until the FY25-26 Budget Cycle begins.**

### 6. FUNDING TEMPORARY EMPLOYEES TO ASSIST WITH COMPLETION OF OUTSTANDING AUDITS

Mr. Matulich explored the costs of hiring two temporary employees to help with the Audit completion. The Committee recommended this item be moved to the Board. ***This item will be on the January 15, 2025 Board Meeting Agenda.***

### 7. FY25-26 BUDGET PREPARATION CALENDAR

Mr. Matulich presented the Budget Preparation Calendar. Director Booth recommended this item be presented to the Board. ***This item will be on the January 15, 2025 Board Meeting Agenda.***

**8. PUBLIC COMMENT**

None.

**9. DIRECTOR COMMENTS**

None.

**10. ADJOURNMENT**

The meeting was adjourned at 11:42 p.m.

## MEMORANDUM

Date: January 8, 2025  
To: Board of Directors  
From: Improvements Committee Staff  
Subject: January 7, 2025 Improvements Committee Meeting Minutes

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### 1. CALL TO ORDER

Director Merchant called the meeting to order at 8:00 a.m. Present were Directors Merchant and Jenco. Present from District staff were Mimi Morris, General Manager; Eric Houston, Director of Operations, and Amelia Wilder, District Secretary.

Richard Gehrs asked if he could comment on the items in the Improvements Report as they were discussed. Director Merchant confirmed this.

### 2. IMPROVEMENTS STAFF REPORT

The following topics were discussed:

#### A. 15066 Fuente De Paz Water Intrusion

Mr. Houston discussed the correspondence received from the resident at 15066 Fuente De Paz regarding water intrusion into her home. He stated that the District had visited the home, performed water tests and confirmed that the water was not coming from a District source, and rather a naturally occurring side effect of the water table in the area. The resident insisted that the water was from a District source. Many of the neighboring homes have sump pumps to disperse the water. There will be a follow-up meeting with the resident to continue this discussion.

#### B. Bathymetric Study of Clementia Reservoir

Mr. Houston received one quote and is waiting on a second quote.

#### C. Emergency Water Supply: One Year Water Supply

Director Merchant stated that we can't project what the impact is of our water supply until we understand what a safe level is. Mr. Houston stated that how the District finds other water sources will be a decision of the Board. The cost for services for the lab to test the water in Clementia was discussed, as this information will be needed to help the decision-making process.

#### D. Gound Water Test Well/Site Selection/Guidelines for Location

Mr. Houston discussed well sites, and ground water recharge. He also mentioned the state has grant resources available to recharge ground water, and possible sites for these ponds. ***The Committee instructed Staff to move forward with water testing for Clementia, as this is within the GM's spending authority.*** There was a discussion involving Staff, the Board and residents. Director Jenco recommended Staff start looking at alternate places to discharge recycled water.

#### E. Update Sacramento County Water Agency (SCWA) as a Water Source/Written Scope of Work

Mr. Houston informed the Committee that this is a 10-15-year project.

#### F. Monthly Water Inventory and Production Report

Mr. Houston presented a draft report. The Committee recommended changes which will be presented at the February Improvements Committee meeting.

#### G. Seepage

Mr. Houston presented a draft report. The Committee recommended changes which will be presented at the February Improvements Committee meeting.

#### H. Updated Drought Plan/Policy 90-2

There was a discussion about the need to update the existing plan.

**I. Physical Measuring Inventory in Each Reservoir**

Mr. Houston presented the current methodology used for measuring water in the reservoirs.

**J. Draft Integrated Water Master Plan Peer/Technical Review**

There was a discussion about the specific items that the Committee would like to have reviewed. Mr. Houston will revise the Scope of Work and solicit bids. Mr. Shewchuk reiterated his recommendation that a committee be formed with Staff from RMA, CSD and the Country Club. ***This item will be on the January 15, 2025 Board Agenda.***

**K. Murieta Village Water/Sewer Connection Line Preliminary Design and Cost of Standard Pressure Valves**

There was a discussion about the possible need for pressure valves to be added when the water/sewer connections are upgraded in the Village.

**L. Steel Pipe to Calero Reservoir**

Mr. Houston informed the Committee there is a procedure to access the condition of the pipe. The Committee instructed him to bring this back to the Committee in February.

**M. RFP RESULTS FOR SCADA**

The Committee recommended taking the bid from W.M. Lyles Co. the Board for approval. ***This item will be on the January 15, 2025 Board Agenda.***

**N. LIST OF CIP PROJECTS FY25-26, INCLUDING ADD-ON'S TO RECENT RESERVE ANALYSIS**

Mr. Merchant would like to combine everything that is in the Reserve Study and the CIP list so we have a composite list of everything.

**O. DISTRICT ADMINISTRATION OFFICE BEAUTIFICATION**

This item was tabled.

**5. COMMENTS FROM THE PUBLIC**

None.

**6. DIRECTOR AND STAFF COMMENTS**

None.

**7. ADJOURNMENT**

The meeting was adjourned at 10:02 a.m.

Ranges: From: To: From: To:  
 Check Number First Last Check Date 12/1/2024 12/31/2024  
 Vendor ID First Last Checkbook ID BANNER BANNER  
 Vendor Name First Last

Sorted By: Check Date

\* Voided Checks

Check Number	Check Date	Vendor	Checkbook ID	Amount
001768	12/9/2024	Accounting & Association Software Group	BANNER	\$1,608.75
001769	12/9/2024	Applications By Design, Inc.	BANNER	\$1,260.00
001770	12/9/2024	Brandon Owen	BANNER	\$51.48
001771	12/9/2024	CIT	BANNER	\$476.22
001772	12/9/2024	Concentra DBA Occupational Health Centers o	BANNER	\$648.00
001773	12/9/2024	County of Sacramento	BANNER	\$84.00
001774	12/9/2024	Liebert Cassidy Whitmore	BANNER	\$765.00
001775	12/9/2024	LUXURY CLEANING SERVICE	BANNER	\$2,000.00
001777	12/9/2024	Operating Engineers Local Union No. 3	BANNER	\$753.12
001778	12/9/2024	RWG Law	BANNER	\$22,177.57
001779	12/9/2024	Streamline	BANNER	\$375.00
001780	12/9/2024	Watchdogs Surveillance	BANNER	\$1,015.50
001781	12/9/2024	Western Contract	BANNER	\$2,128.22
001782	12/10/2024	Black Star Pavement Maintenance, Inc	BANNER	\$15,800.00
001783	12/10/2024	Clark Pest Control	BANNER	\$782.00
001784	12/10/2024	Holt of California	BANNER	\$22,286.97
001785	12/10/2024	KWA Safety & Hazmat Consultants, Inc.	BANNER	\$1,600.00
001786	12/10/2024	NMI Industrial Holdings, Inc.	BANNER	\$2,889.13
001787	12/10/2024	Pace Supply Corp	BANNER	\$4,027.94
001788	12/10/2024	River City Rentals	BANNER	\$4,576.70
001789	12/10/2024	RWG Law	BANNER	\$13,611.14
001790	12/10/2024	State of California	BANNER	\$741.54
001792	12/10/2024	TNT Industrial Contractors Inc.	BANNER	\$254,573.09
001793	12/11/2024	Dale Schell	BANNER	\$1,512.50
001794	12/11/2024	Herbert Jorgenson	BANNER	\$14,500.00
001795	12/11/2024	James Posey	BANNER	\$4,704.10
001797	12/11/2024	Ron Greenfield	BANNER	\$200.00
001798	12/11/2024	Vitaliy Perepelka	BANNER	\$109.13
001800	12/19/2024	ABS Direct	BANNER	\$3,236.90
001801	12/19/2024	Accounting & Association Software Group	BANNER	\$146.25
001802	12/19/2024	Adkins Engineering and Surveying, Inc.	BANNER	\$5,000.00
001803	12/19/2024	Aquatic Harvesting Inc.	BANNER	\$14,950.00
001804	12/19/2024	California Laboratory Services	BANNER	\$1,699.00
001805	12/19/2024	Caltronics	BANNER	\$136.92
001806	12/19/2024	California Waste Recovery Systems	BANNER	\$121,466.34
001807	12/19/2024	Condor Earth Technologies	BANNER	\$7,666.80
001808	12/19/2024	County of Sacramento	BANNER	\$2,061.00
001809	12/19/2024	County of Sacramento	BANNER	\$15,960.00
001810	12/19/2024	Crime Alert Security	BANNER	\$120.00
001811	12/19/2024	Ditch Witch West	BANNER	\$1,061.70
001812	12/19/2024	Domenichelli and Associates, Inc	BANNER	\$19,596.00
001813	12/19/2024	EDCO Enterprises	BANNER	\$10,800.00
001814	12/19/2024	Ferguson Waterworks , Inc 1423	BANNER	\$2,393.59
001815	12/19/2024	Greenfield Communications	BANNER	\$329.00
001816	12/19/2024	Holt of California	BANNER	\$1,034.97
001817	12/19/2024	Intelligent Technical Solutions, LLC	BANNER	\$4,407.36
001818	12/19/2024	Joshua Moeckly	BANNER	\$1,025.90
001819	12/19/2024	NTU Technologies, Inc.	BANNER	\$14,681.60
001820	12/19/2024	Pac Machine Co., Inc.	BANNER	\$2,175.00
001821	12/19/2024	Pape Machinery	BANNER	\$20,508.50
001822	12/19/2024	Rancho Murieta Association	BANNER	\$432.59
001823	12/19/2024	Robert Whittaker	BANNER	\$371.03
001824	12/19/2024	RWG Law	BANNER	\$67,941.63
001825	12/19/2024	State of California	BANNER	\$96.00
001826	12/19/2024	State of California	BANNER	\$4,149.59
001827	12/19/2024	State Water Resources Control Board	BANNER	\$47,359.00

\* Voided Checks

Check Number	Check Date	Vendor	Checkbook ID	Amount
001828	12/19/2024	Tiffany Schweitzer	BANNER	\$600.09
001829	12/19/2024	TESLA INC	BANNER	\$7,087.78
001830	12/19/2024	Univar Solutions USA Inc	BANNER	\$6,212.96
001831	12/19/2024	USA Blue Book	BANNER	\$96.93
001832	12/19/2024	U.S. Postal Service	BANNER	\$364.00
001833	12/19/2024	Vestis	BANNER	\$835.98
001834	12/19/2024	Wildeye	BANNER	\$660.00
001835	12/19/2024	Solitude Lake Management LLC	BANNER	\$2,366.00
001836	12/19/2024	W.W. Grainger Inc.	BANNER	\$2,687.69
				-----
Total Checks:	65		Total Amount of Checks:	\$766,975.20



DATE OF REPORT: 10/11/24

FIELD INSTRUCTION NUMBER

PC NUMBER

WORK PERFORMED BY: TNT Industrial Contractors Inc

CONTRACT NO :

DESCRIPTION OF WORK: Expansion Joints Replacement at yellow bridge.

REPORT SUMMARY NUMBER

CONTRACTOR JOB NO

CONTRACTOR REPORT NO

1
6531

REPORT #	DESCRIPTION	TO DATE	AMOUNT	TOTAL AMOUNT TO DATE	\$	38,610.43
1	Install saddles with valves for draining line - expansion joint leaking on south side of yello bridge	8/30/2024	\$ 3,924.88			
2	Tap master installed line stops, TNT replaced expansion joints	9/20/2024	\$ 34,685.54			



Established 1991  
 3800 Happy Lane, Sacramento, CA 95827  
 Business: (916) 395-8400 | Fax: (916) 395-8429  
 tntindustrial.com  
 Facebook.com/TNT Industrial TNT  
 CA Contractors Lic. No 622974 | NV Contractors Lic. No. 0072754

DATE OF REPORT: 10/11/24

DATE WORK PERFORMED: 8/30/24

FIELD INSTRUCTION NUMBER \_\_\_\_\_ est

WORK PERFORMED BY: TNT Industrial Contractors Inc

PC NUMBER \_\_\_\_\_  
 CONTRACT NO : \_\_\_\_\_

DESCRIPTION OF WORK: Install saddles with valves for draining line - expansion joint leaking on south side of yello bridge

REPORT NUMBER \_\_\_\_\_  
 CONTRACTOR JOB NO \_\_\_\_\_ 6531  
 CONTRACTOR REPORT NO \_\_\_\_\_

EQUIP. NO.	EQUIPMENT Type / Model	HOURS	HOURLY RATE	EXTENDED AMOUNTS	LABOR Name / Classification	HOURS	HOURLY RATE	EXTENDED AMOUNTS	
TNT TRK	TNT Tuck (2500)	6.0	\$ 30.00	\$ 180.00	Steve Decker - PF Foreman	REG.	\$ 119.51	\$ -	
TNT TRK	TNT Tuck (2500)	6.0	\$ 30.00	\$ 180.00		O. T.	\$ 163.51	\$ -	
TNT TRK	Hot tap machine	1.0	\$ 100.00	\$ 100.00		D.T.	\$ 207.50	\$ 830.00	
TNT TLR	Equipment Trailer		\$ 18.75	\$ -				\$ -	
TNT DUMP	Dump Truck		\$ 62.50	\$ -	John Dixon - PF	REG.	\$ 107.38	\$ -	
TNT EXC	Mini Excavator		\$ 38.06	\$ -		O. T.	\$ 145.30	\$ 290.60	
TNT TRK	TNT Truck 21		\$ 42.39	\$ -		D.T.	\$ 183.22	\$ 732.88	
				\$ -				\$ -	
				\$ -				\$ -	
				\$ -				\$ -	
				\$ -				\$ -	
				\$ -				\$ -	
				\$ -				\$ -	
				\$ -				\$ -	
				\$ -	Josh Twist Project Manager	REG.	\$ 120.00	\$ 240.00	
				\$ -				\$ -	
<b>TOTAL FOR EQUIPMENT</b>				\$460.00	<b>SUB-TOTAL</b>				\$2,093.48
<b>MATERIAL AND/OR WORK DONE BY SPECIALISTS</b>					<b>LABOR EXPENSES</b>				
DESCRIPTION	NO. UNIT	UNIT COST	TOTAL	ADDED LABOR SURCHARGE - 26%					
Sacramento Windustrial.	1	54.30	\$ 54.30	SUBSISTENCE					
Pace Supply	1	1,165.37	\$ 1,165.37	TRAVEL EXPENSE					
Pace Supply	1	-482.46	\$ (482.46)	OTHER					
	1		\$ -	OTHER					
	1		\$ -	OTHER					
			\$ -	OTHER					
			\$ -	OTHER					
			\$ -	OTHER					
			\$ -	OTHER					
			\$ -	OTHER					
			\$ -						
APPLICABLE TAXES	\$ 737.21	0.00%							
				<b>TOTAL COST OF LABOR</b>	<b>A</b>	\$ 2,093.48			
				<b>TOTAL COST OF EQUIPMENT</b>	<b>B</b>	\$ 460.00			
				<b>TOTAL COST OF MATERIALS AND WORK</b>	<b>C</b>	\$ 737.21			
				<b>LABOR COST</b>	<b>+ 20%</b>	<b>( A )</b>	\$ 418.70		
				<b>EQUIPMENT COST</b>	<b>+ 18%</b>	<b>( B )</b>	\$ 82.80		
				<b>MATERIAL AND WORK COST</b>	<b>+ 18%</b>	<b>( C )</b>	\$ 132.70		
				<b>CONSUMABLES COST</b>	<b>+ 10%</b>		\$ -		
							\$ -		

Labor Hours, Equipment & Material Quantities By:  
 \_\_\_\_\_  
 CONTRACTOR'S REPRESENTATIVE DATE

Verified with daily report:  
 \_\_\_\_\_  
 DATE

Acceptance of Labor Hours, Equipment & Material Quantities By:  
 \_\_\_\_\_  
 PROJECT INSPECTOR DATE

<b>TOTAL COST OF LABOR</b>	<b>A</b>	\$ 2,093.48
<b>TOTAL COST OF EQUIPMENT</b>	<b>B</b>	\$ 460.00
<b>TOTAL COST OF MATERIALS AND WORK</b>	<b>C</b>	\$ 737.21
<b>LABOR COST</b>	<b>+ 20%</b>	<b>( A )</b> \$ 418.70
<b>EQUIPMENT COST</b>	<b>+ 18%</b>	<b>( B )</b> \$ 82.80
<b>MATERIAL AND WORK COST</b>	<b>+ 18%</b>	<b>( C )</b> \$ 132.70
<b>CONSUMABLES COST</b>	<b>+ 10%</b>	\$ -
		\$ -

**TOTAL THIS REPORT** \$ 3,924.88

Accepted for Payment:  
 \_\_\_\_\_  
 RESIDENT ENGINEER DATE

PACE Supply Corp  
P.O. Box 744915  
Los Angeles, CA 90074-4915



**INVOICE**

INVOICE DATE	INVOICE #	PAGE
09/04/24	069800014	1 of 1

DATE SHIPPED	CUSTOMER #
09/04/24	24873-00

Branch Contact: 916-386-8347 FAX: 916-386-8674  
Accounting & Credit: 855-306-5689

SHIP TO

TNT INDUSTRIAL CONTRACTORS INC  
3800 HAPPY LANE  
SACRAMENTO, CA 95827

TNT INDUSTRIAL CONTRACTORS INC  
8400 24TH AVE.  
SACRAMENTO, CA 95826

CUSTOMER PURCHASE ORDER	JOB NAME	SHIPPED VIA	TERMS	TAXABLE ITEMS			
RMCS D REPAIR	RMCS D LEAK	PICK UP	2%10TH NET 25TH				
PART/DESCRIPTION		ORDER	SHIP	UNIT PRICE	EXTENSION		
NIPBR24 2 X 4 BRASS NIPPLE		2	2	24.7300	49.46	Y	
RED5044AB2 2 IPS LF FULL PORT 2PC BRS BALL VALVE R&W		2	2	110.4500	220.90	Y	
MUEBR2B1314IP200 13.14-14.58 X 2 IP DS BRS SADDLE MUELLER		2	2	385.0000	770.00	Y	
LENHS134 1 3/4 CARBIDE TOOTH HOLE SAW LENOX ▲ WARNING: The products you have purchased can expose you to chemicals and/or substances, which are known to the State of California to cause cancer and birth defects or other reproductive harm. For more information, go to <a href="http://www.P65Warnings.ca.gov">www.P65Warnings.ca.gov</a>		1	1	31.2400	31.24	Y	
Remit to: PACE Supply Corp P.O. Box 744915 Los Angeles, CA 90074-4915 DUE TO THE SUSTAINED SURGE IN FUEL PRICES, EFFECTIVE IMMEDIATELY, WE ARE INCREASING OUR STANDARD DELIVERY FEE FROM \$10 TO \$15. LIMIT ONE FEE PER DAY, PER JOB.,							
TNT INDUSTRIAL CONTRACTORS, INC.  SEP 05 2024  RECEIVED							
THIS INVOICE IS SUBJECT TO ALL TERMS AND CONDITIONS ON THE FACE AND REVERSE		GROSS	TAX%	SALES TAX	SHIPPING & HANDLING	OTHER CHARGES	INVOICE TOTAL
		1071.60	8.750	93.77	0.00	0.00	1165.37
TO VIEW ONLINE GO TO: <a href="https://pacesupply.billtrust.com">https://pacesupply.billtrust.com</a>		USE THIS ENROLLMENT TOKEN: TFD RMG RLW		BILLTRUST ACCOUNT #		24873	

A discount amount of 23.31 is offered if your payment via check, ACH or cash is received by 10/10/2024.

Material Signed for by: Josh Twist 08/30/24

PACE Supply Corp  
P.O. Box 744915  
Los Angeles, CA 90074-4915



**INVOICE**

INVOICE DATE	INVOICE #	PAGE 1 of 1
09/10/24	CM069821515	

DATE SHIPPED	CUSTOMER #
09/10/24	24873-00

Branch Contact: 916-386-8347 FAX: 916-386-8674  
Accounting & Credit: 855-306-5689

SHIP TO

TNT INDUSTRIAL CONTRACTORS INC  
3800 HAPPY LANE  
SACRAMENTO, CA 95827

TNT INDUSTRIAL CONTRACTORS INC  
SACRAMENTO  
3800 HAPPY LANE  
COUNTY OF SACRAMENTO, CA 95827

CUSTOMER PURCHASE ORDER	JOB NAME	SHIPPED VIA	TERMS	TAXABLE ITEMS			
.	RMCS D	OUR TRUCK	2%10TH NET 25TH				
PART/DESCRIPTION		ORDER	SHIP	UNIT PRICE	EXTENSION		
NIPBR24 2 X 4 BRASS NIPPLE CREDIT FOR INVOICE#: 069800014 - LINE#: 1		-1	-1	24.7300	-24.73	Y	
RED5044AB2 2 IPS LF FULL PORT 2PC BRS BALL VALVE R&W CREDIT FOR INVOICE#: 069800014 - LINE#: 2		-1	-1	110.4500	-110.45	Y	
MUEBR2B1314IP200 13.14-14.58 X 2 IP DS BRS SADDLE MUELLER CREDIT FOR INVOICE#: 069800014 - LINE#: 3 <b>Δ WARNING: The products you have purchased can expose you to chemicals and/or substances, which are known to the State of California to cause cancer and birth defects or other reproductive harm. For more information, go to www.P65Warnings.ca.gov</b>		-1	-1	385.0000	-385.00	Y	
Remit to: PACE Supply Corp P.O. Box 744915 Los Angeles, CA 90074-4915 DUE TO THE SUSTAINED SURGE IN FUEL PRICES, EFFECTIVE IMMEDIATELY, WE ARE INCREASING OUR STANDARD DELIVERY FEE FROM \$10 TO \$15. LIMIT ONE FEE PER DAY, PER JOB.,							
RECEIVED SEP 27 2024 TNT INDUSTRIAL CONTRACTORS, INC.							
THIS INVOICE IS SUBJECT TO ALL TERMS AND CONDITIONS ON THE FACE AND REVERSE		GROSS	TAX%	SALES TAX	SHIPPING & HANDLING	OTHER CHARGES	INVOICE TOTAL
		-520.18	7.750	-40.31	0.00	78.03	< -482.46 >
TO VIEW ONLINE GO TO: <a href="https://pacesupply.billtrust.com">https://pacesupply.billtrust.com</a>		USE THIS ENROLLMENT TOKEN: TFD RMG RLW		BILLTRUST ACCOUNT #		24873	

A discount amount of -9.65 is offered if your payment via check, ACH or cash is received by 10/10/2024.

Credit



# INVOICE

SACRAMENTO WINDUSTRIAL CONTRACTORS, INC.  
 5800 WAREHOUSE WAY  
 SACRAMENTO CA 95826-4916

Page	CUSTOMER NUMBER	INVOICE NUMBER
1 of 1	00487-001947	511178 01
DB	INVOICE DATE	INVOICE TOTAL
22	08/30/2024	\$54.30

SEP 09 2024

BILL TO :

TNT INDUSTRIAL CONTRACTORS  
 3800 HAPPY LN  
 SACRAMENTO, CA 95827-9721

To Reorder Contact Us At  
 Phone No: (916) 381-4661  
 Fax No: (916) 381-4732

SHIP TO:

TNT INDUSTRIAL CONTRACTORS  
 5800 Warehouse Way  
 Sacramento CA 958264916



RECEIVED

PURCHASE ORDER NUMBER	SALESPERSON	TYPE SHIPMENT	SHIP VIA	PAYMENT TERMS	SHIP DATE
VERBAL STEVE	023-JONATHAN STEIN	STOCK	WILL CALL	1% 10 PROX NET 30 DAYS	08/30/2024

PLACED BY	JOB NAME
STEVE	RANCHO MURITA 6531

UNITS ORDERED	U/M	ITEM DESCRIPTION	UNITS SHIPPED	B/C	PRICE	DISC/RSTK	EXTENDED	TAX
2	EA	49-56-0717 1-3/4 CARBIDE TP HS	2		\$19.2850		\$38.57	Y
3	EA	49-56-8000 ARBOR PILOT DRILL	3		\$3.7873		\$11.36	Y

VIEW INVOICES STATEMENTS ONLINE: [www.winsupplyinc.com/account/Login](http://www.winsupplyinc.com/account/Login)

TAX AREA ID: 050672940  
 FEDERAL TAX ID NUMBER: 840716322  
 TERMS AND CONDITIONS: You agree that the sale of these products/services is subject to all of our standard terms and conditions of sale located at our website: [www.winsupplyinc.com/tcsale](http://www.winsupplyinc.com/tcsale)

Net Sales	\$49.93
Freight	\$0.00
State Tax %6.00	\$3.00
Local Tax %2.75	\$1.37
Invoice Total	\$54.30

PAY FULL INVOICE AMOUNT BY 09/29/2024  
 IF PAID BY 09/09/24 YOU MAY DEDUCT \$.50

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. For inquiries please call (916) 381-4661.



# Tap Master, Inc

1647 Willow Pass Rd. # 136  
 Concord, CA 94520-2611  
 Ph: (925) 439-7975 Fax: (925) 432-1871  
 DIR# 1000000405

## INVOICE

CA Lic # 697696  
 NV Lic # 0056402  
 WA Lic# TAPMAMI835DT  
 OR Lic# 239622  
 ID Reg# RCE-62535

DATE	INVOICE #
9/20/2024	0924-81

**BILL TO**

TNT Industrial Contractors, Inc.  
 Attention: Accounts Payable  
 3800 Happy Ln.  
 Sacramento, CA 95827

P.O. #	TERMS	DUE DATE
PO#6531	Net 30	10/20/2024

DESCRIPTION	AMOUNT
LOCATION: 7000 ALAMEDA DRIVE - BRIDGE - RANCHO MURIETA, CALIFORNIA  (1) 1-1/2" HOT TAP ON 12" DI RECLAIMED WATER LINE - BOLT ON TURNKEY (2) 12" LINE STOPS ON DI RECLAIMED WATER LINE - BOLT ON TURNKEY  INCLUDES THE FOLLOWING ON STRAIGHT TIME: LABOR, TRUCK, EQUIPMENT SMITH BLAIR DOUBLE STRAP SADDLE JCM 440 LINE STOP SADDLE XHSMS NIPPLE MUELLER CORP STOP IP X FIP NPT PLUG BLIND FLANGE 125# IMMEDIATE PRESSURE TEST BOLT ON INSTALLATION COUPON RETRIEVED	28,590.00
WE NOW ACCEPT VISA, MASTERCARD & AMEX	<b>Total \$28,590.00</b>

TNT INDUSTRIAL  
 CONTRACTORS, INC

SEP 24 2024

RECEIVED

Tap Master, Inc does not agree to any retentions being held from the amount due. We can now accept ACH payments. Past due accounts will be charged a finance charge at the periodic rate of 1-1/2% per month which is an annual percentage rate of 18% or a periodic rate not to exceed maximum rate allowed by state law.



**Rancho Murieta CSD**  
 15160 Jackson Road  
 P.O. Box 1050  
 Rancho Murieta, CA 95683  
 Phone: (916) 354-3700 Fax: (916) 354-2082

# Invoice Approval Request

No Credit Memo

**Invoice Request #**  
32873

<p><b>Vendor Name/Remittance</b>                  Pace Supply Corp - PO Box 6407 (PRIMARY)                  PO Box 6407                  Rohnert Park, CA 94927-6407</p> <p><b>Department</b>                  Administration</p> <p><b>Invoice Number</b>                  069806042</p> <p><b>Invoice Date</b>                  9/5/2024</p> <p><b>Amount On Invoice</b>                  2,996.02</p> <p><b>1099 Amount</b>                  0.00</p> <p><b>Transaction Description</b>                  Invoice #069806042</p>	<p><b>PO Number</b> C32835</p> <p><b>Location</b></p> <p><b>Requestor</b> Shelby Gonzalez</p> <p><b>Submitted By</b> Shelby Gonzalez</p>	<p><b>Source Invoice</b>                  Pace Supply- #06980642001.pdf</p>
--	--	---

**Accounting Distribution**

Department	Description	Dev Project	Qty Account	Qty Rcvd	Amt Invcd	Amt Rcvd	PayAmt	PayQty
WS	12X 7 221/NP SGL open arch nitrile exp jt		2 250-5550-06	0	0.00	0.00	2,305.60	2
WS	Style 481 12" 150 lb Retaining Ring		4 250-5550-06	0	0.00	0.00	391.40	4
WS	WBLBS1012SS - Bolt kits 304SS		4 250-5550-06	0	367.12	0.00	0.00	0
<b>Subtotal</b>							2,697.00	
<b>Discount</b>							0.00	
<b>Tax Rate: % Tax</b>							209.02	
<b>Shipping</b>							90.00	
<b>Pay This Amount</b>							2,996.02	

**Payment Information**

Check Date	Check #	Check Amount	Applied To Amount	Remit Address



# Rancho Murieta Community Services District

## February

### Board/Committee Meeting Schedule

#### February 4, 2025

Personnel	7:30 a.m.
Improvements	8:00 a.m.

#### February 6, 2025

Communications	9:00 a.m.
Security	10:00 a.m.

#### February 13, 2025

Finance	10:00 a.m.
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#### February 19, 2025

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.*



## ***Message from the President***

**December 31, 2024**

### **Country Club Update**

RMCC Members,

Let me begin by stating that 2024 has been an unprecedented year. The deal between Rancho Marieta Properties (RMP) and the prospective buyers of the Club fell through, we did not file for bankruptcy as expected, and we managed to remain operational and profitable the entire year. So where does that leave us moving into 2025?

We now have a better understanding of what our current position is and where we stand in the bigger picture. Included is a previous update from Gregory Dyer, Chief Executive Officer of RMP, owners of the golf courses (see attached letter dated Sept. 24, 2024). It was our intent to provide this in my October 4, 2024, update but it was recommended by a golf club broker that we withhold it while searching for a buyer, for which we now know there is not one. Going forward, RMP has made it clear that they are just a "landowner and landlord, and not a golf course operator". Further, RMP is not willing to invest additional capital in the property. We are not aware of any efforts in finding an external buyer. This may be tied to the Troon Report summary suggesting the "Status Quo model unlikely to attract any third-party 'Golf Course' buyer". Regardless, the Club continues to be patient, operate as usual and assist in the process of finding a buyer.

Back on December 4, 2024, RMP held a meeting at the Murieta Inn. Your Board of Directors were not officially notified of the meeting, but rather I received two text messages advising me of some sort of meeting. My expectation was that it would be about development and water rights. The first half of the meeting was just that, but then it shifted to information about the Club's existence and future. It was clear at this meeting that RMP is not aggressively searching for a buyer. Information was presented about the Troon Executive Summary findings that the Board has seen but withheld until review of a draft and then release of a final report. The Club has still not received a final report, nor have we been asked for feedback on any of the findings or assumptions for accuracy and relevance. Options on a member purchase of the Club were presented, stemming from a prior meeting by RMP and a small group of members. Numerous possibilities were tossed about, but all were lacking in substance and viability; mostly as the options only addressed continued operation of the Club. Through the years, many internal groups have worked to develop and/or regurgitate the numerous purchase options that have fallen into the pot of grand ideas that didn't pan out. Most of these don't come to fruition due to the numerous variables, then again, maybe one will gain momentum and be successful. The other aspect of this process is that an internal purchase most likely does not bring the necessary revenue for a community center or swimming pool thus leaving the dilemma that has existed for some time.



Considerations regarding purchase of the Club abound. If RMCC buys it, all the current liabilities and issues stay in place. If a member group purchases it, RMCC will still need to file for bankruptcy. It was stated at the meeting that if the Club were to go bankrupt, or a buyer step up, RMP could implement a 60+ day closure of the entire property. RMP would then hire a firm to maintain the courses for eventual sale and/or operation. It is believed that this will alleviate the pension issue, and then again it may not be an issue for some interested buyers. It is also a bit shortsighted. It may well be accurate that it removes the pension liability, it does not relieve RMCC of its other liabilities. The deadline for RMCC to tender an offer to purchase the Club is October 31, 2025, and October 31, 2028, is the end of the lease agreement.

Since the deal collapsed with the prospective buyer, it has been easy to see that we have been nothing but a pawn in this process. The positive financial progress we accomplished in 2024 provides RMP more time to find a resolution to the bigger picture, be that an outside entity or an internal group that might be more understanding with the Club and development. Our continued operational path also eliminates the need for RMP to hire the services of a firm to manage and maintain the facilities, if we were to go bankrupt. This operational mode also ensures that the monthly lease payment of almost \$24k covers the loan payment RMP states they have on the property.

Next, could the Club still sell, when could that be, and what happens then? We could get notice at any time that a deal has been agreed upon to purchase the Club. RMCC is not positioned to purchase prior to October 31, 2025. We would be informed about a purchase since we are still under a lease with the owners. There is also a law that requires us to provide employees with 60 days' notice that there will be new owners or be subject to fines. We, the Club, will continue to facilitate anything that gets us to the sale of the property, inclusive of the original goal of including a pool and community center.

Your Board of Directors has discussed this information in depth over the past few months and are collectively working on the 2025 operational year.

- Adopted a Preliminary 2025 budget for continued operation into the new year. The 2025 Budget includes the By-Laws maximum dues increase of 5% that is effective on April 1, 2025.
- Developing a Final 2025 Budget for adoption at the Board Meeting on January 30, 2025. It is clear that the current dues structure is below the median levels of other Clubs in our market area. This final budget process will also look at alternatives to correct this deficiency over the remaining term of the lease. As it stands now, the current dues structure will not meet our operating financial needs. Projected operational costs are up at least 5% plus our insurance coverage has increased significantly. Without an increase in revenue, this shortfall can only be covered by either a reduction in services and/or personnel.



Below is a summary of the recommendations from the Troon Executive Summary\*.

- Status Quo Model\* – Will lead to insolvency and returning the Club to RMP
- Model 1\* – Eliminate 18 holes
  - a. Change membership categories, with attrition of 20% of membership
    - 1. Golf \$700 + \$100 capital, Social \$120 + \$25 capital
  - b. 5% dues increase, Initiation fee of \$10k moving forward
  - c. Change in dues pricing
  - d. Monday tournaments only
- Model 2\* – Keep both courses
  - a. Change membership categories, with attrition at 25% of membership
  - b. Assumes 20 new members each year
  - c. 5% dues increase, \$15k initiation fee
    - 1. Golf - \$800 + \$100 capital, Social \$150 + \$25 capital

\*None of the recommendations provides us with a community center or pool. Though these were the options presented, the only choice is the Status Quo Model without a vote of the membership to modify the By-Laws or a one-time increase above 5%.

Finally, we will operate in 2025 as if we will always be in business. We are operating in the positive, currently, and have money in the bank for wages and invoices for products and services. Contracts are being agreed upon with both the culinary and grounds unions. Unless some significant financial event occurs that costs an overwhelming amount of money, we should be able continue operating through the end of 2025.

Going forward, our goal is to maintain and enhance member experiences at the Club. Staff will continue to provide the services, activities and functions as they always do. We are looking forward to adjustments in food and beverage services in the 19<sup>th</sup> Hole and Parasol Room. Expect a much greater emphasis on member behavior, compliance with the Club's policies and Member Handbook, such as attire, foul language, loudness, being overly boisterous and guests overusing our facilities. While we appreciate the extra revenue, it does not equate to paying monthly dues like the rest of us. The Club is not here to subsidize memberships and continued use by non-members is exactly that. We all pay for a level of exclusivity, but we don't really have it. We all value the sense of community we have at the Club and are committed to fostering and growing that in the most effective and efficient way in 2025.

Best wishes for a happy and prosperous New Year!

Sincerely,

Eric Dutton  
Board President/Interim GM



Rancho Murieta Properties, LLC  
7200 Lone Pine Drive  
Rancho Murieta, CA 95683

September 24, 2024

**Via E-Mail:** [chiefdutton@gmail.com](mailto:chiefdutton@gmail.com)

Eric Dutton  
Chairman of the Board  
Rancho Murieta Country Club  
7000 Alameda Drive  
Rancho Murieta, CA 95683

*Re: Rancho Murieta Country Club Financial Problems*

Dear Mr. Dutton,

I was recently appointed to be the Chief Executive Officer of Rancho Murieta Properties LLC which is the sole owner of Murieta Club Properties LLC (MCP) As you know MCP is the owner of the golf course facility that the Country Club occupies pursuant to a long-term lease.

MCP has been concerned about the financial stability of the Country Club for several years. My involvement with this issue dates back to 2016 when the Country Club exercised its option to purchase under the terms of the lease. At that time, the Country Club attempted to double escrow the purchase from MCP and simultaneously sell the club to Bob Husband. That process failed because of the looming successor liability of the underfunded pension liability. Unfortunately, the financial problems plaguing the Country Club have not been cured.

First of all, I appreciate the Rancho Murieta Country Club's forthrightness in communications with the community and us. With the public statements about potential bankruptcy, we had to assess the consequences of the potential insolvency of the Country Club. As a result, we recently engaged True Club Solutions, which is a Troon Golf Company (Troon herein) for an evaluation of the club facilities, club finances, member use of the club and club membership trends. I thank you for your cooperation in this process.

It is important for the Country Club and the Rancho Murieta community to understand that MCP is just a landowner and landlord. MCP is not a golf course operator. In the forty years that I have been involved in real property legal issues, I cannot think of a single instance where a landlord took over the business operations a former tenant. Nonetheless, we are exploring options that protect our assets or provide an avenue to sell the property to a new owner.

As stated in the call I had with you, Troon gave us a draft version last week. After our call on Wednesday, we received the final executive version from Troon which is attached.

Troon made these sobering conclusions:

1. The Country Club is in a “Death Spiral” based on past and projected losses despite increasing revenues.
2. The Club failed to make capital investments in the facility which now impacts member experience.
3. The North Course’s fifty-year-old water system needs to be replaced for \$4.7 million, and they also state that the South Course’s twenty-year-old water system should be replaced in the next ten years.
4. Absent a huge capital investment, True Club’s recommended solution is to reduce the facility from a 36-hole course to a single 18-hole course.
5. The Country Club Facility is unlikely to attract any third-party “golf course” buyers in its current condition. In fact, Troon is not interested in managing the club under the current operating condition.
6. Any model will require between \$5.2 million and \$14.7 million in additional capital.

We cannot and will not invest \$5.2 million into the property to get it to an unsustainable status quo as stated by Troon. Furthermore, we are not in the golf course investment business.

As we discussed, the lease term ends in three years. Based on our discussion, RMCC can probably operate until the end of the lease term on October 31, 2028. But, as you stated, the RMCC will not be able to handle any significant capital expenses and clearly will not be replacing the North Course water system.

The Rancho Murieta community is defined by its Golf Course, and its presence provides a beautiful landscape in all seasons. The Golf Course is a really an asset to the community. However, the community has not maintained the asset, and it is in danger. The Golf Course is also the primary disposal location for the Community’s treated wastewater. The Community’s utility, the Rancho Murieta Community Services District (RMCS D) is subject to an order precluding it from disposing of its wastewater outside the areas designated by the State Water Resources Control Board—which are the golf courses.

The Golf Course and the RMCS D are co-dependent on one another. The Golf Course gets the irrigation water that the RMCS D must deposit there. A water user must deal with the wastewater it generates. Frankly, a big part of any golf course solution is a RMCS D financed refurbishment of the irrigation/wastewater disposal system that should be financed by all water users in the RMCS D including future water users.

If requested, I am happy to attend a Board of Directors meeting to answer questions about where we are and where we should go.

Sincerely,



Gregory F. Dyer

[gdyer@liveoaklegacy.com](mailto:gdyer@liveoaklegacy.com)

**From:** [Stephen Booth](#)  
**To:** [cypasek@aol.com](mailto:cypasek@aol.com)  
**Cc:** [Amelia Wilder](#); [Mark Matulich](#); [Patrick Enright](#)  
**Subject:** RE: Bar code fee  
**Date:** Tuesday, January 7, 2025 9:10:03 AM

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Thank you for your email. I will take your concerns into consideration as the issue is presented to the Finance Committee and the Board of Directors.

Steve Booth  
Board President

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**From:** [cypasek@aol.com](mailto:cypasek@aol.com) <[cypasek@aol.com](mailto:cypasek@aol.com)>  
**Sent:** Tuesday, January 7, 2025 6:55 AM  
**To:** Stephen Booth <[sbooth@rmcsd.com](mailto:sbooth@rmcsd.com)>  
**Subject:** Bar code fee

We are very against the increase in fees and especially to yearly \$10 fee.  
What about golf carts? Are their fees the same

Chris and Jerry Pasek

[Sent from the all new AOL app for iOS](#)

**From:** [Stephen Booth](#)  
**To:** [Debi A Socal](#)  
**Cc:** [Amelia Wilder](#); [Mark Matulich](#); [Patrick Enright](#)  
**Subject:** RE: Bar code fees.  
**Date:** Tuesday, January 7, 2025 9:09:39 AM

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Thank you for your email. I will take your concerns into consideration as the issue is presented to the Finance Committee and the Board of Directors.

Steve Booth  
Board President

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

From: Debi A Socal <[socal4giants@gmail.com](mailto:socal4giants@gmail.com)>  
Sent: Monday, January 6, 2025 6:52 PM  
To: Stephen Booth <[sbooth@rmcsd.com](mailto:sbooth@rmcsd.com)>  
Subject: Bar code fees.

Hi Steve-

I'm letting you know that I think the bar code fee proposal should be re-examined. How is it fair that those of us living behind the gates should fund patrol for The Gardens, The Village, local businesses, & Sloughhouse? I'm sure you're aware that many of us are reluctant to pay more fees when we're anxious to see audits.

Thank you,

Debi Socal  
15249 Nueva Drive  
RM South  
Sent from my iPhone



**From:** [Stephen Booth](#)  
**To:** [Kevin Callahan](#)  
**Cc:** [Patrick Enright](#); [Linda Butler](#); [Amelia Wilder](#); [Mark Matulich](#)  
**Subject:** RE: Barcode fees  
**Date:** Tuesday, January 7, 2025 9:08:30 AM

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Thank you for your email. I will take your concerns into consideration as the issue is presented to the Finance Committee and the Board of Directors.

Steve Booth  
Board President

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

From: Kevin Callahan <kevlvesree@yahoo.com>  
Sent: Monday, January 6, 2025 6:06 PM  
To: Linda Butler <lbutler@rmcsd.com>; Stephen Booth <sbooth@rmcsd.com>; Mimi Morris <MMorris@rmcsd.com>  
Subject: Barcode fees

I'm opposed to any new or additional fees for barcodes as the readers only work half the time! Only one gate on the south works for both of our vehicles and only 1 of 3 on the north.  
If we have an increase it should be for equipment that works.  
Marie Callahan

My husband  
Sent from my iPad

**From:** [Stephen Booth](#)  
**To:** [Marie Beckstaiger](#); [Linda Butler](#)  
**Cc:** [Amelia Wilder](#); [Patrick Enright](#)  
**Subject:** RE: Sticker Shock  
**Date:** Monday, January 6, 2025 4:05:56 PM

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Thank you for your email. I will take your concerns into consideration as the issue is presented to the Finance Committee and the Board of Directors.

Steve Booth  
Board President

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**From:** Marie Beckstaiger <mbeckstaiger@gmail.com>  
**Sent:** Monday, January 6, 2025 11:13 AM  
**To:** Linda Butler <lbutler@rmcsd.com>  
**Cc:** Stephen Booth <sbooth@rmcsd.com>; Mimi Morris <MMorris@rmcsd.com>  
**Subject:** Sticker Shock

Good morning,

I wish to express my disapproval for the proposed sticker fees that the RMCS D is looking to impose on the residence living inside the gates of Rancho Murieta.

As a community, we are still waiting for the results of the financial audits to see if the fees are truly justified.

Let me be clear, I will not be in support of this arbitrary fee for existing stickers for our vehicles.

Lot 108A

**Marie Beckstaiger**

**From:** [Stephen Booth](#)  
**To:** [Amelia Wilder](#)  
**Subject:** FW: Barcode annual fee  
**Date:** Monday, January 6, 2025 3:45:50 PM

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

From: June Breen <jandjbreen@live.com>  
Sent: Monday, January 6, 2025 3:05 PM  
To: Stephen Booth <sbooth@rmcsd.com>  
Subject: Barcode annual fee

Sent We object to an annual fee for barcodes. We pay enough that with proper financial management this should be unnecessary. We are on fixed retirement income and additional fees feel discriminatory towards us seniors.

**From:** [Stephen Booth](#)  
**To:** [Amelia Wilder](#)  
**Subject:** FW: Opposed to bar code fee  
**Date:** Monday, January 6, 2025 3:45:36 PM

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**From:** Linda Hill <sammijq2@gmail.com>  
**Sent:** Monday, January 6, 2025 1:10 PM  
**To:** Stephen Booth <sbooth@rmcsd.com>  
**Subject:** Opposed to bar code fee

Linda Hill  
15032 Reynosa Dr, Rancho Murieta, CA 95683

**From:** [Stephen Booth](#)  
**To:** [Amelia Wilder](#)  
**Subject:** FW: Barcode Fees  
**Date:** Monday, January 6, 2025 3:45:21 PM

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**From:** Beth B <beth.buderus@gmail.com>  
**Sent:** Monday, January 6, 2025 10:42 AM  
**To:** Linda Butler <lbutler@rmcsd.com>; Stephen Booth <sbooth@rmcsd.com>; Mimi Morris <MMorris@rmcsd.com>; Mark Matulich <mmatulich@rmcsd.com>  
**Subject:** Barcode Fees

Hello,

Just to confirm, I am still not in favor of the proposed Barcode Fees or any other increases until the audits are completed. And also until there has been community outreach.

Also to be clear, I do understand the reason for trying to raise more money for Security. I appreciate Mark's thinking outside the box to come up with a way to do so since we cannot increase the 2% Measure J amounts.

And Mark, apologies for calling you Matt in my last email. I got my Mark's & Matt's mixed up.

Beth Buderus  
6758 Terreno Dr, Rancho Murieta, CA 95683

**From:** [Stephen Booth](#)  
**To:** [Amelia Wilder](#)  
**Subject:** FW: Gate Fee Increase - Opposed  
**Date:** Monday, January 6, 2025 3:44:48 PM

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**From:** Camille Harry <12charry@gmail.com>  
**Sent:** Sunday, January 5, 2025 6:10 PM  
**To:** Linda Butler <lbutler@rmcsd.com>; Stephen Booth <sbooth@rmcsd.com>; Mimi Morris <MMorris@rmcsd.com>  
**Cc:** Austin ♥ <austinbonnar@gmail.com>  
**Subject:** Gate Fee Increase - Opposed

Hi,

I would like to share my opposition to any increase in gate sticker fees to cover resources that will be used outside of the gates.

If there is language written into the fee increase to limit the use to inside the gates, I am fine with that; otherwise, I recommend finding a way to spread the cost around the full community that will benefit from it.

Camille Harry

Sent from my iPhone

**From:** [Stephen Booth](#)  
**To:** [Amelia Wilder](#)  
**Subject:** FW: Opposition to Renewal of Bar Code Fees  
**Date:** Monday, January 6, 2025 3:45:13 PM

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**From:** Victoria Casares <casaresvictoria734@gmail.com>  
**Sent:** Monday, January 6, 2025 8:28 AM  
**To:** Mimi Morris <MMorris@rmcsd.com>  
**Cc:** Stephen Booth <sbooth@rmcsd.com>  
**Subject:** Opposition to Renewal of Bar Code Fees

RE: Increasing Bar Code Fees

Upon reading the board's discussion of raising our bar code fees, I would like you to consider my opposition to these fees. First of all, I have no problem with raising the bar code stickers from \$10 to \$25. However, to charge us a yearly renewal fee to drive into our own homes is beyond ridiculous. We already have staffing budgeted for the 24/25 fiscal year. I believe CSD has a money management issue. This item needs to be tabled until all the necessary audits have been released and openly discussed. As a community, we need to know where OUR money is being spent. Secondly there is security across the street as well. I'm opposed to paying the bar code renewal fees for those of us behind the gates when those across the street get the benefit of "security" without having to pay for it. This is unacceptable!

If these yearly security "renewal" fees are approved, we will seriously consider deactivating our bar codes and enter through the visitor side of the gate.

Larry & Vicky Casares

Lot #251

**From:** [Stephen Booth](#)  
**To:** [Amelia Wilder](#)  
**Subject:** FW: Sticker fees  
**Date:** Monday, January 6, 2025 3:44:38 PM

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

From: Austin Bonnar <austinbonnar@gmail.com>  
Sent: Sunday, January 5, 2025 6:05 PM  
To: Linda Butler <lbutler@rmcsd.com>; Stephen Booth <sbooth@rmcsd.com>; Mimi Morris <MMorris@rmcsd.com>  
Subject: Sticker fees

Hi,

I would like to share my opposition to any increase in gate sticker fees to cover resources that will be used outside of the gates.

If there is language written into the fee increase to limit the use to inside the gates, I am fine with that otherwise I recommend finding a way to spread the cost around the full community that will benefit from it.

Austin Bonnar

Sent from my iPhone



**From:** [C Peter Telfer](#)  
**To:** [Amelia Wilder](#)  
**Subject:** Bar Code annual charge  
**Date:** Monday, January 6, 2025 2:43:44 PM

---

Amelia: Please forward to the cad Board members and Finance committee.

Dear CSD;

This note is to protest the additional charge that might be added to my CSD bill under the guise of Bar Code fee when it is creating the wages of an additional Security Patrol officer to bring the count to 4 daily.

We are living on a fixed income which does not cover our life style.

RM does not have a high crime rate (I do not see reports).

C Peter Telfer  
6331 Rio Oso Dr.  
Lot 1289  
c.peter.tel@gmail.com

**From:** [Amelia Wilder](#)  
**To:** [Mimi Morris](#); [Mark Matulich](#); [Eric Houston](#)  
**Cc:** [Patrick Enright](#)  
**Bcc:** [John Merchant](#); [Tim Maybee](#); [Stephen Booth](#); [Linda Butler](#); [Randy Jenco](#)  
**Subject:** Public Comment about the Bar Code Increase  
**Date:** Wednesday, January 8, 2025 2:22:00 PM  
**Attachments:** [\\_06A Bar code fee Support.pdf](#)  
[\\_06A Bar code fee Opposition.pdf](#)  
[image001.png](#)

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Good afternoon, Board Members,

Please see attached.

**Amelia Wilder**  
**District Secretary**  
**Rancho Murieta CSD**



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

(916) 354-3700 \* FAX 916-354-2082

[awilder@rmcsd.com](mailto:awilder@rmcsd.com)

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

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**From:** Christina Coulson <[christinah.coulson@gmail.com](mailto:christinah.coulson@gmail.com)>

**Sent:** Sunday, January 5, 2025 10:55 PM

**To:** Linda Butler <[lbutler@rmcsd.com](mailto:lbutler@rmcsd.com)>; Stephen Booth <[sbooth@rmcsd.com](mailto:sbooth@rmcsd.com)>; Mimi Morris <[MMorris@rmcsd.com](mailto:MMorris@rmcsd.com)>; John Merchant <[jmerchant@rmcsd.com](mailto:jmerchant@rmcsd.com)>

**Subject:** Finance Committee Item 5

I support a voluntary vendor program with annual renewal and enforcement.

I oppose any new resident fees or rate increases, at this time. Without solid financial records - including missing audits - the public, and the Board do not have enough information to consider the full landscape of the proposed fee increase.

Grand Jury Report FINDINGS # 2, #3, AND #4: identified INADEQUATE AND UNRELIABLE FINANCIAL REPORTING INCLUDING TWO OVERDUE ANNUAL AUDITS, RISK OF FRAUD, AND THE IMPACT ON PUBLIC TRUST AND TAX/FEE INCREASES. These are serious concerns that have not been remedied. How can rate payers be sure the fee increase will actually go towards security? How do we know it will not go towards funding item #6 (“Funding temporary employees to assist with audits”) or any other item to help the District play catch up.

Residents should not be asked to pay more until the District can produce financial records and demonstrate that it has been prudent with taxes and fees. Annual water quality reports have not been published in recent years, also contributing to a lack of trust.

I appreciate the District’s intention to provide security 24/7 however this is a service that we already pay for and is outlined in the existing Security Code.

Thank you for your consideration.

**From:** [Stephen Booth](#)  
**To:** [Vernon Wallace](#); [Linda Butler](#)  
**Cc:** [Amelia Wilder](#); [Mark Matulich](#); [Patrick Enright](#)  
**Subject:** RE: Barb code fee increase  
**Date:** Tuesday, January 7, 2025 9:09:24 AM

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Thank you for your email. I will take your concerns into consideration as the issue is presented to the Finance Committee and the Board of Directors.

Steve Booth  
Board President

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**From:** Vernon Wallace <vernonwallace@sbcglobal.net>  
**Sent:** Monday, January 6, 2025 6:43 PM  
**To:** Linda Butler <lbutler@rmcsd.com>; Stephen Booth <sbooth@rmcsd.com>  
**Subject:** Barb code fee increase

We are not opposed to the proposed fee structure for bar codes.

Vernon Wallace  
6218 Cazador  
Rancho Murieta 95683

[Sent from AT&T Yahoo Mail on Android](#)

## CSD General Manager Initiates Preliminary Step Toward Lawsuit

Jan 15, 2025 10:13AM • By Gail Bullen River Valley Times Reporter



Mimi Morris, general manager of the Rancho Community Services District, is giving notice of a government claim, a step that could lead to a lawsuit. She is currently on paid administrative leave. File photo by Gail Bullen

RANCHO MURIETA, CA (MPG) - Mimi Morris, the Rancho Murieta Community Services District general manager, has taken the initial step toward filing a lawsuit against the district.

An attorney representing Morris served a "government claim" following a Jan. 6 board meeting in which she publicly revealed for the first time the ongoing rift between she and board President Stephen Booth.

Under California law, employees must file a government claim before pursuing a lawsuit against a governmental entity. This process ensures the entity is informed of potential claims and has an opportunity to address or resolve them before litigation.

During the Jan. 6 meeting, Morris read a statement accusing board President Stephen Booth of ongoing retaliation, discrimination and harassment.

In response to the allegations, Booth, who was told by district counsel Patrick Enright not to attend the Jan. 6 meeting, told The River Valley Times, "I categorically deny that there has been any discrimination against her for any reason."

After several unofficial reports surfaced that Morris had been placed on paid administrative leave, The River Valley Times asked district counsel Patrick Enright about her status.

"In response to your questions, the Board of Directors placed Ms. Morris on paid administrative leave pending an investigation on Jan. 6, 2025," Enright emailed The River Valley Times on Jan. 14. "Her attorney filed a Government Claim with the District that is being reviewed by the District's Risk Management Authority (Golden State Risk Management Authority)."

Enright said he couldn't comment further because it was a personnel matter.

Lawrence J. Lenneman of Rolling Hills Estates in Los Angeles County represents Morris. He and another attorney represented two other Community Services District employees in prior employment-related disputes. Rick Tompkins, a former patrol sergeant, and Paula O'Keefe, a former director of administrative services, settled their lawsuits before trial.

In the claim served on the district on Jan. 8, Morris seeks compensatory and other damages exceeding \$10,000, the minimum required for a case to be heard in Sacramento County Superior Court.

A three-page narrative about the claim concluded: "As a result of the Claimant's rapidly deteriorating and increasingly intolerable working conditions, it appears that RMCS D is actively attempting to constructively terminate the Claimant."

The claim also states that a separate claim has been filed with the California Civil Rights Department, formerly the Department of Fair Employment and Housing.

The Jan. 6 special board meeting mainly consisted of a closed session considering three topics: an evaluation of the general manager, discipline or release, and anticipated litigation.

Before the board entered the closed session, Morris read a prepared statement detailing her concerns about board President Booth. For additional information, refer to the story published online at The River Valley Times on Jan. 9, "[Serious Rift Surfaces at CSD Board Meeting](#)".

Her government complaint includes the same allegations but in more detail.

The River Valley Times interviewed Booth after the Jan. 6 board meeting, which Enright had told him not to attend. He responded forcefully to the contentions in the general manager's written statement.

"I categorically deny there has been any discrimination against her for any reason, Booth said.

Because the rift between Morris and Booth has become a personnel matter, Booth and other board members cannot comment on her claim. Similarly, the board was prohibited from commenting after Tompkins and O'Keefe filed their government claims and subsequent lawsuits.

As district counsel Enright said in his email, "The District has an obligation to protect an employee's confidential information."

In its earlier coverage of the Jan. 6 meeting, the River Valley Times reported nothing happened. This was because, after the board returned to the open session, Enright announced that the board had discussed the three agenda items "and we have no reportable action."

After learning that Morris had been placed on paid administrative leave, The River Valley Times asked Enright who made the decision and when it occurred. He wrote that the board placed Morris on leave on Jan. 6. However, the government complaint indicates the action happened on Jan. 7.

Although Enright stated he couldn't comment further because it was a personnel matter, The River Valley Times questioned why Morris's administrative leave had not been publicly announced, as it appeared to constitute an "action." Enright did not respond to the inquiry.

# MEMORANDUM

Date: January 15, 2025  
To: Board Meeting  
From: Mark Matulich, Director of Finance and Administration  
Subject: Finance Report

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## **FINANCIAL RESULTS FY 24-25 through 12/31/2024:**

*All budget comparisons are to a prorated portion of the annual budget.*

### **Results from Operations:**

The District's net operating income through 12/31/2024 was \$244k primarily due to operating results of the Water Fund which had \$232k net operating income. Water revenues were over plan due to higher than average water use in three of the hottest months of the year, July, August, and September (October was also a hot month). This was offset by a major repair to a 30" pipe (\$255k) which drove operating expenses over plan. Wastewater had an operating deficit of \$19k after allocation of \$278k of admin overhead costs. This was primarily due to a major repair to a wastewater pipe on the Yellow Bridge (\$40k). Drainage and Solid Waste had net operating income of \$28k and \$23k respectively. Security had an operating deficit of \$21k after allocation of \$144k of admin overhead costs. The deficit in Security was due to costs associated with transitioning the department to a leaner cost structure that provides more services directly to the community. These costs include a temporary transition coordinator and training for part-time gate officers and two new community service officers. Other contributing factors include overtime and turnover-related costs.

### **STATE OF ACCOUNTING:**

1. The FY 21-22 audit is in progress.
2. A full-service accounting software package is needed to ensure accurate and timely financial reporting going forward. Caselle provided an updated contract including changes requested by District Counsel. The updated contract was forwarded to Counsel for review and returned to Caselle for one final edit. Staff expect to present this contract to the Finance Committee for review in time for the February meeting.

### **CASH AND INVESTMENTS:**

#### *Balances of Cash and Investments:*

As of 12/31/2024, the balances in the District's cash and investment accounts totaled approximately \$15 million, and the District recognized interest and investment earnings of approximately \$394k.

#### **Rancho Murieta CSD Cash and Investments 12/31/2024**

	<b>Balance</b>	<b>Earnings</b>
Bannner - CDs	\$ -	\$ 72,160
Banner - Money Market and Checking	\$ 5,128,020	\$ 74,080
CAMP	\$ 723,390	\$ 17,113
CA CLASS	\$ 9,145,070	\$ 230,696
<b>Total</b>	<b>\$ 14,996,480</b>	<b>\$ 394,049</b>



**RANCHO MURIETA CSD**  
**BUDGET TO ACTUAL REPORT**  
As of December 31, 2024  
All Funds

	Budget 2024-2025	100 Admin	200 Water	250 Wastwater	260 Drainage	400 Solid Waste	500 Security	Total Year to Date	% of Budget	Remaining Budget 2024-2025
<b>Operating Revenue</b>										
Residential fees	7,700,394	-	1,700,780	957,668	102,432	805,959	658,627	4,225,467	55%	3,474,927
Commercial fees	1,266,350	-	223,332	102,894	15,008	-	130,363	471,596	37%	794,754
Late fees and penalties	41,000	-	38,432	11,456	1,388	7,768	3,324	62,369	152%	(21,369)
Interest and investment earnings	108,333	-	48,293	35,289	5,306	2,640	26,100	117,627	109%	(9,294)
Other charges	75,000	5,192	106,921	2,999	-	-	6,560	121,672	162%	(46,672)
Total operating revenue	9,191,077	5,192	2,117,758	1,110,307	124,134	816,367	824,974	4,998,732	54%	4,192,345
<b>Operating Expenses</b>										
Salaries	2,870,098	502,620	309,493	290,036	45,360	-	402,960	1,550,468	54%	1,319,630
Benefits and pension	1,909,131	255,642	149,974	137,259	11,613	-	244,150	798,638	42%	1,110,493
Insurance	276,456	-	75,846	35,837	5,309	-	21,237	138,228	50%	138,228
Professional services	400,900	124,675	129,374	23,401	-	-	1,044	278,494	69%	122,406
Materials and supplies	570,150	30,907	122,565	53,492	-	-	1,870	208,834	37%	361,316
Maintenance and repairs	724,100	8,921	423,327	143,234	2,515	-	14,390	592,387	82%	131,713
Contract sub-hauler	1,439,361	-	-	-	-	726,989	-	726,989	51%	712,372
County surcharge	94,680	-	-	-	-	24,800	-	24,800	26%	69,880
Utilities	446,900	10,957	72,428	117,281	-	-	4,778	205,444	46%	241,456
Other expenses	383,452	102,859	65,956	50,503	-	-	11,522	230,839	60%	152,613
Total operating expenses	9,115,228	1,036,580	1,348,964	851,042	64,797	751,789	701,949	4,755,121	52%	4,360,107
Budgeted expenses by fund YTD	50%	893,276	1,278,067	838,237	104,484	767,021	676,531	4,557,614		
Budgeted expenses by fund FY 24-25	100%	1,786,551	2,556,134	1,676,473	208,967	1,534,041	1,353,062	9,115,228		
<b>Net Income (Loss) from Operations</b>										
PRE-Allocation of Admin Overhead	75,849	(1,031,387)	768,795	259,265	59,337	64,578	123,024	243,611		
Allocation of admin overhead		1,031,387	(536,321)	(278,475)	(30,942)	(41,255)	(144,394)	-		
Indirect cost rate (ICR# 2)			52%	27%	3%	4%	14%	100%		
Net Income (Loss) from Operations w/ OH	75,849	-	232,473	(19,210)	28,395	23,322	(21,370)	243,611		
<b>Non-operating Revenue (Expenses):</b>										
Property tax assessments	925,000	-	235,958	231,238	4,719	-	-	471,915	51%	453,085
Interest and investment earnings	424,287	-	144,879	105,867	15,917	7,920	2,299	276,882	65%	147,405
Total Non-operating Rev/Exp	1,349,287	-	380,836	337,106	20,636	7,920	2,299	748,797	55%	600,490
Net Income (Loss) Pre-Capital Contrib.	1,425,136	-	613,309	317,896	49,032	31,242	(19,071)	992,408		
<b>Capital Contributions</b>										
Capital replacement reserve fees	990,415	-	255,299	249,254	-	-	-	504,553	51%	485,862
Debt reserve fees	188,496	-	94,400	-	-	-	-	94,400	50%	94,096
Debt reserve fees	(188,496)	-	-	-	-	-	-	-		
Water augmentation fees	118,973	-	116,475	-	-	-	-	116,475	98%	2,498
Capital improvement fees	84,400	-	39,832	45,207	-	-	1,520	86,559	103%	(2,159)
Security impact fees	25,200	-	-	-	-	-	28,152	28,152	112%	(2,952)
Total Capital Contributions	1,218,988	-	506,006	294,461	-	-	29,672	830,139	68%	577,345
Total Net Income (Loss)	2,644,124	(9,244)	639,960	510,592	49,032	31,242	10,601	1,822,547		
<b>Capital Expenditures</b>										
Water and rate studies	-	-	-	-	-	-	-	-	#DIV/0!	-
Capital improvement	-	9,244	479,355	101,764	-	-	-	590,364	#DIV/0!	(590,364)
Total Capital Expenditures	-	9,244	479,355	101,764	-	-	-	590,364	#DIV/0!	(590,364)
<b>Total Results</b>	<b>2,644,124</b>	<b>(9,244)</b>	<b>639,960</b>	<b>510,592</b>	<b>49,032</b>	<b>31,242</b>	<b>10,601</b>	<b>1,232,183</b>		

## Director of Operations - Staff Report

Date: January 7, 2025  
 To: Board of Directors  
 From: Eric Houston, Director of Operations  
 Subject: December 2024 Operations Report

---

### WATER

#### Water Treatment Facility

#### December 2024 Drinking Water Production Data (in gallons)

Plant 1                  Plant 2  
Effluent Volumes in Gallons

<u>Totals</u>	7,011,000	19,797,000
<u>Minimum</u>	0	0
<u>Maximum</u>	989,000	1,175,000
<u>Average</u>	226,161	638,613

Plant two is online while plant one is undergoing membrane replacements and cleaning.

#### Water Consumption

As of December 31, 2024, the total potable water production for 2024 is 550 MG or 1,688 acre-ft.

#### Raw Water Storage & Delivery

*Table 1. Current water and wastewater storage as of December 26, 2024*

	acre-ft	acre-ft full	MGal	MGal Full	%full	% Increase or Decrease
Clementia Storage	893.5	907.1	291.1	295.5	98.5%	3.9
Chesbro Storage	776.9	1027.0	253.1	334.6	75.6%	0
Calero Storage	1281.4	2323.2	417.5	756.9	55.2%	5.6
<b>Total Raw Water Available for Potable Treatment</b>	<b>2058.3</b>	<b>3350.3</b>	<b>670.6</b>	<b>1091.5</b>	<b>61.4%</b>	<b>3.8</b>
<b>Total of all Raw Water Reservoirs</b>	<b>2951.8</b>	<b>4257.4</b>	<b>961.7</b>	<b>1387.0</b>	69.3%	3.8
Wastewater Storage Reservoir available for production	115.5	796.3	37.6	254.6	14.5%	-6.3

## Director of Operations - Staff Report

Date: January 7, 2025  
 To: Board of Directors  
 From: Eric Houston, Director of Operations  
 Subject: December 2024 Operations Report

---

### WATER

#### Water Treatment Facility

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#### Water Consumption

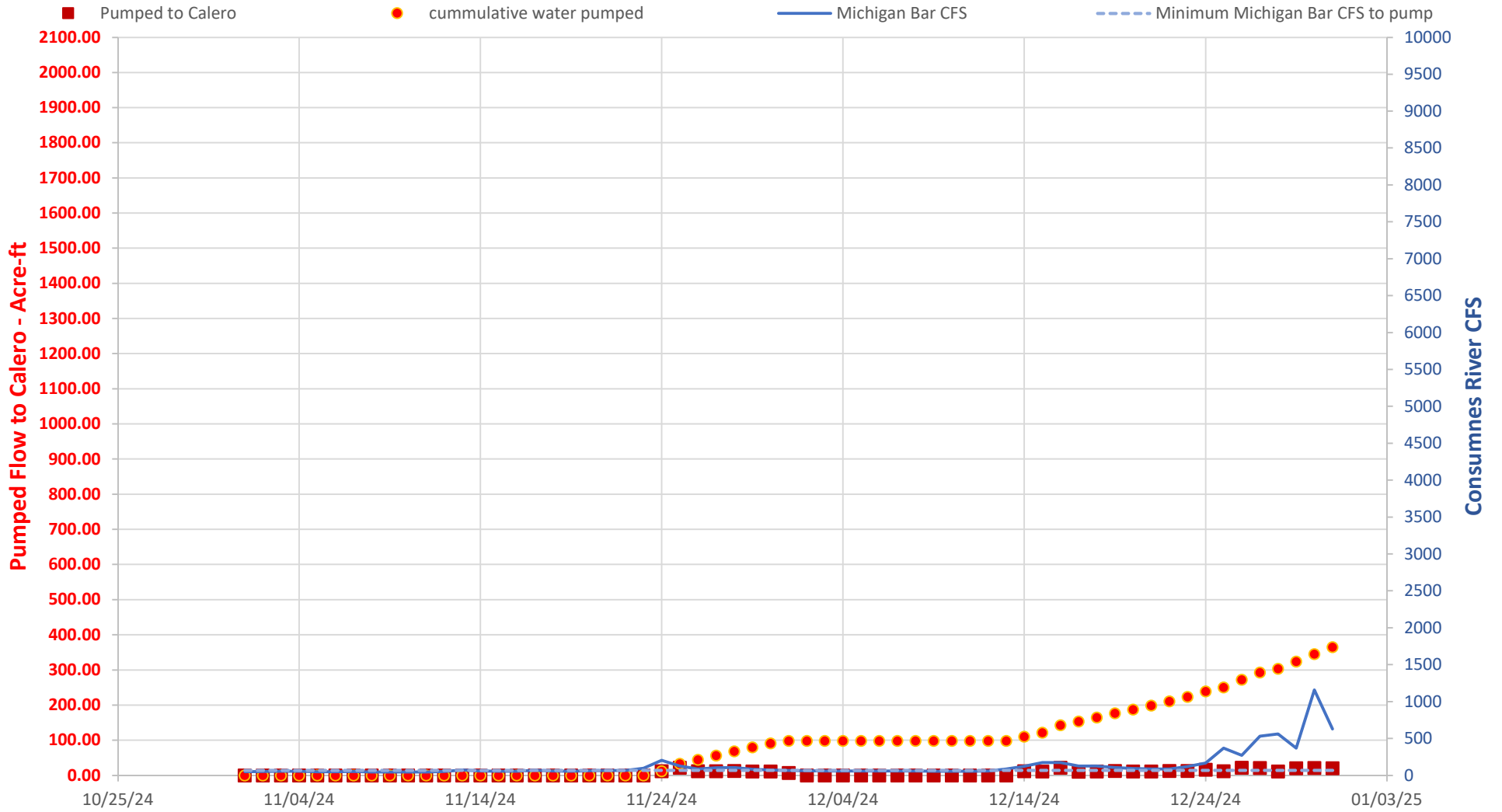
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#### Raw Water Storage & Delivery

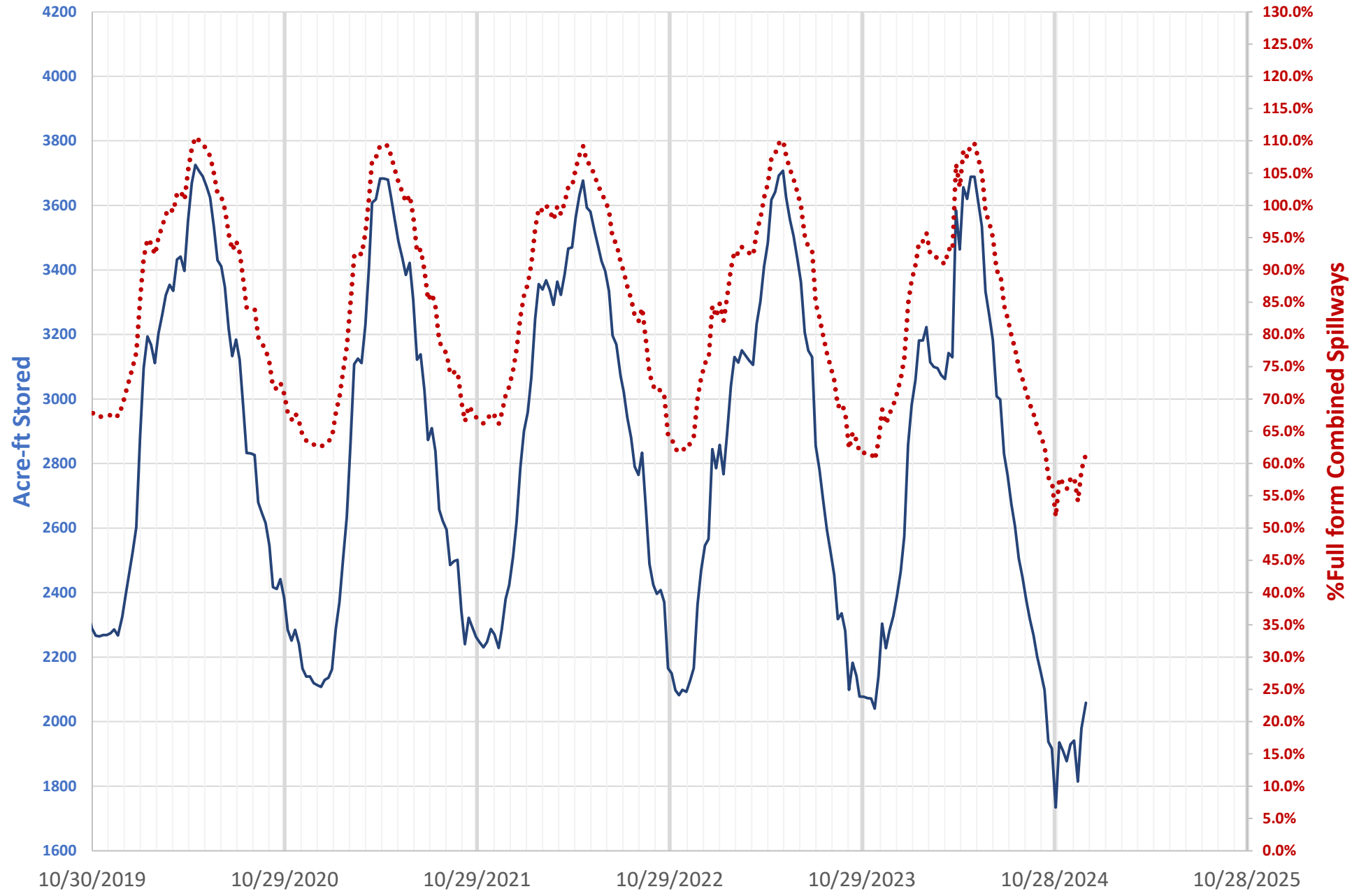
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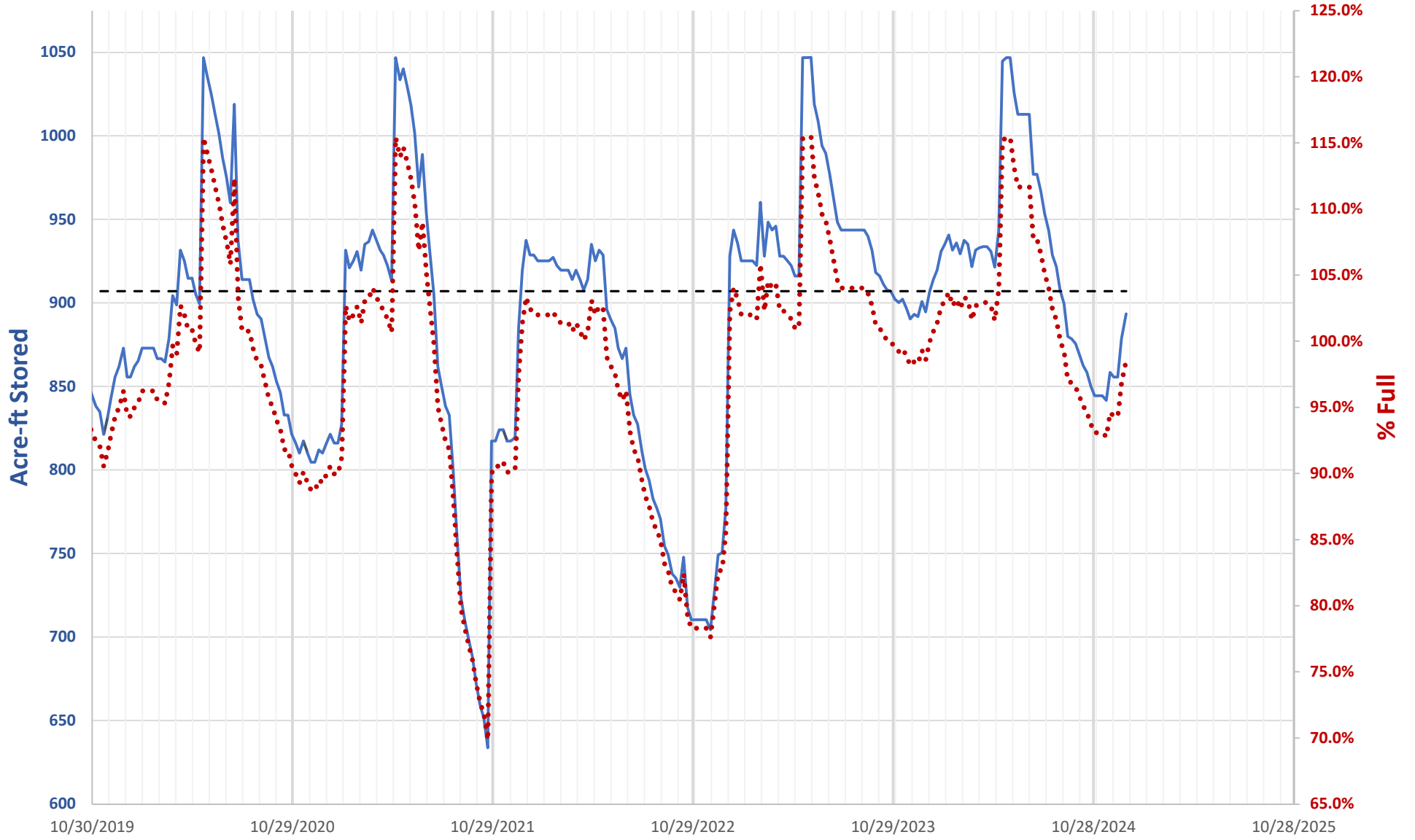
### Cosumnes Flow vs. Pumped Flow to Calero FY 24-25



— Chesbro/Calero Storage    ..... % full



— Clementia Storage    - - - Clementia Full prior to Stop Log Install    ••••• % Full



## **SEWER**

### **Wastewater Facility**

The tertiary process of the wastewater facility is currently offline. The current average influent flow to the wastewater facility for December was 0.450 million gallons per day.

### **Utilities**

	Reported Issues	Water Leak or Sewer Overflow	Repaired or Install New	Maintenance	District Responsibility	Homeowner Responsibility	Notes,
Water Distribution	3	3	3	1 Flushing	3		
Water Meter Issues			15				
Sewer Collections	5					5	H/O need clean-outs located and or backups
Drainage System				5 Days			Remove trees from outfalls
Miscellaneous, USA-North, Work orders Front Office	10				8	2	

### **Project Updates**

#### **Water Treatment Plant #2 Filter Bed Rehab & Wastewater Treatment Plant Sodium Hypochlorite Conversion**

Project kickoff meeting was held Monday December 9<sup>th</sup>. Contractor to review chlorine Emergency Response Procedures and document training of staff on the District's procedures. Electrical demo work may begin next week depending on the weather. Discussion on work times and construction staff staging area. Pre-Purchasing the sodium hypochlorite injection pump will allow the Contractor to utilize other tank providers keeping the project on time and potential cost savings. TNT has prepared the District a credit to purchase the pump at the Board's discretion if they so choose. This comes further in the Action Items on the Agenda.

### **IWMP**

#### **Water Systems Consulting**

The firm is preparing a scope of work that includes the new stakeholder's meetings as well as creating a Water Vision report. The report will utilize the Stakeholder meetings topics and questions to create a path for the future to address water supply and demand issues as well as meet the needs of the community.

## MEMORANDUM

Date: January 15, 2025

To: Board Meeting

From: Mark Matulich, Director of Finance and Administration

Subject: Security Report

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### **OPERATIONS UPDATE:**

- There is one full-time Administrative Sergeant
- There are 6 full-time and 8 part-time Gate Officers.
- There are 4 full-time Community Service Officers (CSO's).
- Two new iPads are set up in patrol vehicles so CSO's can complete additions to security log while in the field.
- Weekly security logs are once again posted to the District website.
- Video monitoring, - i.e. security cameras, equipment was refreshed and reconfigured in each gate house to facilitate more effective monitoring of surveillance camera network by Gate Officers.
- Video monitoring equipment at the gate houses has access to real time feeds from security surveillance cameras at Calero, Clementia, and over 30 cameras throughout the community.
- A security surveillance camera with the ability to capture license plate information was installed at the point where the paved road meets the dirt road at Clementia reservoir.
- Policy and Procedures manual rewrite is in progress.

### **NOTE ON RECENT CHANGES:**

Staff worked hard to develop a plan to enhance the safety and security of the community by getting back to a full coverage security operation, i.e. all gate shifts covered and all patrol shifts covered. The amended FY 24-25 security budget which was passed by the Board at the November Board meeting does that. This has been a comprehensive approach that began with evaluating and adjusting the District's indirect cost rate for allocating administrative overhead and continued to flattening out the department by replacing a high-cost administrator with additional patrol services. From there, other cost saving measures were adopted including transitioning from 8 full-time Gate Officers to 6 full-time Gate Officers and filling the remaining shifts with a deeper bench of part-time employees. This is not just a cost saving measure. It adds resiliency and flexibility to the gate schedule by having more part-time employees available to cover open shifts. The Community Service Officer (CSO) position was created to stretch the community's patrol services dollar as far as it could go while still maintaining the department's mission of observe and report. Having around the clock patrol every day is a deterrent to bad actors which leads to a safer and more secure community. There is a synergy between patrol and gate services which provides for a more resilient operation. A few examples of this are much needed breaks for Gate Officers and a backup mechanism for open gate shifts and situations when there is an immediate need for coverage.



**Rancho Murieta Association**  
**Violation Item Summary Report -- 2024**  
**Violations Written by RMCS D Security**

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Violation Item Summary Report	CSD	CSD	CSD	CSD	CSD	CSD	CSD	CSD	CSD	CSD	CSD	CSD	CSD
<b>Motor vehicle violations:</b>													
Carring Passengers						1							
Motorcycle													0
No drivers license					1								1
Speeding					4			1					5
Speeding - twice speed limit							3						3
Stop signs	2	11	15	13	5	1							47
Bus stop signs													0
Use of streets													0
<b>Parking:</b>													
Driveway parking		10	2	2	1			2					17
Guest parking	1	20	5	2	9	3	2	4	2	1	1	1	51
Overnight street parking	5	2	18	6	20	3	10	10	9		13	1	97
Unauthorized Vehicle (24 hr pass)			6	2	6		1	5	1		2	3	26
<b>Accumulation/dumping of debris</b>													0
Boat Usage			1	3	7	1	1						13
<b>Barbeques, open fires, bonfires</b>													0
Carrying passengers/overloaded cart													0
Commercial vehicle lettering													0
<b>Construction overnight parking</b>													0
Decorative lights													0
<b>Discharge of firearm</b>													0
Dog park investigations													0
<b>Dwelling exterior alterations</b>													0
Failure to identify													0
<b>Cart Decals</b>													0
Guest w/o resident in comm areas				1						1			2
<b>Home business activities</b>													0
Interference CSD Officer					1								1
<b>Noxious activities</b>							1						1
Open garage doors													0
Park hours / curfew	1	7	4	1	5	1	8	6				3	36
Pets - off leash / teathered / noise					2								2
<b>Property maintenance</b>													0
Sign rules													0
<b>Sports equip/trampoline/basketball</b>													0
Storage of building materials													0
<b>Stored vehicles</b>													0
Trash containers													0
<b>Use of common areas &amp; facilities</b>													0
Use of Fireworks													0
<b>Vandalism</b>													0
Vehicle repair or maintenance													0
<b>Working days &amp; hours</b>													0
<b>Total Violations Written by CSD</b>	<b>9</b>	<b>50</b>	<b>51</b>	<b>30</b>	<b>61</b>	<b>10</b>	<b>26</b>	<b>28</b>	<b>12</b>	<b>2</b>	<b>16</b>	<b>8</b>	<b>302</b>
RMCS D Violations not Processed	2	3	6	4	9	8	8	2	5	5	10	1	63



**Rancho Murieta CSD Security**

15160 Jackson Rd  
Rancho Murieta, CA 95662

**Cases - Breakdown by Type**

ABANDONED DISABLED VEH	2
ALARM	10
ANIMAL COMPLAINT	10
ASSIST OTHER AGENCY	1
CITATION	15
DISTURBANCE	4
EXTRA PATROL	40
FOLLOW UP	3
INTOXICATED PERSON	1
JUVENILE DELIQUENCY	11
LOST/FOUND PROPERTY	1
MEDICAL AID	1
MISCELLANEOUS	2
MISSING PERSON	1
OPEN DOOR	1
PARKING	1
REFUSED ENTRY	33
RESIDENT COMPLAINT	11
RMA RULE VIOLATION	3
SAFETY ADVISAL	3
SPEEDING COMPLAINT	4
STOLEN/MISSING VEHICLE	1
SUSPICIOUS PERSON	1
SUSPICIOUS VEHICLE	2
VANDALISM	1

VEHICLE ACCIDENT	3
WATER LEAK	4
Total	170



## **INCIDENTS OF NOTE**

### **New Year's Eve Early Evening Revelry:**

On Monday, December 30, 2024, a driver believed to be under the influence drove into the gate arm at the Lago Drive inbound lane.

A review of security surveillance camera footage from North Gate cameras showed a black SUV arriving at the Lago Drive inbound gate at approximately 6:44PM. The vehicle continued toward the gate arm while it was in the down position and proceeded through the gate arm pushing it out of its mounting bracket. The vehicle stopped and the driver exited and vomited on the ground outside the vehicle. Several witnesses provided statements to the Gate Officer that the driver of the vehicle appeared to be intoxicated.

At approximately 7:07PM, CHP arrived on scene followed shortly thereafter by the Rancho Murieta Fire Department. CHP conducted a field sobriety test and arrested the driver of the SUV for driving under the influence.

The gate arm did not sustain significant damage and appeared to be in good working order after being put back in place by the Gate Officer. The SUV was registered as a guest of a resident inside the gated community.

# **WATER 101**

# What is Groundwater

Groundwater is found beneath the Earth's surface. Despite being difficult to visualize, groundwater makes up a significant portion of the Earth's water. When rain falls to the ground, some of it flows along the surface in streams, rivers, and lakes; some of it is used by plants; some evaporates and returns to the atmosphere; and some sinks into the ground as groundwater. Groundwater is stored in - and slowly moves through - layers of soil, sand, and rock (called aquifers).

# Why Protect Groundwater?

Groundwater is one of California's greatest natural resources, making up a significant portion of the state's water supply, and serving as a buffer against the impacts of drought and climate change. During a typical year, groundwater makes up approximately 40 percent of California's total water supply and makes up to 60 percent during dry years. Groundwater is a major source of the state's drinking water supply; approximately 33 million Californians use groundwater for drinking or other household uses. Groundwater replenishes streams, creeks, rivers, and wetlands that support wildlife, and is used in agriculture to irrigate crops

# What is the Sustainable Groundwater Management Act? (SGMA)

In 2014, Governor Jerry Brown signed a three-bill legislative package, composed of [AB 1739 \(Dickinson\)](#), [SB 1168 \(Pavley\)](#), and [SB 1319 \(Pavley\)](#), collectively known as the [Sustainable Groundwater Management Act \(SGMA\)](#). SGMA is the first legislative act that California passed in order to achieve sustainable groundwater management (see the [legislation with updates, effective January 1, 2019](#), for details). On May 16, 2016, the State Water Resources Control Board adopted a [resolution](#) to adopt an emergency regulation to implement SGMA. The Office of Administrative Law approved the final [regulation](#) on June 29, 2017.



# What is A Groundwater Sustainability Agency, and are we a part of one?

SGMA established a new framework for how groundwater would be managed locally to achieve long-term sustainability. SGMA requires existing local agencies to form groundwater sustainability agencies (GSAs) in high- and medium-priority basins and to develop and implement groundwater sustainability plans (GSPs). GSAs are responsible for achieving long-term sustainable management of their groundwater basins and must achieve sustainable groundwater management within 20 years of implementing their GSPs

# GSA Information

GSA Name

Sloughouse Resource  
Conservation District GSA -  
Cosumnes

GSA URL

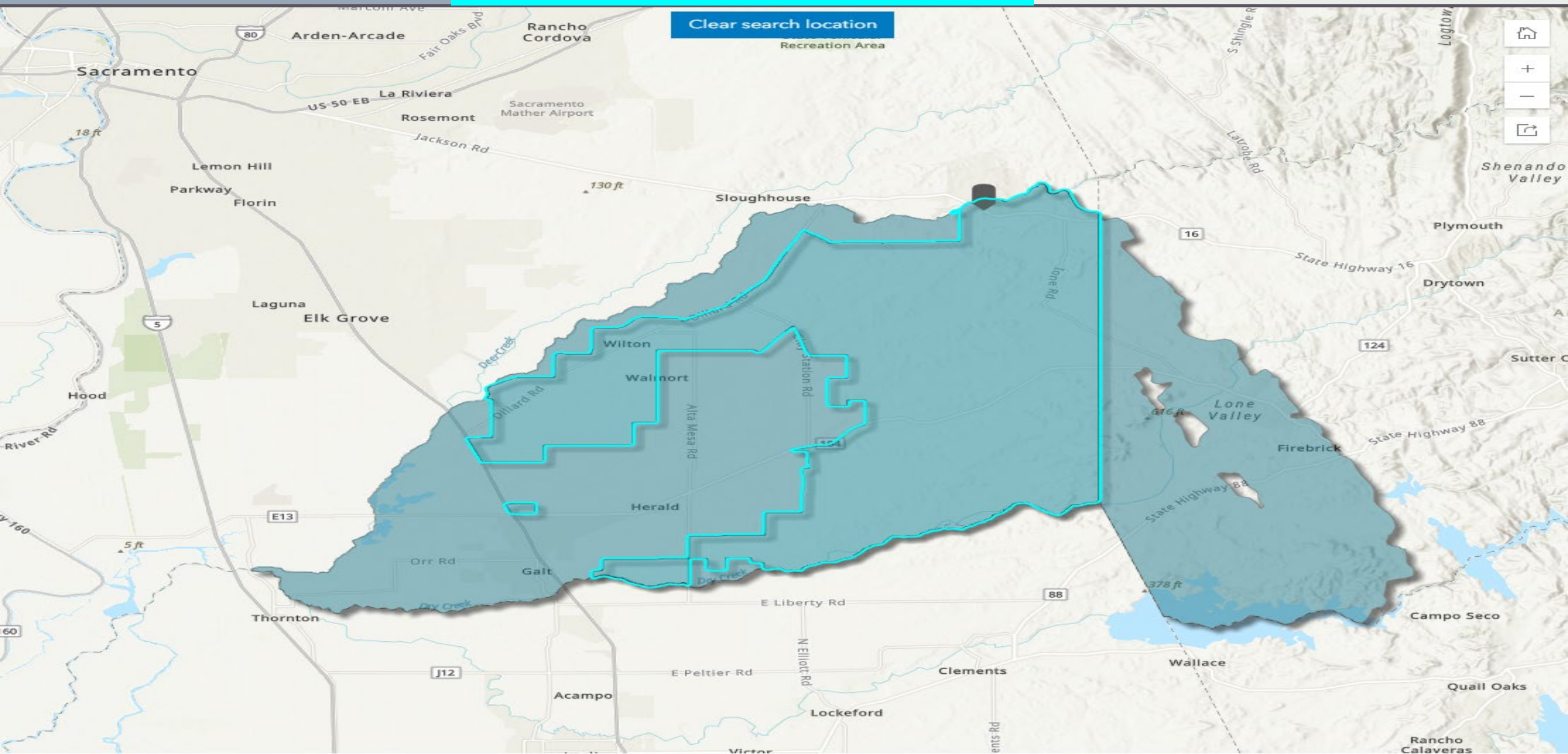
[www.sloughousercd.org](http://www.sloughousercd.org)

# Basin and Subbasin Name

SAN JOAQUIN VALLEY

SAN JOAQUIN VALLEY - COSUMNES

# Map of Information



Dates	Task
Jan - Feb	Meetings with Units regarding Operating and Capital Improvement budget needs
2/26-3/7/25	Develop Detailed Personnel Services Estimates for 25-26 Budget
2/26-3/7/25	Develop All Projected Revenue Estimates for 25-26 Budget
2/26-3/7/25	Develop Projected Capital Improvement Plan (CIP) for 25-26 Budget
3/12-3/14/25	Evaluate Rate Increases Needed to cover Expenses and augment reserves
3/17-3/18/25	Proposition 218 documents drafted
3/19/2025	Board Consideration and Action on Proposition 218 documents
4/2/2025	Proposition 218 Notices Mailed - 45 day window
4/10/2025	Finance Committee Review of Draft 25-26 Operating Budget, Reserve Development, and CIP and corresponding rate discussions
5/8/2025	Finance Committee Final Review of 25-26 Operating Budget, Reserve Development, and CIP by Finance Committee
5/21/2025	All protests to Prop 218 Rate Increases Due
5/21/2025	First Reading of Proposed 25-26 Rate increase Ordinance and presentation of Draft 25-26 Budget
6/18/2025	Second Reading and action on Proposed Rate Increase notice and adoption of 25-26 Budget

**Rancho Murieta CSD**  
**IT Contractors Expenses FY 23-24 vs FY 24-25**  
**January 15, 2025 Board Meeting**

Service	Vendor	FY 23-24	YTD FY 24-25	Projected FY 24-25	Projected Annual Savings	Comments
IT Services Contract	ITS	\$ 87,735	\$ 27,852	\$ 53,958	\$ (33,777)	Monthly invoices cut over \$2,700/month. Total anticipated annual savings of \$32,844 from monthly service + \$1k - \$5k in service calls beyond contract.
ABDI - Security Software	ABDI	\$ 15,120	\$ 7,560	\$ 15,120	\$ -	<p>A comprehensive security software package which operates the gates, tracks authorization for access to the gated community, manages key patrol points, and documents incident types and other important data is needed.</p> <p>When the proposal for in-house IT was made last January, the thought was that a comparable or better service could be identified, or an in-house option might be possible. To date, there has not been ample time to further explore these options so no change has been made to the services provided by ABDI.</p> <p>The possibility to remote operate a gate during the graveyard shift has been discussed as an option to save money. The IT Manager would head this initiative and maintain the remote operability going forward. When ready and <b>if approved by the Board</b> this has the potential to yield approximately \$80k per year in savings as it would allow for one gate shift per day to be cut from the schedule.</p>
Surveillance Camera Maintenance	Watch Dog Surveillance	\$ 4,766	\$ 3,803	Unknown	Unknown Estimated at approx. \$5k per year savings.	<p>No annual service contract in place. The vendor who installed much of the current 30+ cameras and related systems in the community provides service and maintenance on an as-needed basis.</p> <p>The IT Manager has been providing what would equate to an annual service contract including: installation of software on workstations, maintenance and care for NVRs (Network Video Recorders), troubleshooting connectivity problems, and work with vendor as needed which reduces billable service time and on site charges.</p> <p>Part of current year charges included one-time charges for replacing UPSs (Uninterruptable Power Supply) in the gate houses, refreshing the video monitoring equipment in the gate houses to make monitoring of surveillance cameras more effective, and installation of a security surveillance camera with a license plate camera at Clementia.</p>
SCADA System Maintenance	Tesco ITS	\$ 5,000	\$ -	\$ -	\$ (5,000)	In FY 24-25, the IT manager replaced the UPS for the SCADA rack, fixed network connectivity issues with the SCADA, replaced the Sophos RED (remote ethernet device), and replaced the failed SCADA reporting printer. These are things Tesco and/or ITS would have had to do services calls to cover (at additional expense -- see FY 23-24 expense related to service calls \$18,983). We used \$5k in the analysis to be conservative as these items would not necessarily recur every year.
CMM System	None	\$ -	\$ -	unknown	unknown Will need to evaluate the support contract to derive annual cost savings.	This is approved in FY 24-25 CIP - 25-200-03 and 25-250-01. Once in place, the IT manager will maintain and support the program. There will be an ongoing relationship with the vendor; however, a cost savings is anticipated as there will be day-to-day support from the in-house IT Manager.
Physical Access to CSD Building	Crime Alert	\$ 360	\$ 240	\$ 480	\$ -	The IT Manager has the knowhow to bring this in house; however, from a prioritization and cost benefit standpoint it makes sense to continue the less than \$500 per year charge for a fully functioning system and address this later after more impactful items have been addressed.

**Potential for Annual Savings (over time) with IT Manager:**

**\$ 127,600**

*Realized Savings (cost savings the District is realizing now):*

Monthly IT Services Contract	\$ 34,000	Monthly bill reduced to \$4,351 in December (a \$12k credit was also granted)
Security Surveillance Camera System Annual Maintenance	5,000	No need to enter into a maintenance contract + savings on service calls
Tesco - SCADA service calls	5,000	IT manager has handled a variety of maintenance issues in-house
<b>Realized Savings</b>	<b>\$ 44,000</b>	Approximate savings realized year over year

*Potential Future Savings (cost savings the District could realize with future action):*

Remote operated gate arm one shift per day (graveyard shift)	\$ 80,000	Work still needs to be done to propose this to the Board
CMM System	3,600	Estimated savings of \$300/mo. This is an unknown at this time.

**Potential Savings**

**\$ 83,600**

## MEMORANDUM

Date: January 7, 2025  
To: Board of Directors  
From: Mimi Morris, General Manager  
Subject: Information Technology Costs 23-24 and 24-25

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### BACKGROUND

Since 2013 the District has utilized the services of an outside Information Technology consulting firm for the basic information technology services of the District. Separate software and service agreements have been in place for multiple years for a variety of specialized information technology services.

These include: gate control, bar code tracking, customer contact information, video camera feeds, treatment plant conditions; lift operations; document retention; financial recordkeeping; utility billing; requisitions, purchase orders, and check payments. Even the District's phone system is managed by a separate software system.

The diversity of special software, most of which must interface with the underlying operating systems of roughly 100 devices (servers, cameras, readers, individual computers and printers) adds to the complexity of the IT system.

The District's system includes not only the diverse software, but also essential hardware like servers and Uninterruptible Power Supply (UPS) devices that ensure that if power goes out, our activities continue. This is critical for reliable provision of services like pumping water and removing wastewater and ensuring the gates function.

As in most modern organizations, security of all that data and the system itself adds another layer of necessary sophistication to the overall system. Security encompasses the physical access as well as the virtual, cyber access to prevent dangerous and potentially expensive attacks on the system.

The activities of the IT professional transcend user support and touch almost every aspect of the District's operations. Of specific importance is the IT Manager's knowledge of software security, especially with the transition to cloud-based servers.

Historically, the individual user operating system software (Microsoft Office suite software, Adobe) and security (password protection, cybersecurity) software were procured through the IT vendor. Similarly, all hardware (replacement devices, new equipment) were

purchased through the IT firm, which could image the devices with the licenses they provided.

The contracted IT service included all the licenses and network administration and user support. However, staff was limited to bi-weekly in-person visits that were intended to address whatever issues had arisen over the prior two-week period. A Help Line was available for staff to call between visits, but the system merely tracked the need and a service technician would need to call the user back at a later time. This led to lost productivity and frustration as missed calls created endless rounds of phone tag.

After six months of living with this ineffective system, the GM proposed bringing a part-time, in-house consultant to the District. The Personnel Committee directed the GM to expand the part-time consultant to a full-time position given the anticipated increase in video surveillance as a security strategy. The GM prepared projected cost savings from future consolidations of information technology services and related expenses to help justify the value of an in-house information technology manager.

On March 25, 2024, the District hired an in-house information technology manager who began the process of becoming knowledgeable regarding the complex system in place. He quickly determined that there were a variety of patchwork fixes that were going to be difficult to unwind. By July of 2023, the original, local consultant had sold the consulting business to a national vendor called Intelligent Technical Solutions (ITS). One ITS veteran with extensive knowledge of the system remained available to assist from Utah and another was assigned to other duties in the new organization. The on-site ITS staff had little institutional knowledge regarding the overall system. The local consultant was primarily a user support person, but that individual was only on site every two weeks. As a result, network servers were not being properly maintained with firmware updates because there was no local expert on network administration. There was poor documentation in place regarding the system. There were no standard operating procedures and oversight. Any computing issues had to be routed through the help system described previously.

The IT manager determined that the District would need to continue to rely on the firm's software for the next few years as a complete transition to new software licensing throughout the organization would be both disruptive and expensive.

Every step of the way there has been a cost-benefit analysis with an eye toward continuity of operations while transitioning to an in-house IT professional. The IT Manager has added value to the organization through a variety of corrective actions that have eliminated productivity obstacles over the last nine months. A sample of the disruptive situations and resulting corrections is listed in the table below.



#	Situation	Action	Result
1.	Weekly Power Failures at the Gates every Wednesday due to non-sinewave compatible generators	Replaced Uninterruptible Power Supply devices (UPS's) in both Gates	No more weekly power failures at the Gates
2.	All Network Connectivity was dropping at noon several times a week and requiring a manual reset.	Performed a Diagnostic Assessment and implemented Network Maintenance	No mid-day outage; no gate traffic, no lost productivity, service restored
3.	General HW Neglect: Not anchored or mounted properly; console not working - no visibility of various network servers	Performed a Diagnostic Assessment and Reconfigured the console	Able to see the entire network configuration and more easily troubleshoot
4.	WTP Sophos Appliance Failed: Connectivity between SCADA and HQ broken; no internet; no file access; no email; no document sharing; no phones	Diagnosed the Sophos problem and restored a backup and reconfigured it to get it back online	Completely Functional internet communication at the WTP
5.	Unsupported software. Immediate Issue: slow processing; failure to print; Longer Term Issue: Lack of support for outdated software including security software; overall loss of productivity.	Independently buying new hardware that is compatible with the newer, supported software; putting the new HW into operation;	Elimination of security holes resulting from outdated software; stronger cybersecurity; greater productivity; elimination of lost work.
6.	Recurring HQ Sophos Failures: lost all internet connectivity	Diagnosed the Sophos problem and restored a backup and reconfigured it to get it back online	Completely Functional internet communication throughout the organization.
7.	Security Risk: Exposed staff email addresses	Diagnosed the issue and working with Streamline to hide emails and block robotic intrusions.	Fewer spams and greater security
8.	Unanticipated Shutdowns in all virtual machines and independent user devices/Loss of work due to outdated Firmware (native code that runs under the operating systems); damaging to productivity	Diagnosed the cause of the shutdowns, Updated firmware (DRAC) on main virtual machine hosts and on individual devices.	Functioning devices; increased productivity; significant reduction in random shutdowns
9.	Unanticipated HW failures	Image & Deploy/Purchase & Image replacement HW within 24 hours	Continuity of Operations; Less Costly Devices (no consultant markup)
10.	Security Risks from Active User Accounts for Inactive Employees; bloated software costs from inactive users	Evaluated lists, disabled outdated ee accounts & removed inactive employees from Distribution Lists.	Enhanced system security; rightsized licensing needs to match users and reduced SW expense.

**W. M. LYLES CO.**

CONTRACTOR

Since 1945

*Progress Through Performance®*

SYSTEM INTEGRATION DIVISION

# Request for Proposals for the Replacement of Water Treatment Plant SCADA Services

## Prepared By:

**W. M. Lyles Co.,  
Systems Integration Division**

525 W. Alluvial Ave.,  
Fresno, CA 93711

## Point of Contact:

916-886-0738  
[mike.steuteville@wmlylesco.com](mailto:mike.steuteville@wmlylesco.com)

## Prepared For:

**Rancho Murieta Community  
Services District**

15160 Jackson Rd.,  
Rancho Murieta, CA 95683  
(916) 354-3700

# Table of Contents

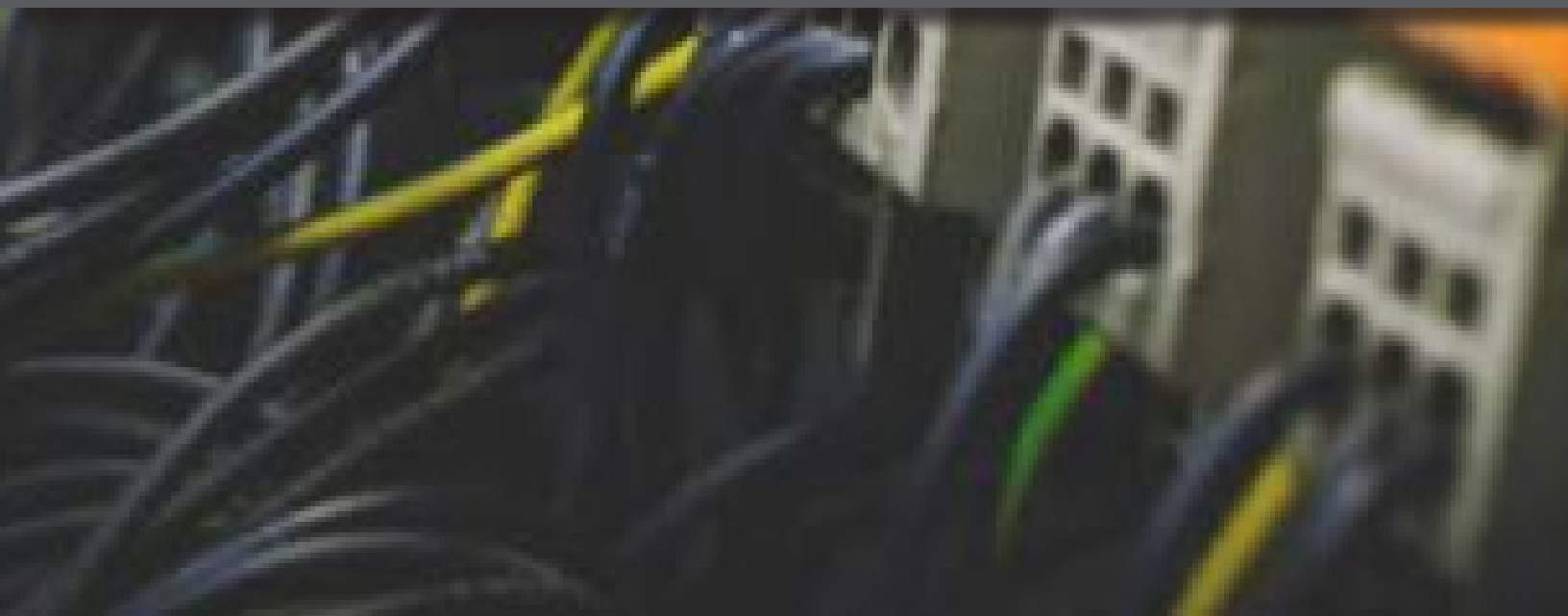
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- A. Executive Summary ..... 4-5
  - a.1 - Project Title
  - a.2 - Applicant Firm Information
- B. Understanding of the Work ..... 7-8
  - b.1 - Experience ..... 9-11
  - b.2 - Project Team ..... 12-13
- C. Rates and Proposed Fee ..... Sent Separately
- D. Insurance ..... 15
- E. Contract Requirements ..... 15 -25
- Appendix A - Resumes ..... 27-33



# Executive Summary





**System Integration Division**  
9332 Tech Center Drive, Suite 300  
Sacramento, CA 95826  
Telephone (916) 644-9500  
Contractor's License No. 422390  
DIR No. 1000001448

December 19, 2024

Eric Houston, Chief Plant Operator  
5160 Jackson Rd.,  
Rancho Murieta, CA 95683  
(916) 354-3700

Dear Mr. Houston,

We are pleased to submit our proposal for the Request for Proposal for Replacement of Water Treatment Plant SCADA Services for the Rancho Murieta Community Services District (RMCS D). At W. M. Lyles Co., System Integration Division (WML-SID), we are deeply committed to delivering exceptional results that align with the objectives and vision of your esteemed organization. WML-SID is excited to collaborate with the Rancho Murieta CSD team in upgrading the Water Treatment Plant SCADA system. In summary, we will address the following needs through our outlined approach.

### **BACKGROUND AND NEEDS**

RMCS D's current SCADA system, installed in 2014, has served reliably; however, its aging hardware and lack of warranty support present increasing risks to plant operations. Critical concerns include:

- **Hardware Failure Risk:** The existing Dell server hardware is no longer under warranty, raising the potential for unplanned system failure.
- **Cybersecurity Vulnerabilities:** The current Cisco Firewall, end-of-life since 2017, and other networking components, end-of-life since 2014, expose the system to heightened cybersecurity threats.

To address these challenges, WML-SID proposes a comprehensive SCADA system upgrade designed to modernize infrastructure, improve operational resilience, and enhance cybersecurity.

### **OUR APPROACH**

WML-SID will implement a collaborative, structured approach to deliver a seamless and efficient upgrade:

#### **1. Kick-Off Meeting:**

- Establish project expectations, milestones, and address RMCS D's specific concerns. Key topics include:
- Team introductions, schedule, submittal process, and downtime planning.

#### **2. Project Execution:**

- **Data Preservation:** Secure backups (SCADA app, historical data, auto-dialer, and communication drivers).
- **System Configuration:** Off-site procurement, in-house configuration, and quality assurance (QA).
- **Installation and Testing:** Minimize downtime by running the new system in parallel with the existing SCADA system, ensuring seamless transition and operational continuity.

#### **3. Final Stages:**

- **On-Site Commissioning:** Testing, validation, and witness testing with RMCS D staff.
- **Legacy System Decommissioning:** Transition to the upgraded system, supported by a warranty period for added confidence.

### **BENEFITS TO RMCS D**

- **Reduced Risk:** Modernized, reliable infrastructure to prevent downtime and operational disruption.
- **Improved Cybersecurity:** A stronger defense against evolving threats.
- **Minimal Disruption:** Off-site system preparation and parallel operation will reduce strain on RMCS D personnel.
- **Clear Communication:** Regular updates from WML-SID's Project Manager ensure transparency and alignment.

### **TIMELINE AND COMMITMENT**

The project is estimated to take 4-5 months from award to completion. WML-SID is committed to delivering a reliable, secure, and future-ready SCADA system while fostering a strong, long-term partnership with RMCS D.

As your dependable collaborator, we will adhere to RMCS D's and industry standards, ensuring all work is reviewed and approved by the District's control systems staff and that all safety procedures are strictly followed. Our leadership team, boasting more than 100 years of combined industry experience, is a powerhouse of competent, intelligent, and seasoned professionals. These experts actively manage both the tactical and strategic operations of the W. M. Lyles Co. System Integration Division (WML-SID), ensuring we stay at the forefront of industry advancements.

We are particularly excited about the opportunity to work together and bring our unique blend of skills and enthusiasm to the table. Our comprehensive approach ensures that every detail will be meticulously executed. We are confident that our commitment to quality, combined with our technical proficiency, positions us as the ideal partner for this project.

Please find our detailed qualifications enclosed. Should you have any questions or require further information, do not hesitate to contact our Project Manager, Kevin Ford, at (916) 699-0902 or via email at [kevin.ford@wmlylesco.com](mailto:kevin.ford@wmlylesco.com).

Thank you for considering our proposal. We look forward to the possibility of working together and enhancing the outcome of your project.

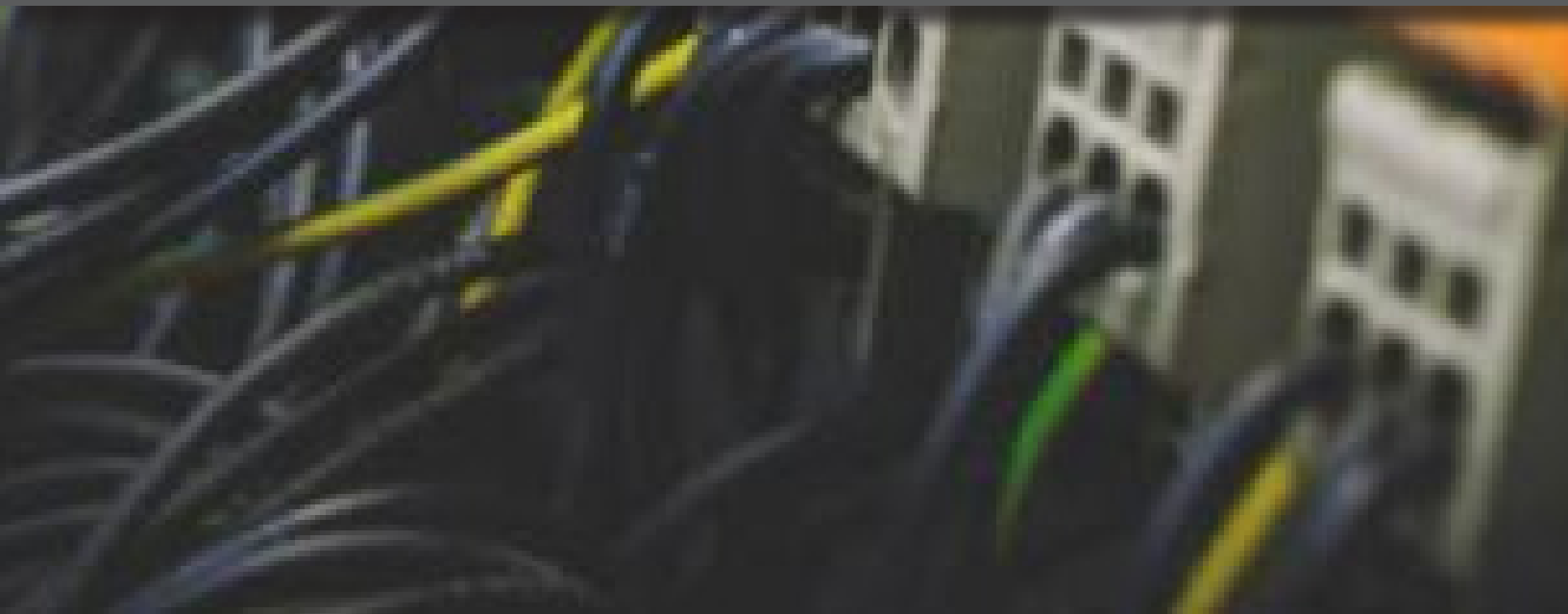
Sincerely,

A handwritten signature in black ink, appearing to read 'Shain Thomas', with a long horizontal flourish extending to the right.

Shain Thomas  
SI Division Manager  
W. M. Lyles Co., A California Corporation  
Systems Integration Division  
525 W. Alluvial Avenue, Fresno, CA 93711  
(916) 644-9500; [Shain.Thomas@wmlylesco.com](mailto:Shain.Thomas@wmlylesco.com)  
[www.wmlylesco.com](http://www.wmlylesco.com)



# Understanding of the Work



# Understanding of the Work

## CURRENT SYSTEM OVERVIEW AND CHALLENGES

Your existing SCADA system, installed in 2014, has operated reliably 24/7; however, its aging hardware and lack of warranty support present increasing risks. Failure of critical components could jeopardize plant operations. Additionally, cybersecurity remains a growing concern. Notably:

- The existing Cisco Firewall (first line of defense) has been end-of-life since 2017.
- Other Cisco networking components reached end-of-life in 2014.

These factors highlight the urgency for proactive system modernization to ensure operational resilience and enhance security.

## OUR APPROACH

To ensure a seamless upgrade, WML-SID will implement a structured and collaborative approach, starting with a kick-off meeting to align on expectations, roles, and project milestones. Key agenda items include:

- Introduction to the WML-SID project team
- Project schedule and submittal processes
- Startup/Cutover plan
- Detailed process review
- Addressing RMCS D's questions and concerns

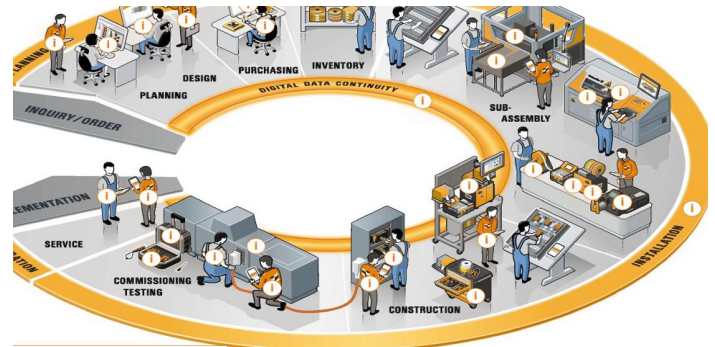
Following this, WML-SID will deliver a formalized schedule and initiate internal project phases, including:

### 1) Data Backups and Preservation

- SCADA application
- Historical data
- Auto-dialer configuration
- Communication driver

### 2) System Preparation

- Procurement of hardware/software
- In-house system configuration and quality checks (QC)
- Development of on-site testing and cutover procedures



## Design Focused on Safety, Functionality, and Durability

We partner with the best brands in the industry to incorporate products into our control panel designs that meet UL Standards, UL508A & UL698A. We focus on safety, functionality, and durability in our designs while taking heat calculations, environment, and sizing into consideration. We also build control panels based on customer supplied panel schematics, bill of materials, and documentation.

- 5880 Sq Ft Panel Shop Facility
- Documented Manufacturing Processes
- Engineering & Technical Support
- 100% Functionality Tested & Quality Inspected

### 3) Efficient Installation and Testing

To minimize disruptions, WML-SID will complete as much system preparation off-site as possible. This effort significantly reduces on-site startup time and operational strain.

## FINAL STAGES AND SYSTEM COMMISSIONING

*The final project phase includes:*

- On-Site Implementation: Startup, rigorous testing, and validation.
- Parallel Operations: The new SCADA system will operate alongside the existing system (leveraging Ethernet communications) to ensure a smooth transition addressing downtime concerns.
- Witness Testing: Conducted with RMCS D staff to



confirm comfort and operational readiness.

- System Decommissioning: Phased removal of the legacy system upon successful validation.

The project concludes with a warranty period, providing ongoing assurance as the new system operates in production.

### **COMMUNICATION AND TIMELINE**

Your Project Manager (PM) will provide regular progress updates, ensuring transparency and accountability throughout the project lifecycle. We anticipate project completion within 4-5 months from award to delivery.

### **ENHANCING CYBERSECURITY RESILIENCE**

While addressing the SCADA upgrade, we strongly recommend a comprehensive evaluation of your cybersecurity posture. Proactive enhancements will strengthen defenses against evolving threats and secure the long-term integrity of your operations.

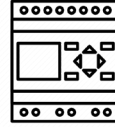
### **CLOSING**

WML-SID is excited about the opportunity to partner with RMCS D on this critical upgrade. Our team is committed to delivering a reliable, secure, and future-ready SCADA system while fostering a lasting, collaborative relationship.

# Experience

With decades of expertise in delivering exceptional System Integration services, our team stands poised to excel in the Control Systems Integrator Services contract for the RMCSO or District. We bring a proven track record of success in managing complex initiatives across municipal and industrial sectors, ensuring seamless integration and operational efficiency. From instrumentation services encompassing calibration, maintenance, and troubleshooting of critical instruments, to advanced programming for PLC and HMI systems, our commitment to excellence is unwavering. Our extensive experience includes emergency support, scheduled maintenance, and comprehensive system upgrades, all tailored to meet stringent regulatory standards and client-specific requirements. With a steadfast focus on quality, safety, and innovation, we are prepared to deliver superior outcomes and support the RMCSO or District’s control system needs with precision and professionalism.

## A HUNDRED YEARS OF COMBINED INDUSTRY EXPERIENCE



### AUTOMATION ENGINEERING - SCADA, PLC & NETWORK INFRASTRUCTURE

44+ Years of Experience in SCADA Development, Networking Architecture, Telemetry Design and Cybersecurity for Water/Wastewater Facilities



### ELECTRICAL & INSTRUMENTATION SPECIALIST

55+ Years of Experience in Electrical Engineering and Project Management, Motor Controls, PLC Control Systems and Instrumentation for Industrial Water/Wastewater Projects



### PROJECT MANAGEMENT

19+ Years of Experience in Project Management, PMO role

## SOUTH ORANGE COUNTY WASTEWATER AUTHORITY (SOCWA) - SCADA SYSTEM REPLACEMENT

South Orange County, CA

<b>Owner Agency</b>	Owner Agency South Orange County Wastewater Authority (SOCWA) - 34156 Del Obispo St, Dana Point, CA 92629
<b>Owner Representative</b>	Mike Matson, Support Services Manager - mmatson@socwa.com   949-324-3136
<b>Associated Team Members</b>	Bee Xiong, Josh Choe
<b>Cost</b>	<b>Estimate:</b> Lump Sum \$570,350; <b>Billing:</b> \$179,690, completed on budget with no change orders assessed.
<b>Schedule</b>	Quoted as 4-6 weeks from purchase order. Delivered at 4 weeks. Equipment Delivery: Quoted as 14 weeks from submittal approval. Delivered at 8 weeks after approval.
<b>Hardware/Software Integrated</b>	Dell Servers, QNAP NAS, Networking Equipment. Software: Rockwell Factory Talk View SE, VEEAM, Win911, VMWare
<b>Scope of Work</b>	SOCWA had three (3) WWTPs with outdated SCADA systems. All three (3) independent sites were moved from a physical system architecture to virtualized along with modernizing the Factory Talk View applications.
<b>Key Lessons and Challenges</b>	The project confirmed the effectiveness of our company’s procedures and documentation, emphasizing the importance of thorough investigations and workshops with the customer for successful upgrades. The commissioning phase allowed us to refine our startup plan, revealing the need to streamline our testing documentation for efficiency. This proactive approach has enhanced our operational processes and will inform our strategies for future projects.

## PLACER COUNTY WATER AGENCY, BOWMAN WATER TREATMENT PLANT

### Auburn, CA

<b>Owner Agency</b>	Placer County Water Agency - 144 Ferguson Road, Auburn, CA 95603
<b>Owner Representative</b>	Blake Robinson, Electrical Engineer - brobinson@pcwa.net   831-869-3288
<b>Associated Team Members</b>	Todd English, A.J. Cottengim, Timothy Burkett
<b>Cost</b>	<b>Estimate:</b> \$185,000; <b>Billing:</b> \$0.00 - Project Ongoing
<b>Schedule</b>	<b>Submittals:</b> Quoted as 8 weeks from purchase order. Delivered in 5 weeks. <b>Equipment Delivery:</b> Quoted as 16 weeks from submittal approval. Delivery scheduled for 14 weeks after submittal approval.
<b>Hardware/Software Integrated</b>	<b>Hardware:</b> Compact Logix PLC, PowerFlex525 VFD <b>Software:</b> Studio 5000
<b>Scope of Work</b>	This public bid project called for a three section MCC to be integrated into an existing PLC architecture. The spacing available on the bid plans for the equipment was 30", however the specified manufacturer required 36" for the desired MCC lineup. WML-SID identified the conflict pre-bid and provided an engineering design for a proposed free standing VFD panel. The proposed solution was accepted and WML-SID was awarded the bid. The technical expertise of our estimating team, and the responsive timing of our engineers allowed us to identify issues even before a contract was awarded, preventing the need for budget and schedule impacting change orders.
<b>Key Lessons and Challenges</b>	Challenges so far have included lead times of specified suppliers. Supply chain issues continue to impact the industry. To minimize the impact of this challenge, WML-SID has been intentional in early and frequent communication to the contract team and end user. Delays from suppliers are communicated immediately to the team so all stakeholders can adjust as needed.

## CITY OF ATWATER WELL VFD RECONFIGURATION - On-Site Emergency Services

### Atwater, CA

<b>Owner Agency</b>	City of Atwater - 470 Aviator Drive, Atwater, CA 95301
<b>Owner Representative</b>	Ryan Ward, Water Division Supervisor - rward@atwater.org   209-325-6003
<b>Associated Team Members</b>	A.J. Cottengim, Timothy Burkett
<b>Cost</b>	<b>Estimate:</b> Time and Materials not to exceed \$10,000; <b>Billing:</b> \$1,000. WML-SID was able to get the site operational in a single visit.
<b>Schedule</b>	WML-SID responded to site at requested date (1 business day from signing of contract)
<b>Hardware/Software Integrated</b>	<b>Hardware:</b> L3000 PLC, Altivar VFD; <b>Software:</b> Winbench, iFix
<b>Scope of Work</b>	WML-SID was requested to troubleshoot and reconfigure a newly installed VFD. The VFD had been replaced, however was not communicating properly to the PLC for full auto control. The owner agency had been attempting to get support for over 9 months, and had been running the pump in hand requiring a local operator. Our technicians were able to reverse engineer and troubleshoot the wiring between the VFD and the L3000 with limited on-site documentation. It was found that the Altivar had not been properly configured for its own IO modules after the VFD had been replaced. After reconfiguration of the VFD, the site was tested with the owner and left with the desired operation.
<b>Key Lessons and Challenges</b>	This service order reiterated the that it is common place for drawings and documentation to be missing or incorrect at the site. WML-SID has learned to coach our customers on the best way to request documentation from their past suppliers and system integrators.

## COUNTY OF MONTEREY - EAST GARRISON – On-Site Emergency Services Hollister, CA

<b>Owner Agency</b>	Al Fresco Landscape Management, Inc - 1761 Shelton Drive, Hollister, CA 95023
<b>Owner Representative</b>	Andria Trumble, Client Service Coordinator/Accounting - andria@alfrescolandscaping.net   831-869-3288
<b>Associated Team Members</b>	Timothy Burkett, Ken Yates
<b>Cost</b>	<b>Estimate:</b> Time and Materials not to exceed \$100,000; <b>Billing:</b> \$3,000. WML-SID was able to get the site operational in a single visit, which resulted in a current contract to replace the damaged components.
<b>Schedule</b>	WML-SID responded to site at requested date (5 business days from signing of contract)
<b>Hardware/Software Integrated</b>	Hardware: Eaton soft starter, breakers, and power distribution.
<b>Scope of Work</b>	WML-SID was contacted for emergency services to troubleshoot the East Garrison Pump Station operated by Al Fresco Landscape Management. Our technicians were able to safely troubleshoot, diagnose, and identify the source of an arc flash event that caused damage to one of the two pumps/starters at the site. After properly isolating the damaged components, our technician returned the remaining pump to an operable condition. An action plan was provided to the customer in order to bring the site back to full operation.
<b>Key Lessons and Challenges</b>	This project was a routine service call for our experienced technicians. Key lessons and challenges not applicable.

# Project Team

With decades of expertise in delivering exceptional System Integration services, our team stands poised to excel in the Control Systems Integrator Services contract for the RMCSO or District. We bring a proven track record of success in managing complex initiatives across municipal and industrial sectors, ensuring seamless integration and operational efficiency. From instrumentation services encompassing calibration, maintenance, and troubleshooting of critical instruments, to advanced programming for PLC and HMI systems, our commitment to excellence is unwavering. Our extensive experience includes emergency support, scheduled maintenance, and comprehensive system upgrades, all tailored to meet stringent regulatory standards and client-specific requirements. With a steadfast focus on quality, safety, and innovation, we are prepared to deliver superior outcomes and support the RMCSO or District’s control system needs with precision and professionalism.

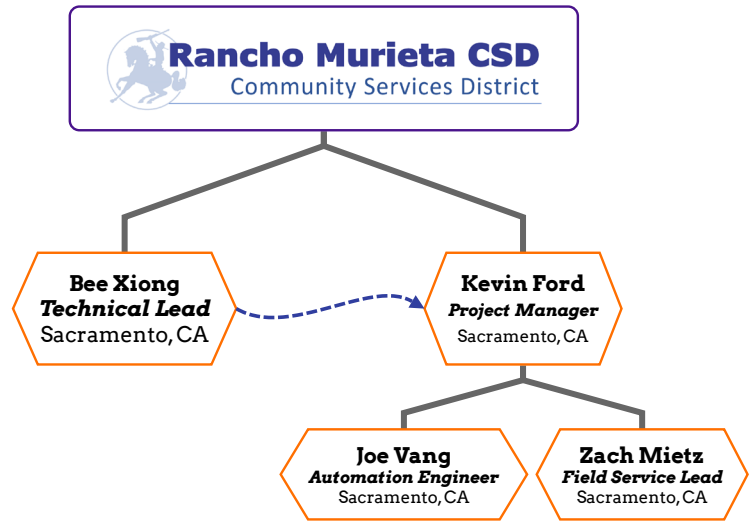
## KEY PERSONNEL

### **Kevin Ford - Project Manager**

Kevin Ford is a seasoned project management professional with nearly two decades of experience in overseeing and executing a wide range of projects. With a Bachelor of Science in Environmental Science and a strong background in project management, Kevin has successfully led numerous initiatives, including the PLC 4 Upgrade Programming Services project for the El Dorado Irrigation District. His expertise in managing project timelines, resources, and stakeholders has been instrumental in the successful completion of complex projects. Kevin’s technical proficiencies, coupled with his project management certifications, make him a valuable asset in driving project success and delivering high-quality results. With a proven track record of excellence in project management, Kevin is well-equipped to tackle challenges and drive innovation in the field.

### **Bee Xiong - Technical Lead**

Bee Xiong is an accomplished Automation Engineer with 9 years of experience in SCADA system development and design for water and wastewater facilities. He



earned his Bachelor of Science in Computer Science from California State University, Sacramento, in 2014. Bee is highly skilled in SCADA programming and software development across platforms such as AVEVA, WonderWare ClearSCADA, Inductive Automation Ignition, Rockwell FactoryTalk View SE, and GeoSCADA. He holds certifications in AVEVA (CSI Application Server and Historian), Ignition CORE and GOLD 8.1, and is recognized as a Cybersecurity Expert by ISA. His project experience includes the successful implementation of SCADA systems for municipalities and service districts, with expertise in upgrades, virtualization, and PLC integration. Notable projects include the Rancho Murieta Water and Wastewater Treatment Plant upgrades, the Valencia Heights Water Company SCADA upgrade, and the South Orange County Wastewater Authority SCADA system replacement. He specializes in modernizing monitoring and control systems to optimize operational efficiency.

### **Joe Vang - Automation Engineer**

Joe Vang is an Automation Engineer with 6 years of experience in PLC system development for water and wastewater facilities. He holds a Bachelor of Science in Electrical Engineering from California State University, Fresno (2016). Skilled in PLC programming and platforms like Allen Bradley, Schneider Electric, Siemens PlantPAX, and TIA Portal, Joe integrates automation systems using protocols such as Modbus and EtherNet/IP. His projects include automating well sites and booster stations for the City of Hobbs,

**KEY PERSONNEL CONT.**

upgrading sludge treatment systems in Roseville, CA, and optimizing wastewater processes in Cayucos, CA.

***Zach Mietz, Field Services Lead***

Zach Mietz is a Field Service Team Lead with 8 years of experience in automation engineering and commissioning within the water, wastewater, and semiconductor industries. He holds a Bachelor of Science in Electrical Engineering from California State University, Sacramento. Zach specializes in PLC and HMI programming, with technical proficiency in platforms like Allen Bradley, Rockwell, Schneider Modicon, Automation Direct, and Phoenix Contact. His expertise includes industrial protocols such as Ethernet/IP, DH+, DeviceNet, Profibus, Modbus/TCP, and Modbus RTU. Zach has led notable projects, including the Applied Materials Centura ACP3 Servo Upgrade, where he facilitated legacy servo motor upgrades and coordinated customer needs with R&D teams. He also played a key role in the City of San Mateo's Wastewater Treatment Plant expansion and Immediate Action Project, programming multiple PLCs, integrating vendor control packages, and commissioning new control systems. His hands-on approach ensures seamless integration, testing, and operational training



**Insurance**

**D**

**Contract  
Requirements**

**E**



# Insurance

WML-SID acknowledges that we comply with the insurance requirements outlined in the RFP. We confirm that we will maintain the minimum insurance requirements during the entire time of the engagement.

# Contract Requirements

We acknowledge and understand that the services will be provided under and subject to the terms and conditions of the District's Standard Services Agreement (Attachment 2).

Please note that we have included our suggested modifications to the standard agreement in the proposal. The red lined items are detailed in the contract on the following page for your review and consideration.



**Rancho Murieta Community Services District  
Services Agreement**

This Agreement is entered into as of the date last signed and dated below by and between Rancho Murieta Community Services District, a local government agency (“District”), and

\_\_\_\_\_, a \_\_\_\_\_ *[Insert type and jurisdiction of entity]* (“Contractor”), who agree as follows:

**1 Scope of Work**

Contractor shall perform the work and render the services described in the attached Exhibit A (the “Work”). Contractor shall provide all labor, services, equipment, tools, material and supplies required or necessary to properly, competently and completely perform the Work. Contractor shall determine the method, details and means of doing the Work.

**2 Payment**

2.1 District shall pay to Contractor a fee based on *[check one]*:

\_\_\_ Contractor’s time and expenses necessarily and actually expended or incurred on the Work in accordance with Contractor’s fee schedule on the attached Exhibit A.

\_\_\_ The fee arrangement described on the attached Exhibit A.

The total fee for the Work shall not exceed \$\_\_\_\_\_ *[delete this sentence if not applicable]*. There shall be no compensation for extra or additional work or services by Contractor unless approved in advance in writing by District. Contractor’s fee includes all of Contractor’s costs and expenses related to the Work.

2.2 At the end of each month, Contractor shall submit to District an invoice for the Work performed during the preceding month. The invoice shall include a brief description of the Work performed, the dates of Work, number of hours worked and by whom (if payment is based on time), payment due, and an itemization of any reimbursable expenditures. If the Work is satisfactorily completed and the invoice is accurately computed, District shall pay the invoice within 30 days of its receipt.

**3 Term**

3.1 This Agreement shall take effect on the above date and continue in effect until completion of the Work, unless sooner terminated as provided below. Time is of the essence in this Agreement. If Exhibit A includes a Work schedule or deadline, then Contractor must complete the Work in accordance with the specified schedule or deadline, which may be extended by District for good cause shown by Contractor. If Exhibit A does not include a Work schedule or deadline, then Contractor must perform the Work diligently and as expeditiously as possible, consistent with the professional skill and care appropriate for the orderly progress of the Work.

3.2 This Agreement may be terminated at any time by District upon 10 days advance written notice to Contractor. In the event of such termination, Contractor shall be fairly compensated for all work performed to the date of termination as calculated by District based on the above fee and payment provisions. Compensation under this section shall ~~not include any termination-related expenses, cancellation or demobilization charges, or lost profit~~ associated with the expected completion of the Work ~~or other such similar payments~~ relating to Contractor's claimed benefit of the bargain.

#### 4 Professional Ability of Contractor

4.1 Contractor represents that it is specially trained and experienced, and possesses the skill, ability, knowledge and certification, to competently perform the Work provided by this Agreement. District has relied upon Contractor's training, experience, skill, ability, knowledge and certification as a material inducement to enter into this Agreement. All Work performed by Contractor shall be in accordance with applicable legal requirements and meet the standard of care and quality ordinarily to be expected of competent professionals in Contractor's field.

**[The paragraphs in section 4.2 can be replaced with "Intentionally omitted" if the District is not requiring the Contractor to designate key personnel.]**

4.2 The following individuals are designated as key personnel and are considered to be essential to the successful performance of the work hereunder: **[Describe Contractor's key personnel by name or by reference, e.g. the individuals whose resumes are included in Exhibit A.]** Contractor agrees that these individuals may not be removed from the Work or replaced without compliance with the following sections:

4.2.1 If one or more of the key personnel, for whatever reason, becomes, or is expected to become, unavailable for work under this contract for a continuous period exceeding 30 work days, or is expected to devote substantially less effort to the work than indicated in the proposal or initially anticipated, Contractor shall immediately notify District and shall, subject to District's concurrence, promptly replace the personnel with personnel of at least substantially equal ability and qualifications.

4.2.2 Each request for approval of substitutions must be in writing and contain a detailed explanation of the circumstances necessitating the proposed substitutions. The request must also contain a complete resume for the proposed substitute and other information requested or needed by District to evaluate the proposed substitution. District shall evaluate Contractor's request and District shall promptly notify Contractor of its decision in writing.

#### 5 Conflict of Interest

5.1 Contractor (including principals, associates and professional employees) represents and acknowledges that (a) it does not now have and shall not acquire any direct or indirect investment, interest in real property or source of income that would be affected in any manner or degree by the performance of Contractor's services under this agreement, and (b) no person having any such interest shall perform any portion of the Work. The parties agree that Contractor is not a designated employee within the meaning of the Political Reform Act and District's conflict of interest code because Contractor will perform the Work

independent of the control and direction of the District or of any District official, other than normal contract monitoring, and Contractor possesses no authority with respect to any District decision beyond the rendition of information, advice, recommendation or counsel.

5.2 Contractor's duties and services under this Agreement shall not include preparing or assisting District with any portion of District's preparation of a request for proposals, request for qualifications, or any other solicitation regarding a subsequent or additional contract with District. District shall at all times retain responsibility for public contracting, including with respect to any subsequent phase of the work contemplated herein. Contractor's participation in the planning, discussions, or drawing of project plans or specifications shall be limited to conceptual, preliminary, or initial plans or specifications. Contractor shall cooperate with District to ensure that all bidders for a subsequent contract on any subsequent phase, if any, of work contemplated herein have access to the same information, including all conceptual, preliminary, or initial plans or specifications, if any, prepared by Contractor pursuant to this Agreement.

## 6 Contractor Records

6.1 Contractor shall keep and maintain all ledgers, books of account, invoices, vouchers, canceled checks, and other records and documents evidencing or relating to the Work and invoice preparation and support for a minimum period of three years (or for any longer period required by law) from the date of final payment to Contractor under this Agreement. District may inspect and audit such books and records, including source documents, to verify all charges, payments and reimbursable costs under this Agreement.

6.2 In accordance with California Government Code section 8546.7, the parties acknowledge that this Agreement, and performance and payments under it, are subject to examination and audit by the California State Auditor for three years following final payment under the Agreement.

## 7 Ownership of Documents

All works of authorship and every report, study, spreadsheet, worksheet, plan, design, blueprint, specification, drawing, map, photograph, computer model, computer disk, magnetic tape, CAD data file, computer software and any other document or thing prepared, developed or created by Contractor under this Agreement and provided to District ("Work Product") shall be the property of District, and District shall have the rights to use, modify, reuse, reproduce, publish, display, broadcast and distribute the Work Product and to prepare derivative and additional documents or works based on the Work Product without further compensation to Contractor or any other party. Contractor may retain a copy of any Work Product and use, reproduce, publish, display, broadcast and distribute any Work Product and prepare derivative and additional documents or works based on any Work Product; provided, however, that Contractor shall not provide any Work Product to any third party without District's prior written approval, unless compelled to do so by legal process. If any Work Product is copyrightable, Contractor may copyright the same, except that, as to any Work Product that is copyrighted by Contractor, District reserves a royalty-free, nonexclusive and irrevocable license to use, reuse, reproduce, publish, display, broadcast and distribute the Work Product and to prepare derivative and additional documents or works based on the Work Product. If District reuses or modifies any Work Product for a use or purpose other than that intended by the scope of work under this Agreement, then District shall hold

for use by District only  
for the Project which is  
the subject of this  
Agreement

for use by District only  
for the Project which is  
the subject of this  
Agreement

Contractor harmless against all claims, damages, losses and expenses arising from such reuse or modification. For any Work Product provided to District in paper format, upon request by District at any time (including, but not limited to, at expiration or termination of this Agreement), Contractor agrees to provide the Work Product to District in a readable, transferable and usable electronic format generally acknowledged as being an industry-standard format for information exchange between computers (e.g., Word file, Excel spreadsheet file, AutoCAD file).

## 8 Confidentiality of Information

***[The paragraphs in this section can be replaced with the phrase "Intentionally omitted" if the District will not provide any confidential information to the Contractor.]***

8.1 Contractor shall keep in strict confidence all confidential, privileged, trade secret, and proprietary information, data and other materials in any format generated, used or obtained by the District or created by Contractor in connection with the performance of the Work under this Agreement (the "Confidential Material"). Contractor shall not use any Confidential Material for any purpose other than the performance of the Work under this Agreement, unless otherwise authorized in writing by District. Contractor also shall not disclose any Confidential Material to any person or entity not connected with the performance of the Work under this Agreement, unless otherwise authorized in advance in writing by District. If there is a question if Confidential Material is protected from disclosure or is a public record or in the public domain, the party considering disclosure of such materials shall consult with the other party concerning the proposed disclosure.

8.2 Contractor, and its officers, employees, agents, and subcontractors, shall at all times take all steps that are necessary to protect and preserve all Confidential Material. At no time shall Contractor, or its officers, employees, agents, or subcontractors in any manner, either directly or indirectly, use for personal benefit or divulge, disclose, or communicate in any manner, any Confidential Material to any person or entity unless specifically authorized in writing by the District or by order of a court or regulatory entity with jurisdiction over the matter. Contractor, and its officers, employees, agents, and subcontractors shall protect the Confidential Material and treat it as strictly confidential in accordance with applicable law, District policies and directives, and best industry security practices and standards.

8.3 If any person or entity, other than District or Contractor, requests or demands, by subpoena, discovery request, California Public Records Act request or otherwise, Confidential Material or its contents, the party to whom the request is made will immediately notify the other party, so that the parties may collectively consider appropriate steps to protect the disclosure of those materials. The parties agree to take all steps reasonably necessary to preserve the confidential and privileged nature of the Confidential Material and its content. In the event that the parties cannot agree whether to oppose or comply with a disclosure demand, the opposing party may oppose the demand at its sole cost and expense, in which event the party favoring disclosure will refrain from disclosing the demanded Confidential Material until such time as a final agreement regarding disclosure is reached or, if an agreement is not reached, a judicial determination is made concerning the demand.

8.4 Unless otherwise directed in writing by the District, upon contract completion or termination, Contractor must destroy all Confidential Materials (written, printed and/or

electronic) and shall provide a written statement to the District that such materials have been destroyed.

## **9 Compliance with Laws**

9.1 General. Contractor shall perform the Work in compliance with all applicable federal, state and local laws and regulations. Contractor shall possess, maintain and comply with all federal, state and local permits, licenses and certificates that may be required for it to perform the Work. Contractor shall comply with all federal, state and local air pollution control laws and regulations applicable to the Contractor and its Work (as required by California Code of Regulations title 13, section 2022.1). Contractor shall be responsible for the safety of its workers and Contractor shall comply with applicable federal and state worker safety-related laws and regulations.

9.2 California Labor Code Compliance for Pre- and Post-Construction Related Work and Maintenance.

9.2.1 This section 9.2 applies if the Work includes either of the following:

9.2.1.1 Labor performed during the design, site assessment, feasibility study and pre-construction phases of construction, including, but not limited to, inspection and land surveying work, and labor performed during the post-construction phases of construction, including, but not limited to, cleanup work at the jobsite. (See California Labor Code section 1720(a).) If the Work includes some labor as described in the preceding sentence and other labor that is not, then this section 9.2 applies only to workers performing the pre-construction and post-construction work.

9.2.1.2 “Maintenance” work, which means (i) routine, recurring and usual work for the preservation, protection and keeping of any District facility, plant, building, structure, utility system or other property (“District Facility”) in a safe and continually usable condition, (ii) carpentry, electrical, plumbing, glazing, touchup painting, and other craft work designed to preserve any District Facility in a safe, efficient and continuously usable condition, including repairs, cleaning and other operations on District machinery and equipment, and (iii) landscape maintenance. “Maintenance” excludes (i) janitorial or custodial services of a routine, recurring or usual nature, and (ii) security, guard or other protection-related services. (See California Labor Code section 1771 and 8 California Code of Regulations section 16000.) If the Work includes some “maintenance” work and other work that is not “maintenance,” then this section 9.2 applies only to workers performing the “maintenance” work.

9.2.2 Contractor shall comply with the California Labor Code provisions concerning payment of prevailing wage rates, penalties, employment of apprentices, hours of work and overtime, keeping and retention of payroll records, and other requirements applicable to public works as may be required by the Labor Code and applicable state regulations. (See California Labor Code division 2, part 7, chapter 1 (sections 1720-1861), which is incorporated in this Agreement by this reference.) The state-approved prevailing rates of per diem wages are available at <http://www.dir.ca.gov/oprl/DPreWageDetermination.htm>. Contractor also shall comply with Labor Code sections 1775 and 1813, including provisions that require Contractor to (a) forfeit as a penalty to District up to \$200 for each calendar day or portion thereof for each worker

(whether employed by Contractor or any subcontractor) paid less than the applicable prevailing wage rates for any labor done under this Agreement in violation of the Labor Code, (b) pay to each worker the difference between the prevailing wage rate and the amount paid to each worker for each calendar day or portion thereof for which the worker was paid less than the prevailing wage, and (c) forfeit as a penalty to District the sum of \$25 for each worker (whether employed by Contractor or any subcontractor) for each calendar day during which the worker is required or permitted to work more than 8 hours in any one day and 40 hours in any one calendar week in violation of Labor Code sections 1810 through 1815.

9.2.3 If the Work includes labor during pre- or post-construction phases as defined in section 9.2.1.1 above and the amount of the fee payable to Contractor under section 2 of this Agreement exceeds \$25,000, Contractor must be registered and qualified to perform public work with the Department of Industrial Relations pursuant section 1725.5 of the Labor Code.

Contractor's Public Works Contractor Registration Number: \_\_\_\_\_

9.2.4 If the Work includes maintenance as defined in section 9.2.1.2 above and the amount of the fee payable to Contractor under section 2 of this Agreement exceeds \$15,000, Contractor must be registered and qualified to perform public work with the Department of Industrial Relations pursuant section 1725.5 of the Labor Code.

Contractor's Public Works Contractor Registration Number: \_\_\_\_\_

d. *[This paragraph may be replaced with "Intentionally omitted" if the Work is not subject to a grant or loan agreement]* Contractor may perform some of the Work pursuant to funding provided to the District by various federal and/or state grant and/or loan agreement(s) that impose certain funding conditions on District and its sub-recipients (the "Funding Conditions"). For any such Work, if District informs Contractor about the Funding Conditions, then Contractor agrees to determine, comply with and be subject to the Funding Conditions that apply to District's Contractors and contractors performing the Work, including, but not limited to, provisions concerning record keeping, retention and inspection, audits, state or federal government's right to inspect Contractor's work, nondiscrimination, workers' compensation insurance, drug-free workplace certification, and, compliance with the Americans with Disabilities Act and related State laws.

## 10 Indemnification.

10.1 Contractor shall indemnify, defend, protect, and hold harmless District, and its officers, employees and agents ("Indemnitees") from and against any claims, liability, losses, damages and expenses (including attorney, expert witness and Contractor fees, and litigation costs) (collectively a "Claim") that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Contractor or its employees, agents or subcontractors. The duty to indemnify, including the duty and the cost to defend, is limited as provided in this section. However, this indemnity provision will not apply to any Claim arising from the sole negligence or willful misconduct of District or its employees or agents. Contractor's obligations under this indemnification provision shall survive the termination of, or completion of Work under, this Agreement.

10.2 This section 10.2 applies if the Contractor is a “design professional” as that term is defined in Civil Code section 2782.8. If a court or arbitrator determines that the incident or occurrence that gave rise to the Claim was partially caused by the fault of an Indemnitee, then in no event shall Contractor’s total costs incurred pursuant to its duty to defend Indemnitees exceed Contractor’s proportionate percentage of fault as determined by a final judgment of a court or final decision of arbitrator.

**11 Insurance**

Types & Limits. Contractor at its sole cost and expense shall procure and maintain for the duration of this Agreement the following types and limits of insurance: [*The general liability and automobile coverage limits may be adjusted depending on the Work’s overall risks, cost and complexity.*]

<i>Type</i>	<i>Limits</i>	<i>Scope</i>
Commercial general liability	\$2,000,000 per occurrence & \$4,000,000 aggregate	at least as broad as Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property damage, bodily injury, personal and advertising injury
Automobile liability	\$1,000,000 per accident	at least as broad as ISO Business Auto Coverage (Form CA 00 01)
Workers’ compensation	Statutory limits	
Employers’ liability	\$1,000,000 per accident	
Professional liability*	\$1,000,000 per claim	

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

11.1 Entitlement to Broader Coverage. If Contractor maintains broader coverage and/or higher limits than the minimums shown above, the District requires and shall be entitled to the broader coverage and/or higher limits maintained by Contractor. Any available insurance proceeds in excess of the specified minimum of insurance and coverage shall be available to the District. Furthermore, the above minimum insurance coverage limits can be met through provision of umbrella or excess policy insurance coverage consistent with the provisions of this section 11.

11.2 Other Requirements. The general and automobile liability policy(ies) shall be endorsed to name District, its officers, employees, volunteers and agents as additional insureds regarding liability arising out of the Work. Contractor’s general and automobile coverage shall be primary and apply separately to each insurer against whom claim is made or suit is brought, except with respect to the limits of the insurer’s liability. District’s

insurance or self-insurance, if any, shall be excess and shall not contribute with Contractor's insurance. Each insurance policy shall be endorsed to state that coverage shall not be canceled, except after 30 days (10 days for non-payment of premium) prior written notice to District. Insurance is to be placed with insurers authorized to do business in California with a current A.M. Best's rating of A:VII or better unless otherwise acceptable to District. Workers' compensation insurance issued by the State Compensation Insurance Fund is acceptable. Except for professional liability insurance, Contractor agrees to waive subrogation that any insurer may acquire from Contractor by virtue of the payment of any loss relating to the Work. Contractor agrees to obtain any endorsement that may be necessary to implement this subrogation waiver. The workers' compensation policy must be endorsed to contain a subrogation waiver in favor of District for the Work performed by Contractor.

11.3 **Proof of Insurance.** Upon request, Contractor shall provide to District the following proof of insurance: (a) certificate(s) of insurance evidencing this insurance; and (b) endorsement(s) on ISO Form CG 2010 (or insurer's equivalent), signed by a person authorized to bind coverage on behalf of the insurer(s), and certifying the additional insured coverage.

## 12 General Provisions

12.1 **Entire Agreement; Amendment.** The parties intend this writing to be the sole, final, complete, exclusive and integrated expression and statement of the terms of their contract concerning the Work. This Agreement supersedes all prior oral or written negotiations, representations, contracts or other documents that may be related to the Work, except those other documents (if any) that are expressly referenced in this Agreement. This Agreement may be amended only by a subsequent written contract approved and signed by both parties.

12.2 **Independent Contractor.** Contractor's relationship to District is that of an independent contractor. All persons hired by Contractor and performing the Work shall be Contractor's employees or agents. Contractor and its officers, employees and agents are not District employees, and they are not entitled to District employment salary, wages or benefits. Contractor shall pay, and District shall not be responsible in any way for, the salary, wages, workers' compensation, unemployment insurance, disability insurance, tax withholding, and benefits to and on behalf of Contractor's employees. Contractor shall, to the fullest extent permitted by law, indemnify District, and its officers, employees, volunteers and agents from and against any and all liability, penalties, expenses and costs resulting from any adverse determination by the federal Internal Revenue Service, California Franchise Tax Board, other federal or state agency, or court concerning Contractor's independent contractor status or employment-related liability.

12.3 **Subcontractors.** No subcontract shall be awarded nor any subcontractor engaged by Contractor without District's prior written approval. Contractor shall be responsible for requiring and confirming that each approved subcontractor meets the minimum insurance requirements specified in section 11 of this Agreement. Any approved subcontractor shall obtain the required insurance coverages and provide proof of same to District in the manner provided in section 11 of this Agreement.

12.4 **Assignment.** This Agreement and all rights and obligations under it are personal to the parties. The Agreement may not be transferred, assigned, delegated or subcontracted in whole or in part, whether by assignment, subcontract, merger, operation of



law or otherwise, by either party without the prior written consent of the other party. Any transfer, assignment, delegation, or subcontract in violation of this provision is null and void and grounds for the other party to terminate the Agreement.

12.5 **No Waiver of Rights.** Any waiver at any time by either party of its rights as to a breach or default of this Agreement shall not be deemed to be a waiver as to any other breach or default. No payment by District to Contractor shall be considered or construed to be an approval or acceptance of any Work or a waiver of any breach or default.

12.6 **Severability.** If any part of this Agreement is held to be void, invalid, illegal or unenforceable, then the remaining parts will continue in full force and effect and be fully binding, provided that each party still receives the benefits of this Agreement.

12.7 **Governing Law and Venue.** This Agreement will be governed by and construed in accordance with the laws of the State of California. The county and federal district court where District's office is located shall be venue for any state and federal court litigation concerning the enforcement or construction of this Agreement.

12.8 **Notice.** Any notice, demand, invoice or other communication required or permitted to be given under this Agreement must be in writing and delivered either (a) in person, (b) by prepaid, first class U.S. mail, (c) by a nationally-recognized commercial overnight courier service that guarantees next day delivery and provides a receipt, or (d) by email with confirmed receipt. Such notices, etc. shall be addressed as follows:

District:

Rancho Murieta Community Services District

Attn: \_\_\_\_\_

Rancho Murieta Community Services District, 15160 Jackson Road, Rancho Murieta, CA 95683

E-mail: \_\_\_\_\_

Contractor:

\_\_\_\_\_  
Attn: \_\_\_\_\_

\_\_\_\_\_  
E-mail: \_\_\_\_\_

Notice given as above will be deemed given (a) when delivered in person, (b) three days after deposited in prepaid, first class U.S. mail, (c) on the date of delivery as shown on the overnight courier service receipt, or (d) upon the sender's receipt of an email from the other party confirming the delivery of the notice, etc. Any party may change its contact information by notifying the other party of the change in the manner provided above.

12.9 **Signatures and Authority.** Each party warrants that the person signing this Agreement is authorized to act on behalf of the party for whom that person signs. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute the same instrument. Counterparts may be delivered by facsimile, electronic mail (including PDF or any electronic signature

complying with California's Uniform Electronic Transactions Act (Cal. Civ. Code, §1633.1, et seq.) or any other applicable law) or other transmission method. The parties agree that any electronic signatures appearing on the Agreement are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

---

**Rancho Murieta Community Services District:**

Dated: \_\_\_\_\_

By: \_\_\_\_\_

*[Name]*

*[Title]*

**[Name of Contractor]:**

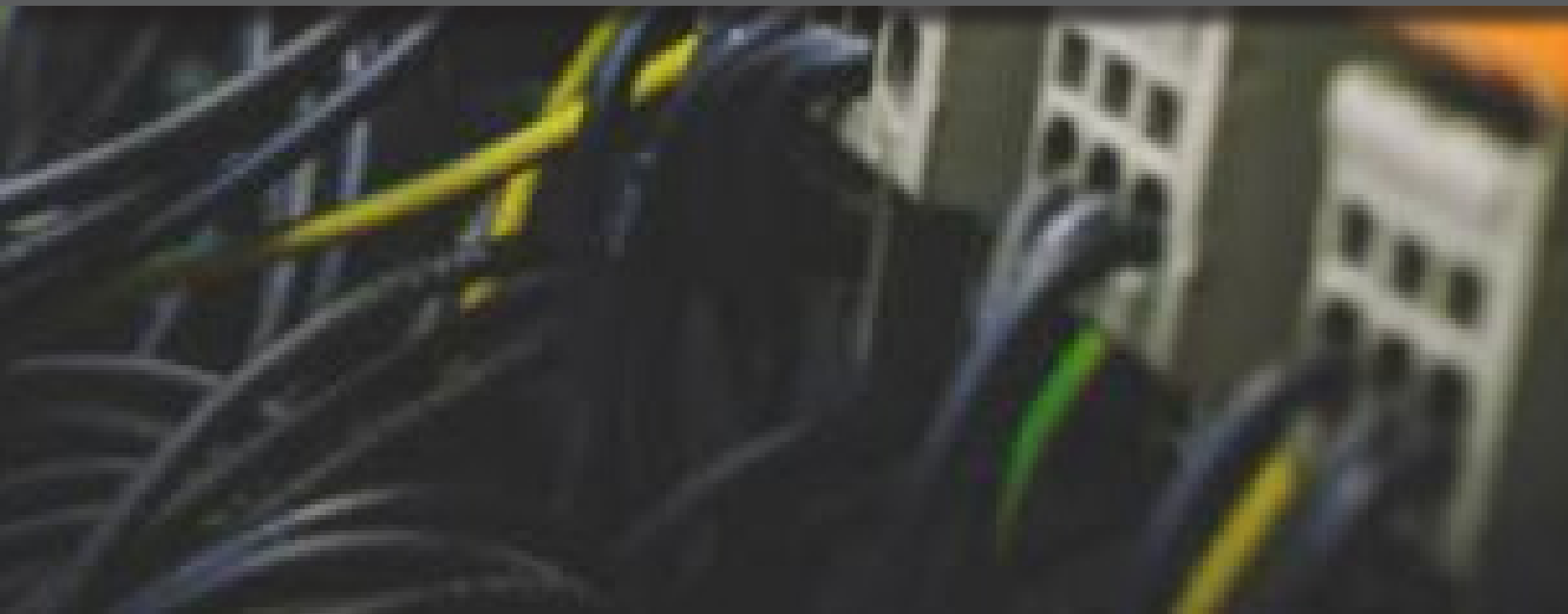
Dated: \_\_\_\_\_

By: \_\_\_\_\_

*[Name/Title]*



# Appendix: Resumes



**W. M. LYLES CO.**  
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SYSTEM INTEGRATION DIVISION

# KEVIN FORD

**PROJECT MANAGER- PMO**  
PROJECT MANAGEMENT SPECIALIST

## CONTACT

✉ kevin.ford@wmlylesco.com

📍 9332 Tech Center Drive, Suite 200 & 300  
Sacramento, CA 95672

## EDUCATION

BACHELOR OF SCIENCE,  
ENVIROMENTAL SCIENCE

California State University, Sacramento

## TECHNICAL PROFICIENCIES

- Maintaining Contractual Obligations and Coordinating Project Requirements
- Managing Projects Involving SCADA, Instrumentation, and Control Systems for Municipal and Industrial Water/Wastewater Treatment Facilities

## CERTIFICATIONS

- Project Management Professional (PMP)
- Certified Project Manager (URS)
- OSHA Hazardous Waste Operations

## SUMMARY

19 Years of Experience in Project Management, PMO role

## PERSONAL PROJECT EXPERIENCE

**PLC 4 Upgrade Programming Services, El Dorado Irrigation District (EID), Placerville, CA:**

**Project Manager**

This project replaced the District's existing Allen-Bradley PLC 5 controller and RIO at the El Dorado Hills Wastewater Treatment Plant (EDHWWTP) with a ControlLogix rack, L81E processor, power supply, and new RIO. Identified as "PLC4," these controls operate the primary clarifier, waste activated sludge dissolved air flotation thickening unity (WAS DAFT), site waste pump station, pond storage pump stations, secondary effluent pump stations, and plant effluent valve. The Team was selected to integrate and start-up the new ControlLogix System. Personnel provided PLC programming, HMI and OIT configuration, testing and commissioning. Testing included PLC and HMI Factory Demonstration Test (FDT), PLC and HMI Factory Operational Test (FOT), Operational Readiness Test (ORT), and Functional Acceptance Test (FAT). Kevin coordinated with EID staff for hardware installation, and provided detailed O&M manuals

**City of Santa Monica - Charnock Well Field Restoration, DB, 2009**

**Project Manager**

A two site project, consisting of well restoration and primary treatment systems at a well site and the expansion of an existing water treatment plant for the city of Santa Monica. Well site improvements included the addition of pumping, conveyance and chemical feed systems, as well as a granular activated carbon system for treatment of contaminated groundwater. Upgrades to water treatment plant including installation of a reverse osmosis treatment system and structure, new chemical feed facility, cartridge filters, pumping equipment and piping.

## **PERSONAL PROJECT EXPERIENCE CONTINUED**

### **Victor Valley Wastewater Reclamation Authority – Victor Valley Biogas Upgrade Project, DB, 2022**

Project Manager

Expansion of anaerobically digestible material (ADM) reception; retrofit of Digester #2; installation of openings on Digester #4 and #5 with service boxes and mixer posts to allow for future installation of Anaergia Mixers; installation of a 1,200 SCFM biomethane upgrading system; installation of biogas pipe and flare; installation of site piping (ADM and TWAS).

### **Orange County Water District – Groundwater Replenishment System (GWRS) Advanced Water Treatment Facility, DBB, 2004**

Mechanical Superintendent

Installation of groundwater replenishment system, purifying wastewater through a three stage process consisting of microfiltration, reverse osmosis and ultraviolet light systems, including earthwork, piping, electrical, instrumentation and controls, coatings, new structures, chemical storage and feed systems, surge tanks and pump stations for seawater intrusion barrier and replenishment of ground water aquifers.

## **RELEVANT WORK EXPERIENCE**

### **TESCO Controls, Inc.**

PMO - Project Manager (2010-2023)

**W. M. LYLES CO.**

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SYSTEM INTEGRATION DIVISION

**BEE  
XIONG**

**AUTOMATION ENGINEER**

SCADA & SOFTWARE DEVELOPMENT SPECIALIST

## CONTACT

✉ [bee.xiong@wmlylesco.com](mailto:bee.xiong@wmlylesco.com)

📍 9332 Tech Center Drive, Suite 200 & 300  
Sacramento, CA 95672

## EDUCATION

BACHELOR OF SCIENCE  
COMPUTER SCIENCE

California State University, Sacramento  
2014

## TECHNICAL PROFICIENCIES

- SCADA Programming & Software Development
  - AVEVA / WonderWare
  - ClearSCADA
  - Inductive Automation / Ignition
  - VTSCADA / Trihedral
  - Rockwell / FactoryTalk View SE / RSVIEW / PlantPAX
  - GeoSCADA
  - GE iFix / iHistorian
  - Siemens WinCC

## CERTIFICATIONS

- AVEVA
  - CSI Application Server R1/R2
  - CSI Historian Client R1/R2
  - CSI Historian Server R1/R2
  - CSI InTouch HMI R1/R2
- Ignition
  - Ignition CORE 8.1
  - Ignition GOLD 8.1
- ISA
  - Cybersecurity Expert

## SUMMARY

9 Years of Experience in SCADA System Development and Design for Water/Wastewater Facilities

## PERSONAL PROJECT EXPERIENCE

### **Rancho Muerita Community Services District**

#### **Water Treatment Plant Upgrade**

Implemented a brand new physical FactoryTalk View SE SCADA system to monitor and control the new Water Treatment Plant that included a brand-new Allen Bradley ControlLogix PLC and the tying into the existing Water Treatment Plant.

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

#### **Wastewater Treatment Plant**

Replaced a C-More OIT with a fully functional Virtualized FactoryTalk View SE system to monitor and control the Wastewater Treatment Plant that utilized an existing PLC.

### **Valencia Heights Water Company**

#### **SCADA Upgrade**

Implemented a brand new Virtualized GeoSCADA SCADA system that include brand new PLC to monitor and control the Well Site, Booster Pump Station, and Reservoir.

## **PERSONAL PROJECT EXPERIENCE CONTINUED**

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### **City of Waterford**

#### **SCADA System Replacement**

Implemented a brand-new Virtualized GeoSCADA SCADA system that included a brand-new Allen Bradley CompactLogix PLC to monitor and control the Lift Station, Well Site, Wastewater Treatment Plant and Water Treatment Plant.

### **South County Regional Wastewater Authority (SCRWA)**

#### **Gilroy Wastewater Treatment Plant, Clarifier 3 Addition**

Added monitor and control for the Clarifier 3 addition to the FactoryTalk View SE SCADA system.

### **South Orange County Wastewater Authority (SOCWA)**

#### **SCADA System Replacement**

Replace the existing physical FactoryTalk View SE SCADA hardware to a Virtualized FactoryTalk View SE. Deployed VEEAM to the system to back up the Virtual Machine.

### **Moulton Niguel Water District**

#### **Santa Maria Vista Wastewater Treatment Plant Modifications**

Convert the existing FactoryTalk View SE application that was monitoring and controlling the plant to an Inductive Automation Ignition Vision application.

### **San Miguel Community Service District**

#### **SCADA Upgrade**

Implemented a brand new Virtualized GeoSCADA SCADA system that include brand new PLC to monitor and control the Well Site, Tank Site and Wastewater Treatment Plant.

## **RELEVANT WORK EXPERIENCE**

### **TESCO Controls, Inc.**

SCADA Engineer (2015-2023)

### **Intel**

Firmware Validation Engineer (2014-2015)

W. M. LYLES CO.

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SYSTEM INTEGRATION DIVISION

JOE  
VANG

AUTOMATION ENGINEER

PLC APPLICATIONS ENGINEER

## CONTACT

✉ [joe.vang@wmlylesco.com](mailto:joe.vang@wmlylesco.com)

📍 9332 Tech Center Drive, Suite 200 & 300  
Sacramento, CA 95672

## EDUCATION

BACHELOR OF SCIENCE  
ELECTRICAL ENGINEERING

California State University, Fresno  
2016

## TECHNICAL PROFICIENCIES

- PLC Programming & Software Development
  - Allen Bradley
  - Schneider Electric
  - Siemens
  - PlantPAX
  - TIA Portal
  - SIMOCODE ES

## TECHNICAL STRENGTHS

- Automation Direct
- Maple Systems
- Inductive Automation
- Modbus
- EtherNet/IP
- Profinet
- Profibus

## SUMMARY

6 Years of Experience in PLC System Development for  
Water/Wastewater Facilities

## PERSONAL PROJECT EXPERIENCE

### City of Hobbs Water Distribution Upgrade

Water/Wastewater Utilities Department, City of Hobbs, NM

- Automation integration, and controls of multiple water production well sites, booster stations, reservoirs and elevated tanks in Hobbs, NM.

### Pleasant Grove Water Wastewater Treatment Plant Expansion

City of Roseville, Roseville CA

- Automation, integration, and controls of various sludge treatment systems: Clarifiers, Sludge Thickening, Heating, Digestion.
- Integration and controls of various vender packages, boilers, flares, drum thickeners and grinders.

### Cayucos Water Resource Reclamation Facility

Cayucos Sanitary District, Cayucos CA

- Automation, integration, and controls of wastewater treatment processes including: Headworks, Bioreactor, Chlorination, Ultraviolet Treatment, and dewatering.
- Integration and controls of various vender packages such as UV systems and Membrane Bioreactors.

## RELEVANT WORK EXPERIENCE

### TESCO Controls, Inc.

PLC Applications Engineer II (2018-2023)



# W. M. LYLES CO.

## CONTRACTOR

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SYSTEM INTEGRATION DIVISION

## CONTACT

✉ [zach.mietz@wmlylesco.com](mailto:zach.mietz@wmlylesco.com)

📍 9332 Tech Center Drive, Suite 200 & 300  
Sacramento, CA 95672

## EDUCATION

**BACHELOR OF SCIENCE  
ELECTRICAL ENGINEERING**  
California State University, Sacramento

## TECHNICAL PROFICIENCIES

- PLC / HMI Programming & Software Development
  - Allen Bradley / Rockwell
  - Schenider / Modicon
  - Automation Direct / C-More
  - Phoenix Contact
  - TESCO
- Industrial Protocols
  - Ethernet/IP
  - DH+
  - DeviceNet
  - Profibus
  - Modbus/TCP
  - Modbus RTU

# ZACH MIETZ

## FIELD SERVICE TEAM LEAD

## SUMMARY

8 Years of Experience in Automation Engineering and Commissioning in the Water/Wasterwater and Semiconductor Industries.

## PERSONAL PROJECT EXPERIENCE

### **Applied Materials - Centura ACP3 Servo Upgrade**

- Supported customer to plan out an appropriate upgrade path for the legacy servo motors
- Managed the process of taking the customers needs to the R&D team to develop custom engineering samples
- Set up servo motors on their test tool, which included wiring, parameter setup, and servo tuning
- Supported the customer through their testing and validating the updated servo motors including torque testing, vibration testing, and wafer process control

### **City of San Mateo - WWTP Nutrient Removal and Wet Weather Expansion Project (GMP3)**

- Lead the project life cycle from a technical perspective as the systems integrator
- Create control strategies for the new headworks treatment facility at the City of San Mateo's Wastewater Treatment Plant
- Program 9 different process areas including screenings, BNR, and Bioactiflo
- Program PLC to integrate with various signals including hardwired I/O, Ethernet/IP communications to drives, and Profibus instrumentation
- Integrate various vendor control packages into overall plant control system
- Utilize Rockwell's Process Objects Library to provide customer with standardized object-oriented programming

## **PERSONAL PROJECT EXPERIENCE CONTINUED**

### **City of San Mateo – Immediate Action Project (IAP2)**

- Coordinate with the City of San Mateo to upgrade the entire control system for the existing Wastewater Treatment Plant
- Work closely with operations and design team to develop new controls and graphical standards for the plant
- Programmed 12 PLCs to control various processes such as Chemical Treatment, Aeration, and Solids Handling
- Worked with field team to commission new control system which consists of testing programming logic and HMI with live equipment, configuring drives, troubleshooting electrical issues, and training operations staff

## **RELEVANT WORK EXPERIENCE**

### **Panasonic Industrial Automation Business Division**

Field Application Engineer (2023-2024)

### **Tesco Controls, Inc.**

PLC Applications Engineering Supervisor (2021-2023)

### **Tesco Controls, Inc.**

PLC Applications Engineer (2017-2021)



Since our inception in 1945 in the Central California oil fields of Avenal, W. M. Lyles Co. has evolved into a dynamic and multifaceted environmental construction company, executing projects across the western United States. Our journey began with traditional pipeline construction, and over the decades, we have expanded our expertise to encompass a wide array of construction activities related to water, wastewater, and sustainable project initiatives.

The addition of our System Integration Division marks a significant milestone in our growth by empowering us to self-perform critical aspects of our infrastructure projects, enhancing our ability to deliver seamless and efficient solutions, including but not limited to Design and Implementation of Control Systems, PLC Programming, Instrumentation and Control, Network and Communication Systems, System Integration and Testing, and Cybersecurity. By leveraging our in-house expertise, we ensure precision and control over every aspect of your project, resulting in seamless communication and a superior outcome.

With a legacy of excellence and innovation, W. M. Lyles Co., System Integration Division continues to set new standards in the construction industry, consistently delivering projects that prioritize safety and exceed expectations.

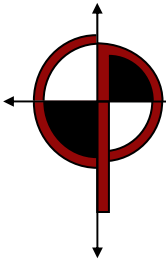
**W. M. LYLES CO.**

CONTRACTOR

Since 1945

*Progress Through Performance*®

SYSTEM INTEGRATION DIVISION



▲ BOUNDARY  
▲ RAILROAD

▲ TOPOGRAPHIC  
▲ GEOPHYSICAL

▲ CONSTRUCTION  
▲ HYDROGRAPHIC

January 6, 2025

**Eric Houston**  
Director of Operations

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

VIA EMAIL: [EHOUSTON@RMCSO.COM](mailto:EHOUSTON@RMCSO.COM)

**Re:** Lake Clementia Bathymetric Survey Scope of Work and Fee Estimate

Eric,

Cinquini & Passarino, Inc. (C&P) is very pleased to present to you this scope of work and fee proposal for a high-resolution bathymetric survey of Lake Clementia located in Rancho Murieta, Ca. We have surveyed every reservoir for the Marin County Water District and Valley Water (Santa Clara Co.), in addition to numerous other reservoirs throughout the West Coast.

**SCOPE OF WORK**

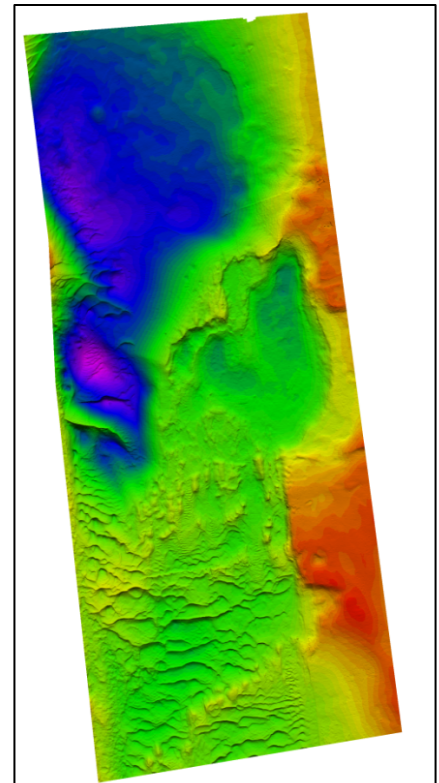
We understand that your project will require a high-resolution multibeam sonar-based survey data throughout the Lake: we plan on delivering near 200% sonar bottom coverage throughout the lake basin.

The survey procedures and equipment will follow the Class 1 survey methods and accuracies, per the United States Army Corps of Engineers' (USACE) Hydrographic Survey Manual. The resultant dataset will meet Special Order standards as outlined by the Federal Geographic Data Committee (FGDC). C&P will employ an industry-leading multibeam sonar and position / orientation system. And, all equipment used on this project will be C&P in-house equipment.

All survey activities will be supervised by a California Professional Land Surveyor and executed by an ACSM-Certified Hydrographer.

**APPROACH TO MULTIBEAM SURVEYS**

**Licensing, Certification and Permitting.** The bathymetric survey will be conducted under the direct supervision of the Project Manager and Technical Lead, James Kulpa, who is a THSOA Certified Hydrographer (#288). Jim Dickey (LS) will oversee all geodetic parameters of the survey.



**Project Planning, Mobilization and Calibrations.** Cinquini & Passarino understands that the mobilization stage is vital to acquiring high quality data. It is not possible to fix bad data in the processing stage; instead, it is important to diligently perform all calibrations and quality control checks prior to acquiring survey data. Cinquini and Passarino intends to use its survey vessel, *R/V Olivia*, which will save time during the mobilization stage while mitigating the risk of error. The following calibrations and checks will be performed during mobilization: vessel offset survey, static and dynamic draft, heading (GAMS calibration), bar check calibration, patch test calibration, positioning checks, velocity checks, and performance tests.

**Equipment and Accuracy during Bathymetry Acquisition.** The survey procedures and equipment will follow the survey methods and accuracies outlined in the United States Army Corps of Engineers' (USACE) Hydrographic Survey Manual.

The multibeam suite to be mobilized includes:

- Reson Seabat T50 multibeam, 190 – 420 kHz
- Applanix POS MV (version 5) GNSS navigation system and inertial motion sensor
- AML Oceanographic sound velocity probes
- Hypack/ Hysweep integrated data acquisition computer

The Reson Seabat T50 is the highest quality sonar available in the industry today for water depths in the range of this proposed project. It provides unprecedented data of ultrahigh quality for faster operational surveys. The system provides 1024 beams per ping with beam widths as narrow as 0.5 degrees by 0.5 degrees in the across-track and along-track direction. Thus, extremely high data densities are achieved with extremely small beam footprints on the seafloor to ensure the best possible bathymetric resolution.

The SeaBat T50 is fully frequency-agile from 190 to 420 kHz. It can be operated in Continuous Wave (CW) mode or a Frequency Modulated (FM) pulse mode to reduce the effects of noise in the water column during acquisition. Likewise, the system uses industry leading technology for adaptive gates and automated ranging to ensure noise in the water column is rejected in real time and data quality is optimized during acquisition. And, with a 6 mm depth resolution, the Reson T50 will be more than adequate to meet USACE survey specifications.

Per allowances in the technical specifications, Cinquini & Passarino intends to utilize Real-Time Kinematic (RTK) GPS tides in lieu of observed tides from traditional tide gauges during acquisition. The use of RTK tides is the preferred option for this survey site to remove any inaccuracies from observed tide zoning and dynamic draft modeling. Thus, RTK tides will provide more accurate data reduction for this survey. Raw satellite data will be collected during the survey, enabling the use of PPK in order to further tighten baselines and motion data, resulting in a more accurate dataset.

We intend to deliver near 200% bottom coverage (100% overlap) of the survey footprint.

### **SCOPE OF WORK**

We have outlined the following tasks for this survey:

#### **Task 1 – Mobilization, Calibration and Demobilization**

This task involves coordination with Project Managers, field plan and HASP generation and the programming of the sonar acquisition computers and getting the vessel and crew to and from the site.

**Task 2 - Condition Multibeam Bathymetric Survey**

Survey coverage will be at least 200% throughout the project footprint.

**Task 3 - Raw Data Reduction, Charting and Reporting**

Raw sonar data will be reduced to bathymetric elevations (Ft. NAVD88) and the following deliverables will be submitted:

- Bathymetric point data in XYZ format on a 3 ft. x 3 Ft. grid
- Detailed report of survey outlining equipment, calibration procedures and results amongst other important metadata.
- Optional Deliverable Task 1: 1-Ft. contour chart in AutoCAD.
- Optional Deliverable Task 2: Reservoir capacity analysis. It should be noted that the capacity analyze will cover the highest elevation as surveyed by the sonar vessel.

**PROJECT FEE**

<b>Task 1</b> – Mobilization, demobilization and calibration	\$2,835
<b>Task 2</b> – Multibeam bathymetric survey – 1 day @ \$6,750 / day:	\$6,750
<b>Task 3</b> – Raw data reduction and reporting:	\$1,740
<b>TOTAL</b>	<b>\$11,325</b>
<b>Optional Deliverable Task 1:</b>	<b>\$1,480</b>
<b>Optional Deliverable Task 2:</b>	<b>\$520</b>

---

Eric, thank you for reaching out to Cinquini & Passarino. Please feel free to contact me at (415) 516-8452 if you have any questions or require additional information.

Very truly yours,  
**CINQUINI & PASSARINO, INC.**

James Kulpa, CH  
Hydrographic Division Manager



3800 Happy Lane, Sacramento, CA 95827  
916-395-8400, fax 916-395-8429  
estimating@tntindustrial.com

California Contractor's Lic. # 622974  
Nevada Contractor's Lic. # 0072754  
DIR Registration: 1000000573

Tuesday, January 7, 2025

Mr. Eric Houston  
Rancho Murieta CSD  
15160 Jackson Road  
Rancho Murieta, CA 95683  
ehouston@rmcsd.com

**RMCSO Sodium Hypochlorite Improvements Phase 1  
TNT PCO: Credit for RMCSO providing chemical metering pump skid**

Dear Mr. Houston,

TNT Industrial Contractors, Inc. is pleased to offer a price for the above referenced project. Our price includes the following.

**Scope**

- Credit for RMCSO purchasing the ProMinent Sodium Hypochlorite Metering Pump Skid
- Credit for freight
- Credit for submittals
- Credit for startup/installation inspection
- Installation still included and provided by TNT.

**Total Credit Price.....(\$68,676.96)**

**Clarifications**

1. Our bid includes all labor costs, material and equipment necessary to complete the project.
2. We exclude fees, permits, testing, hazardous material abatement and anything not specifically listed above.
3. If work begins after June 30, 2025 new labor rates apply.
4. This project has been bid on a straight time only basis.

**Exclusions**

- a) Electrical work
- b) Overtime rates.
- c) Engineering.
- d) Preparation, draining, and cleaning of existing pipeline prior to work.
- e) Hydrotest water.
- f) Insulation.
- g) NDE.
- h) Dewatering of any kind.



3800 Happy Lane, Sacramento, CA 95827  
916-395-8400, fax 916-395-8429  
[estimating@tntindustrial.com](mailto:estimating@tntindustrial.com)

California Contractor's Lic. # 622974  
Nevada Contractor's Lic. # 0072754  
DIR Registration: 1000000573

- 
- i) SWPPP establishment and/or maintenance.
  - j) Any and all items not specifically included in the above-mentioned Scope.

Thank you for the opportunity to offer our services. If you have any questions regarding this proposal, please do not hesitate to call.

Sincerely,

*Josh Twist*

Josh Twist

TNT Industrial Contractors





October 1, 2024

To: Bidding Contractors  
 Ref: Spec 11190 Sodium Hypochlorite Metering Pump Skid | ProMinent Fluid Controls  
 Addenda 1 thru 3  
 Bids: October 3, 2024 @ 2:00 p.m.  
 Subj: MISCOwater Quote #SC241001-53475

Bidding Contractors,

It is our pleasure to submit the following quotation of ProMinent equipment per Sec Setions #15140.

QTY	DESCRIPTION
1	<p><b>SECTION 001 – SODIUM HYPOCHLORITE SKID</b>  <b>TWO PUMP SODIUM HYPOCHLORITE FEED SYSTEM:</b>            Application Data:            Chemical: Sodium Hypochlorite            Pump Type: Solenoid driven diaphragm pump            Pump Quantity: 2            Capacity: 14.0 GPH; 53 L/H            Pressure: 145 PSIG; 10BAR</p> <p>Primary/Backup arrangement            PP/PE skid for motor driven pumps            (48.75"W x 30"D x 60"H)            1/2" PVC/Viton socket weld pipe and fittings            Wye strainer            500ml PVC calibration column            Pressure gauge with isolator            Two pressure relief valves            Two 164ml PVC/Viton pulsation dampener            Two PVDF/Viton flow monitors            Back pressure valve            Plumbing and components rated at 150 PSI regardless of pump pressure.</p>
2	<p>Sigma/1 Control Version b            The Sigma/ 1 motor-driven diaphragm metering pump features a high strength inner housing for the mechanically loaded parts and an additional plastic housing to protect it from corrosion. The pump capacity is adjusted via the stroke length (4 mm), in 0.5% increments, with a self-locking rotary dial.</p>

	Flow: 14.0gph / 53l/h Pressure: 145psi / 10bar Options Included: Liquid end materials: PVDF/PTFE Seal Seal: Standard diaphragm / PTFE seal Diaphragm type: Safety diaph w/ visual indicat Liquid End Options: without valve springs Hydraulic Connection: PVDF clamping nut & insert Labeling: Standard with ProMinent logo Voltage Supply: 100 - 240 V Cable and Plug: North American plug, 115 V Relay: 4-20mA out+fault/pacing relay Control Variants: Option 0 + analog control Overpressure Shut-off: without pressure shut-off Operating Unit (HMI): HMI + 0.5 cable Access code: Access code Language: English Approval: Standard Universal Control Cables, 5-pin round wire; 5-plug 15 ft.
1	Spare parts kit: FM 65 PVT
1	Submittals and O&M Manuals
1	Startup/Training – 2T/2D
1	Freight

**Notes:**

- Payment terms: Net 30 days, subject to credit approval
- F.O.B.: Pittsburgh, PA
- Freight: Prepay and add
- Submittals: 4-6 weeks
- Deivery: 10-12 weeks from approval

Please issue PO to:  
 MISCOWater  
 3825 Hopyard Rd. #195  
 Pleasanton, CA 94588

Please let us know if you have any questions.

Thank you,  
 Sean Coholan  
 MISCOWater  
 (925) 200-7453  
[scoholan@miscowater.com](mailto:scoholan@miscowater.com)



## STANDARD TERMS AND CONDITIONS

I

### ACCEPTANCE

The following Terms and Conditions are an integral part of the offer to sell the equipment and/or services offered in this proposal. When the BUYER signifies acceptance of this quotation by submission of a Purchase Order or signed SELLER Quotation, it shall become a binding contract when accepted and signed by an authorized signer of the SELLER. Any changes or amendments to this proposal made by the BUYER must have SELLER's approval in writing to become a part of this contract. These Terms and Conditions and the accompanying Purchase Order or signed SELLER Quotation shall comprise the entire agreement between the parties and no course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any terms used in this contract. Unless stated otherwise, the terms and conditions of the manufacturers listed herein will apply to this quotation. Any attachments or listed documents are considered a part of this quotation and are made part of the agreement. **Quote is firm for thirty (30) days unless otherwise stated on the face of the attached quotation.**

### APPROVAL DRAWINGS

All items listed are based on SELLER'S interpretation of the requirements in accordance with the plans and specifications. Any preliminary drawings or literature attached to our quotation are for illustration purposes only to show approximate arrangements. Specific drawings and submittal data will be furnished for approval as required after receipt and acceptance of the BUYER'S order. Any submittal or manuals when provided by SELLER will be in the form of a PDF electronic file only. Any form of media beyond the electronic file would be the responsibility of BUYER. Fabrication of products or equipment ordered will not begin until approval and direction to proceed is received in writing. No warranty is made regarding quantities, materials of construction or type of materials quoted. Operation, installation, and maintenance of materials quoted are the responsibility of the OWNER or CONTRACTOR.

### DELIVERY

Any shipment or delivery date recited represents our best estimate, but no liability, direct or indirect, is assumed by SELLER for failure to ship or deliver on such dates. Unless otherwise directed, SELLER shall have the right to make early or partial shipments and invoices covering the same to BUYER shall be due and payable in accordance with payment terms hereof. FOB shall be origin unless stated otherwise on the front of these Terms and Conditions. Delivery schedule(s) will be contingent on supply-chain availability and variability for material components, therefore, lead-times are subject to change without notice. Published weights are careful estimates but are not guaranteed. SELLER will endeavor, insofar, as it is possible, to comply with shipping instructions specified by the Purchaser. However, SELLER reserves the right to ship merchandise by such means of transportation as it may select. The manufacturer will ship the equipment via best way. Demurrage shall be billed to the account of the Purchaser. **DAMAGE CLAIMS:** Care is taken in packaging all shipments. **After BUYER has been given the receipt by the transportation company, all claims for breakage or shortages, whether concealed or obvious, must be made in writing by the BUYER to the carrier and SELLER within seven (7) days after receipt of shipment.** When damage or shortages are obvious, written comments on the bill of lading are required before the driver is released. **RETURNED PRODUCTS:** In no instance is equipment to be returned without first obtaining SELLER'S written approval and returned materials authorization. If shipment is postponed at the request of the purchaser after manufacturing has been commenced, payment will be due on notice from us that the equipment is ready for shipment. Pro rata payments shall be made for partial shipments.

### STORAGE

Any item of the product on which shipment is delayed by BUYER may be placed in storage by SELLER at BUYER'S expense and risk. If a delay in shipment is requested by BUYER after an order has been entered and accepted:

- a. No charge will be made if the request for delay is made more than six (6) weeks before acknowledged shipping date and the requested delay is for a period not in excess of thirty (30) days.
- b. A charge will be made if the requested delay exceeds a period of thirty (30) days or if the request is made within six (6) weeks of the acknowledged shipping date. SELLER will advise BUYER of the charge within ten (10) days of receiving BUYER'S request for delay.
- c. If the product is within six (6) weeks of the acknowledged shipping date, then SELLER has the option of completing, invoicing and storing the product and charging one and one-half percent (1.5%) per month, or the maximum percentage permitted by law, whichever is lesser, of the established price for such product, plus storage cost.

### PAYMENT

Payment terms, upon credit approval, are of net thirty (30) days from the date of each invoice for material shipped (or when ready for shipment if shipment is deferred by BUYER) **unless stated otherwise on the face of the attached quotation.** Flow down provisions are not accepted and shall not be enforceable against SELLER. Retention is not allowed. In the event any payment becomes past due, a charge of one-half percent (1.5%) will be assessed monthly. These terms are completely independent from, and not contingent upon, when BUYER receives payment from the OWNER. A processing fee of up to four percent (4%) will be added for credit card payments. All merchandise sold is subject to lien laws. Partial or final payment shall constitute acceptance of delivered materials, products, or equipment.

### FORCE MAJEURE

Neither Party will be liable for any failure or delay in performing an obligation under these Terms and Conditions that is due to any of the following causes, to the extent beyond its reasonable control: acts of God, accident, riots, war, terrorist act, epidemic, pandemic, quarantine, civil commotion, breakdown of communication facilities, breakdown of web host, breakdown of internet service provider, natural catastrophes, governmental acts or omissions, changes in laws or regulations, national strikes, fire, explosion, generalized lack of availability of raw materials or energy. For the avoidance of doubt, Force Majeure shall not include (a) financial distress nor the inability of either party to make a profit or avoid a financial loss, (b) changes in market prices or conditions, or (c) a party's financial inability to perform its obligations hereunder.

### TAXES AND BONDS

Taxes and bonds are **NOT** included in our pricing. Any applicable taxes or bonds will be added to the price and shown separately on each invoice. All prices exclude sales, use, duties, excise, and other taxes in respect to manufacture, sale, or delivery, all of which are to be paid by the buyer unless a proper exemption certificate is furnished. BUYER agrees to reimburse our company for taxes SELLER must pay on BUYER'S behalf.

### CLAIMS AND BACKCHARGES

BUYER agrees to examine all materials immediately upon delivery and report to SELLER in writing any defects or shortages noted no later than ten (10) days following the date of receipt. The parties agree that if no such claim is made within said time, it shall be considered acceptable and in good order with respect to any defect or shortage which would have been revealed by such an inspection. In no event will SELLER be responsible for any charge for modification, servicing, adjustment or for any other expense without written authorization from SELLER prior to the performance of any such work. **IN NO EVENT SHALL SELLER BE LIABLE TO BUYER OR ANY THIRD PARTY FOR ANY LOSS OF USE, REVENUE OR PROFIT, OR FOR CONSEQUENTIAL, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR PUNITIVE DAMAGES, FOR ANY REASON, INCLUDING WITHOUT LIMITATION, DAMAGES ARISING OUT OF A DELAY IN OR FAILURE OF DELIVERY, DEFECTS IN MATERIAL AND WORKMANSHIP AND/OR FAILURE OF GOODS TO PERFORM TO APPLICABLE SPECIFICATIONS,**



**STANDARD TERMS AND CONDITIONS**

DRAWINGS, BLUEPRINTS OR SAMPLES AS SET FORTH OR DESCRIBED HEREIN, IF ANY, OF A BREACH BY SELLER OF ANY OTHER TERM OR OBLIGATION OF SELLER UNDER THE CONTRACT. No penalty clauses of any description will be effective unless approved in writing over the signature of a principal of SELLER. Under no circumstances shall SELLER be liable for any consequential, special or incidental damages, including liquidated damages, arising from any breach by it in this transaction, AND ALL SUCH CONSEQUENTIAL, SPECIAL AND INCIDENTAL DAMAGES, INCLUDING LIQUIDATED DAMAGES, ARE EXCLUDED FROM ANY REMEDIES AVAILABLE TO THE BUYER.

**SECURITY INTEREST & TITLE**

Until all amounts due SELLER have been paid in full, SELLER shall retain a security interest in the product and have all rights of a secured party under the Uniform Commercial Code and applicable law, including the right to repossess the product or equipment without legal process and the right to require the BUYER to assemble the equipment and make it available to SELLER at a place reasonably convenient to both parties.

**WARRANTY**

Equipment and parts not manufactured by the SELLER carry only the warranty of the manufacturer of said parts. SELLER does not make any express or implied warranty for equipment and/or parts it did not manufacture. Credits for defective material and workmanship in said equipment and/or parts are only in accordance with the underlying company policy of the manufacturer. SELLER makes no warranty whatsoever with respect to any equipment and/or parts as to their merchantability or fitness for a particular purpose. It is further agreed that the SELLER assumes no liability whatsoever for failure of equipment due to normal usage and wear.

**INDEMNIFICATION**

To the fullest extent permitted by the law in which the project is located, BUYER and SELLER shall indemnify and hold one another and their respective employees and agents harmless from and against all claims, damages, losses, liabilities, actions, causes of action, demands, fines, penalties, judgments, costs, and expenses, including but not limited to attorneys' fees, court costs, expert fees and costs, arising out of or resulting from BUYER's or SELLER's own negligent acts, omissions or misconduct, to the extent such negligence is covered by BUYER's and SELLER's respective insurance policies. In the event any third party asserts against SELLER a claim for patent infringement, royalties or licensing fees with respect to BUYER's use of the products, materials, or equipment provided hereunder, BUYER agrees to indemnify SELLER for all liability damages, costs and expenses in connection therewith.

**CANCELLATION**

Buyer may cancel this contract only in writing signed by BUYER's duly authorized agent and acknowledged in writing by SELLER's duly authorized agent. Should this order be cancelled, BUYER shall be obligated to pay for the level of work performed and products shipped. Work performed includes any engineering, calculations, preparation of submittals, drawings, and/or travel to job site in relation to this order. In addition to any other remedies provided under these Terms and Conditions, SELLER may terminate this contract with immediate effect by providing signed, written notice to BUYER, if BUYER: (i) fails to pay any amount when due under the contract and such failure continues for 30 days after BUYER's receipt of written notice of nonpayment; (ii) has not otherwise performed or complied with any of these Terms and Conditions; or (iii) becomes insolvent, files a petition for bankruptcy or commences or has commenced against it proceedings in bankruptcy, receivership, reorganization or assignment for the benefit of creditors.

**FIELD WORK**

Unless specifically stated on our quotation, installation, start-up service, field testing, supervision, operation, and training are not included in our pricing of product. In the event that SELLER or any of its employees or agents do perform work or services on-site at the project's location, BUYER agrees to hold SELLER and its employees or agents harmless for any injuries or damage to property caused by their acts or omission, except to the extent said injuries or property damage arise from gross negligence or intentional misconduct.

**MODIFICATIONS**

This contract can be modified only in writing which specifically states that it amends these Terms and Conditions and is signed by both parties and their duly authorized agents. It is further agreed that this contract shall not be modified in any respect except in writing signed by the party and their duly authorized agent against whom the modification is sought to be enforced.

**AUTHORITY OF SELLER'S AGENTS**

No agent, employee or representative of the SELLER has any authority to bind the SELLER to any affirmation, representation or warranty concerning the goods sold under this Contract, and unless an affirmation, representation or warranty made by an agent, employee, or representative is specifically included within this written contract, it shall not be enforceable by the BUYER.

**NO THIRD-PARTY BENEFICIARIES**

This contract is for the sole benefit of BUYER and SELLER and their respective successors and permitted assigns and nothing herein, express or implied, is intended to or shall confer upon any other person or entity any legal or equitable right, benefit, or remedy of any nature whatsoever under or by reason of these Terms and Conditions.

**GOVERNING LAW**

All matters arising of or relating to the contract or the Terms and Conditions shall be governed by and construed in accordance with the laws of the state in which the project is located.

**DISPUTE RESOLUTION**

In the event of any dispute between BUYER and SELLER arising out of the terms of the contract and these Terms and Conditions, such dispute shall be decided by arbitration administered by the American Arbitration Association in accordance with the then-prevailing Commercial Arbitration Rules and Mediation Procedures of the American Arbitration Association. BUYER and SELLER mutually agree that any dispute involving claims valued at or above \$1,000,000.00 shall be heard by a panel of three (3) arbitrators. The venue for all arbitration proceedings shall be the State of California. The foregoing agreement to arbitrate shall be specifically enforceable in any court of competent jurisdiction. The award rendered by the arbitrators shall be final and judgment may be entered upon it in accordance with applicable law in any court of competent jurisdiction.

**SEVERABILITY**

The partial or complete invalidity of any one or more provisions of these Terms and Conditions shall not affect the validity or continuing force and effect of any other provision. If any provision is invalid, in whole or in part, the provision shall be considered reformed to reflect the intent thereof to the greatest extent possible consistent with applicable law.

**ASSIGNMENT – DELEGATION**

No right or interest in this Contract shall be assigned by the BUYER without the written permission of the SELLER, and no delegation of any obligation owed, or of the performance of any obligation by the BUYER shall be made without the written permission of the SELLER. Any attempted assignment or delegation shall be wholly void and totally ineffective for all purposes unless made in conformity with this paragraph.

Accepted by:

\_\_\_\_\_

MISCOwater Quote Number

\_\_\_\_\_



January 8, 2025

Mr. Eric Houston  
 Rancho Murietta CSD  
 Subj: MISCOwater Quote #SC241024-22493, Rev. 1

Eric,

It is our pleasure to submit the following quotation of ProMinent Sodium Hypochlorite Feed Skids for your review.

QTY	DESCRIPTION
1	<p><b>SECTION 001 – SODIUM HYPOCHLORITE SKID – 240gpd            TWO PUMP SODIUM HYPOCHLORITE FEED SYSTEM:</b></p> <p>Application Data:            Chemical: Sodium Hypochlorite            Pump Type: Solenoid driven diaphragm pump            Pump Quantity: 2            Capacity: 14.0 GPH; 53 L/H            Pressure: 145 PSIG; 10BAR</p> <p>Primary/Backup arrangement            PP/PE skid for motor driven pumps            (48.75"W x 30"D x 60"H)            1/2" PVC/Viton socket weld pipe and fittings            Wye strainer            500ml PVC calibration column            Pressure gauge with isolator            Two pressure relief valves            Two 164ml PVC/Viton pulsation dampener            Two PVDF/Viton flow monitors            Back pressure valve            Plumbing and components rated at 150 PSI regardless of pump pressure.</p>
2	<p>Sigma/1 Control Version b - S1CBH10044PVTS070UD81001EN01</p> <p>The Sigma/ 1 motor-driven diaphragm metering pump features a high strength inner housing for the mechanically loaded parts and an additional plastic housing to protect it from corrosion. The pump capacity is adjusted via the stroke length (4 mm), in 0.5% increments, with a self-locking rotary dial.</p> <p>Flow: 14.0gph / 53l/h            Pressure: 145psi / 10bar</p>

	<p>Options Included:</p> <p>Liquid end materials: PVDF/PTFE Seal</p> <p>Seal: Standard diaphragm / PTFE seal</p> <p>Diaphragm type: Safety diaph w/ visual indicator</p> <p>Liquid End Options: without valve springs</p> <p>Hydraulic Connection: PVDF clamping nut &amp; insert</p> <p>Labeling: Standard with ProMinent logo</p> <p>Voltage Supply: 100 - 240 V</p> <p>Cable and Plug: North American plug, 115 V</p> <p>Relay: 4-20mA out+fault/pacing relay</p> <p>Control Variants: Option 0 + analog control</p> <p>Overpressure Shut-off: without pressure shut-off</p> <p>Operating Unit (HMI): HMI + 0.5 cable</p> <p>Access code: Access code</p> <p>Language: English</p> <p>Approval: Standard</p> <p>Universal Control Cables, 5-pin round wire; 5-plug 15 ft.</p>
1	<p>CP2 TWO PUMP 120VAC SCADA PANEL</p> <p>Includes:</p> <p>NEMA 4X FRP Enclosure</p> <p>Main 20A circuit breaker (20A, 120VAC 1ph, 60hz power)</p> <p>Circuit breaker for each pump (15A)</p> <p>Two, H/O/A selector switches</p> <p>Two, Digital process controllers</p> <p>Two, Alarm pilot lights</p> <p>Misc terminals, relays as required</p> <p><u>Inputs:</u></p> <p>Two, Analog (4-20ma) speed command</p> <p>Two Digital (on/off) run command</p> <p><u>Outputs:</u></p> <p>Two, Digital (on/off) run status</p> <p>Two, Digital (on/off) alarm status</p> <p>Two, Digital (on/off) in-remote status</p> <p>Two, Analog (4-20ma) speed indication.</p>
1	Terminal Box Kit, 2-pump, non-GFI Receptacle
2	Spare parts kit: FM 65 PVT 1035964
1	Submittals and O&M Manuals
1	Startup/Training
1	Freight
	<b>TOTAL SECTION 001: \$42,290.00</b>

**Notes:**

- Payment terms: Net 30 days
- Sales tax not included
- F.O.B.: Pittsburgh, PA
- Freight: Prepay and add
- Submittals: 4-6 weeks (if required)
- Delivery: 10-12 weeks from approval

Please issue PO to:  
MISCOWater  
3825 Hopyard Rd. #195  
Pleasanton, CA 94588

Please let us know if you have any questions.

Thank you,  
Sean Coholan  
MISCOWater  
(925) 200-7453  
[scoholan@miscowater.com](mailto:scoholan@miscowater.com)



## STANDARD TERMS AND CONDITIONS

I

### ACCEPTANCE

The following Terms and Conditions are an integral part of the offer to sell the equipment and/or services offered in this proposal. When the BUYER signifies acceptance of this quotation by submission of a Purchase Order or signed SELLER Quotation, it shall become a binding contract when accepted and signed by an authorized signer of the SELLER. Any changes or amendments to this proposal made by the BUYER must have SELLER's approval in writing to become a part of this contract. These Terms and Conditions and the accompanying Purchase Order or signed SELLER Quotation shall comprise the entire agreement between the parties and no course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any terms used in this contract. Unless stated otherwise, the terms and conditions of the manufacturers listed herein will apply to this quotation. Any attachments or listed documents are considered a part of this quotation and are made part of the agreement. **Quote is firm for thirty (30) days unless otherwise stated on the face of the attached quotation.**

### APPROVAL DRAWINGS

All items listed are based on SELLER'S interpretation of the requirements in accordance with the plans and specifications. Any preliminary drawings or literature attached to our quotation are for illustration purposes only to show approximate arrangements. Specific drawings and submittal data will be furnished for approval as required after receipt and acceptance of the BUYER'S order. Any submittal or manuals when provided by SELLER will be in the form of a PDF electronic file only. Any form of media beyond the electronic file would be the responsibility of BUYER. Fabrication of products or equipment ordered will not begin until approval and direction to proceed is received in writing. No warranty is made regarding quantities, materials of construction or type of materials quoted. Operation, installation, and maintenance of materials quoted are the responsibility of the OWNER or CONTRACTOR.

### DELIVERY

Any shipment or delivery date recited represents our best estimate, but no liability, direct or indirect, is assumed by SELLER for failure to ship or deliver on such dates. Unless otherwise directed, SELLER shall have the right to make early or partial shipments and invoices covering the same to BUYER shall be due and payable in accordance with payment terms hereof. FOB shall be origin unless stated otherwise on the front of these Terms and Conditions. Delivery schedule(s) will be contingent on supply-chain availability and variability for material components, therefore, lead-times are subject to change without notice. Published weights are careful estimates but are not guaranteed. SELLER will endeavor, insofar, as it is possible, to comply with shipping instructions specified by the Purchaser. However, SELLER reserves the right to ship merchandise by such means of transportation as it may select. The manufacturer will ship the equipment via best way. Demurrage shall be billed to the account of the Purchaser. **DAMAGE CLAIMS:** Care is taken in packaging all shipments. **After BUYER has been given the receipt by the transportation company, all claims for breakage or shortages, whether concealed or obvious, must be made in writing by the BUYER to the carrier and SELLER within seven (7) days after receipt of shipment.** When damage or shortages are obvious, written comments on the bill of lading are required before the driver is released. **RETURNED PRODUCTS:** In no instance is equipment to be returned without first obtaining SELLER'S written approval and returned materials authorization. If shipment is postponed at the request of the purchaser after manufacturing has been commenced, payment will be due on notice from us that the equipment is ready for shipment. Pro rata payments shall be made for partial shipments.

### STORAGE

Any item of the product on which shipment is delayed by BUYER may be placed in storage by SELLER at BUYER'S expense and risk. If a delay in shipment is requested by BUYER after an order has been entered and accepted:

- a. No charge will be made if the request for delay is made more than six (6) weeks before acknowledged shipping date and the requested delay is for a period not in excess of thirty (30) days.
- b. A charge will be made if the requested delay exceeds a period of thirty (30) days or if the request is made within six (6) weeks of the acknowledged shipping date. SELLER will advise BUYER of the charge within ten (10) days of receiving BUYER'S request for delay.
- c. If the product is within six (6) weeks of the acknowledged shipping date, then SELLER has the option of completing, invoicing and storing the product and charging one and one-half percent (1.5%) per month, or the maximum percentage permitted by law, whichever is lesser, of the established price for such product, plus storage cost.

### PAYMENT

Payment terms, upon credit approval, are of net thirty (30) days from the date of each invoice for material shipped (or when ready for shipment if shipment is deferred by BUYER) **unless stated otherwise on the face of the attached quotation.** Flow down provisions are not accepted and shall not be enforceable against SELLER. Retention is not allowed. In the event any payment becomes past due, a charge of one-half percent (1.5%) will be assessed monthly. These terms are completely independent from, and not contingent upon, when BUYER receives payment from the OWNER. A processing fee of up to four percent (4%) will be added for credit card payments. All merchandise sold is subject to lien laws. Partial or final payment shall constitute acceptance of delivered materials, products, or equipment.

### FORCE MAJEURE

Neither Party will be liable for any failure or delay in performing an obligation under these Terms and Conditions that is due to any of the following causes, to the extent beyond its reasonable control: acts of God, accident, riots, war, terrorist act, epidemic, pandemic, quarantine, civil commotion, breakdown of communication facilities, breakdown of web host, breakdown of internet service provider, natural catastrophes, governmental acts or omissions, changes in laws or regulations, national strikes, fire, explosion, generalized lack of availability of raw materials or energy. For the avoidance of doubt, Force Majeure shall not include (a) financial distress nor the inability of either party to make a profit or avoid a financial loss, (b) changes in market prices or conditions, or (c) a party's financial inability to perform its obligations hereunder.

### TAXES AND BONDS

Taxes and bonds are **NOT** included in our pricing. Any applicable taxes or bonds will be added to the price and shown separately on each invoice. All prices exclude sales, use, duties, excise, and other taxes in respect to manufacture, sale, or delivery, all of which are to be paid by the buyer unless a proper exemption certificate is furnished. BUYER agrees to reimburse our company for taxes SELLER must pay on BUYER'S behalf.

### CLAIMS AND BACKCHARGES

BUYER agrees to examine all materials immediately upon delivery and report to SELLER in writing any defects or shortages noted no later than ten (10) days following the date of receipt. The parties agree that if no such claim is made within said time, it shall be considered acceptable and in good order with respect to any defect or shortage which would have been revealed by such an inspection. In no event will SELLER be responsible for any charge for modification, servicing, adjustment or for any other expense without written authorization from SELLER prior to the performance of any such work. **IN NO EVENT SHALL SELLER BE LIABLE TO BUYER OR ANY THIRD PARTY FOR ANY LOSS OF USE, REVENUE OR PROFIT, OR FOR CONSEQUENTIAL, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR PUNITIVE DAMAGES, FOR ANY REASON, INCLUDING WITHOUT LIMITATION, DAMAGES ARISING OUT OF A DELAY IN OR FAILURE OF DELIVERY, DEFECTS IN MATERIAL AND WORKMANSHIP AND/OR FAILURE OF GOODS TO PERFORM TO APPLICABLE SPECIFICATIONS,**





## STANDARD TERMS AND CONDITIONS

DRAWINGS, BLUEPRINTS OR SAMPLES AS SET FORTH OR DESCRIBED HEREIN, IF ANY, OF A BREACH BY SELLER OF ANY OTHER TERM OR OBLIGATION OF SELLER UNDER THE CONTRACT. No penalty clauses of any description will be effective unless approved in writing over the signature of a principal of SELLER. Under no circumstances shall SELLER be liable for any consequential, special or incidental damages, including liquidated damages, arising from any breach by it in this transaction, AND ALL SUCH CONSEQUENTIAL, SPECIAL AND INCIDENTAL DAMAGES, INCLUDING LIQUIDATED DAMAGES, ARE EXCLUDED FROM ANY REMEDIES AVAILABLE TO THE BUYER.

### SECURITY INTEREST & TITLE

Until all amounts due SELLER have been paid in full, SELLER shall retain a security interest in the product and have all rights of a secured party under the Uniform Commercial Code and applicable law, including the right to repossess the product or equipment without legal process and the right to require the BUYER to assemble the equipment and make it available to SELLER at a place reasonably convenient to both parties.

### WARRANTY

Equipment and parts not manufactured by the SELLER carry only the warranty of the manufacturer of said parts. SELLER does not make any express or implied warranty for equipment and/or parts it did not manufacture. Credits for defective material and workmanship in said equipment and/or parts are only in accordance with the underlying company policy of the manufacturer. SELLER makes no warranty whatsoever with respect to any equipment and/or parts as to their merchantability or fitness for a particular purpose. It is further agreed that the SELLER assumes no liability whatsoever for failure of equipment due to normal usage and wear.

### INDEMNIFICATION

To the fullest extent permitted by the law in which the project is located, BUYER and SELLER shall indemnify and hold one another and their respective employees and agents harmless from and against all claims, damages, losses, liabilities, actions, causes of action, demands, fines, penalties, judgments, costs, and expenses, including but not limited to attorneys' fees, court costs, expert fees and costs, arising out of or resulting from BUYER's or SELLER's own negligent acts, omissions or misconduct, to the extent such negligence is covered by BUYER's and SELLER's respective insurance policies. In the event any third party asserts against SELLER a claim for patent infringement, royalties or licensing fees with respect to BUYER's use of the products, materials, or equipment provided hereunder, BUYER agrees to indemnify SELLER for all liability damages, costs and expenses in connection therewith.

### CANCELLATION

Buyer may cancel this contract only in writing signed by BUYER's duly authorized agent and acknowledged in writing by SELLER's duly authorized agent. Should this order be cancelled, BUYER shall be obligated to pay for the level of work performed and products shipped. Work performed includes any engineering, calculations, preparation of submittals, drawings, and/or travel to job site in relation to this order. In addition to any other remedies provided under these Terms and Conditions, SELLER may terminate this contract with immediate effect by providing signed, written notice to BUYER, if BUYER: (i) fails to pay any amount when due under the contract and such failure continues for 30 days after BUYER's receipt of written notice of nonpayment; (ii) has not otherwise performed or complied with any of these Terms and Conditions; or (iii) becomes insolvent, files a petition for bankruptcy or commences or has commenced against it proceedings in bankruptcy, receivership, reorganization or assignment for the benefit of creditors.

### FIELD WORK

Unless specifically stated on our quotation, installation, start-up service, field testing, supervision, operation, and training are not included in our pricing of product. In the event that SELLER or any of its employees or agents do perform work or services on-site at the project's location, BUYER agrees to hold SELLER and its employees or agents harmless for any injuries or damage to property caused by their acts or omission, except to the extent said injuries or property damage arise from gross negligence or intentional misconduct.

### MODIFICATIONS

This contract can be modified only in writing which specifically states that it amends these Terms and Conditions and is signed by both parties and their duly authorized agents. It is further agreed that this contract shall not be modified in any respect except in writing signed by the party and their duly authorized agent against whom the modification is sought to be enforced.

### AUTHORITY OF SELLER'S AGENTS

No agent, employee or representative of the SELLER has any authority to bind the SELLER to any affirmation, representation or warranty concerning the goods sold under this Contract, and unless an affirmation, representation or warranty made by an agent, employee, or representative is specifically included within this written contract, it shall not be enforceable by the BUYER.

### NO THIRD-PARTY BENEFICIARIES

This contract is for the sole benefit of BUYER and SELLER and their respective successors and permitted assigns and nothing herein, express or implied, is intended to or shall confer upon any other person or entity any legal or equitable right, benefit, or remedy of any nature whatsoever under or by reason of these Terms and Conditions.

### GOVERNING LAW

All matters arising of or relating to the contract or the Terms and Conditions shall be governed by and construed in accordance with the laws of the state in which the project is located.

### DISPUTE RESOLUTION

In the event of any dispute between BUYER and SELLER arising out of the terms of the contract and these Terms and Conditions, such dispute shall be decided by arbitration administered by the American Arbitration Association in accordance with the then-prevailing Commercial Arbitration Rules and Mediation Procedures of the American Arbitration Association. BUYER and SELLER mutually agree that any dispute involving claims valued at or above \$1,000,000.00 shall be heard by a panel of three (3) arbitrators. The venue for all arbitration proceedings shall be the State of California. The foregoing agreement to arbitrate shall be specifically enforceable in any court of competent jurisdiction. The award rendered by the arbitrators shall be final and judgment may be entered upon it in accordance with applicable law in any court of competent jurisdiction.

### SEVERABILITY

The partial or complete invalidity of any one or more provisions of these Terms and Conditions shall not affect the validity or continuing force and effect of any other provision. If any provision is invalid, in whole or in part, the provision shall be considered reformed to reflect the intent thereof to the greatest extent possible consistent with applicable law.

### ASSIGNMENT - DELEGATION

No right or interest in this Contract shall be assigned by the BUYER without the written permission of the SELLER, and no delegation of any obligation owed, or of the performance of any obligation by the BUYER shall be made without the written permission of the SELLER. Any attempted assignment or delegation shall be wholly void and totally ineffective for all purposes unless made in conformity with this paragraph.

Accepted by:

\_\_\_\_\_

MISCOwater Quote Number

\_\_\_\_\_

## ORDINANCE O2024-02

### **AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT (THE DISTRICT) , ADDING SECTION 10 TO CHAPTER 21 OF THE DISTRICT CODE TO IMPOSE A FEE FOR BARCODE STICKERS FOR THE SECURITY GATES AND MAKING A DETERMINATION OF EXEMPTION UNDER CEQA**

The Board of Directors of the District ordain as follows:

SECTION 1. Purpose and Authority. The purpose of this Ordinance is to increase the District's barcode sticker fee for the initial purchase price and add an annual renewal fee and an annual contractor barcode sticker fee. This Ordinance is adopted pursuant to Government Code sections 61115, 61123, 66016, and any other applicable law.

SECTION 2. Findings. The Board of Directors finds and determines as follows:

(a) The District has prepared a fee study that complies with Government Code Section (GCC) 66016 and demonstrates that the proposed new fees and increases in existing fees do not exceed the estimated amount required to provide the services for which the fees are levied;

(b) The Finance Department of the District has prepared a Cost of Services Study (Fee Study) for the District dated November 2024. The Fee Study sets forth the methodologies for determining the estimated amount required to process the initial issuance of the barcode stickers, the annual renewal of the barcode sticker, and issuing one-time barcode stickers for contractors. The Fee Study describes the amount of cost, or estimated cost, required to issue the barcode sticker and to operate the two security gates of the District and otherwise satisfies the requirements of the law with regard to the imposition and collection of certain user fees and service charges;

(c) The increased service charges are reasonably related to, and do not exceed, the District's cost of issuing and renewing barcode stickers, operating security gates, monitoring, controlling and registering guests or invitees of District customers and other visitors within the District, conducting such other activities as the Board, in its discretion, may authorize for the operation of the security gates and the protection of District customers and their property, other costs of providing the services listed above, and will not be used for any purposes other than those listed services;

(d) On November 20, 2024, the Finance Committee of the District reviewed the proposed amendment to the Barcode Sticker Fees and recommended that staff forward the proposed amendment to the Board of Directors for approval;

(e) The District has made the Fee Study available for public inspection and has published and mailed notices of the public hearing to consider the adoption of the proposed additions of Section 10 to Chapter 21 of the District Code and Fee Group schedule of the Fee Schedule in accordance with GCC section 66016;

(f) GCC section 66016(b) provides that any action by a local agency to levy a new fee or service charge or to approve an increase in an existing fee or service charge shall be taken only by ordinance or resolution;

(g) In accordance with GCC Section 66016, the District Secretary has caused notice to be provided as set forth in the Government Code Section 66000 *et seq.*, and on November 20, 2024, the Board of Directors received oral and written presentations concerning the fees and charges proposed for those categories of fees and charges set out in GCC Section 66000 *et seq.*;

(i) On December 18, 2024, the Board of Directors held a noticed public hearing to consider the adoption of an amendment to Chapter 21 of the District Code and to adopt new and increase specific fees and charges related to the issuance, renewal, and annual barcode fees for contractors; and

(j) all legal prerequisites prior to the adoption of this Ordinance have occurred.

SECTION 3. CEQA Findings. District staff has evaluated the potential environmental impacts of the adoption of the proposed amendments to the Barcode Sticker Fees pursuant to the California Environmental Quality Act (“CEQA”). The proposed actions do not constitute a “project” under CEQA pursuant to CEQA Guidelines Section 15378(b)(4) because these actions involve the creation of a government funding mechanism that does not involve any commitment to any specific project that may result in a potentially significant physical impact on the environment. In addition, these actions are statutorily exempt from CEQA under CEQA Guidelines Section 15273(a)(1) because these actions establish fees and charges to meet operating expenses, including employee wage rates and fringe benefits. The Board of Directors has reviewed the administrative record concerning the proposed actions and the proposed CEQA determination and, based on its own independent judgment, finds that the proposed actions set forth in this Ordinance are not subject to, or exempt from, the requirements of the CEQA and the State CEQA Guidelines pursuant to CEQA Guidelines Sections 15378(b)(4) and 15273(a)(1).

SECTION 4. Barcode Sticker Fee: Section 10.00 of Chapter 21 of the District Code is hereby added as follows:

**CHAPTER 21, POLICIES REGULATING THE PROVISION OF AND TAXES FOR SECURITY SERVICES BY THE DISTRICT:**

Section 10.00 Barcode Sticker-Rates

**10.01 Barcode Sticker Fee**

All persons authorized to obtain and desiring a barcode sticker for entrance into the District shall pay the following fees:

- (a) Initial Purchase Price for Each Barcode Sticker - \$25.00
- (b) Annual Renewal for Active Barcode Stickers - \$10.00
- (c) Annual Contractor Barcode – tiered rate as follows:
  - i. \$100 for sole proprietors, including gardening/landscaping, housekeepers, pool service, realtors, etc....,
  - ii. \$500 for developers and construction contractors with up to five construction vehicles needing regular access through the gates and
  - iii. \$1,000 for developers and construction contractors with over five construction vehicles needing regular gate access.

*Note: This fee is voluntary, and each contractor determines whether they want to purchase a barcode to utilize the automated gate arm at specified hours for contractors. Additional research needs to be conducted to determine the full impact of item three, and it may take until FY 25-26 to derive the most appropriate way to track and assess this fee.*

### **10.02 Disposition of Revenue**

Revenues collected under the provisions of this Section 10.00 shall be deposited in the Special Tax fund established under Section 5.06 of this Chapter and shall be used only for the following purposes:

- a. Processing applications and renewals of barcode stickers, including but not limited to any necessary software and computer programs for the codes;
- b. Operating the security gates located at the entrances of Rancho Murieta, 24 hours a day, 365 days a year, including but not limited to staffing these gates;
- c. Monitoring, controlling, and registering guests or invitees of District customers and other visitors within the District;
- d. Conducting such other activities as the Board, in its discretion, may authorize for the operation of the security gates and the protection of District customers and their property;
- e. Other incidental costs of providing the services listed above.

### **10.03 Collection**

The fee is collected when the barcode sticker is issued or renewed. No sticker may be issued before the applicable fee is paid.

SECTION 5. Any provisions of the District Code or any other resolution or ordinance of the District, to the extent that they are inconsistent with this Ordinance, are hereby repealed, and the District Secretary shall make any necessary changes to the District Code for internal consistency.

SECTION 6. If any part of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the Board of Directors intends that such invalidity will not affect the effectiveness of the remaining provisions or their application and, to this end, the provisions of this Ordinance are severable.

SECTION 7. Neither the adoption of this Ordinance nor the repeal or amendment by this Ordinance of any ordinance or part or portion of any ordinance previously in effect in the District or within the territory comprising the District shall constitute a waiver of any license, fee, or penalty or the penal provisions applicable to any violation of such ordinance.

SECTION 8. The District Secretary shall certify to the passage and adoption of this Ordinance and shall cause this Ordinance to be published once in a newspaper of general circulation published in the District within 15 days after the adoption of the Ordinance.

SECTION 9. This Ordinance shall go into effect and be in full force and effect at 12:01 a.m. on the 31st day after its passage. The annual barcode renewal fee will appear on the monthly service bill sent on or around March 1, 2025, in the initial year and on the monthly service bill sent on or around January 1 each year thereafter.

**PASSED AND ADOPTED** by the Board of Directors of the District, Sacramento County, California, at a meeting held on the 15th day of January 2024, by the following roll call vote:

**AYES:**  
**NOES:**  
**ABSENT:**  
**ABSTAIN:**

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President of the Board  
Rancho Murieta Community  
Services District

**ATTEST:**

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Amelia Wilder, District Secretary

**APPROVED AS TO FORM:**

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Patrick Enright, General Counsel  
Richards, Watson & Gershon

DRAFT

## MEMORANDUM

Date: January 7, 2025  
To: Board of Directors  
From: Mimi Morris, General Manager  
Subject: Property Insurance 24-25

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### BACKGROUND

In early 2024, District Staff (Mimi Morris, Mark Matulich, Michael Fritschi, Travis Bohannon, and Amelia Wilder) met with our GSRMA representative regarding property insurance coverage and High Value Property insurance coverage. During that conversation, it became apparent to staff that the benefits of the property insurance costs were extremely limited because the representative had stated that property damage resulting from fires, floods, and earthquakes were not covered. When asked what was covered by the \$150,000, the representative indicated that it was all determined on a case-by-case basis.

GSRMA's premiums have increased dramatically over the last several years as can be seen in the attached report<sup>1</sup> dating back to 2009-10. This report shows aggregate payments by fiscal year to GSRMA. Prior to 23-24, the District occasionally used a GSRMA-provided financing plan which allowed for quarterly payments with interest, and the payments did not always match up to the service years. Nevertheless, the annual premiums for District insurance have been escalating extensively.

Overall 24-25 insurance costs including property insurance costs were expected to increase dramatically and in April that increase showed a jump from \$464,983<sup>2</sup> in 23-24 to over \$687,000<sup>3</sup> in 24-25, an increase of over \$222,000 (47.9%).

Following the meeting with GSRMA, General Manager Morris raised the issue with the Board in Closed Session in January or February. (There are no minutes nor recordings nor formal materials for Closed Session meetings hence the estimated time frame). GM Morris shared with the Board that staff had learned that the property coverage provided by GSRMA did not include some key risk areas such as earthquake, fire and flooding. Additionally, the premium would be increasing by about 50% to over \$150,000 for all the property insurance coverage (regular and high value property).

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<sup>1</sup> Report of District Payments to GSRMA since 2009-10

<sup>2</sup> 23-24 GSRMA Contribution Indication (estimate) and Invoice

<sup>3</sup> 24-25 GSRMA Contribution Indication (estimate) and Invoice

The GM shared that the overall cost of the District's insurance coverage had skyrocketed over the past several years (from \$268K in 21-22 to over \$687K in 24-25) due to a variety of factors, including past actions of certain District representatives.

The GM suggested that we pursue other options - including other insurers or self-insurance given the lack of value from outside coverage due to all the exclusions. Essentially, the GM described a cost-benefit analysis which showed little benefit from the cost.

The board agreed and directed the GM to research further.

Thereafter, over the next few months and consistent with the Board's direction, the GM initiated conversations with a few insurance pools. Most were unwilling to provide only one book of business - preferring to pick up the entire insurance coverage of the District. Several of the representatives indicated that their new customer evaluation process would take 9-12 months and there was no guarantee that the District's risk levels would be deemed acceptable. Self-insurance for property risk coverage seemed the best alternative. The District has self-insured in the past for various risks and has the obligation to inform the Department of Industrial Relations only if the self-insurance is for Workers' Compensation.

The GSRMA insurance bill was received in June and showed minor reductions to the property task line item (\$27K or 18%) and an overall premium reduction from \$687k to \$617K. Director of Finance and Administration Mark Matulich approved the invoice without the Property Insurance components (\$128K), after checking in with the GM regarding the plan to discontinue property insurance coverage, consistent with staff conversations with GSRMA regarding the limited benefits in January. It was determined that the lack of value due to the exclusions did not merit continuing that coverage with GSRMA and staff discussed establishing a dedicated property risk fund as a better option to outside coverage.

In September staff had conversations with GSRMA regarding our discontinuation of property insurance coverage and they requested formal documentation regarding the property items not to be covered. The list they provided included obsolete items that should have been purged from their coverage over the years but had not. Staff cleaned up the data and confirmed the District's wish to cancel the property coverage.

## **PROPOSAL**

Staff proposes that the Board continue the plan of self-insurance for property risk coverage due to the limited benefits resulting from the coverage costs.

###



# Summary District Payments to GSRMA by Fiscal Year

1/6/2025

**TOTAL:** \$3,380,196

Fiscal Year	Note re Coverage	Original Estimate	FY Payment
<b>2024-2025</b>	Original Estimate \$687K reduced to \$617K May 2024; Did not pay \$123K property ins.; includes \$11K Dams	\$698,585	\$501,107
<b>2023-2024</b>	Original Estimate: \$503,249, reduced to \$499K+11K	\$514,249	\$510,213
<b>2022-2023</b>			\$357,132
<b>2021-2022</b>			\$268,059
<b>2020-2021</b>			\$64,259
<b>2019-2020</b>			\$256,508
<b>2018-2019</b>			\$233,732
<b>2017-2018</b>			\$146,824
<b>2016-2017</b>			\$233,415
<b>2015-2016</b>			\$176,292
<b>2014-2015</b>			\$123,159
<b>2013-2014</b>			\$139,848
<b>2012-2013</b>			\$136,181
<b>2011-2012</b>			\$87,552
<b>2010-2011</b>			\$116,733
<b>2009-2010</b>			\$29,182



## Contribution Indication

**Policy Period:** 2023-24  
**Coverage Dates:** 7/1/2023 - 7/1/2024  
**Account No:** RANCMUR

WC is budgeted in salary projection at 7% per payroll dollar  
 GL budget is based on revenue for W 40%, WW 24%, SW 13%, Sec 23%

Customer Service
For Information on Your Account Visit:
<a href="http://www.mygsrma.org">www.mygsrma.org</a>
GSRMA PO Box 706 Willows, CA 95988
Phone: 530-934-5633 Fax: 530-934-8133

## Rancho Murieta Community Services District

2023-24 COVERAGE			CONTRIBUTION
<b>Workers' Compensation</b>	<i>Estimated Payroll</i>	\$2,596,741	\$183,512
<b>General Liability</b>	<i>Estimated Payroll</i>	\$2,596,741	\$182,901
<b>Property</b>	<i>Total Insured Value</i>	\$27,322,770	\$80,102
<b>HV Property</b>	<i>Total Insured Value</i>	\$11,189,624	\$5,595
<b>Auto</b>	<i>Total Insured Value</i>	\$711,046	\$4,735
<b>Watercraft</b>	<i>Total Insured Value</i>	\$2,500	\$37
<b>Mobile Equipment</b>	<i>Total Insured Value</i>	\$152,770	\$733
<b>Crime Bond</b>	<i>Exposure</i>	39	\$683
<b>Cyber Liability</b>	<i>Total Insured Value</i>	\$27,322,770	\$6,685
<b>TOTAL ESTIMATED ANNUAL CONTRIBUTION*</b>			<b>\$464,983</b>
2021-22 FINAL CONTRIBUTION TRUE-UP (See True-up page for details)			ADJUSTMENTS
<b>Workers' Compensation</b>			\$19,391
<b>General Liability</b>			\$18,875
<b>TOTAL CONTRIBUTION ADJUSTMENT</b>			<b>\$38,266</b>
<b>TOTAL ESTIMATED PAYMENT</b>			<b>\$503,249</b>

\*Total Contribution is an ESTIMATE ONLY and may not be equal to the final Contribution amount when coverage is bound.  
 Finance charges apply when paying in installments.

**NOT AN INVOICE. INDICATION DATED 4/3/2023 DOES NOT BIND COVERAGE.**



# Contribution Comparison

Policy Period: 2023-24  
 Coverage Dates: 7/1/2023 - 7/1/2024  
 Account No: RANCMUR

Customer Service
For Information on Your Account Visit:
<a href="http://www.mygsrma.org">www.mygsrma.org</a>
GSRMA PO Box 706 Willows, CA 95988
Phone: 530-934-5633 Fax: 530-934-8133

## Rancho Murieta Community Services District

COVERAGE	2023-24	2022-23	DIFFERENCE	% CHANGE
<b>Workers' Compensation</b>	<b>\$183,512</b>	<b>\$170,750</b>	<b>\$12,762</b>	<b>7.5%</b>
<i>Estimated Payroll</i>	\$2,596,741	\$2,568,082	\$28,659	1.1%
<i>Effective Rate<sup>1</sup></i>	\$7.07	\$6.65	\$0.42	6.3%
<i>Experience Ratio</i>	1.164000034	1.317		
<b>General Liability</b>	<b>\$182,901</b>	<b>\$184,743</b>	<b>\$(1,842)</b>	<b>(1.0)%</b>
<i>Estimated Payroll</i>	\$2,596,741	\$2,568,082	\$28,659	1.1%
<i>Effective Rate<sup>1</sup></i>	\$7.04	\$7.19	\$(0.15)	(2.1)%
<i>Experience Ratio</i>	1.925999999	1.739		
<b>Property</b>	<b>\$80,102</b>	<b>\$56,761</b>	<b>\$23,341</b>	<b>41.1%</b>
<i>Total Insured Value</i>	\$27,322,770	\$24,723,501	\$2,599,269	10.5%
<b>HV Property</b>	<b>\$5,595</b>	<b>\$5,204</b>	<b>\$391</b>	<b>7.5%</b>
<i>Total Insured Value</i>	\$11,189,624	\$10,408,952	\$780,672	7.5%
<b>Auto</b>	<b>\$4,735</b>	<b>\$3,526</b>	<b>\$1,209</b>	<b>34.3%</b>
<i>Total Insured Value</i>	\$711,046	\$641,364	\$69,682	10.9%
<b>Watercraft</b>	<b>\$37</b>	<b>\$31</b>	<b>\$6</b>	<b>19.4%</b>
<i>Total Insured Value</i>	\$2,500	\$2,500	\$0	0.0%
<b>Mobile Equipment</b>	<b>\$733</b>	<b>\$566</b>	<b>\$167</b>	<b>29.5%</b>
<i>Total Insured Value</i>	\$152,770	\$152,770	\$0	0.0%
<b>Crime Bond</b>	<b>\$683</b>	<b>\$764</b>	<b>\$(81)</b>	<b>(10.6)%</b>
<i># of Employees</i>	39	47	(8)	(17.0)%
<b>Cyber Liability</b>	<b>\$6,685</b>	<b>\$0</b>	<b>\$6,685</b>	<b>0.0%</b>
<i>Total Insured Value</i>	\$27,322,770	\$0	\$27,322,770	0.0%
<b>TOTAL ESTIMATED CONTRIBUTION<sup>2</sup></b>	<b>\$464,983</b>	<b>\$422,345</b>	<b>\$42,638</b>	<b>10.1%</b>

<sup>1</sup>Amounts are shown rounded to the nearest cents. Actual Effective Rate = Contribution / Payroll \* 100

<sup>2</sup>Total Contribution is an ESTIMATE ONLY and may not be equal to the final Contribution amount when coverage is bound.

<sup>3</sup>Pollution coverage included in Property beginning with 2021-22 policy year.

Indication dated 4/3/2023



# Estimated Payroll

**Policy Period:** 2023-24  
**Coverage Dates:** 7/1/2023 - 7/1/2024  
**Account No:** RANCMUR

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Phone: 530-934-5633 Fax: 530-934-8133

## Rancho Murieta Community Services District

### Estimated Payroll for 2023-24

CLASS CODE	DESCRIPTION	# FULL TIME EMPLOYEES	# PART TIME EMPLOYEES	ANNUAL REGULAR PAYROLL	ANNUAL OVERTIME PAYROLL
7520	Waterworks	7	1	\$522,704	\$26,000
7580	Sanitary or Sanitation Districts Operation	7	0	\$522,704	\$26,000
7706	Firefighters - not volunteers	0	0	\$0	\$0
7707	Firefighters - volunteers	0	0	\$0	\$0
7720	Police, Sheriffs, Constables, etc. - not volunteer	0	0	\$0	\$0
8601-1	Engineers-Consulting	0	0	\$0	\$0
8810-1	Clerical Office Employees	8	0	\$900,640	\$6,240
8810-4	Libraries - public	0	0	\$0	\$0
9043	Hospitals	0	0	\$0	\$0
9410	Municipal, State or Public Agency Employees	0	0	\$0	\$0
9420	Municipal, State, or Public Agency Emp - other	15	2	\$577,200	\$52,000
Other	Other	0	0	\$0	\$0
<b>TOTAL</b>		<b>37</b>	<b>3</b>	<b>\$2,523,248</b>	<b>\$110,240</b>
Total Regular and Overtime Payroll (OT included at 2/3)					\$2,596,741
Imputed Payroll* for Volunteer Firefighters (\$5,000 per volunteer)					\$0
<b>TOTAL ESTIMATED PAYROLL</b>					<b>\$2,596,741</b>

#### Firefighter Guidance

**Imputed Payroll\*:** GSRMA primarily uses payroll to allocate costs for the risk pool across membership. For members with Fire, the number of calls is used to some extent as well. To calculate the contribution amount for Volunteer Firefighters, a payroll amount of \$5,000 per Volunteer is used.

**Volunteer # Employees:** If your Agency has volunteer firefighters (7707), report the number of "active" volunteers (i.e. individuals that attend trainings, regularly respond to calls, etc.). This amount should be a simple **estimated average number of volunteers** during the reporting period.

**Volunteer Payroll:** Additional pay to volunteers (7707) such as stipends for local activities, etc. **should not be** reported.

**Strike Team Pay:** Strike team pay **should be** reported for all non-volunteer fighters (7706) and volunteer firefighters (7707).

**Trainees/Cadets:** Trainees and cadets that may attend training and respond to incidents **should be** identified as volunteer firefighters (7707).



Policy Period: 2021-22  
 Coverage Dates: 7/1/2021 - 7/1/2022  
 Account No: RANCMUR

Customer Service
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GSRMA PO Box 706 Willows, CA 95988
Phone: 530-934-5633 Fax: 530-934-8133

## Rancho Murieta Community Services District

At Golden State Risk Management Authority, the contributions for the Workers' Compensation and General Liability programs are adjusted once the coverage period has been completed based on the actual payroll during that period. Your Agency paid a **Deposit Contribution** at the beginning of the 2021-22 year, which was calculated based on **Estimated Payroll**.

Based on the **Actual Payroll** submitted by your Agency for the 2021-22 period, the **Final Contribution** for each Coverage Program your Agency participates in has been calculated and is shown below.

If your **Actual Payroll** was lower than your **Estimated Payroll**, your Agency will be receiving a **Contribution Adjustment** credit for each Coverage Program your Agency participates in on next year's contribution invoice.

If your **Actual Payroll** was higher than your **Estimated Payroll**, the **Contribution Adjustment** is applied as an additional charge on next year's contribution invoice

WORKERS' COMPENSATION		CONTRIBUTION
<b>2021-22 Deposit Contribution (Paid)</b>		
<i>Estimated Payroll</i>	\$2,232,996	\$153,171
<b>2021-22 Final Contribution</b>		
<i>Actual Payroll</i>	\$2,515,679	\$172,562
<b>CONTRIBUTION ADJUSTMENT</b>		<b>\$19,391</b>
GENERAL LIABILITY		CONTRIBUTION
<b>2021-22 Deposit Contribution (Paid)</b>		
<i>Estimated Payroll</i>	\$2,232,996	\$149,101
<b>2021-22 Final Contribution</b>		
<i>Actual Payroll</i>	\$2,515,679	\$167,976
<b>CONTRIBUTION ADJUSTMENT</b>		<b>\$18,875</b>



## Disclosures/Disclaimers

**Policy Period:** 2023-24

**Account No:** RANCMUR

### Customer Service

*For Information on Your Account Visit:*

[www.mygsrma.org](http://www.mygsrma.org)

GSRMA  
PO Box 706  
Willows, CA 95988

Phone: 530-934-5633  
Fax: 530-934-8133

This proposal for coverage is provided as a matter of convenience and information only. All information included in this proposal, including but not limited to personal and real property values, locations, operations, products, data, vehicle schedules, financial data and loss experience, is based on facts and representations supplied to Golden State Risk Management Authority by your agency. This proposal does not reflect any independent study or investigation by Golden State Risk Management Authority or its agents and employees.

Please be advised that this proposal is also expressly conditioned on there being no material change in the risk between the date of this proposal and the inception date of the proposed coverage (including the occurrence of any claim or notice of circumstances that may give rise to a claim under any policy which the policy being proposed is a renewal or replacement). In the event of such change of risk, GSRMA may, at its sole discretion, modify, or withdraw this proposal, whether or not this offer has already been accepted.

This proposal is not confirmation of coverage and does not add to, extend, amend, change, or alter any coverage in any actual policy of insurance your agency may have. All existing policy terms, conditions, exclusions, and limitations apply. For specific information regarding your coverage, please refer to the policy itself. Golden State Risk Management Authority will not be liable for any claims arising from or related to information included in or omitted from this proposal for coverage.



# Contribution Summary

**Policy Period:** 2023-24  
**Coverage Dates:** 7/1/2023 - 7/1/2024  
**Account No:** RANCMUR

Customer Service
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Phone: 530-934-5633 Fax: 530-934-8133

## Rancho Murieta Community Services District

2023-24 COVERAGE			CONTRIBUTION
<b>Workers' Compensation</b>	<i>Estimated Payroll</i>	\$2,596,741	\$183,512
<b>General Liability</b>	<i>Estimated Payroll</i>	\$2,596,741	\$182,901
<b>Property</b>	<i>Total Insured Value</i>	\$27,997,520	\$82,080
<b>HV Property</b>	<i>Total Insured Value</i>	\$11,189,624	\$5,595
<b>Auto</b>	<i>Total Insured Value</i>	\$743,936	\$4,954
<b>Watercraft</b>	<i>Total Insured Value</i>	\$2,500	\$37
<b>Mobile Equipment</b>	<i>Total Insured Value</i>	\$152,770	\$733
<b>Crime Bond</b>	<i>Exposure</i>	39	\$683
<b>Cyber Liability</b>	<i>Total Insured Value</i>	\$27,997,520	\$6,850
<b>TOTAL ANNUAL CONTRIBUTION*</b>			<b>\$467,345</b>
2023-24 DIVIDENDS			ADJUSTMENTS
<b>General Liability</b>			-\$6,398
<b>TOTAL CONTRIBUTION ADJUSTMENT</b>			<b>-\$6,398</b>
2021-22 FINAL CONTRIBUTION TRUE-UP (See True-up page for details)			ADJUSTMENTS
<b>Workers' Compensation</b>			\$19,391
<b>General Liability</b>			\$18,875
<b>TOTAL CONTRIBUTION ADJUSTMENT</b>			<b>\$38,266</b>
<b>TOTAL PAYMENT</b>			<b>\$499,213</b>

\*Finance charges apply when paying in installments.

Summary dated 5/31/2023



# Contribution Comparison

**Policy Period:** 2023-24  
**Coverage Dates:** 7/1/2023 - 7/1/2024  
**Account No:** RANCMUR

Customer Service
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## Rancho Murieta Community Services District

COVERAGE	2023-24	2022-23	DIFFERENCE	% CHANGE
<b>Workers' Compensation</b>	<b>\$183,512</b>	<b>\$170,750</b>	<b>\$12,762</b>	<b>7.5%</b>
<i>Estimated Payroll</i>	\$2,596,741	\$2,568,082	\$28,659	1.1%
<i>Effective Rate</i> <sup>1</sup>	\$7.07	\$6.65	\$0.42	6.3%
<i>Experience Ratio</i>	1.164000034	1.317		
<b>General Liability</b>	<b>\$182,901</b>	<b>\$184,743</b>	<b>\$(1,842)</b>	<b>(1.0)%</b>
<i>Estimated Payroll</i>	\$2,596,741	\$2,568,082	\$28,659	1.1%
<i>Effective Rate</i> <sup>1</sup>	\$7.04	\$7.19	\$(0.15)	(2.1)%
<i>Experience Ratio</i>	1.925999999	1.739		
<b>Property</b>	<b>\$82,080</b>	<b>\$56,761</b>	<b>\$25,319</b>	<b>44.6%</b>
<i>Total Insured Value</i>	\$27,997,520	\$24,723,501	\$3,274,019	13.2%
<b>HV Property</b>	<b>\$5,595</b>	<b>\$5,204</b>	<b>\$391</b>	<b>7.5%</b>
<i>Total Insured Value</i>	\$11,189,624	\$10,408,952	\$780,672	7.5%
<b>Auto</b>	<b>\$4,954</b>	<b>\$3,526</b>	<b>\$1,428</b>	<b>40.5%</b>
<i>Total Insured Value</i>	\$743,936	\$641,364	\$102,572	16.0%
<b>Watercraft</b>	<b>\$37</b>	<b>\$31</b>	<b>\$6</b>	<b>19.4%</b>
<i>Total Insured Value</i>	\$2,500	\$2,500	\$0	0.0%
<b>Mobile Equipment</b>	<b>\$733</b>	<b>\$566</b>	<b>\$167</b>	<b>29.5%</b>
<i>Total Insured Value</i>	\$152,770	\$152,770	\$0	0.0%
<b>Crime Bond</b>	<b>\$683</b>	<b>\$764</b>	<b>\$(81)</b>	<b>(10.6)%</b>
<i># of Employees</i>	39	47	(8)	(17.0)%
<b>Cyber Liability</b>	<b>\$6,850</b>	<b>\$0</b>	<b>\$6,850</b>	<b>0.0%</b>
<i>Total Insured Value</i>	\$27,997,520	\$0	\$27,997,520	0.0%
<b>TOTAL CONTRIBUTION</b>	<b>\$467,345</b>	<b>\$422,345</b>	<b>\$45,000</b>	<b>10.7%</b>

<sup>1</sup>Amounts are shown rounded to the nearest cents. Actual Effective Rate = Contribution / Payroll \* 100

<sup>2</sup>Pollution coverage included in Property beginning with 2021-22 policy year.

Comparison dated 5/31/2023





# Estimated Payroll

**Policy Period:** 2023-24  
**Coverage Dates:** 7/1/2023 - 7/1/2024  
**Account No:** RANCMUR

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Phone: 530-934-5633 Fax: 530-934-8133

## Rancho Murieta Community Services District

### Estimated Payroll for 2023-24

CLASS CODE	DESCRIPTION	# FULL TIME EMPLOYEES	# PART TIME EMPLOYEES	ANNUAL REGULAR PAYROLL	ANNUAL OVERTIME PAYROLL
7520	Waterworks	7	1	\$522,704	\$26,000
7580	Sanitary or Sanitation Districts Operation	7	0	\$522,704	\$26,000
7706	Firefighters - not volunteers	0	0	\$0	\$0
7707	Firefighters - volunteers	0	0	\$0	\$0
7720	Police, Sheriffs, Constables, etc. - not volunteer	0	0	\$0	\$0
8601-1	Engineers-Consulting	0	0	\$0	\$0
8810-1	Clerical Office Employees	8	0	\$900,640	\$6,240
8810-4	Libraries - public	0	0	\$0	\$0
9043	Hospitals	0	0	\$0	\$0
9410	Municipal, State or Public Agency Employees	0	0	\$0	\$0
9420	Municipal, State, or Public Agency Emp - other	15	2	\$577,200	\$52,000
Other	Other	0	0	\$0	\$0
<b>TOTAL</b>		<b>37</b>	<b>3</b>	<b>\$2,523,248</b>	<b>\$110,240</b>
Total Regular and Overtime Payroll (OT included at 2/3)					\$2,596,741
Imputed Payroll* for Volunteer Firefighters (\$5,000 per volunteer)					\$0
<b>TOTAL ESTIMATED PAYROLL</b>					<b>\$2,596,741</b>

#### Firefighter Guidance

**Imputed Payroll\*:** GSRMA primarily uses payroll to allocate costs for the risk pool across membership. For members with Fire, the number of calls is used to some extent as well. To calculate the contribution amount for Volunteer Firefighters, a payroll amount of \$5,000 per Volunteer is used.

**Volunteer # Employees:** If your Agency has volunteer firefighters (7707), report the number of "active" volunteers (i.e. individuals that attend trainings, regularly respond to calls, etc.). This amount should be a simple **estimated average number of volunteers** during the reporting period.

**Volunteer Payroll:** Additional pay to volunteers (7707) such as stipends for local activities, etc. **should not be** reported.

**Strike Team Pay:** Strike team pay **should be** reported for all non-volunteer fighters (7706) and volunteer firefighters (7707).

**Trainees/Cadets:** Trainees and cadets that may attend training and respond to incidents **should be** identified as volunteer firefighters (7707).



Policy Period: 2021-22  
 Coverage Dates: 7/1/2021 - 7/1/2022  
 Account No: RANCMUR

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Phone: 530-934-5633 Fax: 530-934-8133

## Rancho Murieta Community Services District

At Golden State Risk Management Authority, the contributions for the Workers' Compensation and General Liability programs are adjusted once the coverage period has been completed based on the actual payroll during that period. Your Agency paid a **Deposit Contribution** at the beginning of the 2021-22 year, which was calculated based on **Estimated Payroll**.

Based on the **Actual Payroll** submitted by your Agency for the 2021-22 period, the **Final Contribution** for each Coverage Program your Agency participates in has been calculated and is shown below.

If your **Actual Payroll** was lower than your **Estimated Payroll**, your Agency will be receiving a **Contribution Adjustment** credit for each Coverage Program your Agency participates in on next year's contribution invoice.

If your **Actual Payroll** was higher than your **Estimated Payroll**, the **Contribution Adjustment** is applied as an additional charge on next year's contribution invoice

WORKERS' COMPENSATION		CONTRIBUTION
<b>2021-22 Deposit Contribution (Paid)</b>		
<i>Estimated Payroll</i>	\$2,232,996	\$153,171
<b>2021-22 Final Contribution</b>		
<i>Actual Payroll</i>	\$2,515,679	\$172,562
<b>CONTRIBUTION ADJUSTMENT</b>		<b>\$19,391</b>
GENERAL LIABILITY		CONTRIBUTION
<b>2021-22 Deposit Contribution (Paid)</b>		
<i>Estimated Payroll</i>	\$2,232,996	\$149,101
<b>2021-22 Final Contribution</b>		
<i>Actual Payroll</i>	\$2,515,679	\$167,976
<b>CONTRIBUTION ADJUSTMENT</b>		<b>\$18,875</b>



## Contribution Indication

**Policy Period:** 2024-25  
**Coverage Dates:** 7/1/2024-7/1/2025  
**Account No:** RANCMUR

Customer Service
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## Rancho Murieta Community Services District

COVERAGES			CONTRIBUTION
<b>Workers' Compensation</b>	<i>Estimated Payroll</i>	\$3,075,132	\$243,808
<b>General Liability</b>	<i>Estimated Payroll</i>	\$3,075,132	\$273,170
<b>Property</b>	<i>Total Insured Value</i>	\$33,639,136	\$128,411
<b>Auto Physical Damage</b>	<i>Total Insured Value</i>	\$743,936	\$5,944
<b>Watercraft</b>	<i>Total Insured Value</i>	\$2,500	\$65
<b>Mobile Equipment</b>	<i>Total Insured Value</i>	\$152,770	\$859
<b>Cyber Liability</b>	<i>Total Insured Value</i>	\$33,639,136	\$14,135
<b>High Value Property</b>	<i>Total Insured Value</i>	\$20,611,021	\$20,611
<b>Crime Bond</b>	<i>Exposure</i>	34	\$582
<b>TOTAL ESTIMATED ANNUAL CONTRIBUTION*</b>			<b>\$687,585</b>
DIVIDENDS			ADJUSTMENTS
<b>Workers' Compensation</b>			Not Applicable
<b>General Liability</b>			Not Applicable
<b>TOTAL CONTRIBUTION ADJUSTMENT</b>			<b>\$0.00</b>
<b>TOTAL ESTIMATED PAYMENT</b>			<b>\$687,585</b>

\*Total Contribution is an ESTIMATE ONLY and may not be equal to the final Contribution amount when coverage is bound. Finance charges apply when paying in installments.

**NOT AN INVOICE. INDICATION DATED 4/10/2024 DOES NOT BIND COVERAGE.**

**CONTRIBUTION INDICATION VALID FOR 60 DAYS FROM INDICATION DATE.**



## Contribution Comparison

**Policy Period:** 2024-25  
**Coverage Dates:** 7/1/2024-7/1/2025  
**Account No:** RANCMUR

Customer Service
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Phone: 530-934-5633 Fax: 530-934-8133

## Rancho Murieta Community Services District

COVERAGE	CURRENT YEAR	PRIOR YEAR	DIFFERENCE	% CHANGE
<b>Workers' Compensation</b>	<b>\$243,808</b>	<b>\$183,512</b>	<b>\$60,296</b>	<b>32.9%</b>
<i>Estimated Payroll</i>	\$3,075,132	\$2,596,741	\$478,391	18.4%
<i>Effective Rate*</i>	\$7.93	7.07	\$0.86	12.2%
<i>Experience Ratio</i>	1.172	1.16	0.008	
<b>General Liability</b>	<b>\$273,170</b>	<b>\$182,901</b>	<b>\$90,269</b>	<b>49.4%</b>
<i>Estimated Payroll</i>	\$3,075,132	\$2,596,741	\$478,391	18.4%
<i>Effective Rate*</i>	\$8.88	7.04	\$1.84	26.1%
<i>Experience Ratio</i>	2.911	1.93	0.985	
<b>Property</b>	<b>\$128,411</b>	<b>\$82,080</b>	<b>\$46,331</b>	<b>56.4%</b>
<i>Total Insured Value</i>	\$33,639,136	\$27,997,520	\$5,641,616	20.2%
<b>Auto Physical Damage</b>	<b>\$5,944</b>	<b>\$4,954</b>	<b>\$ 990</b>	<b>20%</b>
<i>Total Insured Value</i>	\$743,936	\$743,936	\$0	0%
<b>Watercraft</b>	<b>\$ 65</b>	<b>\$ 37</b>	<b>\$ 28</b>	<b>75.7%</b>
<i>Total Insured Value</i>	\$2,500	\$2,500	\$0	0%
<b>Mobile Equipment</b>	<b>\$ 859</b>	<b>\$ 733</b>	<b>\$ 126</b>	<b>17.2%</b>
<i>Total Insured Value</i>	\$152,770	\$152,770	\$0	0%
<b>Cyber Liability</b>	<b>\$14,135</b>	<b>\$6,850</b>	<b>\$7,285</b>	<b>106.4%</b>
<i>Total Insured Value</i>	\$33,639,136	\$27,997,520	\$5,641,616	20.2%
<b>High Value Property</b>	<b>\$20,611</b>	<b>\$5,595</b>	<b>\$15,016</b>	<b>268.4%</b>
<i>Total Insured Value</i>	\$20,611,021	\$11,189,624	\$9,421,397	84.2%
<b>Crime Bond</b>	<b>\$ 582</b>	<b>\$ 683</b>	<b>\$(101)</b>	<b>(14.8)%</b>
<i># of Employees</i>	34	39	(5)	(12.8)%
<b>TOTAL CONTRIBUTION **</b>	<b>\$687,585</b>	<b>\$467,345</b>	<b>\$220,240</b>	<b>47.1%</b>

\*Amounts are shown rounded to the nearest cents. Actual Effective Rate = Contribution / Payroll \* 100

\*\*Total Contribution is an ESTIMATE ONLY and may not be equal to the final Contribution amount when coverage is bound.

California Association of Joint Powers Authorities Accredited with Excellence since 1992

Indication dated 4/10/2024



## Estimated Payroll

**Policy Period:** 2024-25  
**Coverage Dates:** 7/1/2024-7/1/2025  
**Account No:** RANCMUR

Customer Service
For Information on Your Account Visit:
<a href="http://www.mygsrma.org">www.mygsrma.org</a>
GSRMA PO Box 706 Willows, CA 95988
Phone: 530-934-5633 Fax: 530-934-8133

## Rancho Murieta Community Services District

### Estimated Payroll for 2024-25

CLASS CODE	DESCRIPTION	# FULL TIME EMPLOYEES	# PART TIME EMPLOYEES	ANNUAL REGULAR PAYROLL	ANNUAL OVERTIME PAYROLL
7520	Waterworks	9	0	\$801,767	\$0
7580	Sanitary or Sanitation Districts Operation	6	0	\$603,253	\$0
8810(1)	Clerical Office Employees	9	0	\$912,710	\$0
9420	Municipal, State, or Public Agency Emp - other	9	2	\$757,402	\$0
<b>TOTAL</b>		<b>33</b>	<b>2</b>	<b>\$3,075,132</b>	<b>\$0</b>
Total Regular and Overtime Payroll (OT included at 2/3)					<b>\$3,075,132</b>
Imputed Payroll* for Volunteer Firefighters (\$5,000 per volunteer)					<b>\$0</b>
<b>TOTAL ESTIMATED PAYROLL</b>					<b>\$3,075,132</b>

### Firefighter Guidance

**Imputed Payroll\*:** GSRMA primarily uses payroll to allocate costs for the risk pool across membership. For members with Fire, the number of calls is used to some extent as well. To calculate the contribution amount for Volunteer Firefighters, a payroll amount of \$5,000 per Volunteer is used.

**Volunteer # Employees:** If your Agency has volunteer firefighters (7707), report the number of "active" volunteers (i.e. individuals that attend trainings, regularly respond to calls, etc.). This amount should be a simple **estimated average number of volunteers** during the reporting period.

**Volunteer Payroll:** Additional pay to volunteers (7707) such as stipends for local activities, etc. **should not be** reported.

**Strike Team Pay:** Strike team pay **should be** reported for all non-volunteer fighters (7706) and volunteer firefighters (7707).

**Trainees/Cadets:** Trainees and cadets that may attend training and respond to incidents **should be** identified as volunteer firefighters (7707).



## Disclosures/Disclaimers

**Policy Period:** 2024-2025  
**Coverage Dates:** 7/1/2024-7/1/2025  
**Account No:** RANCMUR

### Customer Service

*For Information on Your Account Visit:*

[www.mygsrma.org](http://www.mygsrma.org)

GSRMA  
PO Box 706  
Willows, CA 95988

Phone: 530-934-5633  
Fax: 530-934-8133

This proposal for coverage is provided as a matter of convenience and information only. All information included in this proposal, including but not limited to personal and real property values, locations, operations, products, data, vehicle schedules, financial data and loss experience, is based on facts and representations supplied to Golden State Risk Management Authority by your agency. This proposal does not reflect any independent study or investigation by Golden State Risk Management Authority or its agents and employees.

Please be advised that this proposal is also expressly conditioned on there being no material change in the risk between the date of this proposal and the inception date of the proposed coverage (including the occurrence of any claim or notice of circumstances that may give rise to a claim under any policy which the policy being proposed is a renewal or replacement). In the event of such change of risk, GSRMA may, at its sole discretion, modify, or withdraw this proposal, whether or not this offer has already been accepted.

This proposal is not confirmation of coverage and does not add to, extend, amend, change, or alter any coverage in any actual policy of insurance your agency may have. All existing policy terms, conditions, exclusions, and limitations apply. For specific information regarding your coverage, please refer to the policy itself. Golden State Risk Management Authority will not be liable for any claims arising from or related to information included in or omitted from this proposal for coverage.

This proposal is valid for 60 days from the date of the Indication.



**GOLDEN STATE RISK MANAGEMENT AUTHORITY**

**Golden State Risk Management Authority**

P.O. Box 706

Willows, CA 95988

## INVOICE

Invoice #: INV-003468

Date: 06/04/2024

Due date: 07/01/2024

Policy Period: 7/1/2024-6/30/2025

**Bill to:**

**Rancho Murieta Community Services District**

PO Box 1050

Rancho Murieta, CA 95683

Description/Memo	Amount
General Liability	\$248,382.00
Auto Physical Damage	\$5,650.00
Crime Bond	\$599.00
Cyber Liability	\$13,407.00
High Value Property	\$15,458.00
Mobile Equipment	\$826.00
Property	\$112,001.00
Watercraft	\$45.00
Workers Compensation	\$228,053.00
WC Dividend	\$-3,403.00
GL Dividend	\$-3,452.00
<b>Total amount</b>	<b>\$617,566.00</b>
<b>Total due</b>	<b>\$617,566.00</b>

OK TO PAY  
ACCT# SEE ATTACHED  
INITIALS MLM  
DATE 7-2-2024  
PO# \_\_\_\_\_

**Payment must be made in full.** To pay electronically, please contact the Accounting department.

For questions, please contact the Accounting department at 530-934-5633 or [financedept@gsrma.org](mailto:financedept@gsrma.org)

Please make checks payable to: **Golden State Risk Management Authority**



Rancho Murieta CSD  
 GSRMA Annual Invoice  
 7/1/2024 - 6/30/2025

Description	Invoice Amount	Services Cancelled	Amount to Pay
General Liability	\$ 248,382		\$ 248,382
Auto Physical Damage	5,650		5,650
Crime Bond	599		599
Cyber Liability	13,407		13,407
High Value Property	15,458	(15,458)	-
Mobile Equipment	826		826
Property	112,001	(112,001)	-
Water Craft	45		45
Workers Comp	228,053		228,053
WC Dividend	(3,403)		(3,403)
GL Dividend	(3,452)		(3,452)
<b>TOTAL</b>	<b>\$ 617,566</b>	<b>\$ (127,459)</b>	<b>\$ 490,107</b>

ALLOCATIONS								FTE's
8	7	7	0	0	12	34		
100	200	250	260	400	500	check		
	53%	27%	4%	0%	16%	100%	IRC #2	
						0%		
						0%		
						0%		
						0%		
						0%		
24%	19%	18%	4%	0%	35%	100%	FTE Based	
24%	19%	18%	4%	0%	35%	100%	FTE Based	
						0%		

CODE AP Check to Prepays		
Workers Comp		Expense
100-1260	\$ 53,916	100-4053-01
200-1260	42,684	200-4053-01
250-1260	40,437	250-4053-01
260-1260	8,986	260-4053-01
500-1260	78,628	500-4053-01
<b>TOTAL</b>	<b>\$ 224,650</b>	-
<b>General Liability</b>		
200-1260	\$ 140,692	200-4450-01
250-1260	71,673	250-4450-01
260-1260	10,618	260-4450-01
500-1260	42,473	500-4450-01
<b>TOTAL</b>	<b>\$ 265,457</b>	-
<b>GRAND TOTAL</b>	<b>\$ 490,107</b>	

GSRMA insurance expense is booked to prepaids (xxx-1260) as the entire premium for the fiscal year is paid in advance. Insurance expense will be amortized and posted as indicated under "Expense" to the left each month (or quarter) as the books are closed.

No allocation was made to solid waste as Cal Waste carries its own insurance policy. Workers comp was allocated based on FTEs per fund. General liability and all other insurance was allocated based on the current indirect cost rate. Property and High Value Property insurance were removed from the invoice as the District does not intend to use GSRMA for this coverage in FY 24-25.

**Rancho Murieta CSD  
 Proposal for Temporary Accounting Labor  
 2/1/2025 to 6/30/2025**

At the Board’s request, Staff researched hiring two temporary accountants to help meet the goal of wrapping up the open years of accounting and audits (FY 22-23 and FY 23-24) by the end of this fiscal year. With that goal accomplished, the District will be on schedule with its accounting and audits for the first time in several years (*maybe five or more*). Over the last year, staff regained lost institutional knowledge and developed a process to effectively work through prior open years of accounting. Staff believe two temporary accountants, each with approximately 3 years of public accounting (audit) and/or internal GL accounting experience, would be able to successfully work through this process under the direction of the Director of Finance and Administration. Quotes for these services are noted below.

Staff recommend a budget of \$170,000 for temporary accountant help from February 1 to June 30, 2025 to be funded from property tax assessment revenues which are anticipated to be around \$925k in FY 24-25.

**Rancho Murieta CSD  
 Temp Accounting Quotes  
 2/1/25 - 6/30/25**

<b>Vendor</b>	<b>Hourly Rate</b>	<b>Number of Temp Employees</b>	<b>Estimated Total Hours</b>	<b>Estimated Cost</b>
Robert Half	\$99.00	2	855	\$169,290
Vaco Accounting (remote)	\$115.00	2	855	\$196,650
Vaco Accounting (on site)	\$130.00	2	855	\$222,300
Vaco Accounting (senior)	\$185.00	1	855	\$158,175
LHH	Quote Pending			

The Finance Committee discussed this item at the January 7, 2024 Finance Committee Meeting and approved it for Board Consideration.

## MOMORANDUM

Date: January 10, 2025  
To: Board of Directors  
From: Amelia Wilder  
Subject: Strategic Planning Meeting

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### Background

The Board directed Staff at the January 2, 2025 Communication & Technology Committee Meeting to solicit proposals from qualified firms for facilitation services to lead the Strategic Planning Workshop on a two-day session in late March or Early April. Staff contacted the following Organizations and have currently received one proposal. More proposals will be added to this packet as they become available prior to the January 15, 2025 Board meeting.

Company	Response
Baker Tilly	Proposal received 1/10/2025
LRI	Proposal promised 1/13/2025
Synergy Coaching	Call set 1/13
Raftelis	No response
Regional Gov. Services	Awaiting phone call
CPS	Call set 1/14
Rauch	No response

January 10, 2025

18500 Von Karman Ave., 10th Floor  
Irvine, CA 92612  
+1 (949) 222-2999  
bakertilly.com

Ms. Amelia Wilder  
District Secretary  
Rancho Murieta Community Services District  
15160 Jackson Road  
Rancho Murieta, CA 95683

*Delivered electronically*

Dear Ms. Wilder:

Thank you for the opportunity to discuss the needs of the Rancho Murieta Community Services District (District) Board of Directors. This proposal is to facilitate a six-hour Board goal-setting workshop in March/April 2025. We understand the value of allocating time to a board and general manager to ensure that scarce resources are allocated through a thoughtful priority-setting process. The Board is interested in setting goals for the next two years in addition to reviewing the District's existing mission statement.

As you may know, our project team members are former local government leaders and managers from all operational facets, and they are very familiar with the District's issues.

The District is a small community services district that provides water, sewer, security, trash (through a contract), and drainage. This infrastructure is extremely important to your residents, and a thoughtful goal-setting process will assist the District staff in meeting your constituents' needs.

## Approach

To optimize board members' time during the workshop, we are proposing careful advance planning. This will include meeting with the general manager to discuss the workshop and her desired outcomes, conducting interviews with each board member, preparing an agenda and reviewing it with the general manager, and coordinating with your staff about workshop logistics. Following the workshop, we will prepare a report that documents the direction provided by the Board.

The following describes the work plan anticipated for the engagement.

### Activity 1 – Gather Background Information and Conduct Interviews

Carol will start by having a phone conversation with the general manager to discuss the work plan and schedule. We will then conduct individual interviews with each Board member. We will ask questions such as:

- What are the key accomplishments of the District over the past year?
- What are the key challenges facing the District in the coming year?
- What goals and objectives would you like to see discussed at the workshop?
- What are your thoughts about the existing mission statement?

In addition to the interviews with the general manager and the board, we will also interview the management staff to better understand the District's operations.

The results of our interviews will be summarized for discussion during the workshop.

### **Activity 2 – Design and Facilitate Workshop**

We will prepare a draft agenda and identify helpful materials for the workshop discussions. We will then review the draft agenda with you and finalize it, along with other workshop materials. We will also prepare a PowerPoint presentation to aid in the workshop process.

Participants will include Board members and the management team. The discussions will likely include several items, such as:

- A discussion about current and completed projects during the past year,
- Results of Board interviews and priorities they identified,
- Consensus about goals and objectives for the upcoming year

Following the workshop, we will prepare a report summarizing the results and follow-up steps to be taken.

### **Activity 3 –Support Implementation**

We will provide you with an implementation action plan template and conduct a briefing remotely using videoconferencing with your team to assist with the development of an implementation action plan. The plan is a blueprint for carrying out the District's goals.

## **About Baker Tilly**

### **Celebrating more than 90 years serving our valued clients**

As a future-looking firm, we celebrate more than 90 years in the marketplace by honoring our roots and continuing to shape our future. We embrace the fact that local governments can't stand still — and we won't stand still. As we help our clients identify new needs and opportunities, we innovate and change to work better.



### **Delivering specialized expertise to our public sector clients**

State and local government is a complex, unique environment shaped by fiscal, regulatory and operational considerations not found in other industries. We recognize this complexity, and we are eager to serve as a truly valued advisor to the public sector. Nationwide, our state and local government practice has served nearly 4,000 state and local governmental entities, including municipalities, special districts, counties, public utilities, school districts and transit.

## Public sector: Experience that matters



**4,000 public sector clients**

**90+ years of industry experience**

**Serving clients nationwide**

**SUPPORTING STATE AND LOCAL GOVERNMENTS WITH SPECIALIZED EXPERTISE**

*The Rancho Murieta Community Services District will benefit from the insight Baker Tilly has gained from serving thousands of public sector clients across the United States.*

### Comprehensive services for local governments

Your team is ready to help you find solutions to overcome the obstacles that stand between you and your goals. We provide a full range of service offerings for state and local governments, including those listed below.

FULL RANGE OF SERVICE OFFERINGS FOR LOCAL GOVERNMENTS	
Accounting services and assurance	Housing and economic development
Capital planning	Human capital services
Cybersecurity consulting	Management services
Classification and compensation study	Organizational assessment
Efficiency studies	Organizational development
Executive coaching	Process improvement
Executive performance assessment	Rate and user fee studies
Executive recruitment	Risk advisory and internal audit
Federal funding advisory	Service sharing and service consolidation
Financial planning, budgeting and analysis	Strategic planning

## Facilitators

### ENGAGEMENT TEAM FOR THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT



**Carol Jacobs – Managing Director**

**Role: Facilitator**

Carol is a managing director with Baker Tilly. She has held a wide range of roles across local government and consulting, including multiple stints as a city manager, and served most recently as assistant city manager of the City of Newport Beach, California. In that role, she had responsibility for functions as varied as fire, library, harbor, information technology, utilities and homelessness, with service as interim finance director and harbormaster. Carol also served as city manager for the Southern California cities of Eastvale and Stanton; as interim city manager for the City of Grand Terrace, California; and in a series of roles with increasing responsibility for the City of Costa Mesa, California. Carol's consulting experience includes managing a financial solutions practice area that served local governments, with responsibility for managing client needs, preparing financial studies, and conducting management and organizational reviews.



**Mary Locey – Special Advisor**

**Role: Facilitation support**

Mary's broad range of local government experience including public information and community and employee engagement, budgeting and purchasing, managing agendas, administering state and federal grants, implementing special projects, managing economic development and business improvement districts, developing internal policies and procedures, leading interdepartmental teams, and providing research and project support for city councilmembers and executive staff. Before becoming a consultant, she held progressively responsible roles within the California city of Newport Beach.

## Project Cost

We will complete the work plan described above for a fee of \$19,500, which includes our expenses.

## Conclusion

We would enjoy working with you, the Council and your staff to facilitate this workshop. Please feel free to contact me if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Carol Jacobs".

Carol Jacobs, Managing Director  
Baker Tilly Advisory Group, LP  
+1 (714) 287-1547 | [carol.jacobs@bakertilly.com](mailto:carol.jacobs@bakertilly.com)

Rancho Murieta Community Services District  
January 10, 2025

Accepted for the Rancho Murieta Community Services District by:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



January 13, 2025

Ameila Wilder  
District Secretary  
Rancho Murieta Community Services District

Hi Amelia,

As a follow-up to our conversation, I am pleased to present this proposal to the Rancho Murieta Community Services District for Board Development and Strategic Planning. As discussed, we are providing you with an outline of an approach, which may be revised to meet the District's needs. On behalf of my colleagues at LRI, we look forward to working with you.

### **I. Goal of Engagement**

The goal of this engagement is strategic planning and governance, focused on both strategic goals and Board effectiveness. The Board last adopted strategic goals in February 2021. LRI would facilitate two full-day, in-person working sessions. The final strategic plan would include mission and vision statements, goals, and objectives. Additionally, LRI would share the *5 Habits of Effective Public Agency Boards* and provide an assessment and related training.

### **II. Proposed Scope of Work**

To achieve these goals, we've identified these tasks:

1. Conduct interviews with the five Board of Directors and three staff about strategic directions and Board governance to understand of the current situation and inform the in-person planning sessions.
2. Conduct an assessment of the Board of Directors based on the *5 Habits of Effective Public Agency Boards*.
3. Share and discuss findings with the Board chair; identify issues for governance training.
4. Provide trainings to the Board in effective governance.
5. Facilitate strategic planning sessions focused on mission, vision, goals and objectives.
6. Assist in writing and revision of strategic plan.

The table on the following page shows the proposed tasks and related activities.

<b>Task:</b>	<b>Activities:</b>	<b>Hours</b>
1. Assess current situation	<ul style="list-style-type: none"> <li>▪ Review existing organizational documents</li> <li>▪ Conduct survey of Board members on <i>5 Habits</i></li> <li>▪ Conduct 25-minutes virtual interviews with Board members (5) and staff (3) about Board effectiveness and strategic directions</li> <li>▪ Analyze results</li> </ul>	15
2. Share and discuss findings; finalize planning agenda	<ul style="list-style-type: none"> <li>▪ Share results of interviews with leadership</li> <li>▪ Finalize planning session agenda</li> </ul>	2
3. Conduct two training and planning sessions Provide trainings in effective governance	<ul style="list-style-type: none"> <li>▪ Facilitate two in-person, full-day sessions focused on mission, vision, goals and objectives.</li> <li>▪ Board Facilitate discussions about changes in practices to improve governance</li> </ul>	22
4. Draft Strategic Plan	<ul style="list-style-type: none"> <li>▪ Prepare a draft strategic plan for review</li> <li>▪ Facilitate feedback</li> </ul>	7
5. Finalize Strategic Pan	<ul style="list-style-type: none"> <li>▪ Discuss feedback and revise the final plan for publication</li> <li>▪ Conduct virtual meeting to finalize</li> </ul>	4

**III. Consulting Team and Rates**

The proposed lead for this project is Jane Harrington. Jane is a senior consultant with expertise in Board governance, strategy, and organizational development. Assisting will be Jessika Tramonte, an associate consultant. She will assist with scheduling, survey development and administration, and project logistics.

Eric Douglas will be an advisor as needed. Eric is the founder and senior partner of Leading Resources Inc. (“LRI”). Eric is a recognized expert in Board governance, strategy, and organizational leadership. He has written dozens of articles and two books. Eric’s resume is attached.

<b>LRI Consultant</b>	<b>Expertise</b>	<b>Hourly rate</b>
Jane Harrington, senior consultant	Board development, strategic planning, facilitation, governance, organizational development, project management	\$300
Eric Douglas, senior partner	Board development, strategic planning, facilitation, leadership development, team building, project management	\$375
Jessika Tramonte, associate consultant	Survey administration, report writing, meeting organization, project management	\$150

**IV. Estimated Budget**

The table below shows the estimated budget for this scope of work:

<b>Task</b>	<b>Total:</b>
Task 1: Assess current situation	\$ 4,575

Task 2: Share and discuss findings	\$ 600
Task 3: Conduct working sessions	\$ 6,300
Task 4: Draft strategic plan	\$ 2,175
Task 5: Finalize strategic plan	\$ 1,200
<b>Total:</b>	<b>\$ 14,850</b>

Based on the estimated budget, the total consulting fees for this engagement will be \$14,850. Expenses for travel are not included and will be billed at cost. LRI invoices monthly for actual hours worked. Invoices are due and payable within 30 days.

## **V. About Our Firm**

LRI was established in Sacramento, CA in 1998. LRI's purpose is to develop leaders and leading organizations. LRI blends five practice areas to strengthen organizational performance and achieve significant results. Those practice areas are:

1. Strategic planning
2. Governance
3. Leadership development
4. Performance management
5. Stakeholder engagement

LRI operates under the following set of core values:

- To act ethically at all times and build trust with our clients and each other.
- To serve our clients with utmost attention to quality and customer service.
- To partner with our clients to create valuable outcomes.
- To research and develop services, products and processes that provide measurable benefits.
- To deliver our services and tools in easily accessible, innovative ways.

LRI has extensive experience in planning and facilitating change in highly complex environments in the public and private sectors. We assure diverse stakeholders are engaged, that decision-making processes are clear, that expectations are aligned, and that the appropriate best practices are used to achieve desired organizational outcomes.

## **VI. Conclusion**

We look forward to working with you and the opportunity to work with the Rancho Murieta CSD.

With best wishes,



Jane Harrington  
Senior Consultant

**RESUME**  
**Jane Harrington**  
**Senior Consultant**

**Summary**

Jane Harrington is an organization development practitioner, certified professional coach, educator, and attorney utilizing facilitation, systems thinking, appreciative inquiry, and strategic counsel to develop people, partnerships, programs and organizations.

**Examples of Client Experience**

***Strategic Planning Development, Facilitation, Organizational Training, and Board Work Including:***

**Office of Health Care Affordability:**

Design and facilitated the governance of new statewide board and advisory committee including governance manual and board and committee workplan for statewide Office established by the Legislature in late 2022. Lead ongoing weekly planning sessions with clients to plan monthly board meetings and quarterly advisory committee meetings. Prepare facilitation guides for meetings (“run of show”) and minutes. Facilitate statewide hybrid public meetings including public comment. Facilitate public regulations workshops.

**Office of Cradle-to-Career Data**

Designed and facilitated recently convened statewide board and committee meetings including review and revision of governance manual and committee selection process. Led weekly planning meetings with office and board leadership. Prepared meeting facilitation guides, presentations, and minutes; co-facilitated committee meetings. Facilitated committee meetings on strategic planning, board governance, and executive director performance evaluation.

**Program Operations Organization, Department of Health Care Services:** Engaged leaders in planning for strategic merger of four different divisions. Prepared executive messaging around merger; facilitated staff engagement. Convened and lead workgroups on strategic efforts around organizational effectiveness. Crafted workplace telework transformation strategy. Explored ongoing opportunities and strategic planning for providing operational services. Provided organizational change management in implementation.

**Department of Health Care Access and Information:** Designed and facilitated collaborative strategic planning sessions with multiple levels of leadership for organization anticipating 20+% staff growth and millions in funding, framing sessions around transformation, not just change. Revised mission and vision; developed new

organizational operating principles. Designed, delivered, and analyzed survey on organizational values. Convened executive and management workgroups on strategic topics.

**California Medicaid Management Information System Division, Department of Health Care Services:** Facilitated strategic planning sessions for executive team. Identify enterprise-wide goals that translated into actionable objectives for diverse branches. Designed and delivered operating principles to communicate culture. Prepared communications and engagements with staff.

**UC Davis Information & Educational Technology Organization:** Designed and facilitated executive strategic planning sessions for Chief Information Officer's organization. Crafted mission and vision. Identified goal areas, actionable objectives, and performance measures. Prepared deliverables and communications related to each. Designed and delivered all-staff meetings to advance strategic objectives. Coached executives in strategic management.

**California Department of Education:** Facilitated strategic planning efforts in sections. Clarified mandates, requirements, and possibilities in program delivery. Engaged staff in related people, process, and technology improvements. Designed and delivered related workshops to increase organizational effectiveness. Prepare presentations and recommendations to the board.

**Executive coach for clients including:**

- Program Operations Organization, Department of Health Care Services
- Department of Health Care Access and Information
- California Collaborative for Educational Excellence
- California Medicaid Management Information System Division, Department of Health Care Services
- UC Davis Health
- UC Davis Information & Educational Technology Division
- California Department of Education

**Provided coaching services including:**

- Coached C-Suite executives and other senior leadership around leadership competencies, skills, and expectations.
- Conducted 360 interviews and assessments; analyzed and summarized for action planning.
- Created and implemented coaching plans with goals around productivity, communication, engagement, effectiveness, influence.
- Developed and facilitated team and leadership development programs focused on identification and focus on key strength roles.
- Guided individuals and teams in emotional intelligence, interpersonal skills, and team engagement and morale.
- Engaged with coaching sponsors on engagement, progress, input, actions, and outcomes for coachee.

## **Professional History**

### **Senior Consultant**

Leading Resources Inc., Sacramento, CA

**2021-  
present**

Provide clients with organizational development, training, and leadership development coaching.

### **Leadership Coach & Organization Development Consultant, President**

Working by Design, Sacramento, CA

**2011-  
present**

Design and deploy strategies to advance public, private and non-profit organizations; foster resourceful thinking, explore alternative perspectives, and create new contexts through process consulting and action research. Coach executives and emerging leaders to enhance personal effectiveness, growth, and satisfaction. Guide and support strategic planning and program design. Advise boards in governance and strategy; facilitate board meetings and retreats. Develop training curriculum, tools, technologies, and workshops. Conduct business environment assessments and surveys. Operate in Lean and Agile/Scrum environments. Experience with MBTI, DiSC, and Elevations to develop people and teams.

- Designed and facilitated personal working styles and conflict resolution workshops for *National Geographic* team.
- Facilitated geographically-dispersed statewide teams in change management process for public health initiative.
- Co-led employee engagement and feedback sessions at statewide facilities for state agency strategic planning.
- Designed interventions and facilitated work sessions for 100+ employee non-profit in cultural transformation.  
Wrote, revised, and refreshed design of leadership development & coaching curriculum for manager training.

### **Senior Organization Development Specialist**

University of California, Davis, CA

**2017-2019**

Empowered and facilitated the organizational and cultural transformation of Chief Information Officer's organization as change agent of executive team. Advised and supported CIO and Associate CIO's on people side of change. Analyzed and advanced organizational purpose, strategy, structure, relationships, communication, policies, and procedures; recommended and crafted interventions. Coached emerging leaders. Collaboratively designed programs and opportunities that enabled employee engagement and development, team building, culture change, conflict resolution, and change readiness. Advanced diversity and equity through critical

conversations, partnerships and programs. Brokered and convened strategic stakeholder connections to advance mission and vision. Co-created and communicated narrative of transformation. Facilitated innovation through employee-led “idea accelerator”.

**Senior Organization Development Specialist**

**2014-2017**

WestEd, Sacramento, CA

Partnered with local and state agencies through federal-grant to support large-scale capacity-building in complex and dynamic organizational, political and stakeholder systems. Utilized action research and quantitative and qualitative data to diagnose and design interventions supporting efficiency, effectiveness, productivity and engagement. Analyzed and interpreted program and grant requirements, policies and changes in crafting possibilities. Facilitated professional learning around team-building, communication, conflict management, group problem-solving, resiliency and change management. Coached executives, directors and administrators. Engaged systems thinking and improvement science to explore root cause, continuous improvement, and measurable impact. Co-created workshops on project management, stakeholder analysis, design thinking for policy development. Lead cross-functional teams in short and long-term engagements.

**Organization Engagement and Effectiveness Coordinator**

**2013-2014**

Yahoo, Sunnyvale, CA

Managed strategic, global talent programs in 12,000+ employee company through turnaround in ever-changing tech sector. Coordinated cultural transformation initiatives designed to create a *Great Place to Work*. Advised HR business partners on talent management strategies. Designed workshops on manager effectiveness and conversational leadership. Managed enterprise-wide exit and engagement survey, coordinating vendors and budgets, analyzing data and consulting on action planning. Tracked metrics to assess outcomes and implement continuous improvements.

**Interim Coordinator**

**2011-2012**

The Tommy Clinkenbeard Legal Clinic at Loaves and Fishes  
Sacramento, Ca

Coordinated free legal clinic for homeless and low-income residents of Sacramento. Oversaw staffing, managed volunteers. Prepared legal reports and filings; monitored case management; conducted legal workshops; counseled clients in self-advocacy; assisted in

resource identification. Managed clinic through funding, staffing, legal changes.

**Associate Attorney**

**2006-2011**

Lozano Smith, Sacramento, CA

Advised and represented K-12 school districts on labor and employment, student, and local government matters. Partnered with administrators on personnel administration including investigations, discipline, leaves, layoffs and dismissals. Litigated unfair labor practices, writs of mandate. Co-chaired large layoff hearing processes. Administered collective bargaining agreement grievance process. Negotiated settlements. Advised on board governance; Public Records; Brown Act; facilities use; and, conflicts of interest. Reviewed and revised policies, regulations and handbooks.

**Scholar**

**2004**

Fulbright-Hayes Group Project Abroad, Rwanda

Experienced and researched impact and reconciliation of 1994 genocide; met with survivors; participated in community-based conflict resolution. Visited D.R. Congo, Tanzania, Uganda, Burundi and gorillas (in the mist).

**Learning And Development Trainer**

**2003-2004**

California Technology Assistance Project, Sacramento, CA

**Adjunct Faculty**

**2002-2004**

California Technology Assistance Project, Sacramento, CA

Designed and delivered education strategy and technology classes for pre-service K-12 teachers and graduate students. Advised students on portfolio and professional development. Collaborated with faculty and IT on change.

**Policy Consultant**

**2003**

California School Boards Association, Sacramento, CA

**Technology Facilitator**

**2001-2003**

Federal Education & Technology Grant (PT3), CSUS, Sacramento, CA

**Senior Technology Trainer**

**2000-2001**

New Horizons, Computer Learning Center, Sacramento, CA

**Workplace Health and Safety Trainer**

**1998-2001**



American Red Cross, Nashville, TN & Sacramento, CA

### **Education**

- Sonoma State University, Sonoma, CA: Master of Arts, Organization Development (2013)
- University Of California School of Law, Davis, CA: Juris Doctorate (2007)
- California State University, Sacramento, CA: Master of Arts, Education Technology (2002)
- University of Pittsburgh, PA: Bachelor of Arts, Art History & English Literature (1998)

### **Training & Certification**

- Certified Ombuds, International Ombuds Association, 2018
- ITIL Foundations Certificate in IT Service Management, 2018
- Prosci Change Management Certificate Program, 2018
- Professional Certified Coach, International Coaching Federation, 2016
- Coaching for Work and Life, U.C. Davis Extension, 2015
- Project Management Professional, U.C. Berkeley Extension 2013-2014

**RESUME**  
**Eric F. Douglas**  
**Senior Partner**

**Summary**

Eric Douglas is the founder and senior partner of Leading Resources Inc., a consulting company headquartered in Sacramento, California. Eric specializes in facilitating real, meaningful change in the areas of strategy, governance, and leadership performance. He has worked with hundreds of client organizations and is broadly recognized as an industry leader in developing high-performing organizations.

Eric is the author of two books, plus numerous articles and leadership tools used by thousands of leaders and organizations internationally. These books and tools can be found at our website: [www.leadingresources.com](http://www.leadingresources.com).

**Examples of Client Experience**

Note: In all cases below, Eric Douglas provided the services or led the team providing the services:

For California's **Autism Advisory Task Force** (2011-2012), LRI facilitated a year-long process with 18 task force members to develop comprehensive policy recommendations for the behavioral health care of individuals with autism. Task force members represented the interests of advocates, health plans, state government, and practitioners. LRI facilitated the drafting of a comprehensive framework of goals and policies – and used a combination of in-person meetings and an online survey and feedback system to develop consensus on more than 50 policy recommendations that were forwarded to the Administration and Legislature to implement.

For the **California Alliance for Arts Education** (2009-2016), an advocacy organization, Eric worked with the Board of Directors to define a new governance structure. As part of that process, LRI designed and facilitated discussions with various stakeholder groups about strategies to build stronger coalition partnerships. This information gathering process helped inform the development of a new governance structure that featured a Policy Council representing 40 coalition partners. Our work included facilitating specific decisions about the roles and responsibilities of Board members, the Policy Council, and the executive director. LRI also facilitated local planning sessions that resulted in a significant improvement in overall communication across the organization.

For the **California Association for Nurse Practitioners** (2022 to present), Eric and the LRI team designed and facilitated workshops with the executive team, the board of directors, and a task force to develop a new strategic plan. As part of the information gathering process, LRI conducted interviews with board members and the executive director. LRI facilitated meetings of a board-led task force, and meetings with the senior staff, to hone the goals, objectives, and related strategies. As part of the work, LRI facilitated the development of strategies to advance diversity, equity, inclusion and belonging and address health care disparities. LRI also facilitated training workshops for the board on effective governance. In a subsequent initiative, LRI facilitated the development of an action plan, tied to the strategic plan, and conducted surveys

of members and non-members to learn how the Association could improve its value proposition for members.

For the **California Business, Consumer Services, and Housing Agency (BCSH)** (2021), Eric and the LRI team served in a project management role to facilitate the consolidation of three state organizations into a single Department of Cannabis Control. LRI served as project manager and provided strategic counsel. The LRI team helped to ensure that key deliverables and decisions were made on time and in alignment with the foundational principles of the new Department. LRI also facilitated the change management needed to successfully establish the new state department.

For the **California Department of Food and Agriculture** (2019 to present), Eric worked with its executive leadership to design and implement a mentoring and leadership development program. This included training for mentors as well as three day-long workshops that formed the backbone of the mentoring program. Workshop 1 focused on interpersonal communications, being a trusted leader, and the GROW model for effective facilitation. Workshop 2 focused on accountability, follow-through and collaboration. Workshop 3 focused on inspirational, results-driven leadership, focusing on six factors of success in change management, the strategic impact matrix, RACI charts, OKRs, and the organizational performance maturity model. As the number of participants in the mentoring program grew, the number of cohorts grew as well. Eric and the LRI team delivered these sessions both in person and virtually.

For the **California Central Valley Flood Control Board** (2012-2013), Eric worked with both its Board and its senior staff to facilitate the development of a strategic plan and, once it was adopted by the Board, an action plan. The action plan detailed the resources required for each strategy and enabled the Board to link the strategic plan to the annual budgeting process. As part of the engagement, Eric also worked with the Board to establish governance policies and rules of engagement for its members. He also provided training to the Board in the effective monitoring of the plan and communication with staff.

For the **California District Attorneys Association** (2019-2020), Eric worked with its Board and CEO to introduce them to the habits of highly effective boards and facilitate the development of clear roles and responsibilities for the Board, for Board members, and for the CEO. Subsequently, Eric facilitated workshops with the Board to deepen the principles of effective governance and develop strategic goals.

For the **California Public Utilities Commission** (2017-2019), Eric led a team from LRI that worked with the five-member commission and the senior management team to implement a new system of governance for the organization, focusing on clarity of roles and accountability, and an integrated set of strategic directives, detailing the results that the CPUC wants to achieve in areas such as safety, consumer protection, and climate change. To do this work, Eric and the team gathered information about current systems of governance and planning; they interpreted the data and presented findings with relevant recommendations to the Commission. This led to a facilitated planning process in which different teams analyzed issues in various strategic areas, evaluated the impact of alternative strategic interventions and programs, and developed policies. Concurrently, Eric and the LRI team also facilitated the development of a set of core values for the CPUC and helped educate employees about the appropriate ways to frame and communicate their core values.

For **CalPERS** (2014-2016), Eric provided executive coaching and team building. His work with the executive team focused on identifying 2-3 specific areas of development, tied to the overall

performance goals, and then coaching them in higher order management skills and strategies. This resulted in higher levels of management and communication throughout the agency.

For the **California Victim Compensation Board** (2015-2018), Eric led a team from LRI to facilitate the development of a strategic plan and implementation plan for the Board. The work included focus groups with managers and employees, an employee survey on core values, and working with the leadership team of the Board, including the executive officer and her four top deputies. The work also included training and coaching in decision making, delegation, and clarifying roles and responsibilities.

For the **California State Auditor** (2009-2015), Eric and a team from LRI facilitated a strategic planning process to align the Bureau's leaders and managers around a common purpose, vision, and set of core values. LRI also provided training and coaching to improve the leadership and management skills of the managers, starting with the senior managers and cascading two levels down. Three coaches from LRI conducted 360 assessments and coached individual managers across the agency in specific areas, such as delegating, project management, and motivating people. The third phase of work resulted in improvements to two core business processes: real-time project tracking for all audits (looking at both financial and quality measures) and the development of a consistent process for developing all of the Bureau's employees. This resulted in a state-of-the-art human resources performance lifecycle system.

For the **California Urban Forests Council** (2003-2010), an environmental advocacy organization, Eric facilitated the development of a new governance structure that improved communication and leadership across the organization. This included working with the Board of Directors and the executive director, as well as working with an ad hoc committee. LRI facilitated meetings of the Board of Directors that resulted in the approval and implementation of the new strategic plan and governance structure.

For the **City of Redondo Beach** (2021-present), Eric led a team that facilitated a series of strategic planning meetings with the mayor, city council members, city manager and senior leadership team. The team facilitated an assessment of the City's strengths, weaknesses, opportunities and threats (SWOT). LRI created a process to gather each council member's ideas to improve the City in areas such as police and fire, parks and recreation, public works, and community development. For each idea, LRI led a discussion of the potential benefits and resource implications. The team then facilitated a process to weigh the list of ideas and identify the highest priorities. LRI translated those priorities into a draft strategic plan, which was refined and then approved unanimously.

For **Community Financial** (2004-2005), Eric worked with the management team and HR division to improve communication. Using our Straight Talk® tools for productive communication, we conducted a series of team-building workshops with managers designed to foster improved communication, develop strategies for change, and establish clear understanding of decision-making roles and responsibilities. The result, based on follow-up assessments, was higher levels of trust, innovation, and performance among the management team.

For **Covered California** (2019-present), Eric and the LRI team facilitated strategic planning discussions of the executive team, leading to a first-ever strategic plan for the organization. LRI served as project manager for the planning process, which included change management and communication. As part of the work, LRI facilitated the development of strategies to advance diversity, equity, inclusion and belonging and address health care disparities. Once the strategic plan was developed, LRI facilitated the development of an implementation plan, featuring

SMART results tied to each goal in the plan. LRI's team provided counsel and training in strategic plan monitoring. The LRI team also provided individual coaching and team-building workshops. For example, our team provided Straight Talk® tools for productive communication and StrengthsFinders® workshops for individual and teams. Eric also led a team from LRI that developed and implements **Covered California Academy**, which is a custom-designed training program for managers and supervisors at Covered California. Topics of the Academy include addressing disparities in health care coverage and health outcomes, the roles of plans and government agencies in regulating the evolving health care marketplace, and changes and trends impacting managed health care.

For California's **Department of Cannabis Control** (2020-present), Eric and a team from LRI facilitated planning discussions that led to the combination of three prior state entities into the new Department. Once the Department was formed, LRI facilitated the development of DCC's strategic plan through a series of engagements with senior leadership and managers. LRI also provided coaching and leadership development workshops to DCC managers.

For California's **Department of Developmental Services (DDS)** (2020-2021), Eric and a team from LRI facilitated the department's Developmental Services Task Force and stakeholder work groups on a monthly basis. These stakeholder work groups focused on Service Access and Equity, Community Resources, Transportation, Eligibility and Intake, Safety Net, and System and Fiscal Reform. LRI's work resulted in a set of goals for DDS that helped improve the delivery of services throughout the state.

For California's **Department of Managed Health Care (DMHC)** (2015-2021), Eric led a team from LRI to develop its strategic plan. LRI conducted information-gathering sessions with internal and external stakeholders, which included interviews with key stakeholders, focus groups, and an online survey. LRI designed and facilitated workshops with a planning team composed of the director, chief deputy, and deputy directors. The resulting product was a strategic plan with mission, core values, goals, objectives, and strategies. LRI also facilitated the development of an implementation plan, including year one priorities and action plans. LRI also provided training and coaching to the deputies in communication, decision-making and management, as well as helped develop the process for monitoring the strategic plan, tied to a set of metrics to measure performance.

For California's **Office of Health Care Affordability (OHCA)** (2022-present), Eric and a team from LRI facilitate planning meetings of the OHCA Board and advisory board, made up of a diverse array of health care organizations. The role of the Office is to monitor changes and trends in the underlying cost drivers of health care and to develop policies for health plans, including managed health care plans, to manage the growth in costs. LRI helped organize meetings of the board and advisory board, created agendas and runs-of-show, and facilitated discussions.

For California's **Department of Health Care Services (DHCS)** (2007-present), Eric and a team from LRI facilitated three iterations of its strategic plan, along with related implementation plans. In the most recent (2023) iteration of the planning process, Eric and the LRI team worked with the Department's director, chief deputy directors, and division directors to facilitate and develop a new purpose statement for the Department, six goals, and related objectives. In addition, LRI also facilitated workshops related to the ongoing implementation and monitoring of the strategic plan, including SMART results tied to each objective. As part of the work, LRI facilitated the development of strategies to advance diversity, equity, inclusion and belonging and address health care disparities. Eric and a team from LRI also developed and subsequently managed

the successful implementation of **DHCS Leadership Academy**, which trains cohorts of DHCS managers in the best practices and innovations in health care management, including the evolving health care marketplace and changes and trends impacting managed health care. LRI also designs and facilitates **DHCS Academy Plus**, where executives learn higher-level leadership skills.

For **Early Edge California** (2011-2017), a California-based advocacy group, Eric facilitated a strategic planning process to assess the state of early learning in California. This included working with a diverse array of stakeholders to develop alternative campaign scenarios and broad strategies for improving elementary-level proficiency. Eric assisted with narrowing options, mapping the necessary advocacy efforts required, identifying key partners and their roles, and documenting all of the above into a strategic plan and action plan with key performance indicators. Eric also provided leadership coaching to the president of Early Edge California.

For the **Education and Environment Initiative (EEI)** (2009-2012), Eric led a team that facilitated a collaboration between several non-profit organizations, CalEPA and the California Department of Education. LRI developed a strategic plan that articulated the mission, vision, and core values for EEI, along with goals, objectives, and action steps, all tied to a framework of performance measures. This plan guided the development and implementation of a curriculum on environmental education that has been widely adopted in the K-12 system in California.

For the **Employment Development Department** (2021), Eric worked with the Department to stand up its Stakeholder Advisory Committee. We developed the committee's charter and operating principles. Eric facilitated the initial meetings of the Stakeholder Advisory Committee. The LRI team worked with senior leadership at EDD to prepare agendas and background materials for the committee. We also put together detailed runs-of-show to assure strong coordination between the senior staff, support staff, and LRI team in the facilitation of the meetings.

For **Far Western Anthropological Research** (2022-present), Eric and a team from LRI facilitated strategic planning discussions for its Board of Directors that resulted in alignment in two areas: the rate of growth for the firm and the implementation of a new organizational structure. LRI designed a series of offsite meetings as well as follow-up sessions with small groups that focused on change management and built momentum and championship for these goals.

For the **Governor's Office of Business and Economic Development (GO-Biz)** (2016-2017), Eric led an LRI team that facilitated a strategic planning process to articulate and align priorities, desired results, and performance metrics for all units and affiliated programs within the organization. The LRI team designed a process that engaged every employee in the development of these plans. The LRI team also facilitated units' development of action plans that delineated the key actions, leads, and timeframes for achieving each desired result. In addition, LRI worked with the senior staff to develop a purpose statement for the organization, as well as core values.

For the **Healthy California for All Commission** (2021-2022), Eric led a team from LRI that facilitated the public meetings of this commission. The team put together the public agendas, slide presentations, runs-of-show, and other background materials in preparation for each meeting. LRI facilitated meetings with CalHHS Secretary Mark Ghaly, the commission chair, to plan for each commission meeting. As part of this work, LRI worked with leaders from across

the health care industry, including licensed health plans, hospitals, medical groups, and government agencies, to formulate strategies for addressing disparities in health care, driving down the costs of health care, and improving the health of all Californians. Working in conjunction with our technical partners, LRI helped develop the final report of the commission.

For the **Health Care Reform Task Force** (2010), LRI facilitated the work of seven task forces, resulting in the development of a plan to guide California's implementation of the Affordable Care Act. Led by the secretary of the California Health and Human Services Agency, task force members included leaders of state agencies and departments with expertise in insurance regulation, Medi-Cal, health coverage purchasing, public health, financing, health information technology and health care work force issues. LRI facilitated the work of the seven task forces and drafted the resulting plan that guided the state's successful efforts in implementing the Affordable Care Act.

For the **HLA Group** (2003-2007), Eric designed and facilitated a process that focused on a cultural change for the organization. The process resulted in improved communication, a new organizational structure, clearer lines of responsibility, and a performance scorecard. The result, as measured in follow-up assessments, was a marked improvement in management communication and increased morale throughout the organization.

For **HSBC Bank** (2001-2007), a worldwide financial services institution, Eric provided leadership coaching and team development for the bank's senior managers. In London, Eric conducted three team-building workshops resulting in higher levels of trust, accountability, and attention to results. In addition, Eric provided leadership coaching to the CEO, COO and other senior managers for a six-month period. This resulted in higher levels of productive working relationships and teamwork.

For the **Large Public Power Council** (2019-present), Eric facilitated a strategic planning process with the CEOs of the nation's largest public power utilities. The work resulted in consensus among the CEOs around LPPC's mission, vision, goals, objectives and related action plan. Eric provided counsel to LPPC's chief executive and also facilitated the work of a committee that guided the implementation of the strategic plan.

For the **Long Island Power Authority (LIPA)** (2019-present), Eric led a team from LRI that worked with LIPA's managers to identify strategies for improving their oversight of the company that manages the utility's operations. In the first phase of work, this included developing an organizational assessment and facilitating an understanding of what performance oversight entails, developing a new oversight strategy for LIPA's service provider, and building internal capacity for performance management. Eric and the LRI team then facilitated the development of strategic goals and related governance policies for LIPA. LRI worked with the board of directors, CEO, and executive team to develop strategic goals and 5-year roadmaps for customer experience, fiscal sustainability, transmission and distribution, resource planning, and information technology. The LRI team also conducts regular assessments about the Board's performance.

For **Mid-Pacific Engineering** (2019-present), Eric led a team from LRI to help the company develop a leadership development process to integrate new members of its leadership team, provide coaching and expand, and develop measures of success. Eric also facilitated the development of organizational structure, process maps, and workflow charts. Additionally, Eric facilitated a strategic planning process with its senior leaders that resulted in a new strategic plan, along with related objectives and key results (OKRs). He also facilitated workshops to

strengthen the team's leadership and management skills, clarify governance responsibilities, and develop standard operating procedures. He introduced the team to various management tools that helped streamline business processes and clarify roles. Eric and the LRI team provided 360 assessments and leadership coaching to nine managers. He also facilitated follow-up meetings of its board of directors to track progress and refresh the company's strategic priorities.

For **The M.I.N.D. Institute** (2006-2008), Eric facilitated a process for the Board of Directors resulting in clarity about the Board's governance role and responsibilities. He also facilitated the development of the institute's strategic plan and fund development goals. He facilitated discussions with the leadership team and the Board of Directors to clarify the overall direction of the M.I.N.D. and the Board's role in fund development. He provided coaching to the executive director and his team. He also facilitated meetings of the faculty to clarify their research priorities and to build a shared vision for a new translational research building.

For the **Nebraska Public Power District (NPPD)** (2017-present), Eric facilitated Board workshops to build an understanding of effective governance. As a result, NPPD's Board adopted a policy governance model and related processes. Eric also provided counsel to the District's CEO with regard to ongoing Board development.

For the **Omaha Public Power District** (2016-present), Eric facilitated the development of a new governance structure and an integrated set of strategic directives. Eric worked with the elected Board, the CEO and executive team to first identify the need for a new structure. Once consensus was reached on the need, Eric facilitated a detailed planning process that resulted in new clarity of roles and responsibilities for the Board of Directors, new delegations to the CEO, and a clear set of goals and related performance metrics to guide the organization.

For **PHH Arval** (2011), a publicly traded fleet management company, Eric worked with the CEO and executive team to envision and implement a new business model that successfully catapulted the company to higher revenues and profitability. Eric designed and facilitated a strategic planning process that enabled managers within the company to grasp the logic of this vision, endorse it openly, and define plans for implementation. As a result of his work, the vision was implemented – with the full support of all managers.

For the **Public Broadcasting System** (1997-1998), Eric Douglas led a team that worked with the CEOs of 110 PBS stations to develop a new governance structure for public television and new strategic initiatives. The work involved training CEOs in the tools of productive communication so that they could identify root issues and address them in a spirit of constructive debate, collaboration, and consensus building. (This work led to Eric Douglas' first book: *Straight Talk: Turning Communication Upside Down for Strategic Results.*)

For the **Redondo Beach Unified School District** (2023), Eric led a team from LRI to develop a strategic plan for the District. LRI designed and implemented a survey to gather information and feedback from parents, teachers, and students. Eric and the LRI team then worked with the school board, superintendent, and senior management team to develop strategic goals, objectives, and measures of success. In addition to the strategic planning work, LRI facilitated a governance workshop to help clarify the roles of the school board, of board members, and the superintendent in directing the District.

For **Retinal Consultants of Sacramento** (2011-2013), Eric led a team from LRI that worked with the company's shareholders to define a new Constitution, laying out its principles of



governance and decision making, including the roles and responsibilities of the Board of Directors, an Advisory Council, the Managing Partner, and the CEO. We facilitated the process of developing and adopting the Constitution and the selection of the Managing Partner. We then facilitated the development of a new strategic plan, action plan, and core business processes. In addition, we provided executive coaching to the managing partner and CEO. Our team also designed and facilitated training workshops for managers and staff.

For the **Sacramento Area Regional Technology Alliance (SARTA)** (2008-2014), Eric led a team that worked with the Board of Directors to develop a new strategic plan and to clarify the Board's governance roles and responsibilities. This resulted in the Board adopting a written plan detailing SARTA's purpose, vision, and core values, along with specific goals and performance measures. The plan also included specific policies related to the role of the Board and the role of the CEO. The work with SARTA also included facilitating improved communication between the Board and the executive director.

For the **Sacramento Area Flood Control Agency (SAFCA)** (2009-2015), Eric and a team from LRI worked with the Board of Directors (composed of city and county elected officials) and executive team to develop and implement plans to strengthen the agency's leadership. This included conducting a situation assessment, presenting recommendations to the Board, and facilitating agreements on expanding the composition of the leadership team and making other organizational improvements.

For the **Sacramento Ballet** (2008), Eric worked with a planning team comprised of the artistic and executive directors and members of the Board's executive committee to develop a new strategic plan, along with a performance scorecard and implementation plan. Using our Six Rings Model<sup>©</sup>, this process focused on new strategies for audience growth and fund-raising. LRI also worked with the Board of Directors to identify and document the Board's decision-making responsibilities.

For the **Sacramento Municipal Utility District (SMUD)** (2001-present), Eric facilitated the development of a new governance framework and new governance policies for its elected Board of Directors. In addition to his work on governance, Eric facilitated the development of SMUD's strategic directives. As a result, SMUD realized measurable gains in alignment and performance throughout the organization. He also facilitated Board workshops to improve communication, meeting management, and the effective management of decision processes.

For the **Sacramento Natural Foods Co-op** (2000-2019), LRI worked with the Board of Directors and general manager to develop its strategic plan. This work included extensive surveying of the Co-op's members via interviews, focus groups, and an online survey. The extensive engagement of the Co-op's members, and the creation of a multi-stakeholder task force, resulted in a successful vote by the Board to approve the strategic plan and the implementation of key initiatives. LRI also provided training workshops to improve communication, decision making, leadership, and long-range planning.

For **Sacramento Regional Transit** (2003), Eric worked with the Board of Directors (composed of city and county elected officials), the general manager, and the senior management team, as well as teams of managers and employees, to develop a strategic plan detailing the District's growth plans. He facilitated a new strategic plan, including a vision, five goal areas, and a performance scorecard. His work also focused on building the strength of the Board of Directors, the executive team and the management team in communicating the strategic direction for RT.

For **Sprint** (1999), a global communications company, Eric worked with the senior managers to improve morale and team communication. He conducted several Straight Talk® workshops, helping the group learn about communication styles, decision-making roles and responsibilities, and strategies for managing productive discussion about tough issues.

For **Tacoma Public Utilities (TPU)** (2018-2019), Eric led a team that facilitated the development of a new governance structure and a framework of strategic directives. LRI facilitated meetings of the appointed Board, the General Manager and executive team to identify the elements of its new governance structure. Once consensus was reached, the board, assisted by LRI, developed a clear set of goals and related performance metrics to guide the organization.

For **Wells Fargo Bank** (1998-2001), Eric focused on helping various teams develop operating rules and resolve conflicts related to decision-making. LRI employed a variety of assessment tools, including Straight Talk® tools for productive communication. This resulted in improved communication across several business units. LRI also facilitated planning sessions to improve the integration of several banking units, resulting in tighter coordination of different cultures – a key to Wells Fargo’s success in growing from a California bank to a major financial services company.

For the **University of Southern California** (2012-2018), Eric led a team that facilitated the development of a strategic plan for its Division of Occupational Therapy and Occupational Science. LRI facilitated meetings of its management team, conducted analyses of various funding sources and scenarios, analyzed the benefits of various strategic alternatives, and helped the team finalize its strategic plan. LRI then facilitated the implementation of several key initiatives in the plan, assisted with evaluating the cost/benefits of various initiatives, and facilitated the work with key partners to clarify roles and responsibilities.

For **WellSpace Health** (2006-present), a federally qualified health care center (FQHC), Eric worked with the Board of Directors and senior management team to analyze the organization’s strategic strengths, weaknesses, opportunities and threats. Eric began the process by gathering information from the Board of Directors and senior management through interviews. He analyzed those findings and developed recommendations for the Board and CEO. He facilitated a series of Board workshops to orient Board members to the habits of high performing boards and to develop a shared understanding of key trends. He then facilitated the development of four strategic focus areas. Once those were adopted by the Board, Eric worked with the CEO to refine those four focus areas into measures of success and action steps for implementation.

For the **YMCA of Metropolitan Los Angeles** (2008-2010), Eric worked with the CEO and executive team to develop a new strategic plan and governance model for the organization. Eric conducted a situation assessment that revealed the need for facilitated strategic planning discussions with the executive team and the Board of Directors. Subsequently, he facilitated the development of a strategic plan and implementation plan, along with a flexible governance system that enabled the YMCA to reward those local branches that performed well while enabling tighter, centralized control for those where performance flagged. This process resulted in significant improvements in performance.

## Professional History

### Senior Partner, Founder

Leading Resources Inc, Sacramento, CA

1998-present

Founder and senior partner in consulting company providing strategic planning, governance, and leadership development, and other consulting services.

### Senior Partner

BMR Associates, San Francisco, CA

1993-1997

Partner in consulting company providing strategic planning, leadership coaching, change management, performance assessments, and other consulting services to media companies in the United States.

### Vice President of Marketing and Strategy

The Sacramento Bee, Sacramento, CA

1989-1993

Division head for Pulitzer Prize-winning daily newspaper. Managed major strategic initiatives, resulting in new forays into electronic media. Managed six departments, including market research, promotions, community relations, and new media.

### Executive Editor

Baltimore Magazine, Baltimore, MD

1984-1989

Led business and editorial staff for 50,000-circulation city/regional magazine. Won two National Magazine Awards while earnings grew 12 percent over 4-year span.

### Managing Editor

The Daily Progress, Charlottesville, VA

1981-1984

Led news operation of 25,000-circulation daily newspaper. Initiated new sections, raised circulation, and assisted parent company in strategic acquisitions.

### News editor, reporter

The San Francisco Chronicle, San Francisco, CA

1975-1981

Managed business and news sections of 550,000-circulation daily newspaper. As reporter, covered variety of assignments, including the Patty Hearst kidnapping and the Jonestown massacre.

## Education

- Harvard University: B.A. in government, with honors (1973)
- Phillips Academy, Andover (1968)

### **Non-Profit Directorships**

- Board of Directors, Harvard Alumni Association 2014 - 2021
- Board of Directors, Sacramento Tree Foundation 1998 - 2021
- Board of Directors, Families First, Sacramento 1992 - 1996
- Board of Directors, Sacramento Science Center 1990 - 1992
- Board of Directors, Sacramento Zoological Society 1990 - 1996
- Co-founder and Board chair, Festival de la Familia 1990 - 1992
- Board of Trustees, Sacramento Country Day School 1989 - 1992

### **Selected Published Works**

- *The Leadership Equation: Building Trust and Generating Spark to Create High-Performing Organizations*, a book published by Greenleaf Books in 2014.
- *Leading at Light Speed*, a book published by Inkwater Press, Portland, 2010.
- *Straight Talk: Turning Communication Upside Down for Strategic Results*, a book published by Davies Black, Palo Alto, 1998.
- "The Leadership ToolBox," a collection of more than 100 management tools sold via [www.leadingresources.com](http://www.leadingresources.com)

### **Professional Affiliations**

- Institute of Management Consultants (CMC certified)
- Organizational Development Network
- Society for Human Resources Management



**Tali A. Thomas, PCC**  
Certified Pinnacle Guide

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January 13, 2025

Amelia Wilder  
District Secretary  
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15160 Jackson Road  
P.O. Box 1050  
Rancho Murieta, CA 95683

Dear Amanda,

Thank you for the opportunity to discuss how the Pinnacle Framework can elevate Rancho Murieta CSD to support growth, alignment, and impact. Below is a proposal outlining how I'll guide you as a Pinnacle Guide, focusing on strategic clarity and sustainable success.

### **Purpose of Engagement**

The Pinnacle Framework is designed to transform high-potential boards and/or teams by implementing a structured system for strategic planning, goal execution, and leadership development. With my support as your Pinnacle Guide, the Rancho Murieta CSD will:

- Strengthen alignment and accountability
- Develop clear, actionable strategies that drive results
- Foster a culture of growth, responsibility, and measurable progress

### **Objectives**

This engagement will enable your organization to:

1. Define and achieve clear goals aligned with the Rancho Murieta CSD's new mission and strategic objectives.
2. Enhance leadership and communication skills for stronger collaboration and impact.
3. Implement systems for accountability and performance tracking to ensure each person stays on course.

## Key Components of the Pinnacle Engagement

### 1. 90-Minute Initial Session

- **Objective:** Kick off with a virtual session to understand key goals, assess current strengths and gaps, and set expectations for the Pinnacle process.
- **Outcome:** This initial session establishes a foundation for clarity and accountability.

### 2. Full-Day Team Sessions

- **Two Full-Day Base Camp Workshops (30 days apart):** Deep-dive workshops to clarify roles and responsibilities, assess talent, enhance culture, establish goals and define the mission and core values.
- **Three Full-Day Quarterly Workshops:** These quarterly sessions provide ongoing alignment, tackle emerging challenges, and reinforce progress toward goals.
- **One One-Day Annual Workshop Retreat:** This annual retreat is designed for strategic reflection and high-level planning, setting the stage for a focused, successful year ahead.
- **Focus Areas:**
  - Goal setting and prioritization
  - Communication and accountability frameworks
  - Implementing Core Values and Culture
- **Outcome:** These sessions create alignment, build essential skills, and provide actionable steps.

### 3. Weekly Tactical Meetings (90-Minute Sessions- attend as needed)

- **Objective:** Support progress through tactical meetings to address immediate challenges, make adjustments, and ensure accountability.
- **Outcome:** Real-time guidance and problem-solving keep momentum high and enable the group to stay on track toward set objectives.

### 4. “Spot Coaching” Support

- **Objective:** Provide ongoing, ad-hoc coaching to address urgent needs, provide feedback, or troubleshoot specific issues as they arise.
- **Outcome:** On-demand access to a trusted advisor means that everyone receives timely support, ensuring continuous progress without setbacks.

### 5. One-on-One Leadership Coaching

- **Objective:** Provide individualized support through monthly 30-minute coaching calls. These sessions are tailored to address personal challenges, develop leadership skills, and keep each person aligned to the organizational goals.
- **Outcome:** Participants gain clarity on their roles, overcome specific obstacles, and strengthen their ability to lead effectively. This personalized support ensures everyone is equipped to contribute to the organization’s vision.

## 6. Tools and Strategies with Step-by-Step Guidance

- **Objective:** Equip the participants with workbooks, tools, templates, and resources that can be cascaded throughout the organization for long-term impact.
- **Outcome:** Participants gain practical resources they can use independently, fostering a culture of self-sufficiency and sustainable growth.

### Additional Value

- **Coaching Methodologies Training:** I'll train your participants in coaching techniques, empowering them to foster growth.
- **Personality Assessments:** Each member will receive a personality assessment, providing insight into strengths and helping tailor coaching to their unique style.
- **Operating software:** I will provide the option of an operating software to track tools, ensuring efficient implementation and streamlined processes. This software will serve as a central hub to manage tools and strategies, helping to stay on track, measure progress, and achieve their goals more effectively.
- **Onboarding for New Participants:** I'll conduct a one-hour onboarding introduction for any new participant, ensuring they quickly align with goals, culture, and expectations.

### Fee

The total fee for this engagement, including all sessions, tactical meetings, spot coaching, 1:1 coaching, tools, assessments, software, any onboarding needs, leadership training, supplies and, travel expenses for the next 12-months is \$48,000. This includes all resources needed to implement the Pinnacle Framework effectively.

### Payment Terms

- \$4,000 of the total fee will be paid after the first meeting.
- The remaining balance will be paid in monthly installments of \$4,000 thereafter.

### Guarantee

I'm committed to delivering high-impact results. If at any point you feel the value does not align with the investment, a 45-day notice of termination is required. This ensures the Rancho Murieta CSD gains maximum benefit and remains in control of the investment.

### Next Steps

- Set up a time to review this proposal and tailor any details to meet your needs.
- Schedule the virtual 90-Minute initial call.

Thank you again for considering this partnership. I look forward to the opportunity to guide Rancho Murieta CSD on this transformative journey.

Cheers,

Tali

For Office of Rancho Murieta CSD:

\_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

For Thomas Coaching, LLC:

\_\_\_\_\_

Name: Tali Thomas, PCC

Title: Managing Member

Date: \_\_\_\_\_





**Tali Thomas** is a highly respected coach, trainer, speaker, and leader with over 17 years of experience as a Professional Certified Coach (PCC), Certified Pinnacle Guide, and POST Certified professional. Tali has supported hundreds of clients across diverse sectors—including construction, healthcare, engineering, financial services, government, non-profit, retail, and technology—in enhancing leadership capabilities, strengthening team dynamics, and building cultures of accountability and excellence.

Tali leverages the **Pinnacle Operating System** to help clients align their organizational mission with operational goals. By integrating principles of time management, strategic execution, and change management, she empowers leaders to achieve measurable outcomes while cultivating cohesive, high-performing teams. Known for her engaging facilitation style, Tali's sessions are interactive and collaborative, equipping leaders with actionable insights and the confidence to implement them effectively.

In addition to coaching, Tali is an experienced trainer of Ontological coaches, a facilitator of retreats, and a public speaker. Her 1:1 and group coaching sessions support leaders in adopting strategic frameworks, refining accountability structures, and driving sustainable growth. She partners with her clients to help them produce results, continuously reinvent themselves, and discover what's next.

Earlier in her career, Tali co-founded a successful international publishing company, scaling it to thousands of global retail clients, including Wal-Mart, Target, and Michael's. This entrepreneurial background gives her a unique perspective on business leadership and scaling operations.

**Beliefs:**

- Real leadership stems from a willingness to continuously reinvent oneself and produce impactful results.
- Her clients are high-achieving individuals who may feel stuck, exhausted, or ready for a new challenge—and who are looking to create what's next in their lives and businesses.

Tali holds a Bachelor's Degree in Business Administration and Accounting from the University of Arizona. She has become a trusted partner to numerous organizations, transforming teams, strengthening leadership, and supporting long-term success.

## Rancho Murietta Community Services District (CSD)

### Board of Directors, Strategic Planning Facilitation

#### Scope and Price Quote

January 14, 2025

#### About CPS HR Consulting

CPS HR Consulting (“CPS”) occupies a unique position in the field of government consulting; we are a Joint Powers Authority (JPA), whose charter mandates that we serve only public sector clients. We actively serve all government sectors including federal, state, local, and non-profit organizations, and special districts. This singular position provides CPS HR with a systemic and extensive understanding of how each government sector operates and is inter-connected to each other and to their community. That understanding, combined with our knowledge of public and private sector best practices, translates into meaningful and practical solutions for our clients’ operational and business needs.

#### Background

The Rancho Murietta Community Services District has contacted CPS HR for facilitation of strategic planning and goal setting with their Board of Directors. The Board has a new President who has requested the support of an external consultant to facilitate the two-day meeting. The meeting is planned for late March/early April.

#### Proposed Scope of Work

Outlined below is the CPS HR proposed scope of work for this engagement.

The CPS HR facilitator will engage in the following.

- Facilitate two-day strategic planning and goal setting meeting with the Board.
- Collaborate with the Board President and CSD stakeholders to develop the agenda for the two-day meeting.
- **Deliverable:** Compile a written action plan summarizing the outcomes, key decisions, and the next steps agreed upon during the workshop.
  - Deliver the action plan to the Board President within two weeks following the two-day facilitated meeting, ensuring it includes a clear outline of follow-up actions, responsibilities, and timelines.

## Draft/Proposed Agenda for Two Day Strategic Planning Session

### Day 1: Setting the Stage and Identifying Key Issues

#### 1. Welcome and Introduction

- **Time:** 30 minutes
- **Activities:**
  - Welcome remarks
  - Overview of the agenda and objectives

#### 2. Review of Current State

- **Time:** 1 hour
- **Activities:**
  - Presentation on the current state of the organization
  - Review of recent performance metrics and key achievements
  - SWOT analysis (Strengths, Weaknesses, Opportunities, Threats)

#### 3. Vision and Mission Discussion

- **Time:** 1.5 hours
- **Activities:**
  - Revisit the organization's vision and mission statements
  - Group discussion on alignment and any necessary updates

#### 4. Lunch

- **Time:** 1 hour

#### 5. Identifying Key Issues and Challenges

- **Time:** 2 hours
- **Activities:**
  - Brainstorming session to identify key issues and challenges
  - Prioritization of issues using voting or ranking methods

#### 6. Setting Strategic Goals

- **Time:** 1.5 hours
- **Activities:**
  - Define strategic goals based on identified issues
  - Group discussion and consensus-building

## **7. Wrap-Up and Reflection**

- **Time:** 30 minutes
- **Activities:**
  - Summary of the day's discussions
  - Reflection and feedback from participants

## **Day 2: Developing Action Plans and Implementation Strategies**

### **1. Recap of Day 1**

- **Time:** 30 minutes
- **Activities:**
  - Brief recap of key points from Day 1
  - Address any outstanding questions or concerns

### **2. Developing Action Plans**

- **Time:** 2 hours
- **Activities:**
  - Breakout sessions to develop action plans for each strategic goal
  - Presentation of action plans by each group

### **3. Lunch Break**

- **Time:** 1 hour

### **4. Implementation Strategies**

- **Time:** 2 hours
- **Activities:**
  - Discussion on implementation strategies and timelines

- Assigning responsibilities and resources

**5. Monitoring and Evaluation**

- **Time:** 1 hour
- **Activities:**
  - Establishing key performance indicators (KPIs)
  - Setting up a monitoring and evaluation framework

**6. Final Review and Commitment**

- **Time:** 1 hour
- **Activities:**
  - Final review of the strategic plan
  - Commitment from participants to the plan
  - Next steps and follow-up actions

**7. Closing Remarks**

- **Time:** 30 minutes

**Price Quote**

Service/Deliverable	Price Per	Qty	Extended Costs
Strategic Planning Meeting Facilitation – 2-day meeting, onsite	\$9000/2-day session	1	\$9,000
Meetings, planning and preparation	\$180/hour	15-hours	\$2,700
Written action plan	\$180/hour	10-hours	\$1,800
<b>Total</b>			<b>\$13,500</b>

## Facilitator Bio

Yolanda Underwood is a fully versed leadership trainer and coach that helps organizations achieve results. For over 20 years, she has specialized in providing teams with training and coaching sessions that are powerful and thought-provoking. Focusing on the areas of strategic planning, performance management, and leadership development, she is able to assist organizations to realize their goals. Yolanda works with departments and cross-functional teams as well as individuals at all levels. Her passion for helping leaders be their best is apparent in each session, through her energetic style that creates engagement and interest. Her expertise in areas such as Effective Communication, Building Trust, Developing High Emotional Intelligence, and Creating High-Performance Teams focus on promoting a positive and productive culture.

In addition, her vast experience in the area of performance management helps organizations focus on goal setting and staying the course to achieve those goals. She has built Performance Management systems from the ground up, as well as helping leaders support those already in place. Yolanda has extensive experience in performance management, employee relations, leadership coaching and development, curriculum development, and facilitation. Using a very interactive approach to learning, both with proven resources, as well as real-life examples, participants are taken through material that is relevant, relatable, and applicable in everyday environments. The focus on driving performance and creating workplace cohesiveness is a common theme in the training and coaching sessions she facilitates.